



Interest Group on Assessment of Vaccination Programmes

TERMS OF REFERENCE

1. PURPOSE AND AIMS

The HTAi Interest Group on Assessment of Vaccination Programmes ('the Interest Group') was established in 2016 and functions according to the HTAi Policy on Interest Groups.

The Interest Group Aims to:

- Contribute to develop robust methodologies to assess vaccination programs
- Promote the use of these methodologies through the policy arena in order to inform implementation of effective vaccination programs.

Forum and catalyst for change

The Interest Group provides an interdisciplinary forum to engage in discussion, exchange ideas on initiatives, share good practices and develop new materials to support assessment of vaccination programmes.

Collaboration

Assessment of vaccination programmes is undertaken by a range of bodies and has wide public health implications. Work will be done in collaboration with other organisations in this field, to understand gaps that could be filled by the breadth of expertise available in HTAi and beyond HTAi.

2. COMPOSITION

2.1 Membership

Any HTAi member can become a member of the Interest Group by signing up on the IG web page.

2.2 Structure

The Interest Group has an overall Steering Committee (SC); working groups will be established as needed.

2.3 Steering Committee

2.3.1 Role

The Steering Committee is responsible for governance, strategy and for providing oversight of the plans and deliverables of any working groups.

The Steering Committee additionally:

- Develops and implements the Interest Group external communications
- Drives input into HTAi processes to support patient representation in HTAi meetings
- Assesses collaboration opportunities with other organisations working in the field
- Approves funding requests and reports to the HTAi Board
- Organises sessions for the HTAi annual meeting
- Organises face to face meetings
- Approves a workplan.
- Validates outputs and deliverables.

2.3.2 Membership

The Steering Committee comprises:

- Approximately 10 members of the Interest Group representing a balanced contribution from the stakeholder communities and internationally.
- From these members, a Chair, Vice-Chair and Secretary will be appointed. Positions can be shared among several members (e.g. several people may share the Secretary's role taking responsibility for different tasks).

Members of the Steering Committee are asked to commit to a three-year period of office, with a possible renewal period of one more term. Members may serve beyond two terms if this is deemed critical to the work of the Interest Group.

Any member of the Interest Group who wishes to become a member of the Steering Committee will be asked to demonstrate how they are active in the field of vaccines assessment. Preference will be given to those members who have actively participated in the Interest Group. New members will be approved by the Steering Committee.

A Steering Committee meeting quorum is five. Committee members are expected to commit to attending most Steering Committee meetings or sending a deputy, or submitting comments on the papers in writing. If a member does not contribute to three consecutive meetings they will be asked to step down.

2.3.3 Declarations of Interest

Members complete a declaration of interests form annually in May. These completed declarations will be incorporated into a member's register of interests that will be available on request from the Secretary. It is the member's duty to update the Secretary with any significant amendments during the year.

2.3.4 Officers of the Steering Committee

Any member of the Steering Committee may be nominated for a position of office by him or herself or another member with the candidate's approval.

If there is one nomination, the Committee will be asked to approve the nomination. If there is more than one nomination for a position, the Steering Committee will decide by consensus on the successful candidate or voting will be organised. The person receiving the highest number of votes by the Steering Committee will be selected. The HTAi Secretariat may be used for the voting process to ensure confidentiality.

This process will normally take place in April to allow the appointment to be made at the May Steering Committee meeting and ratified at the Annual Business meeting in the summer of that year.

3. WORKING METHODS

The Interest Group will do the bulk of its work virtually by email and teleconference.

The Interest Group will hold its Annual General Meeting at the HTAi Annual Meeting, usually in June. This meeting will be funded by and organised with the HTAi Secretariat. All members will be informed of the agenda at least one week in advance. Notes of this annual meeting of the Interest Group will be made available to all members of the Interest Group showing the actions planned for the forthcoming year.

Business between Annual Meetings will be undertaken with the whole Interest Group electronically, using the facilities available to Interest Groups on the HTAi website (list serves, document files, etc) and by email.

The Steering Committee will meet at least four times a year, for example in early September, November, February and May. Meetings will be organised a year in advance, in January. Any working groups will organise their meetings to be able to report to the Steering Committee.

Teleconferences will be organised by the Secretary who will provide a Freephone dial-in number. The Secretary will also issue the agenda and papers for the Steering Committee, minute the meeting and publish those minutes on the website.

The Interest Group Secretary will work with the HTAi Secretariat to organise materials on the Interest Group web pages and coordinate input to HTAi Bulletins. He/she will also be responsible for management of Declaration of Interest forms.

The Interest Group will be able to request funding for work from HTAi (in the region of USD 20,000/year to cover the work of all Interest Groups). The Interest Group may apply to other organisations to support specific short-term costs (such as workshops, travel costs etc). Any funding for specific activities, such as workshops or projects, must be provided in an unrestricted manner, i.e. the funder shall have no influence in the organisation; which will remain the responsibility of the Steering Committee. All such funding needs to be supported by signed documentation that is retained by the secretary.

HTAi is a multi-stakeholder organization. Our statement on partnership is presented in Appendix 1.

4. KEY CONTACTS

Role	Name	Contact details
Interest Group Chair	Mondher Toumi	mondher.TOUMI@univ-amu.fr
Interest Group Secretary	Karen Facey	k.facey@btinternet.com
HTAi Secretariat	Anna Williams	awilliams@htai.org Tel: +1 780 401 1765

Appendix 1. Working Together in Equal Partnership

The HTAi Interest Group on Assessment of Vaccination Programmes sets out to ‘work together in equal partnership’. All members are considered equal and their input and feedback is equally respected. We are all committed to overall improvement in processes to improve the assessment of vaccination programmes.

The members of the Steering Committee and any working groups volunteer their time, expertise, and energy, with paid assistance coming from the HTAi Secretariat.

Some of our members undertake projects that are funded by industry, or they ‘are industry’. When this work is relevant to the Interest Group it is carried out with full scientific rigour and conscientiousness in the delivery of products that ‘our community’ can use. No one corporate organisation is favoured over another.

In any deliverable, methods will be systematic, transparent and clearly reported. Facts and evidence will be separated from discussion and interpretation.