

HTAi INPHORM Interest Group Guidelines for Executive Team Positions 2017

Overview

The HTAi Initiative for Public Health Outcomes Research and Measurement (INPHORM) Interest Group (IG) is one of ten HTAi IGs. INPHORM is dedicated to developing and promoting appropriate HTA approaches in the field of Public Health and Lifestyle, by combining quantitative and qualitative evidence, expert knowledge, performance metrics and meaningful projections, to meet the needs of decision makers and be applicable to diverse communities. Through publication of original research papers, multidisciplinary involvement in international working groups and contributions in scientific congresses, the members of INPHORM work together to explore new avenues for better understanding the principles and the particular characteristics of public health interventions in real-life setting.

For more information about INPHORM, please visit <https://www.htai.org/interest-groups/INPHORM/>.

HTAi has requested that all IGs consist of a Chair, a Co-Chair and an Executive Team (ET) of two to four people. The INPHORM ET will be responsible for planning and coordination of INPHORM activities. This document provides guidelines for the INPHORM ET positions including a position description, the candidate application process and selection criteria, and accountability processes.

Position description

The INPHORM IG is currently looking to fill the following positions:

- Co-Chair
- Executive Team members

These individuals must be

- current members of HTAi,
- working in HTA related to Public Health or any other relevant field (e.g. interventions to reduce risk factors associated with daily lifestyle habits), and
- interested in contributing their time to shaping and consolidating the future of INPHORM.

Tasks for the Co-Chair and members of the INPHORM ET will vary depending on INPHORM's needs and may include:

- supporting the planning and coordination of INPHORM activities;
- collecting and promoting relevant information to keep the INPHORM members informed;
- communicating INPHORM activities on international, national and local levels;
- providing expertise and preparing reports; and
- other tasks relevant to the INPHORM.

It is expected that the work will occur through email, WebEx and teleconferences throughout the year, with face-to-face working opportunities available at the HTAi Annual Meetings, held in early summer each year.

Accountability

The members of the INPHORM ET should be representative of both developing and developed countries and be actively willing to collaborate with the Chair and members in the region.

The HTAi Secretariat provides assistance with the recruitment process and INPHORM Chair is responsible for the evaluation and selection process of the applicants.

Application process

Eligible candidates must submit an application form titled 'HTAi INPHORM Executive Team Application Form 2018-2019' as an attachment via email to Irene Lenoir-Wijnkoop at P.I.Lenoir-Wijnkoop@uu.nl.

The applicant agrees to

- commit to a two-year term, with a potential renewal period of an additional year;
- a review process and accountability structure;
- read and understand the guidelines; and
- provide a description a motivation statement and attach a CV.

Candidate selection criteria

All applications will be assessed by the IG Chair, who will select and notify the chosen candidates.

Applicants will be assessed according to the following criteria:

- Over 18 years of age, any nationality, gender and background
- Current Master or Ph.D. student, or confirmed researcher or practitioner in HTA methods in any country
- Fluent in English (writing and speaking)
- Experience in the public health or lifestyle context would be of added value

The IG Chair can assess the applicant for quality of statement and quality of CV.

Applications are scored and ranked according to the above criteria. If the situation arises where top candidates receive identical scores, the IG Chair will consider secondary characteristics of applications, in the following descending sequence:

- Geographic location (where scores are equal; preference for geographic diversity with respect to other grant recipients will be considered);
- Gender balance (where scores are equal, preference for gender balance).