

# CHARTER

## **GloPID-R Global Research Collaboration for Infectious Disease Preparedness**

### **Goal**

The goal of the Global Research Collaboration for Infectious Disease Preparedness (GloPID-R) is to facilitate an effective research response within 48 hours of a significant outbreak of a new or re-emerging infectious disease with pandemic potential, in order to save lives and economies worldwide. To achieve this goal the GloPID-R brings together funding bodies investing in research related to new or re-emerging infectious diseases to ensure that research capacity and capabilities are in place to support the conduct of scientific research. GloPID-R represents a **network of funding organizations**.

### **Background**

Worldwide human populations are under threat from new or re-emerging and drug resistant infectious epidemics, which are now not only spreading faster, but also appear to be emerging more frequently than before. Any emerging infectious epidemic or appearance of a new type of drug-resistant infection can strike anywhere anytime in the world; globalization and climate change are among the driving factors. The treatment and control are often hampered by delayed diagnosis and the lack of knowledge about the disease, its manifestations, and its treatment and control. Many of these infections are zoonoses, thus necessitating an integrated approach in the human and veterinary fields ('One Health' approach). A proper response needs to be quick, flexible, comprehensive and often regional or global and is therefore likely to be beyond the capacity of any single country. Besides being a major threat to human health such epidemics are a severe burden on the global economy with an impact on competitiveness, growth and jobs.

The challenges to conducting meaningful scientific research quickly for new or re-emerging epidemics, referred to herein as 'research preparedness,' are very complex and shared by researchers in many countries. Thus far there has been limited collaboration by funding organizations to help resolve these challenges.

In response, the European Commission suggested to the Heads of International (biomedical) Research Funding Organizations (HIRO) the creation of an initiative which would facilitate international collaboration between funders in this area. The European Commission called for the first meeting in Brussels on 25-26 February 2013 with international research funding organizations from the USA, Canada, China, Australia, the UK, France and Sweden. The Global Research Collaboration for Infectious Disease Preparedness (GloPID-R) initiative was launched at that meeting and since then, other countries have also expressed their interest.

At the second meeting in Annecy, France, 9-10 October 2013, hosted by the Fondation Mérieux and co-organized by the European Commission and the French Institut de Microbiologie et Maladies Infectieuses (IMMI-INSERM/AVIESAN), GloPID-R was discussed with a wider range of participants including further funding bodies, representatives from

additional interested countries and scientific experts. Objective, scope and governance of the initiative were further discussed.

Following up on discussions in Annecy about the governance structure for GloPID-R the European Commission consulted a number of funding bodies. These consultations led to this Charter, collectively agreed upon in Montréal, on October 1, 2014.

### **Objectives**

GloPID-R aims to facilitate a global research response to a significant outbreak of a new or re-emerging infectious disease through research and policy development during interepidemic periods to prepare the ground for a rapid research response in case of an outbreak.

Accordingly, GloPID-R aims to

- address scientific, logistical, legal, regulatory, ethical and financial challenges to the rapid mounting of such a response,
- establish a strategic agenda to address the above mentioned challenges and identify gaps. It should lead to the building of a sound research capacity to ensure a rapid international research response in case of an outbreak;
- facilitate exchange of information between funders,
- connect the existing and future research networks in this area.

GloPID-R recognizes the crucial role of low-income countries in the global fight against emerging diseases and therefore aims to operate in partnership with these countries.

**The concrete steps to achieve the objectives are outlined below under ‘Commitment’.**

**GloPID-R** will closely collaborate with public health actors including veterinary services at national, European (e.g. ECDC) and international (e.g. WHO, OIE) level, but **its goal is *not to coordinate or mount a public health response*. It is *not a new funding organization*, but aims to make the work of its members more effective through collaboration and by jointly addressing the barriers to research.**

### **Membership**

GloPID-R is a global collaboration of funding organizations (network of funders) that establishes and maintains organized relationships with the scientific community, the relevant (pharmaceutical, diagnostics, vaccine and biotech) industries and small and medium enterprises, and public health actors including veterinary services, regulatory agencies and patient groups.

There are currently no fees or dues related to membership in GloPID-R. Members pay their own travel and subsistence expenses related GloPID-R meetings<sup>1</sup>.

