



## Early Careers Network of HTAi

### TERMS OF REFERENCE

#### BACKGROUND

After the 2010 Annual Meeting HTAi in Dublin June 6-9, and the Special Student Careers Session “Building a Career in Health Technology Assessment”, the idea of establishing an Early Careers Network of HTAi was born. The Early Careers Network could encourage development and use of robust methodology to people early in their HTA careers and enable sharing of best among them.

#### AIMS and OBJECTIVES

- Provide an environment where young people of various cultures and backgrounds can share knowledge, ideas and interests among them and work together towards harmonization of HTA in different countries and work environments.
- Horizontally connect young people in all different ISG in the HTAi.
- Serve as a platform to bring together people from different backgrounds, and it can serve to enrich and enhance professional development for its membership while creating long lasting ties within HTAi.
- Act as a venue for sharing experiences and resources, and potentially lead to a more formal collaboration in the future.
- Present a basis for stating the opinions and considerations regarding the relevant HTA topics- preparing position papers.
- The members of network should act as ambassadors and enable knowledge transfer among countries.
- Promote awareness and enlarge knowledge on HTA in their local environments. This could be implemented through enabling the exchange of members of the network and “hosting” colleagues in different HTA organizations and institutions globally.
- Keep up to date with the latest HTA developments with access to an extensive range of reports and articles.

At the HTAi Annual Meetings, the network will act as an “Icebreaker” when entering the HTA arena, and the Special Student Careers Session could be used as an entering point. The idea behind the creation of this network is to maintain and improve the educational, social, and networking activities provided through HTAi over the past year, which can be presented at the HTAi Annual Meeting.

## **COMPOSITION**

### **Membership**

Any HTAi member, who is new to HTA, can become a member of the Early Career Network.

### **Governance**

The Chair and Secretary will be appointed at every second annual meeting for a period of 2 years. Officers may be reappointed for a period of up to 6 years. Other officers will be appointed, if needed. The first Chair will act for an initial period of two years and the members will appoint the new Chair in HTAi Annual Meeting in 2013.

The Chair will be the key point of the contact with the HTAi board and coordinate all the work of the Early Careers Network.

The Secretary will work with the HTAi Secretariat to organise materials on the Early Careers Network website pages.

### **Structure**

The group will begin as an informal network for sharing resources and experiences, and may later develop more formal working structures if that is seen to be necessary to meet members' priorities, etc.

### **Steering Committee**

A group of approximately 5 members of the Network shall form a Steering Committee with the Chair, Secretary and any other officers. The Steering Committee will guide the work during the year and ensure good collaboration with other organisations working in this field.

Members of the Steering Committee are asked to commit to a three-year period of office, with a renewal period of one more term possible.

## **WORK PLAN**

The Early Careers Network will meet annually at the HTAi Annual Meeting. This meeting will be funded by and organised with the HTAi Secretariat. Notes of this annual meeting of the Early Careers Network will be made available to all members of Early Careers Network showing the actions planned for the forthcoming year.

Business between Annual Meetings will be undertaken with the whole Early Careers Network electronically, using the facilities available to Early Careers Network on the HTAi website (listserves, document files, etc) and by email.

If necessary, teleconference meeting or e-meetings will be organised through the HTAi Secretariat. The Chairperson or Secretary will issue the agenda and papers. The Secretary will take a note of the meeting.

## **RESOURCE REQUIREMENTS**

The Early Careers Network will use HTAi's website and an email listserv at the beginning of functioning. Any requests for future funding will follow the process established for ISGs.

## **KEY CONTACTS**

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