

# CADTH pan-Canadian Oncology Drug Review Provincial Advisory Group Terms of Reference

**JUNE 2019**

## Record of Updates

Update	Version	Reported on CADTH Website
Original	March 2011	April 20, 2011
2	May 2014	July 2014
3	April 2016	September 2016
4	November 2016	December 2016
5	June 2019	June 2019

## Inquiries

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## 1. Mandate

The mandate of the CADTH pan-Canadian Oncology Drug Review (pCODR) Provincial Advisory Group (PAG) is to provide advice, with an operations focus, on implementation issues. This is to facilitate agreement on a common approach to funding decisions and, from time to time, on strategic and policy direction:

- a) between the CADTH pCODR Advisory Committee (PAC) and CADTH on issues related to drugs used in the active treatment of cancer;
- b) between PAC and CADTH on the review and recommendation processes for cancer agents.

## 2. Responsibilities

The roles and responsibilities of PAG is to:

- a) provide input to CADTH to ensure that the clinical and economic reviews of drugs leading to pCODR Expert Review Committee (pERC) recommendations address local needs and issues;
- b) confirm the development of a provisional algorithm with the Canadian Association of Provincial Cancer Agencies (CAPCA) Board of Directors to support the feasibility of adoption into the health system;
- c) identify individual clinicians affiliated with provincial cancer agencies, with experience in the diagnosis and management of the condition for which the drug under review is indicated, to serve as Chair of or participate on the ad hoc panel or to provide input on a survey, as applicable, to support the development of a provisional algorithm;
- d) support the work of the ad hoc panel;
- e) provide input to pERC during its deliberations, regarding potential implementation issues related to pERC's recommendations;
- f) review and provide feedback on pERC recommendations regarding any implementation issues, including reviewing comments relating to the provisional algorithm before the recommendations are finalized;
- g) facilitate consultation and information exchange within and among the participating jurisdictions, cancer agencies, relevant organizations, and CADTH;
- h) inform CADTH about important trends in the development and utilization of cancer drugs, and significant issues relevant to their assessment.

## 3. Authority

PAG shall report to the CADTH PAC through its Chair.

## 4. Membership

### 4.1 Composition

PAG consists of representatives from the provincial and territorial ministries of health, provincial cancer agencies, federal drug programs participating in CADTH programs and services, a representative from CAPCA, physicians and an ethicist. There shall be voting members, non-voting members, ex-officio members, and observers.

#### a) Voting Members

There shall be one (1) voting member representing each participating jurisdiction. In the jurisdictions where there are cancer agencies, the jurisdiction may have two (2) members on the committee, one of which will have voting rights. The respective Assistant Deputy Ministers of Health (Drug Program) of the jurisdiction, in consultation with the CEO of the jurisdictional cancer agency, where applicable, will designate one (1) of the two (2) positions as the voting member.

## b) Non-Voting Members

The jurisdictional representatives who are not appointed as voting members shall be non-voting members. The executive director of CAPCA, an ethicist and a maximum of two (2) physicians shall be non-voting members.

## c) Ex-Officio Members

The CADTH President and CEO (or his or her designate) shall be an ex-officio member of PAG.

## d) Observers

The PAG Chair, in consultation with CADTH, may invite observer(s) to attend PAG meetings from time to time, as he or she deems appropriate.

## 4.2 Appointment Process

Each voting member shall be appointed by the Assistant Deputy Minister of Health (Drug Program) in the jurisdiction that he or she represents.

Each jurisdictional non-voting member shall be appointed by the respective Assistant Deputy Minister (Drug Program) and will be given the non-voting status as per the terms of reference.

Physicians and as well as the ethicist will be nominated by the CAPCA Board of Directors and appointed by the CADTH President and CEO.

The committee shall have the right to exclude observers from any meeting held in camera, either in whole or in part.

## 4.3 Removal

Notwithstanding anything set out in these terms of reference, in cases where a replacement of a member may be required, the CADTH President and CEO shall consult with the specific jurisdiction and may have the right to remove a member before the expiry of his or her term.

## 4.4 Resignation

A member may resign from office by giving a written resignation to the Chair, and to the CADTH President and CEO; such resignation becomes effective when received by CADTH or at the time specified in the resignation, whichever is later.

## 4.5 Term of Appointment

Each voting member and non-voting member serves at the pleasure of the jurisdiction or organization appointing him or her, as applicable.

