

## HTAi Policy Forum Series Organizing Committees

### Terms of Reference

#### Introduction

The HTAi Policy Forum series provides a unique opportunity for senior individuals from public and private sector 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. It provides the opportunity for strategic discussions about the present state of HTA, its development and implications for health systems, industry, patients and other stakeholders. Discussions are informed by the scientific literature and perspectives of individuals reflecting on experiences in their own organizations, but without the constraints associated with discussions of specific products or organizational policies. Each Forum is governed by a term-based organizing committee formed of the Forum membership.

This standardized Terms of Reference reflects the purpose and remit of those Organizing Committees that support each of the HTAi Policy Forum Series. Currently this includes the HTAi Global Policy Forum; the HTAi Asia Policy Forum and the HTAi Latin America Policy Forum. Any differences, particularly related to the operational aspects of each individual organizing committees are stated within the addendum to this overarching Terms of Reference.

#### Purpose and remit:

Each HTAi Policy Forum Series Organizing Committee's role is to:

- Support the relevant Policy Forum Chair to provide strategic leadership to the HTAi Policy Forum;
- Advise the relevant HTAi Policy Forum Organizing Committee Chair and Scientific Secretary on the development of the forum meetings and written materials such as the background paper and journal papers;
- Support the selection of meeting location and logistical arrangements;
- Steer the identification and development of topics for discussion at the Forum;
- Support the appointment of their HTAi Policy Forum Scientific Secretary;
- Advise on the development of content and potential speakers for their HTAi Policy Forum panel session submission to the HTAi Annual meeting;
- Advise and support the recruitment of new member organizations to the HTAi Policy Forum Series and to the relevant Policy Forum Organizing Committee.
- Review formal and informal feedback provided by Policy Forum members during the business cycle; where appropriate, form recommendations for improvement to each meeting and/or the Series.

#### Reporting:

The Organizing Committees are in place to listen to their respective members and provide informed direction and advice to HTAi to drive the content, process and format of the HTAi Policy Forum Series.

The Organizing Committees make decisions on the logistics for relevant Policy Forum meetings, and where there are budgetary implications (e.g. location and venue of a meeting, changes to membership), the Organizing Committees make recommendations to HTAi Executive Committee.

The Policy Forum Coordinating Committee (PFCC) is an umbrella committee aligned with the strategic direction of the Society to review the operating models across the Forum Series. The remit of the PFCC is to: ensure consistency and efficiency across the Fora; review the impact and longevity of the Series; respond to queries raised by the members; and provide clear direction on the Series. The ultimate objective of the PFCC is to support the overall sustainability of the Fora and the Society.

The PFCC has delegated authority from the HTAi Executive Committee and Board of Directors in developing policies and procedures, in accordance with the remit defined in its terms of reference and within the budget constraints as set by the HTAi Board of Directors. The Policy Forum Organizing Committees can feed issues into the PFCC for discussion and, where relevant, will be informed of PFCC recommendations, policies and procedures.

### **Frequency, location, timing and method of meetings:**

The Organizing Committees will meet at a minimum 4 times a year to meet the needs of the respective business cycles. Meetings will usually be held via international teleconference facility with at least one face-to-face meeting per year. Further details are available in the addendum. Where possible suitable arrangements will be made to accommodate differential time zones.

### **Membership**

Membership of each of the HTAi Policy Forum Organizing Committees is comprised of:

- Relevant HTAi Policy Forum Chair
- HTAi President (or delegated authority)
- Three not-for-profit member organization representatives
- Three for-profit member organization representatives

The terms of office for the HTAi President (or delegated authority) and Policy Forum Chair is linked to the term of office of their main role. The terms of office for member organization representatives is 3 years and can be extended up to a further 3 years only (maximum 6-year term) by mutual agreement with the Policy Forum Chair and other Organizing Committee members.

New Organizing Committee members will be sought through a process of advertising any vacancies within the existing Policy Forum membership and by discussion/voting among current Organizing Committee members. Preference is given to candidates who represent a PF member that has not previously been on the Organizing Committee. A balance of geographical split and type of technology represented is preferred for each Organizing Committee. For regional Policy Forums it is recommended that the candidate should be familiar with the Policy Forum within the region.

The Terms of Reference and membership, including membership organisation, will be publicly available on the HTAi Policy Forum Series webpages linked to the respective forums.

