



The HTAi Information Resources Group (IRG) Organizational structure and processes

Proposal approved by the IRG members
8. April 2010

IRG Chairmanship 2009-2011
Sari Ormstad (Chair)
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Background

The Information Resources Group (IRG) is an evolving and growing HTAi Interest Sub-group and as such the IRG membership needs to look at its internal organization. At the IRG Business Meeting at 7th July 2008 in Montreal it was decided, that the current Chair should develop a draft to be discussed among the IRG membership and decided upon at the following IRG Business Meeting in June 2009. At the IRG Business Meeting in Singapore June 22nd 2009 additional changes were suggested to the draft. This document describes the final proposal for IRG's internal organizational structure as well as procedures relating to the structure. The proposal has been circulated via the IRG mailing list and been approved by all IRG members.

Current organization of IRG

The IRG Chairmanship consists of the IRG Chair and the IRG Chair-Elect. Both positions serve for a two year period, two years serving as Chair-Elect followed by two years serving as Chair. The Chair is responsible for recruiting the Chair-Elect among the IRG members. New Chair and Chair-Elect are constituted at the IRG Business Meeting every second year. The Chairmanship is responsible for planning and conducting IRG activities, as well as being contact point between the HTAi Board / Secretariat and the IRG members. The Chairmanship can include IRG members in carrying out the tasks of IRG.

Proposal for new organization of IRG

Proposal for IRG organization is shown in Figure 1.

To assist the Chairmanship in planning and carrying out the IRG activities, an Executive Committee will be established, composed of the Chairmanship, the past immediate Chair, and two IRG members. Additionally a number of working groups / projects groups can be established.

IRG team	Members	Tasks	Processes
Chairmanship	Chair Chair-Elect	Overall management and coordination of IRG activities Contact point for HTAi Board and Secretariat	Chair serves for a two year period. Chair-Elect serves for a two year period. A process for recruiting/appointing/electing Chair-Elect has to be developed.



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<p>Executive Committee</p>	<p>Chairmanship Past immediate Chair Two IRG members</p>	<p>Direct activities of the IRG through working groups / project groups, by approving the creation of new groups and supervising group operations</p>	<p>A process for recruiting/appointing/electing two members to the Executive Committee has to be developed.</p> <p>The two IRG members serve for a two year period (concurrently with the two year period of Chair and Chair-Elect).</p> <p>The past Chair will have an advisory role only.</p> <p>Terms of reference have to be developed.</p>
<p>Working Groups / Project Groups</p>	<p>Coordinator IRG members</p>	<p>Tasks of working groups / project groups will be described in collaboration with the Executive Committee.</p> <p>The group constitutes itself by appointing a group coordinator.</p> <p>The coordinator is responsible for directing the project, and reporting to the Chairmanship.</p> <p>Working groups / project groups can be temporary ad hoc groups dealing with specific product or time limited task.</p> <p>Working groups / project groups can be of a more permanent status dealing with ongoing IRG tasks, such as the HTAi Vortal.</p>	<p>Working groups / project groups can be proposed by any IRG member. Before a new group can be constituted, a proposal has to be submitted to the Chairmanship (and the Executive Committee) for approval.</p> <p>Upon establishment of new group, the member(s) proposing the new group are responsible for 1) finding a group coordinator, 2) setting up the group, e.g. by seeking for group members via the IRG mailing list.</p> <p>Possible funding issues and sources for funding have to be discussed (and preferably in place) upon start up.</p> <p>Project description has to be developed and submitted to the Chairmanship to be presented and discussed within the Executive Group.</p> <p>A process for reporting to the IRG Chairmanship has to be developed according to relevance and duration of each task / project. As a minimum the Chairmanship has to be updated every 6 months.</p>



Figure 1. Proposal for new organization of the HTAi Information Resources Group (IRG)

