

Interest Group Steering Committee

Terms of Reference

1.0 Purpose

The HTAi Interest Groups Steering Committee (IGSC) provides an oversight to support the activities and development of all HTAi Interest Groups. HTAi Interest Groups (IGs) is a way of achieving the Society's mandate of building a thriving international society serving as a primary professional and scientific forum for all those who undertake and use HTA in health care, business, government, academic institutions and consultancies. The IGs are recognized as being the most important ways for the members of HTAi to network and share information throughout the year.

2.0 Establishment

This is a standing committee.

3.0 Responsibilities

- 3.1 To work in collaboration with the HTAi Executive Committee and HTAi Secretariat to align the efforts of the IGs with the Mission, Vision and Strategic Plan of the Society.
- 3.2 To provide a conduit for communication across the IGs and to support each other's activities where there is overlap or synergies.
- 3.3 To provide recommendations to the HTAi Executive Committee of the Board on optimal mechanisms to support the development, operations and positive impact of the IGs on the HTA community.
- 3.4 To identify gaps which might provide insights regarding how the IGSC could interact with other HTAi Committees (HTAi Executive Committee, Board Members, Business Development Board Committee, Scientific Development and Capacity Building Committee, and Stakeholder Engagement Committee) to support IGs activities.
- 3.5 To identify activity gaps which may improve how the IGs support the HTAi membership, Journal, Annual Meeting, Policy Fora and other emerging core functions of the Society (i.e. Building Capacity).
- 3.6 To support the ongoing deliverables of the Board of Directors for specific assignments, and to provide recommendations to the Board as appropriate.
- 3.7 To assist with the development of guidelines and processes for the communication and dissemination of products produced by the IGs.
- 3.8 To develop and review funding criteria for the IGs.

4.0 Accountability

The Interest Group Steering Committee is accountable to the HTAi Executive Committee of the Board and/or the Board as appropriate.

5.0 Committee Composition

- 5.1 The Interest Group Steering Committee shall consist of the following members:
 - 5.1.1 Chair of the Committee- HTAi Vice President, or the immediate Past President if the Vice Presidency is vacant or the Vice President is unable to fill this role

- 5.1.2 At least two members from HTAi Board - excluding the Chair - members should be board members or current leaders/representatives of existing Interest Groups and should be familiar with IG structures and governance
- 5.1.3 Co-Chairs from Public Health Interest Group
- 5.1.4 Co-Chairs from Disinvestment and Early Investment Interest Group
- 5.1.5 Co-Chairs from Early Career Network Interest Group
- 5.1.6 Co-Chairs from Ethics Interest Group
- 5.1.7 Co-Chairs from Hospital-Based HTA Interest Group
- 5.1.8 Co-Chairs from HTA in Developing Countries Interest Group
- 5.1.9 Co-Chairs from Information Retrieval Interest Group
- 5.1.10 Co-Chairs from Patient and Citizen Involvement Interest Group
- 5.1.11 Co-Chairs from Medical Devices Interest Group
- 5.1.12 Co-Chairs from Real World Evidence and Artificial Intelligence Interest Group

6.0 Terms of Office

- 6.1 Term of Office for the Chair: this will coincide with their term as Vice President
- 6.2 Term of Office for regular committee members: 2 years
- 6.3 Maximum of years of service: 2 years; coincides with their term as IG Chair/Co-Chair
- 6.4 How to become members of the committee: Members are Interest Group Chairs/Co-chairs that are automatically appointed to this Committee by virtue of their position and ratified by the Board of Directors
- 6.5 Resignations: Members can resign from the IGSC at any point during their tenure

7.0 Responsibilities of Committee Members

Members are expected to:

- 7.1 Familiarize themselves with the Committee's Terms of Reference.
- 7.2 Attend each regularly scheduled Committee meeting.
- 7.3 Come to meetings prepared to engage in respectful, meaningful discussion and provide considered, constructive and thoughtful feedback and commentary, express opinions and ask questions to enable the Committee to exercise its best judgment in decision making and advising the Executive Committee.
- 7.4 Act in the best interests of the HTAi in accordance with the Society's Mission, Vision, Values, and Strategic Plan.
 - 7.4.1 With the focus on membership and partnership recruitment; knowledge sharing, and financial stability and good governance.

8.0 Quorum

Quorum shall be seven (7) voting members of the Committee.

9.0 Committee Operations

9.1 Meetings

Quarterly, or at the call of the Chair via teleconference.

9.2 Secretarial Support

The HTAi Secretariat provide administrative support and facilitation, including

9.2.1 Setting up meetings;

9.2.2 Preparing agendas;

9.2.3 Taking minutes;

9.2.4. Preparing reports and bringing relevant information forward to the Committee for discussion;

9.2.5 Updating Interest Group Steering Committee TOR and membership list on the website.

9.3 Remuneration of the Committee Members

Interest Group Steering Committee Members shall receive no remuneration for their service.

9.4 Conflict of Interest Declaration and Management

The conflict of interest is managed according to the HTAi Conflict of Interest Policy and Procedure.

9.4.1 The Committee Member shall promptly declare any conflict of interest and ask that such declaration be recorded in the minutes.

9.4.2 The Committee Member shall refrain from all discussion of, and voting on, the matter giving rise to the conflict of interest.

9.4.3 The Committee Member shall excuse himself/herself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed.

9.4.4 The Committee Member shall return to the meeting after the matter giving rise to the conflict of interest has been discussed and/or voted on.

9.5 Confidentiality

The committee members shall not disclose confidential information. The Committee Chair will advise of any confidential information. Any member of the committee can ask that specific information they bring forward be treated as confidential.

10.0 Review

Review of these terms of reference shall take place every two years or as directed by HTAi Executive Committee of the Board and/or the Board as appropriate.

Approved date: October 28, 2020

Review date: September 2022