### **Support arrangements**

Secretariat support will be provided by HTAi Secretariat. They will ensure all meetings are arranged well in advance, notes of key discussions, decisions made, and actions agreed will be documented, approved and circulated to Committee members in a timely manner.

Any contracted secretariat will be supported by the HTAi office in Edmonton by the provision of an appropriate international teleconferencing service, and appropriate meeting room facilities as and when required.

### **Conflicts of interest**

Members of all Policy Forum Organizing Committees are expected to declare any potential conflicts of interest prior to discussion of specific items to the Chair. If the Chair deems a conflict of interest is present the Chair will request the following:

- A minor conflict of interest: an individual does not contribute to a discussion.
- A more significant conflict of interest: an individual is asked to leave the discussion until the matter is completed.

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

### **Quorum arrangements**

As an advisory Committee, formal quorum arrangements are not required; however at a minimum it is expected that at least the following representatives are normally present:

- HTAi Policy Forum Chair
- HTAi President (or delegated authority)
- At least one representative from a not-for-profit member organisation
- At least one representative from a for-profit member organisation

### **Observers**

Observers may be invited to join a Committee meeting at the request, or with the agreement, of the HTAi Policy Forum Chair.

### **Approval**

The Policy Forum Coordinating Committee has responsibility for approval and regular review (at least every two years) of this Terms of Reference.

Approved date:

Review date:

## **Addendum**

### **Issues Specific to Each Policy Forum**

#### **Global Policy Forum (GPF)**

The GPF usually meets during the last week of January.

The GPF has a remit to focus on topics and issues that are pertinent to countries with longstanding and potentially more mature HTA systems. Locations typically alternate between Europe and the United States.

GPF members (both not-for-profit and for-profit members) join the GPF on 3-year membership terms which are reviewed annually thereafter; new members are only typically sought if there is extended non-participation of a member or a member decides to withdraw.

#### **Business and Topic Scoping Meeting**

Typically, on the second pre-meeting day of the Annual Meeting, the GPF has its annual business meeting and topic scoping meeting. This is an opportunity for current GPF members to discuss issues pertinent to the format and membership of the GPF, followed by refinement of the topic for the GPF in the following year.

#### **Frequency, location, timing and method of meetings**

Face-to-face meetings of the Organizing Committee will take place following the GPF meeting (January) and following the business and topic scoping meeting (June, at the HTAi Annual Meeting).

Up to ten teleconferences will be scheduled outside of these face-to-face meetings.

#### **Asia Policy Forum (APF)**

The APF usually meets at the end of October or the beginning of November.

The APF has a remit to focus on topics and issues that are pertinent to countries within the Asia region. Meetings are held in countries throughout Asia, typically in conjunction with a host agency/organization.

APF members (both not-for-profit and for-profit members) are invited on a per-meeting basis. Organizing Committee members may be asked to assist in identification of appropriate representatives each year.

#### **Frequency, location, timing and method of meetings**

Face-to-face meetings of the Organizing Committee will take place after the APF meeting (end October/early November) and during the HTAi Annual Meeting (June)

Up to six teleconferences will be scheduled outside of these face-to-face meetings.

### **Latin America Policy Forum (LAPF)**

The LAPF usually meets at the end of April.

The LAPF has a remit to focus on topics and issues that are pertinent to countries within the Latin America region. Meetings are held in countries throughout Latin America, typically in conjunction with a host agency/organization.

LAPF meetings and LAPF Organizing Committee meetings are conducted in Spanish. All Organizing Committee members should be proficient in understanding and speaking Spanish to participate in meetings. If the HTAi President is unable to participate for this reason and delegates authority to another representative familiar with this regional policy forum, they too should be proficient in understanding and speaking Spanish.

LAPF members (both not-for-profit and for-profit members) are invited on a per-meeting basis. Organizing Committee members may be asked to assist in identification of appropriate representatives each year.

### **Support arrangements**

Secretariat support will be provided by the HTAi Secretariat and a Scientific Secretary (organization or individual). They will ensure all meetings are arranged well in advance, and will ensure a note of key discussion, decisions made, and actions agreed is documented, approved and circulated to Committee members. The IECS team will be supported by the HTAi office in Edmonton by the provision of an appropriate international teleconferencing service, and appropriate meeting room facilities following the LAPF.

### **Frequency, location, timing and method of meetings**

Face-to-face meetings of the Organizing Committee will take place after the LAPF meeting (end April).

Up to six teleconferences will be scheduled outside of the face-to-face meeting.