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<sup>1</sup> If needed and financially possible, the Chairs may only agree to cover the travel and subsistence costs of experts from low- or lower-middle-income countries whose related expertise may be necessary or useful for GloPID-R related activities. .

The list of GloPID-R members is detailed in Annex I.

Participation of companies and industry associations active in the fields of diagnostics, drug and vaccine development and biotechnology relevant to research preparedness for emerging infections is achieved through a specific Industry Stakeholder Group (ISG).

### **Commitments**

GloPID-R participants commit to:

- strengthen global cooperation to improve the research response to new and re-emerging infectious disease research,
- regularly share information on new funding initiatives and research initiatives in the area of research preparedness for new or re-emerging infectious diseases,
- strive to make data accessible to each other and to the relevant research community as rapidly as possible, and with minimal restrictions,
- work towards establishing a common Strategic Agenda for research response. The Strategic Agenda covers issues within the mandate of GloPID-R, i.e overcoming the hurdles to a rapid joint research response (such as mechanisms of information exchange, clinical protocols, rapid funding mechanisms etc.).
- implement the Strategic Agenda in a coordinated and complementary way through respective funding initiatives. Generally, each GloPID-R member organisation shall run its own calls contributing to the shared objectives and agenda,
- facilitate the international collaboration of researchers in the area of research preparedness for emerging infections by:
  - mapping of relevant research networks worldwide,
  - encouraging the participation of researchers in international collaborations through respective stipulations in funding and research initiatives,
  - enabling the inclusion of international researchers in their own funding initiatives,
  - facilitating the coordination of relevant international clinical trials;
- jointly address the logistical, legal, regulatory, ethical, capacity and financial challenges to the rapid and effective mounting of a research response to new or re-emerging infectious diseases (e.g. by streamlining ethical and regulatory procedures including their ongoing update, standardized protocols/documents and pre-prepared ethical protocols),
- take into account the specific challenges and needs of research preparedness for new or re-emerging infectious diseases in resource-poor settings,
- broaden the circle of participants in GloPID-R through recruitment of additional funding bodies worldwide,

- include the following important stakeholders in the area of research preparedness for new or re-emerging infectious diseases in its deliberations and planning of funding and research initiatives:
  - scientific community,
  - industry and SMEs in the fields of diagnostics, drug and vaccine development and biotechnology relevant to research preparedness for emerging infections,
  - civil society organisations,
  - public health actors including veterinary services at national, European (e.g. ECDC<sup>2</sup>) and international (e.g. WHO<sup>3</sup>, OIE<sup>4</sup>) level,
  - regulatory, legal and ethical institutions and experts as relevant to address the related barriers to a research response;
- communicate and disseminate information on GloPID-R and its objectives.

### **Governance of GloPID-R**

The governance, structure and way of operating of GloPID-R are determined by its members and may be adapted to the evolving needs of the network. Currently, the following governance structure – described in Annex II - is agreed: All GloPID-R members are represented with one vote in the **Assembly of GloPID-R members ('Assembly')**. As a general rule, consensus of all Assembly members should be sought for all issues discussed. If consensus cannot be reached, decisions can in exceptional cases be taken with simple majority. The Assembly elects the **Chair and up to five Vice-Chairs of GloPID-R ('the Chairs')** amongst its members for a duration of 2 years (renewable for a maximum of two consecutive terms). The chairs work in close cooperation with a Scientific Advisory Board and Committee(s) based on the delegation from the Assembly.

The Assembly meets at least once per year face-to-face and decides on the work programme proposed by the secretariat. In between meetings, decisions can be taken by e-mail or during an audio- or videoconference.

The Assembly decides about the establishment of Committees/Advisory Board and Working Groups.

The Chairs invite all members to Assembly meetings, propose the agenda for meetings, propose items for information and decision in between meetings and oversee and direct the work of the secretariat.

### **GloPID-R secretariat**

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<sup>2</sup> European Centre for Disease Prevention and Control

<sup>3</sup> World Health Organization

<sup>4</sup> World Organization for Animal Health

The task of the secretariat is to provide support to the implementation of GloPID-R in close collaboration with the different committees, Scientific Advisory Board, Working Groups and other stakeholders.

