

Scientific Development and Capacity Building Committee

Terms of Reference

1.0 Purpose

The purpose of the Scientific Development and Capacity Building (SDCB) Committee is to streamline the scientific direction of the Society, providing guidance and developing the capacity of HTAi in terms of overall training and breadth of HTA capacity through training and outreach. The SDCB has primary responsibility for the quality assurance of Society accredited materials.

The objective of the Scientific Development and Capacity Building (SDCB) Committee is to streamline the Scientific Direction of the Society, providing guidance at the highest of levels.

2.0 Establishment

This is a standing committee.

3.0 Responsibilities

- 3.1 Participate in a peer review process of applications received by HTAi for accreditation.
- 3.2 Formally defining what is meant by “Scientific Development” and “Capacity Building”.
- 3.3 Conducting a review of other similar Societies to determine existing materials to prevent duplication of effort.
- 3.4 Identifying a list of potential materials that can be produced and subsequent ranking priority.
- 3.5 Identifying and ranking priority of target audiences for such materials.
- 3.6 Identifying potential mechanisms for dissemination.
- 3.7 Considering the potential for accreditation of training and standards development.
- 3.8 Reviewing communication plans and assisting in developing strategic direction for communication through different media.
- 3.9 Considering the potential model for training courses, online materials, resources and other capacity building tools and tool kits.
- 3.10 Identifying a mechanism to review quality.
- 3.11 Establishing potential collaborative partnerships along various projects undertaken by HTAi.

4.0 Accountability

The Scientific Development and Capacity Building Committee is accountable to the HTAi Executive Committee of the Board and/or the Board as appropriate.

5.0 Committee Composition

5.1 The Scientific Development and Capacity Building Committee shall consist of the following members:

5.1.1 One (1) representative from the HTAi Board (Chair)

5.1.2 One (1) representative from Real World Evidence and Artificial Intelligence Interest Group

- 5.1.3 One (1) representative from Patient and Citizen Involvement Interest Group
- 5.1.4 One (1) representative from Public Health Interest Group
- 5.1.5 One (1) representative from Disinvestment and Early Investment Interest Group
- 5.1.6 One (1) representative from Early Career Network Interest Group
- 5.1.7 One (1) representative from Ethics Interest Group
- 5.1.8 One (1) representative from Hospital-Based HTA Interest Group
- 5.1.9 One (1) representative from HTA in Developing Countries Interest Group
- 5.1.10 One (1) representative from Information Retrieval Interest Group
- 5.1.11 One (1) representative from Medical Devices Interest Group

6.0 Terms of Office

- 6.1 Term of Office for the Chair: this will coincide with their term as a Board Member
- 6.2 Term of Office for regular committee members: 2 years
- 6.3 Maximum of years of service: 2 consecutive terms of service
- 6.4 How to become members of the committee: Determined by individual Interest Groups and ratified by the Board of Directors
- 6.5 Resignations: Members can resign from the SDCB 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 SDCB members will take part in a peer review process (group of 3 members) for any applications received by HTAi for accreditation. The SDCB will be responsible for organizing reviewers accordingly depending on their expertise. If the topic is not covered by the expertise of SDCB members, it is the responsibility of the SDCB to sought external reviewers. The peer reviewers will recommend to the SDCB to either accept; reject or request revisions, which should be addressed before the materials are accepted. The SDCB will review the recommendation and will seek agreement to endorse them. If the SDCB does not find consensus, the Executive Committee will decide about accreditation. Applications coming from outside HTAi will always need a final Executive Committee decision.
- 7.5 Act in the best interests of the HTAi in accordance with the Society's Mission, Vision, Values, and Strategic Plan.
 - 7.5.1 With the focus on membership and partnership recruitment, knowledge sharing, financial stability, and good governance.

8.0 Quorum

Quorum shall be eight (8) voting members of the Committee.

9.0 Committee Operations

9.1 Meetings

Meetings are held every second month virtually; with the possibility to meet more frequently as necessary, and on short notice, by the Committee Chair. There will also be a face-to-face meeting annually at the HTAi Annual Meeting.

9.2 Secretarial Support

The HTAi Secretariat provides 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 for their meetings;

9.2.5 Updating the Scientific Development and Capacity Building TOR and membership list on the website.

9.3 Remuneration of the Committee Members

Scientific Development and Capacity Building 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 the Board of Directors

Approved date: October 28, 2020

Review date: September 2022