



EUnetHTA DOICU handling Procedure Guidelines

The EUnetHTA Directorate is responsible for:

- Setting up and maintaining a database for the completed DOICU forms
- Upon request inform the LP/Co-LPs about the status of the DOICU forms

The Lead Partner/Co-Lead Partner of the Work Package 4 & 5 is responsible for:

- Consulting the database prior to requesting the individuals to complete a DOICU form (to avoid requesting individuals to complete the forms two-three times).
- Providing the DOICU form to the individuals prior to commencement of any work in specific projects in the respective WPs.
 - The Directorate should be Cc'ed when sharing the DOICU form, in order to be informed about the deadline, but is not responsible for following up. The completed forms should be returned to the respective WP LPs/Co-LPs in due time before the commencement of the pilots, and all completed forms should be shared in one batch with the EUnetHTA Directorate once the LPs/Co-LPs have received them all.
- Reviewing the completed DOICU forms to evaluate presence of any conflict of interest in relation to a specific task/project at hand.
 - The LPs and Co-LPs are to clarify with the individual any specific question they might have with regards to the information provided in the DOICU form and which are pertinent to the specific task/project at hand. The LP and Co-LP shall enquire if an individual is aware if in the coming year (from the date of the completion of the form) his/her organisation will undertake or be involved in the assessment on the national/regional level of the technology currently undergoing pilot assessment in the respective WP.
- Informing the Directorate about any presence or lack of conflict of interest
 - A short comment should be sent to the Directorate for inclusion in the database column "Comments"
- Ensuring that the DOICU form is valid for the period of which the individual will participate in the sub-project.
 - In case the DOICU form is expired (valid for 1 year after signature of the form), the LPs and Co-LPs are to request the individuals to complete a new DOICU form.

The Individuals participating in the specific sub-project are responsible for:

- Filling out and signing the DOICU form within the timeline given and return the form in a scanned PDF version to the LPs/Co-LPs.