This includes (i) organizational support to the functioning of the Assembly and the Chairs such as the organization of and reporting on meetings, and information exchange among all members, and assuring administrative management as well as (ii) the direct implementation of actions to achieve GloPID-R's goal. The latter includes issues such as a mapping of GloPID-R relevant scientific networks worldwide, drafting guidance documents, protocols and data collection tools (under the supervision of relevant committees/participants) and contributing to the development of a readiness plan for implementation in case of an outbreak. The secretariat will be engaged in dissemination activities with relevant stakeholder groups and with the public at large (e.g. development of website, communication materials, etc.) as well as involve regions particularly affected by emerging epidemics. The Assembly will adopt the work programme of the Secretariat.

The secretariat will submit regular short updates on its activities to the Chairs and an annual report to the Assembly.

### **Ethics & conflict of interest policy**

All institutions or persons participating in GloPID-R activities agree to participate in good faith and act with the highest ethical and moral standards.

Specifically, conflicts of interest will be avoided based on the following principles:

- All representatives of GloPID-R Members solemnly agree to disclose to other representatives any potential conflict of interest related to his/her institution or himself/herself whenever a GloPID-R issue or topic of discussion may raise such a conflict of interest. All representatives also agree to withdraw from the discussion if such a conflict of interest arises and if requested to do so by the other representatives.
- All representatives of the GloPID-R Industry Stakeholder Group solemnly agree to disclose any potential conflict of interest related to his/her institution or himself/herself whenever a GloPID-R issue or topic of discussion may raise such a conflict of interest. All representatives also agree to withdraw from the discussion if such a conflict of interest arises and if requested to do so by other participants in the discussion or by the GloPID-R Chair.
- All experts called for an advisory role in GloPID-R, such as participation in its Scientific Advisory Board or in specific working groups, are requested to disclose any circumstance that could represent a potential conflict of interest related to the activity in which they will be involved. All experts will therefore sign a declaration of interest to be reviewed according to the principles detailed in the General Operating Principles of Annex II. This declaration of interest is presented in Annex III.
- All GloPID-R Secretariat members shall abide to the conflict of interest policy presented in Annex IV.

## Annex I – Members and observers

### Members

The following Members have agreed to join the Global Research Collaboration for Infectious Disease Preparedness (GloPID-R) initiative and cooperate in the spirit of its Charter:

- **Academy of Scientific Research and Technology (Egypt)**
- **African Academy of Sciences (AAS)**
- **Bill and Melinda Gates Foundation**
- **Canadian Institutes of Health Research (CIHR)**
- **Consejo Nacional de Ciencia y Tecnología (CONACYT, Mexico)**
- **Department for International Development (DFID, United Kingdom)**
- **European Commission – DG Research & Innovation, European Union**
- **German Federal Ministry for Education and Research (BMBF)**
- **Indian Council of Medical Research (ICMR)**
- **Institut National de la Santé et de la Recherche Médicale (INSERM, France)**
- **Institut Pasteur International Network (IPIN)**
- **Instituto Butantan (Brazil)**
- **Instituto Fiocruz (Brazil)**
- **Instituto de Salud Carlos III (Spain)**
- **International Development Research Centre (IDRC, Canada)**
- **Japan Agency for Medical Research and Development (AMED)**
- **Medical Research Council (United Kingdom)**
- **Ministry of Health (Italy)**
- **Ministry of Science, Technology and Productive Innovation (Argentina)**
- **National Health and Medical Research Council (Australia)**
- **National Research Foundation of Korea (South Korea)**
- **Research Council of Norway (RCN)**
- **Sao Paulo Research Foundation (FAPESP, Brazil)**
- **South African Medical Research Council (SA MRC)**
- **National Institute of Health, Department of Medical Sciences (Thailand)**
- **U.S. Department of Health and Human Services**
- **Wellcome Trust (United Kingdom)**

## Observers

- The **Coalition for Epidemic Preparedness Innovations** (CEPI)
- The **World Health Organization** (WHO)

are observers without voting rights in the GloPID-R Assembly.

