

STATEMENT of POLICY and PROCEDURE			
Policy Name:	David Banta Award	Approved:	Oct 21,2021
Policy Type:	Board of Directors	Effective:	Oct 21, 2021
Scope:	Award decision making process and presentation	Next Review:	Oct 2024
Issued to:	Board of Directors, Annual Meeting Committee, and Secretariat	Responsibility for review:	Executive Director

1.0 POLICY

1.01 The David Banta Distinguished Career Award was established in 2012 and initially named the Health Technology Assessment international (HTAi) Distinguished Career Award with its inaugural winner Mr. David Banta. It became known subsequently as the David Banta Distinguished Career Award in his honour. David Banta has had a great impact on the establishment and development of the field of health technology assessment (HTA). Under David Banta’s leadership from 1975 to 1982, the Health Program of the US Congressional Office of Technology Assessment (OTA) played a leading role in establishing the field and methods of HTA, and its work was highly influential in the early development of HTA in European countries. David Banta has been extensively involved in the development of HTA in Europe and around the world since the late 1970s. From 1983 to 1985 he was the Deputy Director of the Pan-American Health Organization, working throughout Latin America to develop HTA. In the 1990s he led the pioneering EUR-ASSESS project, a European Commission-funded project to develop coordination of HTA activities in Europe, and its successor, HTA-Europe. These projects were instrumental in establishing a formal basis for HTA collaboration in Europe and a spirit of cooperation that has endured into the present. David Banta was one of the founders of the International Society for Technology Assessment in Health Care, HTAi’s predecessor Society. He edited the Society’s newsletter for more than 10 years, participated in establishing HTAi, and has been a member of the Editorial Board of the International Journal of Technology Assessment in Health Care since its founding in 1999.

1.02 This Award is the most prestigious Award of the Society. It recognizes those individuals who have made outstanding and lasting contributions over their careers in advancing the development and use of HTA internationally. The recipients have demonstrated a significant dedication to and impact on the field of HTA at the international level, including outstanding contributions to the science and methodology of HTA and leadership in the advancement of the production and use of HTA to support evidence-informed decisions making in health systems. These individuals have also been extensively involved in the work of HTAi. Because of its significance this Award is not given every year. Only one Award will be given in any year.

1.03 The Award is presented at the Annual Meeting of the Society.

1.04 A call for the David Banta Award nominations is placed every November. Any HTAi member in good standing can nominate an individual for the Award. Self nominations are not accepted. Nominees must be living at the time of nomination.

- 1.05 Nominations must be submitted by deadline of December 15 in a form of a 1000-word form written in English and supported by two or more HTAi members in good standing.
- 1.06 The form should contain the following:
- (a) A summary of the candidate's work;
 - (b) A description of how the individual's contributions have had a lasting impact on the field of HTA internationally by supporting HTA development in over five (5) countries through scientific advancement and/or leadership in international consortia or task forces, and demonstrate a lifetime (over 25 years) commitment to progress in HTA internationally;
 - (c) A description of the individual's involvement in HTAi or its predecessor Society.
- 1.07 By the end of February, the Executive Committee in consultation with the two (2) most recent Past Presidents will assess the nominations and determine if the Award will be bestowed in any given year.
- 1.08 The recipient of the David Banta Award will be invited to the in-person Annual Meeting as a guest of honour with complimentary travel, accommodations, and registration.
- 1.09 The David Banta Award recipient will deliver a speech at the opening ceremony or plenary session that would reflect on the topic of that year's meeting.

2.0 PURPOSE

- 2.01 This Statement of Policy and Procedure provides details of the processes related to the David Banta Award.

3.0 SCOPE

- 3.01 This policy applies to:
- (a) The Board of Directors in discharging its function of policy and funding oversight.
 - (b) The Executive Committee that makes a decision on bestowing the Award in consultation with the two (2) most recent Past Presidents of the Society.
 - (c) Award recipients.
 - (d) Society members in good standing that wish to nominate an individual for the David Banta Award.
 - (e) The Secretariat that administers the program, executes the Annual Meeting, and disburses the keepsake of the Award to the recipient.

4.0 RESPONSIBILITY

- 4.01 It is the responsibility of the Board of Directors to ensure the allocation of the funds to the Award Program and to review and amend the Awards program on a regular basis and at least every three (3) years.

- 4.02 It is the responsibility of the Secretariat to place a call for nominations and communicate to the Members, compile the list of nominees for the David Banta Award and provide it to the Executive Committee.
- 4.03 It is the responsibility of the Executive Committee and the two most recent Past Presidents to review the nominations and make a decision to bestow the Award at any given year.
- 4.04 It is the responsibility of the President to liaise with Mr. David Banta.
- 4.05 It is the responsibility of the Secretariat to procure the keepsake of the Award for the recipient.
- 4.06 It is the responsibility of the Secretariat to invite the recipient to the Annual Meeting as a guest of honour with complimentary travel, accommodations, and registration.

5.0 DEFINITIONS

- 5.01 **“Recipient”** means the person who has been awarded the David Banta Award.
- 5.02 **“Nominees”** means the person(s) who have been nominated by an HTAi Member in good standing and supported by two (2) HTAi Members in good standing for the David Banta Award.

6.0 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

None.

7.0 PROCEDURES

7.01 Award Nominating Process

- (a) On or around November 1 of each year, a call for the David Banta Award nominations will go live and be promoted to the HTAi Members. All nominations will be accepted from November 1 to December 15. The nominations must be submitted to the Secretariat by email. The Secretariat will compile all the nominations in a report and submit this report to the Executive Committee and the two (2) Past Presidents by the end of January.
- (b) The Executive Committee and two (2) Past Presidents will review the nominations and determine if there is an appropriate recipient to be awarded that year. If the two (2) Past Presidents are not available to participate in this process, then the Executive Committee will choose two (2) other Board or Society Members at its discretion to participate in the evaluation process.
- (c) The President will contact Mr. David Banta to inform him of the nominees and solicit his input before the Executive Committee makes the decision.
- (d) A decision will be made by the end of February if the Award is given in that particular year.

7.02 Awarding Process

- (a) If there is a recipient for the David Banta Award as soon as it is decided, the Annual Meeting Manager or designate will order the Award for the recipient.
- (b) The details of the physical keepsake for the David Banta Award are kept on file with accounting records.
- (c) The Executive Director will contact the Award recipient to inform about the Award.
- (d) The Annual Meeting Manager or designate will coordinate with the recipient the complimentary registration for the Annual Meeting, complimentary accommodation, and travel by March 31.
- (e) The Annual Meeting Manager or designate will coordinate the Award presentation with the HTAi President. Depending on the type of the Annual Meeting (hybrid, virtual, in-person) the details of the Award presentation and speeches content will be finalized by April 15.
- (f) The Annual Meeting Manager or designate will coordinate the speech presentation details with the David Banta Award recipient, i.e., the length, the event (opening ceremony or plenary) where it is going to be delivered, and the method (in-person, recording, or live-stream). The content of the speech will be reflective of the main topic of the Annual Meeting.
- (g) The recipient will be recognized at the Annual Meeting and bestowed with a keepsake if the recipient is present in person.
- (h) The Annual Meeting Manager or designate will mail the Award keepsake no later than two weeks after the conclusion of the Annual Meeting to the recipient if they could not attend in person.

7.03 Budgeting and Expense Allocation

The funds for the execution of the David Banta Awards are allocated in the general administration budget and the expenses are coded accordingly to the same budget.

8.0 ATTACHMENT

Attachment A – Nomination Form

9.0 AMENDMENT HISTORY

DD.MM.YYYY [Insert Summary of changes]