



Title:	C9 Conflict of Interest Policy and Self-Declaration for BTOG Officers (BTOG Staff, Steering Committee and Board of Trustees)
Issue Date and Version:	September 2022/Version 1
Original Author:	Dawn Mckinley
Next Review Date:	September 2024
Author of the change (Initials)	What's changed/been added
DM	Paper form replaced by online form Added loyalty conflict Added BTOG check

All BTOG Officers (Staff, Steering Committee and Board of Trustees) must complete an annual conflict of interest and self-declaration on request and submit via the online form <https://www.btog.org/btog-trustees-and-steering-committee-conflict-of-interest-and-code-of-conduct-declaration-form/>. If no conflicts exist please declare "None". BTOG will maintain a record of all declarations for 5 years.

BTOG must maintain its integrity and reputation and therefore BTOG must ensure independence, objectivity and transparency in its educational events and programmes and therefore disclosure of any conflict of interest related specifically to the subject matter being discussed is required. BTOG views funding from tobacco and related industries as against BTOG's aims and objectives. This may include activities such as speaking at BTOG educational events, representing BTOG on committees or advisory groups.

In addition, BTOG requires that speakers must declare any conflict of interest at the beginning of their presentation at the BTOG event and that chairs declare any conflict of interest during their introduction. BTOG does not take any responsibility for conflicts of interest that may exist of any individuals, and it is the sole responsibility of the individual to make a declaration. BTOG will presume that if a declaration is not made then no reportable conflicts of interest exist relating specifically to BTOG or its activities/events. BTOG will check any declarations made to ensure compliance, maintain a record of conflict-of-interest declarations, and exercise the right to access public records as appropriate for audit purposes.

A conflict of interest may take the form of either a financial or loyalty conflict.

A financial conflict of interest means a financial, investment, licensing or other commercial interest in the subject matter under discussion or under review. The reportable time period in all cases is within 2 years of the event date or review date.

A loyalty conflict occurs there is no direct financial interest or benefit to the speaker but someone they are connected to, such as a friend or family member, has an interest in the matter under discussion.

The following includes instructions for completing conflict of interest documentation and self-declaration:

Where the conflict of interest relates to a BTOG event *please submit with your acceptance to participate* or within 1 month of the date of the event details of any:

- Employment or leadership (FT, PT, service as officer or board members)
- Advisory role
- Stock ownership
- Honoraria for speech, presentation or appearance
- Sponsorship
- Research funding – relating to clinical research being discussed
- Expert testimony
- Other remuneration including trips, travel, gifts, in-kind payments (excluding research related costs)
- Interest in the subject matter held by any connected person or organisation

If you are unsure if any activity or involvement creates a conflict of interest to BTOG you can contact the BTOG Steering Committee Chair, Professor Sanjay Popat via BTOG secretariat info@btog.org.