## Annex II – General Operating Principles

### I - Membership

1. The GloPID-R initiative is open to funding organizations investing in research related to new or re-emerging infectious diseases and sharing the vision, objective and commitments expressed in Charter. However, since the initiative wishes to be inclusive, it also welcomes stakeholders that are not funding organizations with an observer status.
2. All applicants to the GloPID-R initiative are invited to submit a formal application to the Chair. This application should then be submitted for approval to the General Assembly at its next meeting or by written procedure.

All representatives of GloPID-R members solemnly agree to disclose to other representatives any potential conflict of interest related to his/her institution or himself/herself whenever a GloPID-R issue or topic of discussion may raise such a conflict of interest.

3. Public health institutions, regulatory agencies, or other organizations that are not funding organizations may be invited as observers. Their participation as observer shall be proposed by a Member to the General Assembly and approved by it. Following this approval, participation in specific GloPID-R meetings and activities shall be at the discretion of the Chair.
4. Companies and industry associations engaged in research related to new or re-emerging infectious diseases may be invited to participate in GloPID-R activities and discussions as observers without voting rights through a specific Industry Stakeholder Group (ISG).

### II- General Assembly

5. The General Assembly is the decision-making body of GloPID-R.
6. It shall, in any case, take all decisions related to:
  - GloPID-R's priorities, objectives and projects;
  - GloPID-R's communication strategy;
  - GloPID-R's ethics and conflict of interest policy;
  - work programme of the Secretariat;
  - validation of the Strategic agenda;
  - validation and implementation of the Response Plan; creation of specific committees or governance bodies;
  - GloPID-R membership, including acceptance or departure of Members and observers;
  - modification of the GloPID-R Charter or its annexes;
  - any other significant decisions.
7. The General Assembly shall consist of all GloPID-R Members. Members may participate with up to three representatives in the General Assembly, but each member shall only have one vote in the General Assembly.

8. Every {two} years, the General Assembly shall elect its Chair and up to {six} Vice-Chairs amongst the representatives of its Members.
9. The Chair shall be responsible to convene ordinary and extraordinary meetings of the General Assembly, to represent the GloPID-R initiative and network and to follow-up on all projects decided by the General Assembly in-between ordinary and extraordinary meetings. The Chair may also delegate the task of follow-up on projects to the GloPID-R Secretariat.
10. The Chair shall convene ordinary face-to-face meetings of the General Assembly at least once every year.
11. In between face-to-face meetings of the General Assembly, its Members may also deliberate and take decisions by audioconference, videoconference or e-mail.
12. The Chair shall prepare and send a written agenda for the General Assembly no later than two weeks preceding the General Assembly. The Chair may also delegate this task to the GloPID-R Secretariat. During a meeting of the General Assembly, the Members may also agree to add a new item to the original agenda.
13. When decisions are proposed to the General Assembly, consensus of the representatives of its Members should be sought on the issues discussed. However, if a consensus cannot be reached, decisions may in exceptional cases be taken by the simple majority of all Members. The comments of Members not represented at the General Assembly will generally (except in cases of extreme urgency) be sought on decisions proposed by the General Assembly before its decisions become final.

All representatives of GloPID-R Members shall disclose to other representatives any potential conflict of interest related to his/her institution or himself/herself whenever a GloPID-R issue or topic of discussion may raise such a conflict of interest. All representatives also agree to withdraw from the discussion if such a conflict of interest arises and if requested to do so by the other representatives after the situation has been disclosed.
14. The Chair shall produce or ask the Secretariat to produce written conclusions of the General Assembly, which, after their adoption by the members present, shall constitute the formal record of all decisions taken.

### **III- Industry Stakeholder Group (ISG)**

15. The GloPID-R ISG is open to all companies and industry associations engaged in research related to new or re-emerging infectious diseases and sharing the vision, objectives and commitments expressed in the Charter.
16. Each company/industry association in the ISG shall participate in discussions through a single representative, which may be changed by informing the GloPID-R Chair in writing.
17. Members of the ISG will be invited by the Chair of GloPID-R to participate in General Assemblies, teleconferences, extraordinary meetings, specific working groups, workshops or other GloPID-R activities, unless the related discussions are specifically restricted to GloPID-R members. Members of the ISG will participate as observers without voting rights. When required, the Chair of GloPID-R may limit the participation of the ISG to one representative, namely the Chair of the ISG or a designated replacement.
18. Members of the ISG shall withdraw from discussions if a conflict of interest arises and if requested to do so by other participants in the discussion or by the GloPID-R Chair.

