



# ARTP

Association for  
Respiratory Technology  
& Physiology

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# ARTP Declaration of Interests (DOI) Policy

## 1. Introduction

ARTP as a professional body with charity status is committed to ensuring good governance and as such requires a declaration of interest policy. As a charitable professional organisation, ARTP's activities must be free from commercial or personal interests. A declaration of interest (DOI) is a formal document designed to make potential conflicts of interest transparent and ensure the duties of an individual are carried out appropriately and not to the detriment of a fair outcome or decision. Individuals submit a declaration of interest to demonstrate their objectivity, free from bias, integrity and independence to ensure that they and those for whom they have responsibility, understand their obligations to disclose all relevant interests.

## 2. ARTP DOI Purpose

This policy aims to identify, disclose and manage actual, potential or perceived conflicts of interest to ensure that decisions and actions taken by the ARTP are impartial and in its best interests. The key intention of this policy is to ensure that conflicts of interests are identified, so that discussions of any issue can take place in the knowledge of such conflicts and are taken into account.

## 3. ARTP DOI Scope

This policy applies to the persons referred to below as "individuals" and sets out the guidelines and procedures for identifying, monitoring and managing actual and / or potential DOI.

The policy applies to all individuals associated with the ARTP organisation, including but not limited to:

- Council Members
- Board Members
- Committee members
- Advisors
- Volunteers
- Taskforce members
- Projects members

## 4. Definitions

There is no requirement for ARTP committee members to declare all interests that may lay outside of ARTP, only relay interests that are related to or could have an impact on pertinent decisions made by ARTP.



Declarations or declaration of interest may be related to actual or potential conflicts of interest and / or duty:

- Conflict of Interest: A situation where an individual's personal, financial or other interests could compromise or appear to compromise their judgment, decision or actions within the organization.
- Actual Conflict: A direct conflict between current duties and existing personal interests.
- Potential Conflict: A situation that could develop into an actual conflict in the future.
- Perceived Conflict: A situation where it could be perceived that a conflict exists, even if this is not the case.

Persons who are “connected” with an individual means:

- A child, grandchild, parent, grandparent, brother or sister of an individual (Including non-biological family).
- The spouse, unmarried partner or civil partner of an individual.
- Any person who is in a business partnership with an individual.
- Any company, business, academic institution or other organisation for which the individual works in a paid or unpaid capacity or in which an individual has an interest as a beneficiary or through ownership, control or influence.

“Benefit” includes any payment or material benefit (including property, loans, good and services), other than reasonable out of pocket expenses.

The term ‘biomedical industry’ includes:

Companies, partnerships or individuals involved in the development, manufacture, promotion, sale or supply of products used in medical practice, including (but not limited to) pharmaceutical products, biomedical equipment and devices.

Companies, partnerships or individuals in the development, manufacture, promotion, sale or supply of products or services which are advertised, promoted or marketed as contributing to the promotion or maintenance of good health.

Trade associations representing companies involved in the above.

Types of interest and participation in meetings

The following is intended as a guide to the types of interest that should be declared. If a member has an interest which is not outlined below, but that interest may influence or be perceived to influence their role/advice then this should be declared.

#### **4.1. Personal Interests**

Those involving a payment to the member personally – for example:



Consultancies: includes any regular or occasional payment in cash or kind for consultancy, directorship, or other position with a biomedical company undertaken within the 12 months prior to the declaration being made or planned but not yet undertaken.

A retainer payment from a company to an individual for ongoing work

Fee paid work: includes work commissioned by a healthcare company for which payment is made in cash or kind undertaken within the 12 months prior to the declaration being made or planned but not yet undertaken.

Shareholdings: includes shares or other beneficial interests in a healthcare company that are held by the individual or for which the individual has legal responsibility (child or relative).

Expenses and hospitality: includes expenses provided by a healthcare industry for travel and accommodation for attendance at scientific and educational meetings which have been undertaken in the 12 months prior to the declaration being made or planned but not yet undertaken.

## **4.2. Non-Personal Interests**

Those involving payment which benefits a department for which a member is responsible, but is not received by the member personally – for example:

Fellowship: held by the member which is endowed by a biomedical company

Support from a biomedical company by way of:

A grant: for running of a unit or department for which the member is responsible;

A fellowship or grant: provided to sponsor a post or member of staff in the department for which the member is responsible;

Sponsorship of a post;

A commission for research work or advice: provided by staff in the department for which the member is responsible

Sponsorship of equipment

## **5. ARTP DOI Policy Statement**

### **5.1. Duty to Disclose**

All individuals associated with ARTP and as outlined in the scope must promptly disclose any actual, potential or perceived conflicts of interest.

### **5.2. Annual declarations**

All individuals associated with ARTP and as outlined in the scope are required to complete an annual declaration of interest form, updating it as circumstances change. The DOI form can be found in Appendix 1. The form is completed online in a digital format and will be published on the ARTP website.



### 5.3. Review and Management

The Honorary Secretary, assisted by senior staff, will review each return before they are posted on the ARTP website. In addition, the Chair of each Committee will be asked to review all returns for their committee when they are first published. If there are any concerns, these will be discussed between the Honorary Secretary and the Chair concerned and contact made with an individual if required to discuss the concerns. If concerns remain, the situation will be referred to the ARTP Council for an opinion.

Declarations of interest will be a standing agenda item at each meeting of committees. Receipt of returns and updates will be recorded, and members will be asked at each meeting for any relevant updates to the annual form. The secretary of each committee must have read all returns before the first meeting of the year takes place. Until a DOI form has been returned, members will not be able to speak or vote at the committee meeting.

Before an appointment is made to any of the following positions, the individual concerned will be asked to complete a DOI form online if there is not already a return for the year in question, so that no ambiguity from the outset about any of their interests and the role they will be selected to perform:

President

Honorary Chair

Honorary Secretary

Honorary Treasurer

If an enquiry is received from any source about a potential Conflict of Interest, the enquirer will be asked to make the request in writing to the Honorary Secretary of the ARTP who will follow it up with the Chair of the Committee and the individual member concerned. A response will be given within a reasonable period.

Members of all committee are asked to complete the online form at time of joining a committee with renewals due by 1<sup>st</sup> April. If a form has not been received before the first meeting of the year, the member will be asked to either complete the form on the day or stand down temporarily until a form is received.

A member of a committee or group can update the content of their annual form at any time by contacting ARTP Admin. The updated form should be submitted and published following scrutiny by the Honorary Secretary.

## 6. Management Plan

If a conflict is identified, a management plan will be developed and ratified by either the ARTP Council or Board (or a designated representative), which may include:

- Recusal from specific decisions or activities
- Divestment of conflicting interests
- Reassignment of duties



## 7. Confidentiality

All disclosures will be treated with confidentiality and information will only be shared on a needs-to-know basis.

## 8. Non-compliance

Failure to disclose conflicts of interest or to comply with management plans may result in disciplinary action, up to and including termination of association with ARTP.

## 9. Related Documents

- Declaration of Interest Form
- Code of Conduct
- Ethics Policy



## 10. Appendix 1

### Declaration of Interest (DOI) Form

**Name:**

**Year:**

**Status:** Interests to declare or Nothing to declare

#### Key

Band 1 - Up to £2,000

Band 2 - £2,001 to £25,000

Band 3 – Over £25,001

#### 1. PERSONAL INTERESTS

##### **1.1 Paid Consultancy Work (over the last 12 months)**

Company	Area/Product	Amount (Band)

If any of the consultancies listed above constitute a regular, ongoing relationship with the company, or if a retainer is being paid, please provide details.

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##### **1.2 Personal Benefits (over the last 12 months)**

This includes fees or honoraria (e.g. for lectures or occasional advisory committees) from which you benefit personally. Benefits in kind should also be registered. Use section 1.4 for travel and attendances at conferences.

Company	Purpose of Payment	Amount (Band)

##### **1.3 Shares or company holdings in any relevant companies.**

This includes shares held personally or those shares held in pension schemes where this is known (although it is recognised that it may not be possible to identify individual company shareholdings in some pension schemes).

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##### **1.4 Personal Travel Grants/Hospitality (or expenses) for conferences/meetings etc.**





Travel grants or expenses for yourself, whether paid directly or indirectly, but not travel grants for other members of your department.

Company	Purpose of Payment	Amount (Band)

## 2. NON-PERSONAL INTERESTS

For example, fees and grants paid to your department, and for which you have direct responsibility, and which are used for research, education, equipment, salaries etc. Also includes benefits in kind, and fees for your own work if you do not benefit personally.

## 3. OTHER INTERESTS THAT MAY BE SEEN AS POTENTIAL CONFLICTS

This includes a position you may hold in another organisation (e.g. being a Trustee or member of relevant outside organisations, including pressure groups). It also includes any commercial or other relevant interest of your partner.



## Document Approval Table

<b>Approved by:</b>	ARTP Executive Board
<b>Contributing Committees</b>	ARTP Council ARTP Board
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