

## Appendix 9.5 – Assessor Declaration

*Please read the definitions overleaf before signing this declaration*

I....., of .....,  
 having read and understood the conditions of my appointment as a member of the Certification Assessor  
 Panel for the NHMRC certification of ethical review processes at.....  
 ('the institution') on ...../...../20..... declare:

- 1) That I have no conflict of interest which could affect the performance of my duties as an Assessor, during the on-site assessment visit specified above;
- 2) That, if I become aware of any possible or actual conflict of interest during the course of the on-site assessment visit, I will immediately inform the Lead Assessor and follow their direction, which may include a reassignment of my responsibilities during the on-site assessment visit;
- 3) That I will not communicate or disclose Confidential Information to any person other than members of the Assessment Team, without prior approval in writing from the Lead Assessor or CEO of the NHMRC (and with the agreement of the Head of the institution), except as required by law;
- 4) That I will not collect or use any Confidential Information except for the purpose of fulfilling my role as an Assessor;
- 5) That, if I breach any of the above conditions, my appointment as an Assessor may be suspended or terminated by the Lead Assessor or CEO of the NHMRC and that I may be liable to civil or criminal proceedings.

I also acknowledge that while the NHMRC will maintain my personal information in a manner consistent with the *Privacy Act 1988* (Cth) it may disclose information about me, to any person:

- a) to the extent required by law or by a lawful requirement of any government or governmental body, authority or agency;
- b) if required in connection with legal proceedings;
- c) for public accountability reasons, including a request for information by parliament or a parliamentary committee or a Commonwealth Minister;
- d) for any other requirements of the Commonwealth.

I further consent to the NHMRC releasing my name; academic or professional qualifications; and details of any directorships, appointments or periods of employment held within the past five years, to the institution listed above.

Signed:

..... Date: ...../...../20.....

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## Definitions

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**Assessment Team** includes those of the Chair or Acting Chair of the Certification Assessor Panel and representatives of a nominating institution/HREC, present during the on-site assessment; but does not include a member of the Certification Assessor Panel not present during the on-site assessment.

**Certification Assessor Panel** means the Certification Assessor Panel Working Committee, appointed under section 41 of the *National Health and Medical Research Council Act 1992* (Cth), or a member of the Certification Assessor Panel.

**Confidential Information** – means all information made available to the Assessor by the institution or their servants or agents, the Lead Assessor, NHMRC or the Commonwealth for the purposes of the NHMRC, whether orally or in writing, or by any other means whatsoever, and includes information that:

- 1) is by its nature confidential  
or
- 2) is designated by the NHMRC or the Commonwealth as confidential  
or
- 3) the Assessor knows or ought to know is confidential; but does not include information which:
  - a) is or becomes public knowledge other than by breach of this Deed or by any other unlawful means;
  - b) is in the possession of the Assessor without restriction in relation to disclosure before the date of receipt from the NHMRC or the Commonwealth; or
  - c) has been independently developed or acquired by the Assessor.

**Interest** – includes a direct pecuniary interest, indirect pecuniary interest or non-pecuniary interest, for example, an appointment to, or employment or consultancy or other involvement with the institution, another organisation or body that is in some way involved with the NHMRC.

For the avoidance of doubt, an *interest* also arises where an Assessor has a relationship, whether professional or personal, with a person who may benefit from a decision of the NHMRC to which the Assessor contributes.

**Lead Assessor** – means the Chair or Acting Chair of the Certification Assessor Panel who is present during the on-site assessment visit.