**IV- Secretariat**

19. The Secretariat supports the implementation of the GloPID-R objective in close collaboration with the General Assembly, its Chair and Vice-Chairs and the different committees created.
20. The Secretariat shall generally participate in all meetings of the General Assembly without a vote. The Assembly may decide to discuss certain agenda items without the Secretariat.
21. The tasks of the Secretariat shall include (i) organizational support to the functioning of the GloPID-R network such as the organization of General Assembly meetings, information exchange amongst Members, external representation of the initiative and external communication operations, as well as (ii) the direct implementation of actions to achieve GloPID-R's objective.
22. The tasks of the Secretariat shall be detailed in a multi-annual work programme to be presented and approved by the General Assembly.
23. The Secretariat shall submit regular updates on its activities to the Chair and Vice-Chairs of the General Assembly, as well as an annual report to the Assembly. The Secretariat will also regularly inform and discuss its activities with the Scientific Advisory Board.  
All GloPID-R Secretariat members shall abide to the conflict of interest policy presented in Annex IV.
24. The General Assembly will discuss no later than in 2018, the most effective way to ensure the sustainability of the initiative, including the funding of the secretariat.

**V- Scientific Advisory Board**

25. A Scientific Advisory Board shall be set up to advise the General Assembly, the Chair and Vice-Chairs as well as the Secretariat on all scientific issues relevant to the GloPID-R initiative and network.
26. The Scientific Advisory Board shall provide advice on GloPID-R activities and in the subsequent discussions on findings, ideas and possible solutions. It shall also work on the development of a Strategic agenda.
27. The Scientific Advisory Board shall consist of scientific experts identified by Members organizations covering the relevant fields of competencies for GloPID-R. Experts appointed by Members shall be complemented as needed by additional experts identified by the Secretariat in agreement with the Chair and Vice-Chairs.
28. The Scientific Advisory Board may decide to consult additional external experts, including other stakeholders, such as public health actors, the veterinary sectors, regulatory, legal and ethical institutions and experts and civil society organizations.

The Scientific Advisory Board shall determine its agenda and its working methods with the expertise, assistance and support of the GloPID-R Secretariat. Its work plan as well as any relevant documents such as the strategic agenda, the Response plan and others intended for public release shall be approved by the General Assembly.

All experts called for an advisory role in GloPID-R are requested to disclose any circumstance that could represent a potential conflict of interest related to the activity in which they will be involved. All experts (including members of the Scientific Advisory Board) will therefore sign a declaration of interest, presented in Annex III and to be reviewed by the Chair/Vice-Chairs of GloPID-R (or a specific Ethics Committee to be established by the

GloPID-R Assembly). The GloPID-R Secretariat will keep these declarations of interest, presented in Annex III, in a specific registry.

#### **VI- Working relations between GloPID-R bodies**

29. In between ordinary and extraordinary Assembly meetings, the Chair and Vice-Chairs should ensure regular coordination among themselves in relation to the pursuit of the GloPID-R objective and the implementation of Assembly decisions.
30. In between ordinary and extraordinary Assembly meetings, interactions relating to the activities and tasks of the Secretariat should take place between the Chair and Vice-Chairs and the Secretariat on a regular basis, preferably during the meetings and audioconferences of the Chair and Vice-Chairs. Updates on the work of the Secretariat should be principally discussed on this occasion to limit excessive reporting.

#### **VI- Withdrawal**

31. A Member may always exercise a withdrawal right and propose to its Representative the permanent withdrawal of its organization.
32. Such a withdrawal will be immediately effective following written information of the Chair. Information about this withdrawal will be shared amongst all Members.

## Annex III – Declaration of interest for GloPID-R experts

### PREAMBLE

GloPID-R activities on global health and medical research issues require the assistance of experts to provide *ad hoc* expertise and/or to participate in permanent work groups or advisory councils (such as its Scientific Advisory Board). These experts may have interests related to their expertise. To ensure the highest integrity and public confidence in its activities, GloPID-R requires that these experts serving in an advisory role disclose any circumstances that could give rise to a potential conflict of interest related to the subject of the activity in which they will be involved.

