

ELRHA CONFLICT OF INTEREST GUIDANCE

1. OVERVIEW

Elrha, hosted by Save the Children, is an initiative dedicated to improving humanitarian outcomes through partnership, research and innovation.

We work to achieve our mission through three streams of work:

- Enabling partnership: We enable people to work effectively together on research and innovation programmes.
- Driving research & innovation: We invest in the highest quality research and innovation to address pressing humanitarian challenges.
- Transforming practice: We commit to sharing quality research and innovations within our stakeholder communities to improve humanitarian policy and practice.

Elrha currently manages two programmes:

HUMANITARIAN INNOVATION FUND

Elrha's Humanitarian Innovation Fund (The HIF) supports organisations and individuals to identify, nurture and share innovative and scalable solutions to the challenges facing effective humanitarian assistance.

The HIF is supported by the UK Department for International Development (DFID), the Swedish Ministry of Foreign Affairs, and the Dutch Ministry of Foreign Affairs.

RESEARCH FOR HEALTH IN HUMANITARIAN CRISES

Elrha's Research for Health in Humanitarian Crises Programme (R2HC) aims to improve health outcomes by strengthening the evidence base for public health interventions in humanitarian crises.

The R2HC programme is the product of a strategic partnership between the department for International Development (DFID) and the Wellcome Trust, with Elrha overseeing the programme's execution and management.

2. NEED FOR CONFLICT OF INTEREST GUIDANCE

Due to the grant giving nature of some of Elrha's programmes and the involvement of a large number of independent individuals contributing to decisions made on behalf of Elrha and its programmes, it is important that the Conflict of Interest guidance is shared with and adhered to by all interested parties outlined below in section 4.

The Guidance has been developed with input from the Save the Children legal team, the Elrha secretariat, donors and members of the Elrha Steering Committee. It should be reviewed annually and updated as necessary with input and approval from the Save the Children legal department (as long as Elrha continues to be hosted by Save the Children) and the Elrha Steering Committee.

3. CORE PRINCIPLES OF THE GUIDANCE

- 3.1 Recommendations and/or decisions made on behalf of Elrha by individuals covered by the guidance should be made free from any external influences or positions that they hold, either personal or fiduciary.
- 3.2 Individuals covered by this guidance are required to comply with the spirit of the guidance as well as its content. Transparency and consultation will be key to this spirit.

4. INDIVIDUALS COVERED BY THE GUIDANCE

- 4.1 This guidance applies to:
 - (a) Steering Committee members
 - (b) Elrha employees
 - (c) HIF Board and Funding Committee members
 - (d) R2HC Funding Committee members
 - (e) Consultants employed by Elrha

(Together, for the purpose of this guidance, an “Individual”)

4.2 It is the responsibility of each individual covered by the guidance to observe its terms. Individuals who are covered by this guidance will normally be notified of this but if any individual is in doubt as to its application to her or him, she or he should discuss this with the Elrha Director and Chairperson of the Elrha Steering Committee.

4.3 Each individual subject to this guidance will be required to confirm that he or she has read and understands it and will comply with it, upon first becoming subject to it and at least annually afterwards. As part of the annual re-certification each individual will be required to confirm that he or she has complied with its provisions and has made all required disclosures.

- 4.4 All disclosed interests will be noted on Declaration of Interests form (annex one) and will be recorded on the Disclosure Register maintained by the Elrha Executive Administrator.

5. ACTION WHERE A CONFLICT ARISES OR MAY ARISE

- 5.1 Elrha relies on each Individual to consider whether they may have, or be perceived to have, any actual or potential conflict with any proposal, strategy, event or activity that is being considered by Elrha.
- 5.2 Examples of situations where a conflict may arise and should be declared include when the Individual;

- (a) has a direct interest or relationship (whether financial, scientific, personal, or otherwise) with an organisation or individual who is submitting a proposal;
- (b) has an indirect interest or relationship with an organisation or individual who is submitting a proposal; for example, the counterparty may have a relationship to a third party that the individual has an interest in or relationship with;
- (c) is a member or employee of the same university, or other institution, as one of the lead grant applicants. A federated university, such as the University of London or the University of Wales, is not regarded as a single institution for these purposes.
- (d) holds (or is seeking), from Elrha or another funding agency, a research grant on a similar topic to a proposal that is due to be considered by one of the Elrha programmes, such that the Individual could be considered to be a direct competitor of the applicant.
- (e) has published with the applicant in the past three years;
- (f) is aware of any other matter that would reasonably be expected to give rise to, or be viewed as, a conflict of interest (whether academic, scientific, financial, personal, or otherwise).

This is not intended to be a complete or exhaustive list. This disclosure should be made to Director and the Steering Committee Chairperson of Elrha before the meeting or, if not practicable, as soon as the potential conflict becomes apparent during the meeting.

- 5.3 In considering whether a potential conflict arises, an Individual should treat the interests of anyone with whom the person subject to this guidance has a significant personal relationship as if they were the Individual's own interests. This will include any partner, anyone living in the same home and anyone whose financial affairs the Individual has responsibility for.
- 5.4 If an Individual has an actual or potential conflicting interest in any proposal that is being considered by Elrha:
- (a) The Individual should disclose the conflict to Director and Chairperson of the Elrha Steering Committee.
 - (b) If there is any uncertainty about whether a conflict exists or may be perceived to exist, or whether it is material, full details should be disclosed to the Director of Elrha and the Chairperson of the Steering Committee who will decide whether this represents a conflict.
- 5.5 If it is decided that there is a clear conflict, the Individual must not take any part in decisions relating to that proposal. In particular:
- (a) the Individual should not be involved in the process of reviewing or recommending such a proposal;
 - (b) they should not receive any papers relating to that proposal;
 - (c) they should not take part in any decisions taken in relation to such a proposal;
 - (d) they should absent themselves from the relevant part of any meeting where the proposal is considered.
 - (e) If the individual is a lead PI of any proposals being reviewed, they will not be allowed to be involved in the review of any of the proposals in the specific call.

- 5.6 Where a potential conflict is determined not to be material, the Director of Elrha and Steering Committee Chairperson will determine whether the Individual should:
- (a) be permitted to take a full part in the meeting;
 - (b) be permitted to comment on the application and participate in discussions but not present the application;
 - (c) be permitted to comment on the application and participate in discussions but not take part in the decision; or
 - (d) absent himself or herself from the relevant part of the meeting.
- 5.7 The decision of the Director of Elrha supported by the Steering Committee Chairperson will be final.
- 5.8 Any Individual who is concerned that a conflict exists, but that it has not been dealt with in accordance with this guidance, should raise this with the Chairperson and Director of Elrha.
- 5.9 Individuals who are approached by individuals or organisations for information on the status or outcome of their specific applications should always refer all such enquiries to the Director of Elrha.
- 5.10 In the instance where the Director of Elrha is subject to a conflict of interest which cannot be resolved by the grant board members, it will be referred to the Elrha Steering Committee Chairperson.
- 5.11 In the instance where the Chairperson of the Steering Committee is subject to a conflict of interest which cannot be resolved by the wider Steering Committee or Elrha Director this will have to be referred to the legal team of Save the Children.
- 5.12 In the instance where the Elrha Director and Steering Committee Chairperson cannot reach agreement the matter will be referred to the legal team of Save the Children.
6. **MANAGEMENT OF THE GUIDANCE**
- 6.1 The Elrha Executive Administrator will be responsible for maintaining the system of declarations and will deal with day to day queries.
- 6.2 The Director of Elrha will roll out the guidance to all Individuals and will be the first point of contact if there is a potential or actual conflict and will inform the Elrha Chairperson.