

DRAFT MINUTES
HTAi Annual General Meeting of Members
June 18, 2021, 06:00 MDT
Virtual Meeting
GoToWebinars

HTAi President Iñaki Gutierrez-Ibarluzea called the virtual Annual General Meeting to order at 06:03 MDT. He confirmed that the quorum was present. The President stated that the Annual General Meeting of Members was held each year, according to the Society's Bylaws, to provide the benefits of Board accountability, a celebration of our successes, a review of the matters to be improved, community building, and planning for the future. The Secretariat ensured that each member in attendance was able to vote.

1.0 Approval of the Minutes of the 2020 Annual General Meeting

The Chair requested approval of the minutes of the 2020 Annual General Meeting of Members.

MOTION

Moved/Seconded: Jani Mueller/Marco Marchetti
BE IT RESOLVED THAT

"The minutes of the 2020 Annual General Meeting of Members be approved as presented."

Motion carried.

2.0 President's Report

The President provided his report to the Members for the year in review. The following items were highlighted:

- Overview of the goals of the HTAi Strategic Plan:
 - Expand and grow the presence of HTAi globally through our membership;
 - Expand HTAi through knowledge sharing and information dissemination through partnerships;
 - Advance scientific knowledge and support capacity development;
 - Ensure continued financial stability and good governance.

- **Membership Update**

The following membership numbers were reported:

- Organizational Memberships – 54
- Individual Memberships – 354

The membership numbers were lower than expected due to the Annual Meeting 2020 and 2021 being offered virtually.

- **Annual Meeting Updates**

- **2020 Annual Meeting** was planned to take place in Beijing, China. Due to the COVID-19 pandemic, it was transformed into a virtual event. The theme of the

- meeting was *Attaining, Maintaining and Sustaining Healthcare Systems in a Changing World: The Role of HTA*.
- 660 attendees from 58 countries attended 39 virtual sessions between July and December of 2020.
 - Thank you to the Local Host Organizations:
 - China National Health Development Research Centre (CNHDRC) – Dr. Kun Zhao;
 - Fudan University and the Key Lab of Health Technology Assessment, National Health Commission (Fudan University) (KLHTA) – Dr. Ying-Yao Chen.
 - Thank you to our 2020 International Scientific Program Committee (ISPC) co-chaired by:
 - Dr. Wei Fu (CNHDRC);
 - Dr. Yonghao Gui (Fudan University);
 - Prof. Brendon Kearney (HealthPACT).
 - **2021 Annual Meeting** was initially planned to take place in Manchester, UK. However, with the continuing pandemic it was offered virtually. The theme of the meeting was *Innovation Through HTA*.
 - Thank you to the 2021 ISPC co-chaired by:
 - Prof. Carole Longson, CBE
 - Prof. Robyn Ward
 - Thank you to the Local Organizing Committee co-chaired by:
 - Meindert Boysen
 - Edward Clifton
 - Thank you to the Local Host Organizations:
 - All Wales Therapeutic and Toxicology Centre
 - Health Improvement Scotland
 - National Institute for Health and Care Excellence
 - **Scientific Initiatives Updates**
 - Virtual Regional Meeting in Ukraine *Integrating HTA into the Health Care Reforms in Emerging Settings* – September 8-11, 2020.
 - 150 participants, 23 speakers
 - IMI Paradigm project was completed in September 2020. The project started in December 2017. Working through the PCIG, HTAi took part in the Innovation Medicines Initiative project ‘Patients active in research and dialogues for an improved generation of medicines (PARADIGM)’. The whole project covered guidance and tools on patient involvement in medicine development. HTAi’s contribution was to create a toolkit for HTA bodies to engage patients in Early Dialogues/ Scientific Advice. The toolkit was available on the HTAi website.
 - HTAi continued collaboration with INAHTA on the HTA glossary.
 - COVID-19 HTA Response Team was formed in early 2020. The team oversaw the coordination of the Society’s collaborative efforts to support evidence collection, appraisal, dissemination, organizational level collaboration, and foresight deliberations. Two Position Statements on COVID-19 were produced by the team that were available on the HTAi website.

