

TERMS OF REFERENCE – MARINE INSTITUTE CONFLICT OF INTEREST SUB-COMMITTEE

Authority

The Marine Institute Conflict of Interest Sub-Committee is established under the authority of the Vice-Presidents' Council for the purposes of assessing conflict of interest disclosures, determining whether the conflict can be managed or must be disallowed and where applicable developing plans for managing conflict of interest. This Sub-Committee addresses situations which arise at the Marine Institute.

Mandate

- Assess conflict of interest disclosures
- Determine whether the conflict can be managed or must be disallowed
- Establish plans for managing disclosed and assessed conflicts of interest
- Monitor the implementation of such plans
- Provide a monthly report to the University COI Committee on the decisions made respecting conflict of interest

Operations

The Marine Institute COI Sub-Committee will meet regularly as Conflict of Interest Disclosure forms are received.

In assessing and making decisions regarding managing conflicts of interest and without limiting the discretion of the Sub-Committee assessing a disclosure to consider all relevant factors, the Sub-Committee will consider the following factors as outlined in Section 2 of the [Procedure for Handling Conflicts of Interest](#).

Members of the Marine Institute COI Sub-Committee will treat as confidential any disclosures made under the Conflict of Interest policy and any and all related documentation and decisions.

The Chair of the Marine Institute COI Sub-Committee will collect the records and documents of the Committee's work and will ensure that such records and documents are managed in the Office of the President.

Membership

- The Associate Vice-President (Marine Institute) Academic and Student Affairs
- Two (2) members of the Marine Institute appointed by the Vice-Presidents' Council upon the recommendation of the Associate Vice-President (Marine Institute) Academic and Student Affairs

The Chair will be appointed by the Vice-Presidents' Council from the Membership of the Sub-Committee for a three-year term.

Decisions

- The decisions of the Marine Institute Conflict of Interest Sub-Committee shall be communicated to the Member and the Unit Head in writing
- The Sub-Committee may seek advice, as appropriate.