Canadian Society of Nephrology/
Société canadienne de néphrologie
CSN/SCN

Industry Liaison Committee

Terms of Reference

1. Purpose

The Industry Liaison Committee (ILC) is established to:

- Foster ethical, transparent, and mutually beneficial partnerships between the Canadian Society of Nephrology (CSN) and a broad range of corporate stakeholders, including but not limited to the pharmaceutical and medical device industries, insurers, financial institutions, and other organizations that align with CSN's mission and objectives.
- Promote collaboration that advances nephrology research, education, and patient care in Canada.
- Ensure that all interactions with industry align with the CSN's mission, values, and ethical guidelines.

All industry engagements are structured to ensure compliance with CSN's ethical guidelines, and they do not imply endorsement or sponsorship of any specific company, product, or service.

2. Objectives

The primary objectives of the ILC are to:

a) Facilitate Partnerships: Develop and maintain strategic alliances with industry stakeholders to support CSN's initiatives in research, education, and clinical practice.

b) Uphold the highest ethical standards in all interactions with industry, ensuring transparency, independence, and avoidance of conflicts of interest.

c) Additional objectives, in collaboration with the other CSN committees, will be to:

1. **Promote Innovation**: Encourage the development and adoption of innovative therapies, technologies, and practices in nephrology.
2. **Support Education:** Facilitate collaboration with industry to enhance educational programs for CSN members, including continuing medical education (CME) and professional development. Facilitate industry-sponsored research opportunities that align with CSN's priorities and benefit Canadians with or at risk for kidney disease.

3. Key Activities

The ILC will:

a) **Identify Opportunities:** Identify and evaluate opportunities for strategic or collaborative initiatives with industry, ensuring alignment with CSN mission and ethics.

b) **Develop/adopt ethical engagement Guidelines**: Create and maintain guidelines for ethical engagement with industry partners.

c) **Meet regularly with industry partners** (min. twice a year and as needed) on behalf of the CSN.

d) **Monitor Compliance:** Ensure all industry interactions comply with CSN policies, Canadian healthcare regulations, and ethical standards.

e) **Report to the CSN Board:** Provide regular updates and recommendations to the CSN Board of Directors.

f) **Sponsorship and Financial Requests:** The Industry Liaison Committee does not solicit, negotiate, or manage sponsorship or financial support from industry. All activities related to sponsorship, unrestricted educational grants, corporate partner contributions, and financial inquiries from industry are the sole responsibility of the CSN Director of Operations. Committee members must not engage in any sponsorship-related discussions or commitments on behalf of the CSN.

4. Frequency of Meetings & Attendance

Full committee meetings will be held every 3-4 months via teleconference, including one face-face meeting per year scheduled around the CSN Annual General Meeting if it coincides with the meeting schedule. (i.e., ~3 total meetings per year).

Committee members should make every effort to attend all meetings and are expected to review material and provide feedback to the Chair/Vice Chair when unable to attend.

Participation in at least 70% of meetings is required, barring extenuating circumstances. Attendance will be monitored by the CSN administration.

Meetings with Corporate Partners

In addition to full committee meetings, the Committee will meet with CSN's Corporate Partners. These meetings will provide a platform for open dialogue and collaboration while ensuring alignment with CSN's mission and values.

- *Diamond and Platinum Partners:*
  Two meetings per year (one virtual and one in-person, scheduled in early Fall.
- *Other Partner Levels:*
  One meeting per year (virtual or in-person depending on their level of support)

5. Governance

A quorum for a meeting is constituted by a simple majority, with at least 50% + 1 of the Committee members are present either in person (when applicable) or by video/teleconference. A meeting can only proceed, and decisions can only be made, if the quorum is met. If the quorum is not met, the meeting may be adjourned and rescheduled.

All members on the Committee are voting members, except administrative staff, ad hoc members and/or guests. The result of any vote on a change in major policy or procedure requires subsequent discussion and approval by the CSN Officers.

Voting Procedures:

- Decisions shall be made by a simple majority vote of the members present.
- Each member shall have one vote. In the case of a tie, the Chair shall cast the deciding vote.
- Voting may occur during a meeting, either in person or virtually.
- **Votes must be cast by members who are present at the meeting in accordance with CSN bylaws. Proxy or absentee voting is not permitted.**

6. Membership & Member Selection

COMMITTEE CHAIR:
A member of the CSN with experience in industry relations, appointed by the Officers, on recommendation from the Board of Directors.

VICE-CHAIR:
A current CSN member with expertise in nephrology research, education, or clinical practice. The term of the Vice-Chair will be staggered with the term of the chair, to ensure continuity.

MEMBERS:
Approximately *three (3) members and no more than five (5) members*, including:

- (1) Nephrologist with experience in industry collaboration.
- (2) CSN members from the general membership representing different regions of Canada
- Secretary-Treasurer of the CSN *(ad-hoc member)*
- Director of Operations of the CSN *(ad-hoc member)*
- Emeritus Member *(not to be included in the overall active committee member count and invited to meetings as needed)*

All members should be CSN members in good standing, apart from patient and non-physician providers, should they be part of the committee.

Expressions of interest will be called for to fill missing roles and whenever a vacancy presents. Specific skill sets will be posted to reflect the needs of the committee, considering geographic representation, gender balance, and upholding equity, diversity, and inclusion. Appropriate candidates will be appointed by the Chair and/or President of the CSN, with a commitment to creating a diverse and inclusive environment that reflects the broader community we serve.

Potential applicants will also be reviewed for clinical expertise, conflict of interest, professional writing ability, experience in writing guidelines, experience in guideline development methodology, willingness to participate actively in content development process, ability to meet deadlines, etc.

Chair and Vice-Chair roles must be held by committee members based in Canada.