- **Policy Fora Updates**
 - **Global Forum 2021** *Considering and Communicating Uncertainty in HTA* took place virtually in February over three sessions. This Forum worked under the leadership of Chair Dr. Dan Ollendorf and Scientific Secretary Rebecca Trowman;
 - **Global Policy Forum 2022** *HTA 2025 and Beyond: Data Needs and Uncertainty Management in the Technology Lifecycle* was scheduled for January 23-26 in the Hague, the Netherlands
 - **Asia Policy Forum** team hosted a three-part virtual webinar series in 2020 and early 2021. The topic of the first series in November of 2020 was *Use of Real-World Data and Real-World Evidence to Support Drug Reimbursement*. This was followed by a webinar in February 2021 on *COVID-19 in Asia: Tackling the 3rd Wave and Vaccines*, and a closing webinar in March 2021 focused on *Development of Fast Real – World Diagnostics and the Role Horizon Scanning Plays in Identifying New Developments*. The recordings from the Asia Policy Forum virtual series were available on the HTAi website. This Forum worked under the leadership of Chair Prof. Brendon Kearney and Scientific Secretary Linda Mundy.
 - **Asia Policy Forum 2021** *HTA in Asia Post-COVID-19* was scheduled to take place virtually on November 29, December 1, and December 3.
 - **Latin America Policy Forum 2020** *Technology Prioritization Mechanisms for HTA Agencies* took place virtually October 19-21. This Forum worked under the leadership of Chair Dr. Laura Sampietro-Colom and IECS, Scientific Secretary.
 - **Latin America Policy Forum 2021** *Deliberative Processes for Informed Decision Making by Health Technology Assessment* was scheduled for October 25-28, in Brasilia, Brazil. This Forum was working under the leadership of the new Chair Dr. Hector Castro.
- **Partnership with International Journal of Technology Assessment in Health Care (IJTAHC) by Cambridge University Press**
 - Editor-in-Chief – Dr. Wendy Babidge
 - It had become a continuous publication
 - 61 articles as of May 2021. Time to decision averaged to 28 days as of May 2021. The impact factor was 1.494.

The President thanked the following committees for their work:

- Executive Committee
- Finance and Audit Committee
- Annual Meeting Committee
- Policy Forum Advisory Committee
- Interest Groups Steering Committee
- Scientific Development and Capacity Building Committee
- Business Development Committee
- Nominating Committee.

The President thanked the following Interest Groups for their work:

- Public Health
- Disinvestment and Early Awareness

- Early Career Network
- Ethics
- Hospital-Based HTA
- HTA in Developing Countries
- Information Retrieval
- Patient & Citizen Involvement
- Medical Devices
- Real World Evidence and Artificial Intelligence.

The HTAi Board of Directors and Secretariat staff were acknowledged for their work and dedication.

3.0 Executive Director's Report

Executive Director Rob Abbott presented his report on the work of the Secretariat. He spoke on the following main topics:

- Virtual delivery of all HTAi programs to members
- Significant staffing changes at the Secretariat
- Considerable investments in technology to better deliver virtual content and manage members' affairs more effectively
- Creation of the Community Portal for Interest Groups (IG) to enable and empower greater communication and collaboration within the IGs
- Actively working on the Strategic Plan 2020-2025 by developing a roadmap for implementation and measuring of progress.

4.0 Treasurer's Report

4.1 Review of the Audited Financial Statement for the Year Ending at December 31, 2020

HTAi Treasurer Marco Marchetti presented the audited financial statements for the fiscal year ending at December 31, 2020. The financial statements were prepared by the Society's auditor, MNP LLP. The following items were highlighted:

- The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.
- The auditor reported the opinion that no significant errors were identified.
- The auditor discovered no deficiencies in internal controls related to financial processes in accordance with Canadian accounting standards.
- The auditor presented the report and financial statements at the Finance and Audit Committee meeting on May 13, 2021.
- This year the auditor also met with the Board to speak to the audit and answer the Board's questions. In accordance with HTAi Bylaw 11.1, the Board of Directors reviewed and accepted the audited financial statement at its meeting on June 10, 2021; and recommended it for Members' review at the Annual General Meeting.
- The Society and the economy took a major hit due to the COVID-19 pandemic in 2020. The Society experienced its first deficit in five years totaling \$190,698 CDN.
- The financial statements also indicated that the cash flow remained good which would allow the organization to take advantage of new opportunities to support the five-year Strategic Plan 2020- 2025.

Manager of Finance Melissa Donecz provided further analysis of the Statement of Operations and the Statement of Financial Position.

The Chair requested approval of the Audited Financial Statement for the year ending at December 31, 2020.

MOTION

Moved/Seconded: Wim Goettsch/Wija Oortwijn

WHEREAS according to the HTAi Bylaw 8.6, the Treasurer is responsible for overseeing the production of annual financial statements which must be submitted to the Members at the Annual and General Meetings; and,

WHEREAS according to the HTAi Bylaw 9.4, an audited financial statement for the previous year shall be submitted at the Annual General Meeting of the Members for their approval;

THEREFORE, BE IT RESOLVED THAT

“The HTAi audited financial statements for the year ending at December 31, 2020, be received and approved.”

Motion carried.

4.2 Appointment of Auditor

The Chair requested the appointment of the auditor for the Society.

There was a question from the floor regarding the remuneration of the auditor for the 2021 fiscal year. The Manager of Finance provided the response that in accordance with the HTAi Bylaws, the remuneration of the auditor was determined by the Board and would amount to \$21,000 CND in 2021.

