

HTAi Annual Meeting Local Organizing Committee – Terms of Reference

1.0 Purpose

The Local Organising Committee (LOC) of the HTAi Annual Meetings is formed to provide regional support to ensure the success of the HTAi Annual Meeting in the host country. In addition, the LOC is to advise and support the International Scientific Program Committee (ISPC) in the delivery of all scientific program aspects of the Annual Meeting. All activities should be reported and in agreement with the HTAi Secretariat and HTAi Executive Committee.

2.0 Establishment

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

3.0 Responsibilities

- 3.1. Supporting cross-committee exchange from a national and regional perspective, advising the International Scientific Program Committee (ISPC) on emerging national/regional major topics and trends in HTA
- 3.2. Support the ISPC with Oral, Vignette and Poster abstract reviews
- 3.3. Support the ISPC in identifying, local co-chairs (session moderators) for scientific sessions
- 3.4. Provides input for venue and local vendor selection
- 3.5. Provides input to ensure regional/local cultural experience.
- 3.6. Delegate experience: valuable (insider) information on visa, transport, accessibility, things to do (tours, activities, ...), etiquette (customs, traditions, ...)
- 3.7. Gifts: Provides input for gift selection for plenary speakers and scientific session co-chairs (session moderators)
- 3.8. Supporting national and regional promotions by reaching out to health research organizations, scientific societies and networks, agencies, universities, companies, projects for program contributions and attendance, and identifying promotion opportunities
- 3.9. Engagement of national and regional stakeholders, soliciting local engagement of high-level government officials
- 3.10. Developing local partnerships for support: provide assistance in identifying potential supporters for in-kind contributions or sponsorship opportunities and (if required) on the ground volunteers for the days of the conference.
- 3.11. It is NOT the LOC'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 LOC advice when considering the pro's and con's for this decision and will keep the LOC updated on the decision process.
- 3.12. The LOC is NOT responsible for contracting, logistical organization, final decisions on vendor selection, finalising/organizing social programming, developing the meeting program structure, or approval of the conference budget. All discussions on these matters should be reported to the Secretariat and the final decisions rest with

the HTAi Executive Committee and Board of Directors (depending on urgency of the decision).

4.0 Accountability

The LOC 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 LOC membership is to be nominated by the local host(s), including two Co-Chairs, and should include a member of the ISPC. The LOC nominee list will be reviewed by the AMC and is ratified by the Board. The full LOC 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 LOC should include senior members from the public, private, and academic sectors in the host region. Members should be selected on the basis of their scientific or policy expertise in HTA, relationships with key organisations and other stakeholders in the host region and understanding of HTAi's objectives for the Annual Meeting.

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

6.0 Terms of Office

LOC 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 LOC's Terms of Reference.
- 7.2. Attend each regularly scheduled LOC 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 LOC 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 LOC membership.

9.0 Committee Operations

9.1. Meetings

- 9.1.1. The LOC shall meet as required ahead of the meeting (approximately every two to three months), 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 LOC co-chairs should hold conference calls approximately quarterly with ISPC co-chairs and more frequently as necessary.
- 9.1.3. There is no budgetary allowance for in-person meetings ahead of the conference.
- 9.1.4. The Secretariat will act as a communication hub for LOC & ISPC to the Annual Meeting Committee, Executive Committee and Board of Directors.

9.2. Secretariat Support

- 9.2.1. The LOC 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 LOC.
- 9.2.3. The HTAi Secretariat will schedule the meetings and 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 LOC members

LOC 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 LOC Members shall promptly declare any conflict of interest and ask that such declaration be recorded in the minutes.
 - 9.4.2. The LOC 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 LOC 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 LOC Member is excused from a portion of the meeting as noted above, the LOC 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

- 9.5.1. The LOC Members shall not disclose confidential information pertaining to matters of the LOC or the Society.

The LOC Chair, any other LOC 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