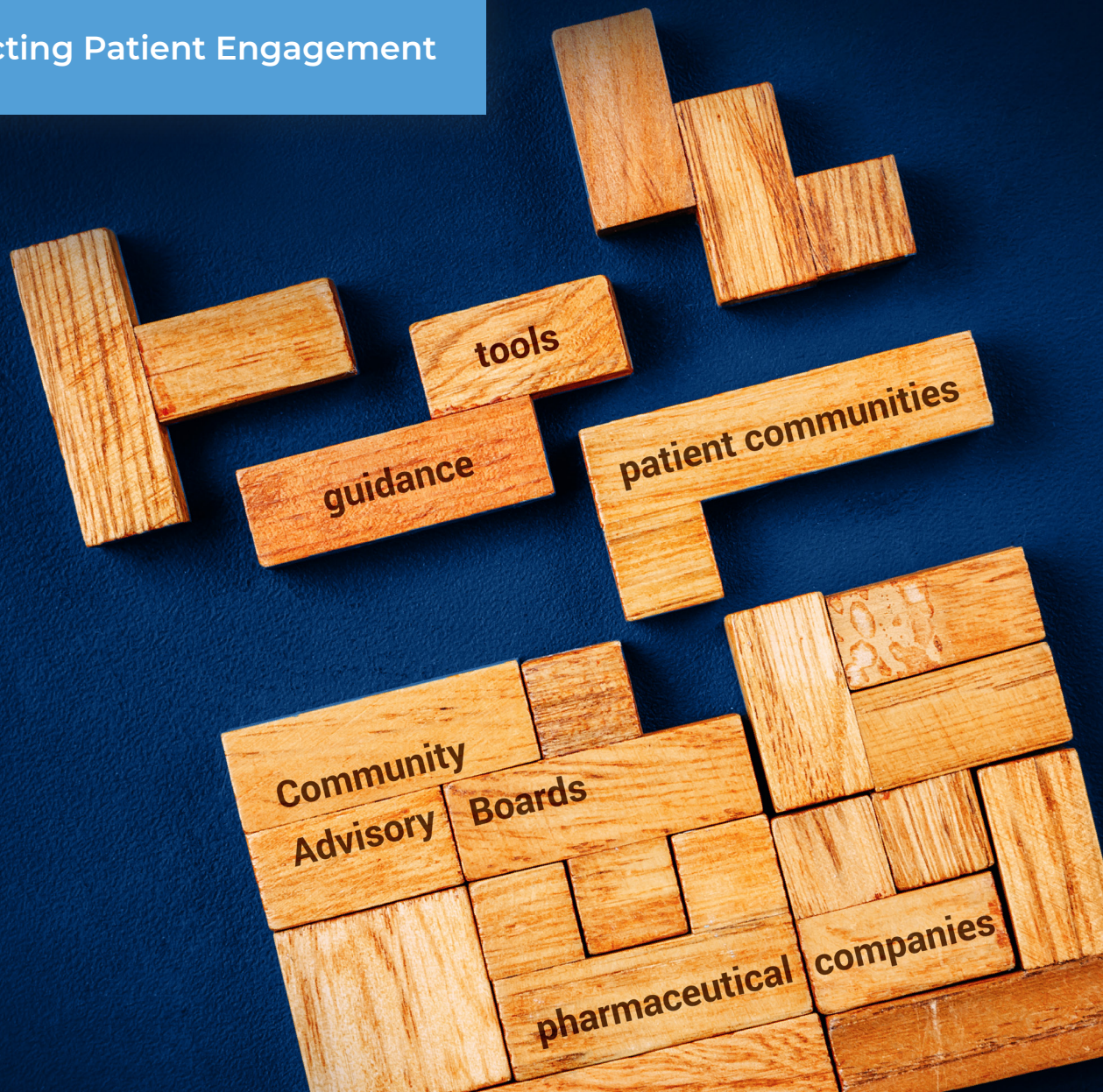




Conducting Patient Engagement



Community Advisory Boards

Tool 4: Checklist of tools and resources

Introduction to the CAB toolkit

Checklist of tools

When?	What?	Do you have this tool? (yes/no)	If not, where can examples be found?
Relevant tools and templates for patient communities and companies for setting up a CAB and raising awareness of CABs	Tools for planning work with CABs		PARADIGM Tool Reflective questions and tracking tool
	Protocol / Terms of reference/ Memorandum of Understanding (MoU)		CML-CAB has examples of this
	Call for members		ECAB, CML-CAB have examples of this
	Members application form		CML-CAB has examples of this
	Invitation letter		ECAB, CML-CAB have examples of this
	Examples of successful outcomes of CABs and industry interactions		PARADIGM Tool Examples of successful outcomes of CABs and industry interactions
	Code of behavior / principles to follow during meeting		PARADIGM Code of Conduct (not specific for CABs)
	Value of CABs from industry perspective		PARADIGM Tool Value adding factors of a CAB from a pharmaceutical company perspective
Relevant tools and templates for CAB meetings	Conflict of Interest		PARADIGM Tools for the management of competing interests and conflicts of interest (not specific for CABs)
	Reimbursement and honoraria		CML-CAB has examples of this
	Confidentiality Agreement		ECAB, CML-CAB have examples of this
	Guidance for industry representatives attending CAB meetings		PARADIGM Tool Practical briefing guidance for industry
Relevant tools and templates for monitoring and understanding the impact of CABs	Impact framework		PARADIGM Monitoring and evaluation Framework (not specific for CABs)
	Minutes template		ECAB, CML-CAB have examples of this

Other possible resources in Europe

The **EUPATI** produced:

- a starter kit which provides links to relevant background reading in the toolbox and associated PowerPoint slide decks and media in order to prepare a single or multi-day training on patient involvement in community advisory boards. <https://www.eupati.eu/tag/community-advisory-board-cab/>
- Guidance for patient involvement in industry-led medicines R&D: <https://www.eupati.eu/patient-involvement/guidance-for-patient-involvement-in-industry-led-medicines-rd/>

The project “Reasonable Agreements between Patient Advocates and Pharmaceutical Companies” was initiated by **WECAN** in 2016 and has developed guiding principles, tools and contract templates for reasonable legal agreements between patient advocates and pharmaceutical companies. <https://wecanadvocate.eu/rapp/>

The **EuroCAB** programme has developed a number of relevant documents and tools for setting up and running a CAB. These documents and tools are not available in the public domain. To access these documents patient organisations need to join the EuroCAB programme and pay the relevant fee.

European Federation of Pharmaceutical Industries and Associations document “Working together for patients”. <https://www.efpia.eu/publications/downloads/efpia/working-together-with-patient-groups/>

The IMI **PARADIGM** project produced the tools in the following areas:

- [Recommendations on required capabilities for patient engagement](#)
- [Monitoring and evaluation framework](#)
- [Tools for the management of competing interests and conflicts of interest](#)
- [Enhancement EUPATI industry guidance: events and hospitality: suggested working practices](#)
- [Code of Conduct](#)
- [Patient engagement agreements explained](#)
- [Recommendations on how to find the right match for the right patient engagement activity](#)
- [Guidance for reporting and dissemination of patient engagement activities](#)
- [Tools for HTA bodies to facilitate patient involvement in early dialogues](#)