## 4.6 Committee Officers

The officers of PAG shall be the Chair and Vice-Chair.

The PAG Chair will be appointed by the CADTH President and CEO from among PAG members, with endorsement by PAG members, for a term of two (2) years, once renewable. If the appointed Chair is a jurisdictional member, the Assistant Deputy Minister of Health (Drug Program) for that jurisdiction shall nominate another member from the respective jurisdiction in accordance with clause 4.1 of these terms of reference.

The PAG voting members shall choose the Vice-Chair from among the PAG members by majority vote.

The Chair shall:

- preside at PAG meetings
- attend CADTH pERC meetings or call upon other PAG members to attend CADTH pERC meetings to provide input on behalf of the CADTH PAG regarding potential implementation issues related to the PERC recommendation
- report on CADTH PAG activities to PAC
- act as the key liaison between PAG and CADTH.

The Vice-Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair.

## 4.7 Voting Rights

PAG decisions shall ordinarily be decided by a consensus of the members present at the meeting. Should consensus not be reached, the Chair shall refer the question to be decided by the voting members by a simple majority vote. In case of an equality of votes, the Chair shall have a casting or deciding vote. All members will support a PAG decision once it is made.

## 5. Meetings

### 5.1 Frequency of Meetings

Teleconferences are held monthly or as required. Face-to-face meetings may be held, up to twice yearly, as deemed appropriate by CADTH.

### 5.2 Notice of Meetings

PAG meeting dates will be determined by CADTH, in consultation with members.

### 5.3 Quorum

The quorum at PAG meetings shall be a majority of all voting members.

### 5.4 Attendance

All voting members shall attend PAG meetings. A PAG member who is unable to attend a meeting may designate a proxy.

In the event where a proxy is standing in for a voting member, the voting privileges will transfer to the proxy for the duration of the meeting.

### 5.5 Attendees

In addition to voting and non-voting members, observers, and ex-officio members, only representatives from CADTH shall be entitled to attend PAG meetings but have neither the right to participate, except as subsequently noted, nor the right to vote.

CADTH staff attending the meeting shall serve as a resource to PAG. They will provide secretariat support and may actively participate in the presentation of information or discussions at the request of the PAG Chair. They shall also assist in obtaining additional information and/or expert advice at PAG's request.

### 5.6 Agenda

The PAG meeting agendas are developed by CADTH staff in consultation with the PAG Chair.

## 5.7 Records of Meetings

A summary of actions and record of any decisions made shall be kept for all meetings and shared with voting members, non-voting members, observers, ex-officio members, and relevant CADTH staff.

## 6. General Provisions

### 6.1 Code of Conduct

Every person attending a PAG meeting must abide by the *CADTH Code of Conduct Agreement Form for Members of CADTH Committee and Expert Review Panel Members*.

### 6.2 Conflict of Interest Guidelines

All PAG members must abide, in writing, by the terms of the *CADTH Conflict of Interest Guidelines for CADTH Expert Committee and Panel Members*. Each PAG member's completed conflict of interest disclosure form will be publicly posted on the CADTH website.

### 6.3 Confidentiality

It is the responsibility of PAG members to know what information is confidential and to obtain clarification when in doubt. Except as he or she may be compelled by applicable legal process, a PAG member must — both while having and after ceasing to have that status — treat as confidential all information regarding the policies, internal operations, systems, business, or affairs of PAG and of pCODR obtained by reason of his or her status as a PAG member and not generally available to the public. A PAG member shall not use information obtained as a result of his or her involvement with PAG for his or her personal benefit. Each PAG member shall avoid activities that may create appearances that he or she has benefited from confidential information received during the course of his or her duties as a PAG member.

### 6.4 Remuneration

Members may be eligible to receive remuneration in accordance with the CADTH policy on remuneration.

Expenses incurred in the course of performing duties as a committee member are eligible for reimbursement in accordance with the CADTH travel policy.

### 6.5 Working Groups

From time to time, PAG may form working groups to fulfill its mandate.

### 6.6 Reporting

PAG shall report to PAC through its Chair.

### 6.7 Secretariat Support

Secretariat support for PAG shall be provided by CADTH staff.

### 6.8 Terms of Reference

These terms of reference may be amended at any time and, from time to time, at the discretion of the CADTH President and CEO.