



WFUMB Conflict of Interest Policy

1. Purpose

The purpose of this policy is to help members of the **World Federation for Ultrasound in Medicine and Biology (WFUMB)** to effectively identify, disclose and manage any actual, potential, or perceived conflicts of interest in order to protect the integrity of the member and **WFUMB**. The **WFUMB Administrative Council** through the **Finance, Risk and Audit Committee (FRAC)**, must manage any conflict to ensure that such a conflict does not influence the implementation of good practice.

2. Definition of conflicts of interests

A conflict of interest exists if any individual can influence policy, finance, education and publications and has a personal or professional interest that could be perceived as influencing their beliefs and behaviour. Generally, any interest that has been active in the last 24 months (but for some conflicts such as having had a direct financial interest or being a member of a company board, of up to 5 years) should be declared. This includes financial support for organisational research projects. For this reason, each WFUMB officer or committee member, lecturers and authors involved in WFUMB activities must disclose any relevant interests, arrangements or affiliations. For significant financial conflicts this would include the arrangements of close relatives.

3. Implementation

Conflicts of interest are common and they do not need to present a problem to the Federation so long as they are openly and effectively managed.

WFUMB will manage conflicts of interest:

- by requiring members to identify and disclose any conflict of interest. This is achieved by requiring all WFUMB officers or committee members, lecturers or authors involved in WFUMB activities to submit an annual declaration. If a new potential conflict develops between submissions, this should be declared at the next relevant committee meeting
- prior to a discussion in committee if it is expected that there may be a conflict of interest this must be disclosed to the chair who will decide whether this should result in the member absenting themselves from the meeting, remaining in the



meeting but staying silent during the discussion, not participating in any associated voting or in exceptional circumstances resigning from the committee

- if the chair has conflict of interest they should recuse themselves from the discussion and nominate a deputy for the discussion. The nominated deputy (or another unconflicted member nominated by the committee) will chair the discussion and any decision regarding the management of the conflict
- once an actual, potential, or perceived conflict of interest is identified, it must be entered into the minutes, including the nature and extent of the conflict of interest and any steps taken to address it, monitoring compliance with this policy, and reviewing this conflict policy regularly to ensure it is operating effectively at least every three years.

4. Compliance with this policy

If there is reason to believe that a person subject to the policy has failed to comply with it, that person will be referred to the FRAC which will decide if action needs to be taken.

This may include seeking resignation, termination of their relationship with WFUMB and notifying their nominating Federation.

- If a person suspects that a member has failed to disclose a conflict of interest, they shall raise the potential conflict with the person and with the Chair of the committee that they are a member of or directly to FRAC via its Chair
- The committee Chair having determined that there is a potential failure to disclose, will refer to the FRAC.
- If the FRAC considers that the conflicts policy has been breached, then they will notify the AC of their findings and the recommended sanction. Sanctions may include a requirement for additional disclosures, resignation, termination of their relationship with WFUMB and/or notifying their nominating Federation.

5. Conflict of interest disclosure form

Disclosure must be made of both those relationships that pose a conflict and those that could reasonably be perceived as a conflict of interest or as potentially influencing or biasing their work. Membership of their Federation is not considered a conflict, nor is membership of a professional body unless they hold an officer position in that organisation.

Relationships within the last 24 months that are **relevant** should be disclosed. A



relationship is **‘relevant’** if the relationship or interest relates to the issues in terms of any of the following:

- the same or similar subject matter or topic under discussion
- the same, similar of competing drug or device, product or service, intellectual property or asset
- a drug or device company or its competitor
- a potential to result in financial, professional or other personal gain or loss for the member or their household. These would include receipt of honoraria, travel expenses and monies paid for expert advice
- any potential non-commercial conflicts shall be disclosed, including volunteer roles in relevant organisations

6. The Finance, Risk and Audit Committee

This committee should be made up of between 4 and 5 members (with a quorum of 3) who have the following characteristics

- have served in senior positions with WFUMB but are no longer involved in any other committees or in other international organisations
- proposed by the Nominations Committee and approved by Administrative Council
- have no personal financial conflicts
- at least one member should be independent of WFUMB and have expertise from outside the organisation in audit, ethics, finance and or risk management
- appointment to the committee would be for 2 years extendable for a further 2-year term subject to agreement of the member and the AC
- the committee will report to the AC

Terms:

Commercial Interest

A ‘commercial interest’ is defined as any proprietary entity producing health care goods or services, with the exemption of non-profit or government organizations and non-healthcare related companies.

Non-Commercial Interest

A ‘non-commercial interest’ is defined as any non-financial, personal stake or commitment that could potentially bias or compromise professional judgment. These



are predominantly concerned with reputation, personal relationships, or ideological beliefs.

Financial relationships

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, travel expenses or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. Relationships of the person involved in the activity include financial relationships of a close relative.

Contact

For questions about this policy, contact the Administrative Manager by email: lrudd@wfumb.org



CONFLICT OF INTEREST DISCLOSURE FORM

This form must be completed upon appointment and updated annually, or whenever a material change occurs in the information disclosed. Completed forms should be submitted to the WFUMB Administrative Manager for inclusion in the Conflict-of-Interest Register.

This register will be maintained confidentially by the WFUMB Administrative Manager for at least 7 years. The Register will be maintained securely, and access will be restricted to those responsible for governance oversight and administration of this Policy. Information will be used solely for the purpose of identifying, assessing and managing conflicts of interest. Records will be retained in accordance with applicable legal, regulatory and organisational record-retention requirements.

Each WFUMB officer or committee member must disclose all relevant financial, non-financial personal or professional relationships with other people or organisations. Membership of your Federation is not considered a conflict, ***nor is membership of a professional body unless you hold an officer position in that organisation.*** To protect the integrity of WFUMB, disclosure must be made of both those relationships that pose a conflict and those that could reasonably be perceived as a conflict of interest or as potentially influencing or biasing your work.

Relationships within the last 24 months that are ***relevant*** should be disclosed. A relationship is '***relevant***' if the relationship or interest relates to the issues in terms of any of the following: the same or similar subject matter or topic under discussion; the same, similar or competing drug or device, product or service, intellectual property or asset; a drug or device company or its competitor; or has the reasonable potential to result in financial, professional or other personal gain or loss for you, members of your household or employer.



Please rate the degree of interest: Moderate (<5000 USD/y), Major (>5000 USD/y).

Leave the cell blank for no interest

Have you (or a close relative) had a relevant financial relationship with a commercial interest in the last 24 months?

NO (Skip to Signature/Date)

YES (Please list your financial relationships below)

Commercial Interest		List Nature of Relevant Financial Relationship
Company / Professional Organisation		Examples: Recipient of grants/research support, honorarium, royalty; employee, consultant, speakers' bureau, board member, advisor or review panel member; independent contractor, stock shareholder (excluding mutual funds); holder of intellectual property rights, or other (identify); officer position
1.		
2.		
3.		
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10.		



Non Commercial Interest		List nature of the non-commercial activity Example: Volunteer officer position in relevant organisations
1.		
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9.		
10.		

Add additional rows if needed

I verify that the above information is complete and accurate.

Date:

Signature:

Federation: