

## **Code of Conduct for the Board of Directors (BoD) of the Danish Diabetes and Endocrine Academy (DDEA) in respect of the allocation of DDEA grants to PhD Scholarships, Postdoctoral Fellowships and Visiting Professorships**

The following code of conduct shall apply to members of the Board of Directors (BoD) of the Danish Diabetes and Endocrine Academy (DDEA) in relation to their decision on allocation of DDEA grants for PhD scholarships, postdoctoral fellowships and visiting professorships. In particular, the code of conduct describes the rules relating to conflicts of interest.

As laid out in the Terms of References for the DDEA BoD, the BoD members cannot receive any kind of research funding from DDEA, and can therefore not be applicant of any grant applications to DDEA.

### **General rules on conflicts of interest**

The rules on conflicts of interest of the [Danish Public Administration Act](#) shall apply to all decisions taken by BoD members in their capacity as Directors.

It is further laid down that the rules on conflicts of interest shall normally apply in certain cases where neither the Public Administration Act nor unwritten rules can be said with certainty to entail conflicts of interest, but where there are substantial reasons to presume that the rules on conflicts of interest apply or where there is a need to clarify the applicable rules on conflicts of interest.

The general rule is that, if a BoD member has a conflict of interest in respect of a case, that member may not take a decision, participate in the decision or otherwise contribute to the consideration of the case in question. The member concerned shall leave the meeting premises while the case is under consideration, and must not offer any advice on the case to those who are to take part in the consideration of the case or in part thereof.

Corresponding conflicts of interest requirements shall apply to the DDEA Secretariat staff. A Secretariat employee that has a conflict of interest may take part in only those processes that cannot in any way influence the outcome of the case. A close family relationship to a person who would himself or herself have a conflict of interest under the rules below entails a conflict of interest. Close family means: parents, siblings, children, spouse, sisters- or brothers-in-law, first cousins, parents-in-law and sons- or daughters-in-law. Other family members shall be regarded as close family if the member regularly associates with them. Permanent cohabitation is equivalent to marriage.

### **Conflicts of interest**

In the period 2023-2027, DDEA will allocate grants for PhD scholarships, postdoctoral fellowships and visiting professorships. It is for the BoD to determine, following a scientific evaluation and a prioritised recommendation by the DDEA Grant Review Committee, which applicants are to receive a grant from DDEA.

The general rule is that the BoD will endorse the recommendations of the Grant Review Committee. If, the BoD decides not to endorse the recommendations of the Grant Review Committee due to e.g. strategic considerations, the rules on conflicts of interest will be applied.

In accordance with part 1, section 3, article 1 of the Public Administration Act, and in respect of the individual BoD member's employment, the rules on conflicts of interest mentioned below shall apply to the allocation of DDEA grants.

The rules on conflict of interest apply under part 1, section 3, article 1 of the Public Administration Act where:

1. If they themselves have a particular personal or financial interest in the outcome of the case or if they represent or have previously represented any person in the same case with such an interest.
2. If they currently are, or have undertaken in future to be, or were within the past five years, a supervisor of the applicant, or if they are acting as referee for the applicant.
3. If they are involved in a research application for a DDEA PhD scholarship, postdoctoral fellowship or visiting professorship as co-applicant, principal supervisor/investigator or co-supervisor.
4. If they have joint publications within the past five years with the applicant or the applicant's principal supervisor/investigator.

5. If they have joint ongoing projects with the applicant or the applicant's principal supervisor/investigator.
6. If their spouse, a person related by blood or marriage in the direct line of ascent or descent or in a collateral branch as close as a first cousin, or any other closely attached person, has a particular personal or financial interest in the outcome of the case or represents any person with such an interest.
7. If they are involved in the management of or are otherwise closely associated with any company, association or other private legal entity with a particular interest in the outcome of the case.
8. If they are a part of the management or research management of the department where the applicant will carry out her/his project or where the principal supervisor/investigator or co-supervisor is employed.
9. If they are or have within the past five years been a participant in a research group and that research group, or a participant in it, is an applicant. This shall apply, however, only in respect of the continuation of a project in which the member concerned has participated.

A BoD member will have a conflict of interest if there are any other circumstances likely to cast doubt on the BoD member's impartiality.

#### **Duty of disclosure**

The person concerned has a duty to inform the other BoD members and the DDEA Secretariat if they are aware of circumstances relating to themselves that may entail any conflicts of interest. Disclosure should as far as possible be made to the Secretariat before the relevant meeting takes place.

When general cases are being considered, a person who, while not having any conflicts of interest, may have a particular interest in the case or have a connection to others with a potential interest in the case, shall inform the DDEA Secretariat.

The Board's decision on an issue of conflicts of interest shall be set out in the minutes of the relevant meeting. The BoD member concerned may not take part in the proceedings or in the decision on the issue of his conflicts of interest, and shall leave the meeting premises during deliberations and voting on the issue.