Immediate Past Chairs will remain as voting members of the committee for one year after their time as Chair. After this period, they will be invited to serve as non-voting (Emeritus) members of the Committee to ensure transfer of knowledge and committee memory.

Role	Selection Criteria	Term Limit
Chair	Served at least one term on Industry Liaison Committee, proposed by outgoing Chair and determined by committee consensus, with final approval from CSN Officers.	*3 years,* *2 term limit*
Vice-Chair	Appointed by the Chair and selected from open call to committee members.	*3 years,* *2 term limit*
Past-Chair	After term as Chair, individual will move automatically to Past-Chair role for a 1-year term.	*1 year,* *1 term limit*
Emeritus Member	In this non-voting advisory role, Past Chairs will contribute to discussions and committee activities.	*1 year,* *no term limit*
Member(s)	CSN members in good standing.	*3 years,* *2 term limit* *or unless vacancies exist and continued active involvement*

All committee members must be active members of CSN if they have voting privileges.

7. Responsibilities

a. Chair

The Chair is responsible for the following:

- Facilitating meetings with Corporate Partners to maintain transparent and ethical relationships, ensuring that discussions align with CSN's strategic objectives.
- Overseeing the Committee's activities.
- Chairing all Committee meetings.
- Acting as primary liaison between the Committee and the CSN Board of Directors.
- Consulting with CSN Administration to draft/distribute meeting agendas and minutes.
- Reporting to the CSN President/Officers by sharing meeting minutes and documents.
- Preparing an annual report for presentation to the CSN Board of Directors and the CSN membership at the Annual General Meeting.
- Preparing progress reports for publication within CSN newsletters as requested by the CSN President or CSN Director of Operations.
- Facilitating consensus building amongst Committee members.
- Report all potential conflicts by any Committee member to the CSN Admin Office – Director of Operations, who manages and reviews the conflicts with the CSN Officers.

b. Vice-Chair

The Vice-Chair is responsible for the following:

- Performing duties as delegated by Chair.
- Acting as proxy for Chair in their absence.
- Disclosing any potential conflicts of interest to the Chair.
- Performing all duties of Committee member (see below).
- Take over as Chair at the end of the Chair's term.

c. Committee Members

Members are accountable for contributing to the effectiveness of the committee by:

- Disclosing any potential conflicts of interest to the Chair.
- Liaising with CSN members to assist with information dissemination.
- Completing action items as assigned.
- Contributing to strategic initiatives and represent CSN (and members) interests.
- Actively participating in all meetings; being open, honest, and transparent; discuss matters respectfully and professionally and being open to other member's ideas and perspectives to work together to advance the purpose/mandate of the Committee.
- Participating in at least 66% of meetings, barring extenuating circumstances.

Membership will be reviewed if participation does not meet terms of reference criteria.

d. CSN Administration

The CSN Administration is responsible for the following:

- Providing administrative support for meeting organization and meeting minute taking.
- Working closely with the Chair and Vice Chair.
- Coordinating logistics for meetings with Corporate Partners, including scheduling, agenda preparation, and documentation of meeting outcomes.

Note: The CSN Industry Liaison Committee does not receive funding from industry. Committee members act in a non-paid advisory capacity and are encouraged to declare their participation in the Committee when relevant (e.g., academic bios, publications). Participation on the Committee does not constitute a financial or promotional relationship with industry and does not represent a conflict of interest.

8. Emeritus Committee Member

The Emeritus Committee Member designation is an honorary status granted to former Chairs of the Committee who have demonstrated significant contributions and exemplary service. This role allows for the continued involvement of experienced leaders, providing historical knowledge, mentorship, and strategic guidance to current committee activities.

Responsibilities

- Serve as an advisor to the Committee, offering insights based on prior experience and institutional knowledge.
- Participate in committee meetings as requested, providing input on key discussions and decisions without assuming active project or task responsibilities.
- Engage in strategic discussions to support the committee's goals and objectives.

Voting Rights

Emeritus Committee Members are non-voting members of the committee. Their input is valued in deliberations, though their participation in formal votes is limited based on the committee's requirements.

***NOTE**: If an Emeritus individual wishes to have voting rights, approval must be reached by Committee consensus and would apply for the individual's duration on the Committee.*

Meeting Attendance

Emeritus Committee Members are encouraged, though not required, to attend all scheduled committee meetings. Their attendance is at the discretion of the committee Chair and may be requested for meetings where their expertise and historical perspective would be beneficial.

Exclusion from Membership Cap

Emeritus Committee Members are honorary participants and, as such, are not counted within the maximum number of committee members allowed under the TOR. This designation ensures the committee retains sufficient capacity for active roles.

9. Industry Funding

All industry funding, financial support, or in-kind contributions to the CSN must comply with CSN conflict-of-interest policies, the IMC Guidelines, and all applicable Canadian healthcare standards to preserve the independence and integrity of CSN decision-making.

The Industry Liaison Committee:

- **Does not receive any funding from industry** and Committee members serve in a **non-paid advisory role**.
- **Does not engage in sponsorship solicitation, negotiation, or financial transactions** with industry partners.
- **Does not influence or direct corporate partner funding decisions** related to CSN activities.
- **Will refer all financial or sponsorship inquiries directly to the CSN Director of Operations**, who is the designated CSN lead for all matters involving industry funding and corporate partner support.
- Ensures that partnership discussions remain educational, strategic, and mission-aligned, without any promotional or financial influence.

Industry funding or support must not influence CSN policies, recommendations, or advocacy positions.

10. Committee Expenses

a) No funds from industry will pay for Committee functions.
b) Committee will apply to CSN for a yearly budget request

11. Approval Date

Approved by the Industry Liaison Committee | December 1st, 2025