All experts called for an advisory role must disclose any circumstance that could represent a potential conflict of interest (i.e., any interest that may affect, or may reasonably be perceived to affect, the expert's objectivity and independence).

In addition, when working for GloPID-R:

1. All experts shall work independently, in a personal capacity and not on behalf of any organisation.
2. All experts shall:
  - a. handle the subject for which they are providing expertise in a **confidential and fair way**,
  - b. assist to the best of their abilities, professional skills and knowledge, while **applying the highest ethical and moral standards**,
  - c. follow instructions and time-schedules given by the GloPID-R Chairs and Vice-Chairs and deliver consistently high quality work.
3. If a legal entity approaches the expert during her/his advisory role, he/she shall immediately inform the GloPID-R Chairs and Vice-Chairs (or any GloPID-R Ethics Committee established by the GloPID-R Assembly).
4. All experts shall perform her/his work **impartially**.

All experts called for an advisory role or serving in an advisory role accept that the GloPID-R Chair and Vice-Chairs (or any GloPID-R Ethics Committee established by the GloPID-R Assembly) have the permanent right at their discretion to recuse them if they believe a potential conflict of interest would have an adverse impact on their work, opinion or activity for GloPID-R. Neither GloPID-R, nor its Chair, Vice-Chairs and Members may be held liable in the case an expert is recused.

**DECLARATION**

As an expert called by GloPID-R, you must disclose on this Declaration of Interest (DOI) form any financial, professional or other interest relevant to the subject of the expert group, work or meeting in which you have been asked to participate in or contribute towards and any interest that could be affected by the outcome of the meeting or work. You must also declare relevant interests of your immediate family members and, if you are aware of it, relevant interests of other parties with whom you have substantial common interests and which may be perceived as unduly influencing your judgement (e.g. employer, close professional associates, administrative unit or department).

Please complete this form and submit it to the GloPID-R Secretariat.

Your answers will be reviewed by the GloPID-R Chair and Vice-Chairs or by a specific Ethics Committee (if such a Committee is established by the GloPID-R Assembly), as well as by the Scientific Advisory Board Chair to determine whether you have a conflict of interest relevant to the subject at hand.

They may conclude that no potential conflict exists or that the interest is irrelevant or insignificant or would not have an adverse impact on your work, opinion or activity. On the other hand, they may decide that you should be recused from participating in the expert group, meeting or work concerned, after consulting with you. The decision is a permanent right at their discretion and shall not be contested.

Name: Institution: Email:
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<u>Date and title of meeting or work, including description of subject matter to be considered:</u>  
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**EMPLOYMENT AND CONSULTING**

*Within the past 4 years, have you received remuneration from a commercial entity or other organization with an interest related to the subject of the meeting or work?*

- |  |            |           |
|--|------------|-----------|
| 1a Employment  | <b>Yes</b> | <b>No</b> |
| 1b Consulting, including service as a technical or other advisor | <b>Yes</b> | <b>No</b> |

**RESEARCH SUPPORT**

Within the past 4 years, have you or has your research unit received support from a commercial entity or other organization with an interest related to the subject of the meeting or work?

- |   |            |           |
|---|------------|-----------|
| 2a Research support, including grants, collaborations, sponsorships, and other funding  | <b>Yes</b> | <b>No</b> |
| 2b Non-monetary support valued at more than US \$1000 overall (include equipment, facilities, research assistants, paid travel to meetings, etc.) | <b>Yes</b> | <b>No</b> |

Support (including honoraria) for being on a speakers bureau, giving speeches or training for a commercial entity or other organization with an interest related to the subject of the meeting or work? **Yes No**

**INVESTMENT INTERESTS**

*Do you have current investments (valued at more than US \$5 000 overall) in a commercial entity with an interest related to the subject of the meeting or work? Please also include indirect investments such as a trust or holding company. You may exclude mutual funds, pension funds or similar investments that are broadly diversified and on which you exercise no control.*

3a Stocks, bonds, stock options, other securities (e.g., short sales) **Yes No**

3b Commercial business interests (e.g., proprietorships, partnerships, joint ventures, board memberships, controlling interest in a company) **Yes No**

**INTELLECTUAL PROPERTY**

*Do you have any intellectual property rights that might be enhanced or diminished by the outcome of the meeting or work?*

