



## MINUTES OF THE 2006 MID-WINTER BOARD MEETING

**Date:** 4 February 2006

**Time:** 9:00 am local time, Leesburg, Virginia, USA

**Location:** Thurber Room, Lansdowne Resort, 44050 Woodridge Parkway, Leesburg, Virginia, USA

**Present:**

Board of Directors

Berit Morland, President (Norway)

Dev Menon, Vice-President (Canada)

Laura Sampietro-Colom, Secretary (Spain)

Diane Benner, Treasurer (Canada)

Jean-Francois Baladi, Director (United States)

Americo Cicchetti, Director (Italy)

Helena Dahlgren, Director (Sweden)

John Gabbay, Director (United Kingdom)

Cliff Goodman, Director (United States)

Chris Henshall, Past President (United Kingdom)

Krzysztof Landa, Director (Poland)

Marjukka Makela, Director (Finland)

Jill Sanders, Director (Canada)

Finn Borlum Kristensen, Chair of INAHTA (Denmark)

Secretariat

Christine Batdorf, Administrative Officer, HTAi Secretariat (Canada)

Tania Stafinski, Acting Manager, HTAi Secretariat (Canada)

**Regrets:**

Egon Jonsson, Executive Director & CEO, Institute of Health Economics (Canada)

Sadasivan Sivalal, Observer (Malaysia)

### 1.0 Welcome and apologies

Berit Morland welcomed everyone and offered apologies on behalf of Egon Jonsson and Sadasivan Sivalal, who were unable to attend the meeting.

### 2.0 Approval of agenda

Berit Morland briefly reviewed the agenda, which had been circulated to Board members prior to the meeting, and explained that the Annual Meetings item had been placed near the end to accommodate the presentation of a progress report by Brendon Kearney, Chair of the HTAi 2006 Local Organizing Committee (LOC), who would be arriving later that afternoon. She suggested that discussions around item 4.1 (Status of the Secretariat) be held “in camera” (i.e., without the Secretariat and Observers present), to which the Board agreed, and invited additional questions and comments. Laura Sampietro-Colom proposed that an item addressing the relationship between the International Network of Agencies for Health Technology Assessment (INAHTA) and HTAi be added to the agenda under “Other Business”. In addition, Finn Borlum-Kristensen offered to provide a brief update on the European Network for Health Technology Assessment (EUNetHTA), in which HTAi is a collaborating partner. Berit Morland then moved that the agenda be approved, pending these amendments. The motion was seconded by Diane Benner and carried, with none against.

### 3.0 Approval of minutes of the 2005 Fall Board Teleconference

Berit Morland invited questions and comments from the Board regarding the minutes of the 2005 Fall Board Teleconference, which was held on Friday, 18 November 2005. Laura Sampietro-Colom asked that her name be included in the list of individuals on behalf of whom Berit Morland had expressed apologies under Item 1.0, and Diane

Benner proposed that the sentence regarding agreement by the Executive Committee to refrain from independently actively recruiting a Director until the IHE Board Meeting in mid-October be removed. Berit Morland moved that the minutes be approved, pending the requested changes. The motion was seconded by Dev Menon and carried, with none against.

#### **4.0 Business arising**

##### **4.1 Status of the Secretariat**

An “in camera” session to discuss the relationship between HTAi and the Institute of Health Economics (IHE), where the HTAi Secretariat is based, and the resignation of Devidas Menon from the position of Vice President of the HTAi Board of Directors, effective as of 28 February 2006, was held. The importance of closely monitoring this relationship over the next few months to ensure that the Secretariat remains able to effectively and efficiently deliver the services required by the Board and broader HTAi membership was emphasized. It was agreed that Berit Morland would follow-up with Egon Jonsson, Executive Director and CEO of the IHE, on issues raised during the session.

##### **4.2 Financial Report**

Diane Benner reported on the financial status of the Society, indicating that HTAi’s current balance of accounts (i.e., revenue over expenditures) is approximately \$478,395 Cdn. Based on forecast calculations prepared in collaboration with the Secretariat, she expects a year-end balance of \$445,671 Cdn, approximately \$100,000 Cdn more than anticipated according to the approved budget for the 2005-2006 fiscal year. She explained that the difference can be attributed to the fact that the HTAi Secretariat Director position, whose salary and benefits were estimated to cost around \$100,000 Cdn, had not yet been filled. Diane Benner then invited questions and comments from the Board. Discussions around the amount a charitable organization should be carrying over from one year to the next followed. Dev Menon reminded the Board that the 2008 Annual Meeting would likely be organized under Option 2 of the Annual Meeting Guidelines, where HTAi assumes all of the financial risk. Therefore, the Society must ensure that it has set aside appropriate funds to cover all costs involved in organizing such a meeting. He suggested that the Secretariat seek advice from HTAi’s auditors, to which the Board agreed. Berit Morland thanked Diane Benner for the update.

