



Institutional Evaluation Conflict of Interest, Non-Disclosure and, Confidentiality Agreement

(TLQAA pilot evaluation)

Towards the Lebanese Quality Assurance Agency

Lebanon
May 2013

Conflict of Interest, Non-Disclosure and, Confidentiality Agreement

The Lebanese Quality Assurance Model has strict conflict of interest, non-disclosure and confidentiality policies. Reviewers, site visitors, experts, observers and consultants acknowledge the conflict of interest, non-disclosure and confidentiality agreement before each site visit.

Conflict of interest means a condition, situation or circumstance where a person, being an reviewer, an expert, or an observer, is unable or is potentially unable to be impartial because of the possibility of a clash between the person's self-interest and the external evaluation interests and requirements or wherein the person has or may be able to obtain an unfair competitive advantage.

Confidential information means all privileged communication, information and data, which may be disclosed to or acquired by the reviewer, expert or consultant, with respect to the institution being evaluated.

I, the undersigned, as a member, observer, secretary, chair of the *Review Committee* (or of the steering committee or the TLQAA sites selection committee) performing the review of the institution

_____, understand and acknowledge that -

1. If I have an interest, whether by reason of personal involvement or pecuniary interest or otherwise, in a matter which is being or is to be considered by the *Chair of the Committee*, I will disclose that interest to the Chair immediately.
2. I have no direct benefit or interest from the present review and, to my knowledge, no individual with whom I have an immediate family, intimate or commercial relationship has a direct benefit or interest from the present review.
3. I have not any current or past contractual or professional relationship with the evaluated institution.
4. I have not been a student and I have not graduated from the evaluated institution.
5. I agree to make impartial decisions on the basis of the defined standards and procedures and evidence pursuing to reach a collegiate/consensus decision.
6. I must not make a record of, or divulge or communicate (either in writing, fax, e-mail or verbally) to any person, any information gained by

or conveyed to me as such a member of the *Committee*, except to the extent necessary for the *Review Process* and for the performance of the functions of the *Committee*.

7. I must not make use of any information except for the necessary purpose of the performance of the *Committee*.
8. I will keep confidential any information received as member of the *Committee*.
9. I relinquish to appeal before any court, tribunal, board, agency or person any document that comes into my possession or under my control as member of the *Committee*.
10. Upon termination of my participation in the *Committee*, I will deliver to the grantholder of the TLQAA project represented by Chafic Mokbel all materials related to the review as well as any confidential information used in the review including personal notes, summaries, abstracts and reproductions in my possession and control.
11. I acknowledge that any breach of confidentiality is a serious matter and may result in action which may include my removal from the *Committee* or any future *Committee*.

The terms of this agreement are effective immediately and will apply to all work performed by me as member of the *Committee*.

Name: _____

Mailing Address: _____

Email Address: _____

Phone: _____

Signature: _____

Date: _____

Place _____