



**Health Technology Assessment International (HTAi)
Call for Applications for the position of Scientific Secretary to the 2020 HTAi Global
Policy Forum**

Closing date for applications: 10th July 2019, 17.00 CET

To submit an application and for all inquiries, contact: policyforum@htai.org

1. Overview of HTAi (visit www.htai.org)

Health Technology Assessment International (HTAi) is the global, non-profit scientific and professional society for all those who produce, use, or encounter Health Technology Assessment (HTA). Health Technology Assessment international (HTAi) represents 82 organizations and over 2,500 individual members from 65 countries around the world.

HTAi is a member-driven organization, representing a variety of stakeholders who have interests in HTA. These stakeholders include researchers, policy makers, industry, academia, health service providers, agencies and patients, and they contribute to balanced conversation around HTA across different areas of practice and jurisdictions.

2. HTAi Global Policy Forum

The HTAi Global Policy Forum provides a unique opportunity for senior leaders from not for profit and for profit 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, for strategic discussions about the present state of HTA, its development and implications for health systems, industry, patients and other stakeholders. The aim of the Forum is to provide an environment where senior leaders can engage in strategic discussions informed by the perspectives of their different organizations without the constraints associated with discussions of specific products, organizational policies, or other typically proprietary concerns.

Discussions at Forum meetings lead to range of outputs, typically including a short report, and/or slide deck summarizing the meeting for Forum members, a newsletter for HTAi members, a manuscript published in a peer reviewed journal, and presentations and discussions at the HTAi annual scientific meeting.

For detailed information on the HTAi Global Policy Forum, its membership and activities see: <https://htai.org/policy-forum/global-policy-forum/>

3. HTAi Global Policy Forum 2020 Topic and Meeting

The HTAi Global Policy Forum will focus on the following topic for its main meeting on 26-28 January 2020 (New Orleans, USA): **Enhancement of Deliberative Processes in HTA.**

Forum members engaged in a scoping discussion of the topic at the HTAi Global Policy Forum Business Meeting at the HTAi Annual Meeting in Cologne (16 June 2019). Using the outline

developed from this meeting, the Scientific Secretary is expected to develop, in conjunction with the HTAi Global Policy Forum Chair and the HTAi Director of Scientific Initiatives, a detailed meeting agenda, background paper and/or other materials for the 2020 meeting and associated outputs as described. The Global Policy Forum Organizing Committee will oversee and provide input as required. There is also consultation on key documents with the Global Policy Forum members and the wider HTAi membership.

4. Role of the 2020 HTAi Global Policy Forum Scientific Secretary

The 2020 HTAi Global Policy Forum Scientific Secretary will:

- a) Write a background paper to serve as input to the general discussion at the 2020 meeting, supported by the following efforts:
 - i. Research on the major policy concerns and variations in practice within the defined topic scope;
 - ii. In conjunction with the Chair, conduct of informal interviews with key stakeholders and experts in the topic at hand; and
 - iii. Response to comments and concerns raised by Organizing Committee members, Forum members and the wider HTAi membership on drafts of the background paper;
- b) Support and coordinate the development by Forum members of presentations, background materials and case studies for the sessions led by Forum members in conjunction with the Chair;
- c) Take notes of the discussions arising on the topic during the Policy Forum meeting (which will constitute key material for the development of the manuscript for a peer-reviewed journal);
- d) Lead the preparation of a short report and/or slide deck summarizing the meeting for those attending, reviewing and complementing the short report/slide deck with identification of key discussion points and key messages supported by the HTAi Director Scientific Initiatives;
- e) Develop a manuscript suitable for publication in a peer review journal based upon the meeting discussions and outputs, linked to any supporting papers (if produced);
- f) Lead a presentation based on the journal paper for a Panel Session on the Global Policy Forum meeting at the HTAi Annual Meeting in Beijing in June 2020;
- g) Write a short commentary for publication following the Panel session at the HTAi Annual Meeting upon request of the Forum members, supported by the HTAi Director of Scientific Initiatives.

The HTAi Global Policy Forum Scientific Secretary works closely with the Global Policy Forum Chair, HTAi Director Scientific Initiatives and HTAi Secretariat in accordance with clearly documented and agreed scientific and administrative processes and timelines. The HTAi Global Policy Forum Organizing Committee and Chair steer the content of the scientific materials, but the Scientific Secretary is expected to be the lead author of the background paper, the short report and/or slide deck for members, the journal paper and the panel session commentary. The Chair is responsible for the development and final content of the Meeting Agenda and the Panel session, in close discussion with the Scientific Secretary and the Organizing Committee.



The duties of the Scientific Secretary are expected to take a suitably qualified and experienced person up to a maximum of 20 days across the twelve-month period from July 2019 to June 2020. We hope to have a candidate in place as early in July 2019 as possible.

5. Responsibilities

- Join teleconference meetings of the Global Policy Forum Organizing Committee (bi-monthly) and regular project team discussions with the Chair and HTAi Secretariat as required until 30th June 2020 (the latter meetings are arranged to accommodate the availability of all parties wherever possible and usually take place on a weekly basis).
- Attend in person the Global Policy Forum which will take place from Sunday 26 January until Tuesday 28 January 2020 in New Orleans, USA with an additional de-brief day to take place on Wednesday 29 January 2020.

6. Person Specification

A strong track record of relevant work in HTA is required, as are excellent oral and written communication skills and a proven willingness and ability to work collaboratively with a wide range of partners and stakeholders. A flexible schedule is also a requirement given the ebb and flow expected in the workload over the year.

Essential Qualifications

- An internationally recognized track record in policy work relevant to HTA, as demonstrated by relevant publication record and academic and/or policy positions
- Experience in successfully supporting complex policy and/or scientific discussions
- Excellent writing skills and a proven track record as a lead author of peer-reviewed articles
- An understanding of, and sympathy for, the work of HTAi
- An understanding of the perspectives of both for-profit and not-for-profit organizations in HTA and health system policy
- A proven record of willingness and experience of working flexibly and successfully with a team of colleagues from around the world in the development of scientific materials
- Strong communication, project management and relationship building skills.

Desirable Qualifications

- A track record of work specifically relevant to the meeting topic.

Compensation

- Compensation will be commensurate with experience and will reflect the time required – up to 20 days across the twelve-month period. A maximum of \$20,000 USD for the contract is available.
- It is expected that the Scientific Secretary will be recognized as the lead author for those materials where he or she leads the drafting. Forum meetings and materials attract considerable interest at a senior level in the HTA field, and our journal articles are frequently one of the most downloaded articles in HTAi's International Journal of



Technology Assessment in Healthcare (IJTAHC) and it is hoped that this position might be helpful to the standing and career of the Scientific Secretary.

- It will be necessary to disclose financial compensation of the work done when requested and it should be noted that undertaking contracted services with financial recompense precludes an individual from nominating themselves to the HTAi Board of Directors.
- Travel (economy air fares) and reasonable expenses according to HTAi Travel Policy for attendance at the January 2020 Global Policy Forum meeting in New Orleans (USA) will be reimbursed.

7. How to apply

Interested applicants should:

Submit a short Letter of Intent (LOI) no more than two pages in length stating qualifications and experience and expected level of remuneration, together with a Curriculum Vitae.

The letter and CV should be sent to the HTAi Secretariat via email to the following address: policyforum@htai.org

Any questions or queries should also be sent to this email address.

All applications should be received by: **10th July 2019, 17.00 CET**

It is anticipated that shortlisted applicants will be interviewed by telephone between 12-16 July 2019.

Potential applicants are asked to hold this time in their calendars until we have notified applicants of the outcome of shortlisting.