*Action:* The Secretariat will ask the auditors to provide advice on appropriate year-end balance for charitable organizations such as HTAi.

##### **4.3 Membership Status**

Tania Stafinski provided an update on the status of fully paid memberships received to date for the 2005-2006 membership year. Currently, there are 902 individual members (463 new, 432 renewed, and 7 students), 11 for-profit organizational members, and 21 not-for-profit organizational members, representing 47 different countries from around the world. Countries with the greatest number of memberships include Canada, the United Kingdom, and Italy. Berit Morland thanked Tania Stafinski for the update. The possibility of offering discounted joint memberships with regional HTA societies as a means of attracting new members and retaining existing ones was discussed. The Board agreed that the Society should establish such memberships, and proposed that the newly created Membership Sub-Committee work with the Secretariat to develop a plan for accomplishing this over the next year.

*Action:* The Membership Sub-Committee, in collaboration with the Secretariat, will prepare a proposal for implementing joint regional HTA society - HTAi memberships for presentation at the 2006 Annual Business (General) Meeting.

##### **4.4 Board Sub-Committee Structure and Governance**

###### *Appointment of Chairs*

Berit Morland reminded the Board of the need to appoint chairs for the newly created Membership and Communications Sub-Committees and for existing Sub-Committees whose chairs are stepping down. As agreed to during the 2005 Fall Board Teleconference, the Executive Committee met to identify and nominate an appropriate Board Member to chair each Sub-Committee. Subsequently, it approached the following Board members, all of whom confirmed their willingness to assume the position: Krzysztof Landa (Annual Meetings Committee – as of August 2006), Helena Dahlgren (Communications Committee), Chris Henshall (Elections Committee), Diane Benner (Finance and Audit Committee), Jean-Francois Baladi (Membership Committee), Chris Henshall (Policy Forum Committee), and Americo Cicchetti (Scientific and Professional Programmes Committee). Berit Morland thanked them and moved that the Board approve the proposed appointments. The motion was seconded by Dev Menon and carried, with none against. A discussion around the selection of individuals to comprise the membership of each Sub-Committee followed. It was decided that each Chair would identify individuals from the Board and broader HTAi membership whom he or she feels could contribute to fulfilling the roles and responsibilities of the Sub-Committee, as outlined in

the HTAi Governance Paper, and then seek Board approval of their selections by e-mail. It was proposed that this be completed within the next 2 months, to which the Board agreed.

*Action:* Over the next month, each Sub-Committee Chair will compile a list of nominees from the Board and broader HTAi membership who are willing to serve as committee members and send it to the Board for its approval by e-mail.

#### *Review of HTAi Governance Paper*

Dev Menon provided a brief overview of the paper, explaining that its purpose was to provide a clear and concise description of the structure, responsibilities, and authority of the HTAi Board of Directors and its Sub-Committees. Chris Henshall commended the Executive Committee and Secretariat for preparing such a paper. A discussion around the role of the Executive Committee in identifying individuals to comprise the membership of Sub-Committees followed. It was agreed that the paper should be amended to reflect the Board's earlier decision, which gives this responsibility to Sub-Committee Chairs (see Item 4.4 – Appointment of Chairs). Berit Morland moved that the document be approved, pending this change. The motion was seconded by Dev Menon and carried, with none against.

*Action:* The Secretariat will revise the HTAi Governance Paper so that Sub-Committee Chairs are responsible for nominating their respective committee members.

#### *Review of proposed workplans*

Dev Menon stated that the Secretariat has prepared proposed workplans for each Sub-Committee, and suggested that Chairs use them as a starting point for discussions within their Sub-Committees over the next month. Sub-Committee Chairs agreed to review the workplans, circulate them among their members, and develop revised ones by the end of March 2006.

*Action:* Sub-Committee Chairs will ensure that their respective Sub-Committees have drafted a revised workplan by the end of March 2006.

### **4.5 Support for Interest Sub-Groups**

Dev Menon summarized requests received to date for funding to support Interest Sub-Group activities. In the absence of Board-approved criteria, the Executive Committee reviewed and, subsequently, approved a request made by the Ethics Sub-Group for approximately 1,170 Euros to support a face-to-face meeting in Stockholm, Sweden, in early March 2006. Recently, the Executive Committee received a request for \$3,000 US from the Information Resources Group (IRG) to support the organization of a pre-conference workshop for Information Specialists during the HTAi 2006 Annual Meeting in Adelaide, Australia, this July. Dev Menon reminded the Board of the valuable contributions this group has made to the Society since its inception, and proposed that it approve the request. The Board agreed, asking the Secretariat to formally notify the IRG of its decision. Further, it suggested that an additional \$2,000 be made available to the IRG if they need it. Dev Menon then summarized the contents of a paper, prepared by the Executive Committee in collaboration with the Secretariat, outlining proposed application requirements and criteria for funding future Interest Sub-Group activities, and invited questions and comments from the Board. It was suggested that the phrase, "eligible activities might include" replace "list of eligible activities", to ensure that applicants do not feel restricted to seeking support for only activities listed in the paper. The Board agreed, approving the paper, pending this change. Subsequently, Chris Henshall proposed that the amount allocated towards Interest Sub-Group activities in the 2005-2006 budget be increased from \$10,000 Cdn to \$20,000 Cdn. The motion was seconded by Marjukka Makela and carried, with none against.

