

HTAi Annual Meeting International Scientific Program Committee – Terms of Reference

1.0 Purpose

The International Scientific Program Committee (ISPC) of the Annual Meeting is responsible for developing the Scientific Program of the HTAi Annual Meeting. The ISPC is a standing committee which is selected annually.

2.0 Establishment

This is an ad hoc committee. Each ISPC is specifically established for one particular Annual Meeting.

3.0 Responsibilities

- 3.1. Determining the main theme and three sub-themes (plenary themes) of the meeting, with the objective of building on content of past years, and reflecting the current state of the field of HTA
- 3.2. Ensuring that the Annual Meeting Scientific Program reflects the professional interests of the overall membership
- 3.3. Invitation of the keynote and plenary speakers ensuring no repetition from year's prior, ensuring gender equity and geographical diversity
- 3.4. Assist with attracting local sponsorships
- 3.5. Overseeing the scientific content related to panel, workshops, orals, vignettes and poster submission and selection
- 3.6. Developing special sessions (if required)
- 3.7. Thematic grouping of conference content, and overall program structure
- 3.8. Individual ISPC members who are considered to be significant leaders in their fields may also be formally tasked with driving scientific excellence in the conference program through recruitment of abstract and panel submissions and the participation of important scientific figures
- 3.9. Overseeing the process of voting for and selecting presentation award recipients
- 3.10. Criteria for workshops, panel and abstract review will be maintained by the ISPC and reviewed by the AMC for use over multiple years.
- 3.11. It is NOT the ISPC's responsibility to decide on the delivery model (in-person, hybrid, virtual only) of the respective Annual Meeting, the Board of Directors bears the responsibility for this decision. However, the Secretariat will seek the ISPC advice when considering the pros and cons for this decision and will keep the ISPC updated on the decision process.

4.0 Accountability

The ISPC is accountable to the Board of Directors. Beginning 24-18 months prior to the meeting, LOC, ISPC and Secretariat will jointly submit a progress report to the Executive Committee and Board at each of their meetings.

Each report (one report submitted by Secretariat, including ISPC and LOC input), should collectively provide updates on: financial performance (Secretariat); sponsorship and promotion

(Secretariat/LOC); logistics and local organization (Secretariat); Scientific content development (ISPC), events updates (Secretariat/LOC), and other major organizational milestones (Secretariat).

5.0 Committee Composition

The ISPC membership is to be nominated by the local host(s), including two co-chairs, and should include at least one member of the HTAi Board (the AMC Chair) and a member of the LOC.

The ISPC nominee list will be reviewed by the AMC and is ratified by the Board. The full ISPC membership is confirmed 24-18 months prior to the conference so that it may meet in person at the Annual Meeting taking place one year prior to the meeting under development.

The ISPC is international in composition and represents a range of major constituencies within HTAi (including the for-profit and not-for-profit sectors) as well as reflecting a diversity of expertise and scientific interests. The ISPC includes significant leaders in disciplines related to HTA. Membership reflects gender, geography, stakeholder group (e.g. HTA, payer, patient, industry), extent of engagement with HTAi (e.g. IGs, previous ISPC; mix of history and new) – and to ensure cross-pollination with the LOC.

The committee ideally does not exceed 25 members. If more than 20 ISPC members are selected, the establishment of an executive group is mandatory.

6.0 Terms of Office

ISPC members are eligible for appointment up to three consecutive years to serve a full term for the preparation of an Annual Meeting.

7.0 Responsibilities of Committee Members

Members are expected to:

- 7.1. Familiarize themselves with the ISPC's Terms of Reference.
- 7.2. Attend each regularly scheduled ISPC 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 ISPC to exercise its best judgment in decision making and advising the Executive Committee.
- 7.4. Act in the best interests of HTAi in accordance with the Society's mission, vision, values, and strategic plan. These interests include, but are not limited to, a focus on membership and partnership recruitment, knowledge sharing, and financial stability and good governance.

8.0 Quorum

Quorum shall be more than 50% of the ISPC membership.

9.0 Committee Operations

- 9.1. Meetings
 - 9.1.1. The ISPC shall meet as required ahead of the meeting (approximately monthly), at the call of the Chair. Online meeting or teleconference service will be provided by the Secretariat.

9.1.2. In the 24-18 months prior to the Annual Meeting, the ISPC Co-Chairs should hold conference calls approximately quarterly with LOC Co-Chairs and more frequently as necessary.

9.1.3. The Secretariat will act as a communication hub for LOC and ISPC to the Annual Meeting Committee, Executive Committee and Board of Directors.

9.2. Secretariat Support

9.2.1. The ISPC is supported by the HTAi Annual Meeting Team, overseen by the HTAi Executive Director.

9.2.2. The HTAi Secretariat will facilitate and provide administrative support to the ISPC.

9.2.3. The HTAi Secretariat will schedule the meetings and will prepare the agenda in collaboration with the Chair. Meeting documents will be circulated one week in advance of the meetings.

9.2.4. The HTAi Secretariat will prepare the meeting notes. When feasible, record of the meeting will be limited to action items.

9.3. Remuneration of the ISPC members

ISPC Co-Chairs will be offered complimentary registration to their respective Annual Meeting to recognise their significant contribution to the Meeting.

9.4. Conflict of Interest Declaration

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

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

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

9.4.3. At the discretion of the Co-Chairs, the ISPC Members shall be excused from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed.

9.4.4. If an ISPC Member is excused from a portion of the meeting as noted above, the ISPC Member shall return to the meeting after the matter giving rise to the conflict of interest has been discussed and/or voted on.

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

9.5. Confidentiality

The ISPC Members shall not disclose confidential information pertaining to matters of the ISPC or the Society.

The ISPC Chair, any other ISPC Member and/or Secretariat will advise of any confidential information.

10.0 Review

Review of these terms of reference shall take place every three (3) years or as directed by the Board of Directors.

Approved date: January 2021

Review date: January 2024