4a Patents, trademarks, or copyrights (including pending applications) **Yes No**

4b Proprietary know-how in a substance, technology or process **Yes No**

**PUBLIC STATEMENTS AND POSITIONS (during the past 3 years)**

5a As part of a regulatory, legislative or judicial process, have you provided an expert opinion or testimony, related to the subject of the meeting or work, for a commercial entity or other organization? **Yes No**

5b Have you held an office or other position, paid or unpaid, where you represented interests or defended a position related to the subject of the meeting or work? **Yes No**

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**EXPLANATION OF "YES" RESPONSES:** If the answer to any of the above questions is "yes", check above and briefly describe the circumstances on the below table.

Nos. 1 - 4: Type of interest, question number and category (e.g., Intellectual Property 4.a copyrights) and basic descriptive details.	Name of company, organization, or institution	Belongs to you, a family member, employer, research unit or other?	Amount of income or value of interest	Current interest (or year ceased)
Write here				
<b>Nos. 5: Describe the subject, specific circumstances, parties involved, time frame and other relevant details</b>  Write here				

**DECLARATION.** I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge.

Date:

Signature:

## Annex IV – conflict of interest policy for GloPID-R Secretariat

### PREAMBLE

Any Individual or entity (hereafter a “person”) working permanently or temporarily for the GloPID-R Secretariat, whatever its status, will strive to avoid any conflict of interest between the interests of GloPID-R on the one hand, and personal and institutional interests on the other.

The purposes of this policy is to protect the integrity of the GloPID-R’s decision-making process, to enable the GloPID-R stakeholders to have confidence in the integrity of GloPID-R, and to protect the integrity and reputation of volunteers, the GloPID-R Secretariat and GloPID-R members.

Examples of conflicts of interest include:

- 1 A GloPID-R Secretariat member who is also, through his/her membership in another network or organisation, or as a person employed or contracted by institutions that constitute and operate the GloPID-R Secretariat, involved with a grant proposal while the relevant funding initiative is being discussed within GloPID-R **ahead of** publication by one or more GloPID-R members.
- 2 A GloPID-R Secretariat member who is also, through his/her membership of another network or organisation, or as a person employed or contracted by institutions that constitute and operate the GloPID-R Secretariat, involved with a grant proposal for which changes or alterations to the relevant funding initiative are discussed within GloPID-R **following** publication by one or more GloPID-R members.

Any person working permanently or temporarily for the GloPID-R Secretariat, whatever its status will therefore make a full, written disclosure of interests, such as relationships and posts held that could potentially result in a conflict of interest. This written disclosure will be kept in the register of Secretariat documents and it will be updated as appropriate. It will always be kept available to the GloPID-R Chair or Vice-Chairs upon simple request.

A full disclosure of interests was made for named staff members in the original proposal developed for the GloPID-R Secretariat by Fondation Mérieux (FMX) and the University of Oxford (UOXF).

In addition, in the course of GloPID-R related meetings or activities, GloPID-R Secretariat members will verbally disclose any interests in a decision where there may be a conflict between GloPID-R’s best interests and the GloPID-R Secretariat members’ best interests or a conflict between the best interests of two organisations that the GloPID-R Secretariat members are involved with. If a conflict of interest is discovered before the meeting or activity, written disclosure can be made by email to the meeting organiser(s).

### DECLARATION

After disclosure such as described in the Preamble above, I understand that I may be asked to leave the room for the discussion and may not be able to listen in on the discussion or take

part in any decisions or deliberations depending on the judgement of the GloPID-R members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and GloPID-R Secretariat members, volunteers and GloPID-R members should respect its spirit as well as its wording.

Name :

Date Adopted: \_\_\_\_\_

Signature : \_\_\_\_\_

Appendix: Declaration of Interests for GloPID-R Secretariat members.

**GloPID-R Secretariat  
Register of Members' Interests**

Declaration of Interest

Name and organisation	Role in the GloPID-R Secretariat	Nature of relationship and/or nature of conflict of interest

This declaration of interest is made in accordance with the GloPID-R Secretariat Conflict of Interest Policy.

Name.....

Position .....

Signed .....

Date .....

Note: Complete one form for each newly appointed GloPID-R Secretariat member and file with the minutes.