*Action:* The Secretariat will notify the Information Resources Group of the Board's decision to contribute \$3,000 US towards the organization of a pre-conference workshop for Information Specialists in Adelaide. The Secretariat will revise the requirements and criteria for funding Interest Sub-Group activities to reflect the Board's discussions. In addition, it will send a note to Interest Sub-Group Chairs letting them know that an additional \$10,000 Cdn has been set aside to support Interest Sub-Group activities for the 2005-2006 membership year.

### **4.6 Web site advertising policies**

Berit Morland reviewed the contents of the HTAi Web Site Advertising Policies paper, prepared by the Executive Committee and Secretariat. She explained that the proposed policies are based upon those of similar professional societies, as well as take into consideration the nature of the requests received to date. A discussion around whether or not the right to post an advertisement should be restricted to organizational members followed. It was pointed out that in the past, HTA employment opportunities (i.e., those that contain the words "health technology assessment" in the job description) submitted by individual members were posted with the view that access to such information would be of benefit to individual members. In the end, the Board felt it would be best to hand the matter over to the Membership Sub-Committee to resolve.

*Action:* The Membership Sub-Committee will review the proposed web site advertising policies and make any revisions it deems necessary.

#### **4.7 Policy Forum structure**

Chris Henshall, Chair of the Policy Forum Committee, outlined 4 items he wished to raise with the Board. These items had been described in a paper prepared by him and circulated to the Board prior to the meeting. First, he asked the Board to endorse plans to expand and diversify Forum membership by creating a new membership category that would help to encourage representatives from the medical devices sector to join. Second, he proposed that HTAi Board members continue to attend Forum meetings. The Board confirmed its support for both recommendations. Third, he pointed out that the style of meetings may need to be adapted to accommodate larger numbers of attendees. The Board agreed. Lastly, he proposed that the Board discuss a potential role for the Forum in work initially funded by Pfizer to develop and apply a framework for the analysis of 4<sup>th</sup> Hurdle Systems. He presented a summary of this work, explaining that Pfizer would now like to see it involve a wider group of stakeholders and funders to ensure its continued credibility and quality. A discussion followed, at the end of which it was agreed that Chris Henshall would present the project, taking into account the wide range of work currently underway in this area, during the Forum Business Meeting on Tuesday.

*Action:* Chris Henshall will lead an exploratory discussion of work on the development and application of a framework for the analysis of 4<sup>th</sup> hurdle systems during the Forum Business Meeting on Tuesday.

#### **5.0 New business**

##### **5.1 Corporate plan**

Berit Morland summarized the Board's achievements since the Society's inception in July 2003, listing activities completed against the aims and objectives originally set out by the Board in its inaugural 5 year Corporate Plan. She congratulated everyone on their efforts to ensure the success of the Society, and proposed that the Communications Sub-Committee work with the Secretariat to prepare a one page glossy handout/brochure highlighting the Society's accomplishments for circulation at the 2006 Annual Meeting. The Board agreed.

*Action:* The Secretariat will work with the Communications Sub-Committee to prepare a progress report to distribute to members in Adelaide.

##### **5.2 Society sponsorship of other conferences**

Berit Morland reminded the Board that, a couple of months ago, HTAi had been asked to sponsor the Alan Williams Memorial Conference. Recognizing his importance as a strong founding member and supporter of the Society, the Executive Committee has explored possible ways of contributing to the conference, and has arrived at 3 options: 1) making a financial donation to the conference, itself, 2) making a financial donation to the Alan Williams Scholarship Fund, and 3) subsidizing individuals to attend the conference. The Board discussed all 3 possibilities and agreed that it would be most appropriate for it to support the Alan Williams Scholarship Fund. It then discussed how much to contribute, and based on the range of donations made to date, arrived at \$3,000 Cdn. Chris Henshall thanked the Board for its support. Berit Morland asked the Secretariat to ensure that the organizers receive HTAi's contribution.

*Action:* The Secretariat will prepare a cheque in the amount of \$3,000 Cdn and have it couriered to the organizers as soon as possible.

