

HTAi Policy Fora Coordinating Committee

Terms of Reference

Background

HTAi is a professional society with a mission to support the production and use of health technology assessments globally. HTAi has a broad spectrum of activity across a diverse global membership of healthcare professionals, patients, scientists, academics, government and international governing body health officials and decision makers.

HTAi supports the work of three Policy Fora. Launched in 2003, and having since expanded, the series provides a unique opportunity for senior individuals from public and private sector organizations using HTA to support decisions or recommendations about product development and coverage to interact with one another, members of the HTAi Board, and invited international experts. The Fora provide the opportunity for strategic discussions about the present state of HTA, its development and implications for health systems, industry, patients and other stakeholders. Discussions are informed by the scientific literature and perspectives of individuals reflecting on experiences in their own organizations, but without the constraints associated with discussions of specific products or organizational policies. Each Forum is governed by a term-based organizing committee formed of the Forum membership.

Purpose and remit

The HTAi Policy Forum Coordinating Committee is an umbrella committee aligned with the strategic direction of the Society to review the operating models within and between the Forum Series, to ensure consistency and efficiency across the Fora, to review the impact, longevity and to respond to queries raised by the members, to provide clear direction on the Series, with an ultimate objective of supporting the overall sustainability for the Fora and the Society.

The HTAi Policy Forum Coordinating Committee's role is to:

- Support the HTAi Board in identifying the means of optimal planning and execution of the HTAi Policy Forum Series
- Identify the consistencies and discrepancies across the Series, and to streamline where appropriate for operational and financial efficiency
- Respond to all member queries and innovative comments, to support continuous improvement for the Fora as a Series
- Support the Organizing Committees of each Forum in identifying mechanisms for dissemination of the content of the meetings in a consistent and professional manner, while protecting the integrity and anonymity of the members of the Fora
- Identify patterns in content, and scientific synergies and inconsistencies across the Fora
- Support broader engagement from the membership, to review the current process for membership of the Fora, and to create mechanisms for wider participation and impact

- Develop key performance indicators and evaluation processes for the Fora
- Support the Board in developing and reviewing criteria for when additional fora could be established and/or when a specific forum might be sunset
- To actively improve the internal communications between Committees (e.g., International Scientific Planning Committee, Annual Meeting Committee, Interest Groups Steering Committee) and the Board to facilitate collaborative and consistent activity across the Society, and to identify gaps and conduits for improved platforms of discussion

Membership

Membership of the HTAi Policy Forum Coordinating Committee consists of:

- One member of the HTAi Board (Chair)
- Founder of the HTAi Global Policy Forum
- Chair of the HTAi Policy Forum (Asia)
- Chair of the HTAi Policy Forum (LATAM)
- Chair of the HTAi Global Policy Forum
- Three not-for-profit member organization representatives (one per Forum)
- Two for-profit member organization representatives
- One designated longstanding member of the Society

The terms of office for Chair of the Committee and Forum Chairs are linked to the term of office of their main role. The terms of office for member organisation representatives is three years and can be extended up to a further three years. The Terms of Reference and membership, including membership organizations, will be publicly available on the HTAi website.

The Quorum necessary for the PFCC to conduct business shall be at least six members, including the Chair. All issues are to be decided by a single majority vote. In the event of a tie, the vote of the PFCC Chair shall be decisive.

Governance and Reporting

- The Policy Forum Coordinating Committee acts as a coordinating committee for the Policy Forum Series. The Committee respects the autonomy of the individual Forum Organizing Committees with regards to the development of regional content.
- The Policy Forum Coordinating Committee has delegated authority from the HTAi Executive Committee and Board of Directors in developing policies and procedures, in accordance with the remit defined in this Terms of Reference and within the budget constraints as set by the Board of Directors.
- The Executive Director can approve PFCC business however all financial matters must be in accordance with our financial controls.
- However, HTAi Executive Committee or Board of Director approval will be sought if:
The HTAi Executive Director deems that a policy or procedure will have a high impact (either financially or operationally) A policy or procedure would have a material an impact on another HTAi standing committee

Frequency, location, timing and method of meeting

- The Policy Forum Coordinating Committee will meet four times a year. Meetings will usually be held via Go To Meeting; the PFCC will meet face-to-face once a year at the HTAi Annual meeting. Where possible, suitable arrangements will be made to accommodate differential time zones.

Support arrangements

Secretariat support for the HTAi Policy Forum Coordinating Committee will be provided by the HTAi Scientific and Health Policy Initiatives team. There will be a provision of an appropriate international teleconferencing service, and appropriate meeting room facilities at the HTAi Annual Meeting.

Transparency

Members of the Policy Forum Coordinating Committee are expected to declare any potential conflicts of interest prior to discussion of specific items to the Chair. If the Chair deems a conflict of interest is present, the Chair will request the following:

- A minor conflict of interest: an individual does not contribute to a discussion.
- A more significant conflict of interest: an individual is asked to leave the discussion until the matter is completed.

In all cases, any Conflict of Interest and agreement regarding how it has been addressed will be noted in the meeting minutes.

Approval

The HTAi Board of Directors has responsibility for approval and regular review (at least every two years) of this Terms of Reference.

Approved date: January 2019

Review date: October 2020