MOTION

Moved/Seconded: Grace Huang/Jani Mueller

WHEREAS according to the HTAi Bylaw 9.1 the Members shall at each General Meeting appoint an auditor to audit the accounts of the Society for reporting to the Members at the next Annual General Meeting; and,

WHEREAS the Board of Directors recommends MNP LLP as the auditor for the fiscal year 2021;

THEREFORE, BE IT RESOLVED THAT

“MNP LLP be appointed as the auditor for HTAi for the fiscal year ending at December 31, 2021.”

Motion carried.

5.0 Special Resolution #1 Bylaws Revisions

The Chair confirmed that the notice of the Special Resolution was given to the members in accordance with the Bylaws where a notice of no less than 21 days was required. The text of the Special Resolution, the proposed Bylaws and the comparison of the existing and new Bylaws was available to the members. The Society Bylaws were last amended in 2010. The purpose of a regular bylaw review was to ensure that they met both legal requirements and the evolving needs of the organization. The Board initiated the Bylaws review for the following reasons:

- 1) Legal compliance with the *Societies Act*
- 2) Administrative and housekeeping changes
- 3) Improving readability of the document
- 4) Changes in the Society and its growth

The Board reviewed the Bylaws at its special meeting on May 18, and passed a resolution to recommend to the Members to repeal the existing Bylaws and replace them with the new Bylaws. The Board supported this resolution unanimously.

The Chair opened the floor for debate and questions. No questions were raised. The Chair requested the approval of the Special Resolution. He reminded the members that in order to pass the Special Resolution required no less than 75% of members in attendance to vote in agreement.

MOTION

Moved/Seconded: Jani Mueller/Franz Waibel

WHEREAS the Bylaws are a fundamental part of the governance structure of HTAi; therefore, they should be reviewed from time to time; and,

WHEREAS the Board of Directors may propose amendments to the present Bylaws of the Society in accordance with Article 15.1 of the present Bylaws by Special Resolution of which no less than 21-days notice to be given; and,

WHEREAS the HTAi Board of Directors reviewed the proposed Bylaws and recommends the Members to replace the present Bylaws with new Bylaws;

THEREFORE, BE IT RESOLVED THAT

“The present Bylaws of the Society be repealed and replaced with the Bylaws presented to the Members of the Society which are hereby approved and adopted as the Bylaws of the Society as attached hereto.”

Motion carried.
(98% of members voted in favour.)

6.0 Announcement of 2021 Board of Directors Election Results

The three Officers' positions: Vice-President, Treasurer, and Secretary were open for nominations and elections this year. Past President Sean Tunis chaired the Nominating Committee. The other two Committee members were Suzanne McGurn, Canada, and Yingyao Chen, China. An independent electoral service administered the voting for members that took place April 7 – May 7, 2021. The Executive Committee reviewed the election results on behalf of the Board and confirmed that the election was completed in accordance with the nomination and election guidelines.

The Chair announced the 2020 Board of Directors election results and welcomed new Board members:

- Rabia Kahveci from Ukraine was elected as Vice-President by acclamation.
- Americo Cicchetti from Italy was elected as Treasurer.
- Jo Carol Hiatt from the USA was elected as Secretary.

The Chair formally expressed appreciation to the outgoing Directors who had completed their terms on the Board:

- Sean Tunis, Past President, from the USA
- Marco Marchetti, Treasurer, from Italy
- Franz Pichler, Secretary, from Australia

The Chair thanked these individuals for their commitment, dedication, and contributions to the Society.

The Chair announced the Board of Directors for the 2021-2022 term.

- Wija Oortwijn, President, the Netherlands
- Rabia Kahveci, Vice-President, Ukraine
- Americo Cicchetti, Treasurer, Italy
- Jo Carol Hiatt, Secretary, the USA
- Iñaki Gutierrez-Ibarluzea, Past President, Spain
- Vania Canuto, Director
- Wim Goettsch, Director
- Catherine Holliday, Director
- Li Ying (Grace) Huang, Director
- Jani Mueller, Director
- Leonor Varela-Lema, Director
- Franz Waibel, Director

7.0 2022 Annual Meeting Location

The Chair announced that the 2022 Annual Meeting would take place in Utrecht, the Netherlands. The Board had to change the decision on the location of the Annual Meeting 2022. It was initially planned to take place in Colombia. The Board had to make a hard decision with the best interests of the Society in mind to ensure the best possible accessibility of the location and the best possible attendance in person.

The Local Host organization was announced:

- National Health Care Institute (Zorginstituut Nederland).

Adjournment

On behalf of the HTAi Board of Directors, the Chair thanked the HTAi membership for their continued support and attending this meeting.

The Annual General Meeting of Members was adjourned at 06:59 MDT.