##### **6.0 Elections**

Berit Morland pointed out that there are currently 13 Board members, instead of 12, as specified in the Society's Founding Constitution and By-Laws. Therefore, she proposed that this year, elections be held to fill only 1 Director position, despite the fact that the terms of 2 Directors will expire in June. The Board agreed. She then reminded everyone that Chris Henshall, Past President, will chair the Elections Committee and nominate individuals who are not Directors and not planning to stand for election to serve on the Committee. Chris Henshall thanked Berit Morland and suggested that he work with the Secretariat to set timelines for completing the various tasks involved in carrying out the election process.

*Action:* Chris Henshall will assemble an Elections Committee and work with the Secretariat to conduct the 2006 elections to fill upcoming vacant positions on the Board.

#### **7.0 Annual Meetings**

2006

Berit Morland welcomed Brendon Kearney, Chair of the 2006 Local Organizing Committee, and thanked him for accepting the Board's invitation to present a progress report on the 2006 Annual Meeting preparations. Brendon Kearney outlined the Scientific Programme, providing descriptions of the pre-conference workshops, plenary sessions

and parallel panel sessions, and announced the venues for the Welcome Reception and Conference Dinner. He then provided an update on the status of sponsorships. To date, he has received funding commitments totaling approximately \$280,000 Australian Dollars. He also hopes to receive an additional \$50,000 Australian Dollars from AusAid in the form of travel grants for individuals from the Asia Pacific Region who would otherwise not be able to participate in such a meeting. Chris Henshall reminded him that HTAi is offering travel grants as well, and suggested that the Board increase its support to \$30,000 Cdn. The Board agreed. A discussion around promotion of the meeting over the next few months followed. Board members agreed to use their personal contacts to notify individuals who may be interested in attending and/or sponsoring the Meeting. In addition, Jill Sanders proposed that Amy McLennan from the LOC send the Board a “wish list” of items with which she would like its help. Chris Henshall encouraged Board members to offer feedback to Brendon Kearney over the next couple of days. Berit Morland thanked Brendon Kearney for all of his hard work and stated that she is looking forward to an excellent Meeting in Adelaide.

*Action:* Board members will provide feedback on sponsorship opportunities and the Scientific Programme to Brendon Kearney, as well as do their best to inform their colleagues of the Annual Meeting. Brendon Kearney will ask Amy McLennan to prepare a “wish list” for the Board.

2007

Laura Sampietro-Colom, Chair of the 2007 LOC, thanked the Annual Meetings Committee (AMC) and the Board for selecting the Catalan Ministry of Health as the host organization for the 2007 Annual Meeting. She indicated that the LOC has met and selected a venue and dates for the Meeting (17-20 June 2007). It has also hired a “technical secretary” to help with the organizational arrangements. She then announced that the International Scientific Programme Committee (ISPC) will be co-chaired by Alicia Granados and Andrew Dillon, since the National Institute for Clinical Excellence and Public Health (NICE) recently expanded its mandate to include public health issues, which comprises the main theme for the Annual Meeting. Lastly, she stated that LOC is midst of reviewing budgets based on different scenarios, and hopes to be able to send a draft to the AMC soon. Berit Morland thanked Laura Sampietro-Colom for her presentation and expressed the Board’s willingness to provide assistance wherever possible.

2008

Jill Sanders reminded the Board that during the 2005 Fall Board Teleconference, it had accepted the proposal by AETMIS to host the 2008 Annual Meeting in Montreal, Quebec, under Option 2, pending approval of a budget for the LOC. She then explained that the AMC just received the budget and has not yet had an opportunity to review it. Therefore, she suggested that the AMC review the budget and then circulate it to the Board, along with recommendations by e-mail. The Board agreed.

*Action:* The AMC will send its recommendations on the budget to the Board, who will discuss them and make a decision by e-mail.

## **8.0 Other business**

### **8.1 Relationship with other organizations**

Laura Sampietro-Colom suggested that the Board discuss processes for interacting with potential collaborative organizations, including the International Network of Agencies for Health Technology Assessment (INAHTA), to minimize duplication of activities. Berit Morland suggested that the Secretariats of each organization correspond regularly with each other. Chris Henshall proposed that the Board urge the Chairs of Sub-Groups to inform themselves of work already underway in a particular area when establishing their activities and developing their workplans. The Board agreed.

### **8.2 EUNetHTA**

Finn Borlum-Kristensen provided an overview of the European Network for Health Technology Assessment, EUNetHTA, a 3 year project funded by the European Commission and network members. Its objective is to enable the effective exchange of information and support to policy decisions by coordinating the efforts of national HTA agencies, research institutions, and health ministries belonging to the European Union. He circulated a 2 page report highlighting key points about the project and invited questions and comments from the Board. With none raised, Berit Morland thanked him for the information.

With no other business, the meeting was adjourned at 6:00 pm local time.