

Medical Devices Interest Group

Terms of Reference

1.0 Purpose

The Medical Devices Interest Group (MDIG) was established at the Cologne 2019 Annual Meeting, to promote the role of MedTech in interdisciplinary and multi-stakeholder health technology assessments. Further, the group aims to enable the holistic shift of healthcare systems toward the key principals of value-based healthcare: improving health outcomes and lowering total system costs.

The MDIG is established in order to:

- produce relevant, objective research to inform, and enhance policy making that is intended to improve population health
- advance the dialogue on Medical Device HTA methods and evidence-based policy making
- develop educational content for Medical Devices HTA
- share information, insights, and work on collaborative projects with external stakeholders and other HTAi interest groups
- reflect all stakeholder groups and ensure the unique role of HTAi is considered in policy discussion

2.0 Establishment

This is a standing advisory Board comprised of:

- Co-chairs (2)
- Technical Officer (1)
- Advisory Board Members (10)

The wider Interest Group currently has 86 Members.

3.0 Responsibilities

The MDIG advisory Board is responsible for directing the output of the interest group. This includes:

- Developing the overarching strategy for the Interest Group
- Developing communications between the advisory Board, interest group members and

the wider HTAi community.

- Generating a research output strategy and facilitating this research, utilizing resources from the group.
- Fostering collaborating with other interest groups and relevant organizations.
- Producing educational content, including webinars, courses, and panel discussions, to inform and discuss healthcare policy-making.

4.0 Accountability

Each member of the Standard Advisory Board is accountable to the following responsibilities:

- Co-Chairs
 - o Review and approve any activity led by any of the standard advisory Board members.
 - o Review and approve any changes to the terms of reference
 - o Review and approve any funding applications to HTAi and lead any research output by the group.
 - o Lead meetings, courses, webinars, and panel discussions.
- Executive team
 - o Contribute to meetings, courses, webinars, and panel discussions.
 - o Provide support to the research output of the group.
 - o Provide content for newsletters.
 - o Review changes to the Terms of Reference.
- Technical officer
 - o Provide secretarial support as described in section 9.2 and serve as a link to the HTAi Secretariat.
 - o Leads co-ordination among other HTAi interest groups through the network of Technical Officers.
 - o Developing communication, such as emails and newsletters, to the wider Interest Group and to facilitate the engagement/participation from MDIG members.
 - o Contribute to funding applications, research output, meetings, courses, webinars and panel discussions when necessary.

5.0 Advisory Board Composition

5.1 The MDIG Advisory Board consists of the following members:

- **Co-chair:** Richard Charter, Vice President, Market Access, MedTech, Europe & Asia-Pacific at Alira Health
- **Co-Chair:** Anastasia Chalkidou, Associate Director, Medical Technologies Evaluation Programme and Interventional Procedures Programme, National Institute for Health and Care Excellence
- **Advisory Group:**

- Sally Lewis, Assistant Medical Director for Value-Based care, Aneurin Bevan University Health Board
- Yves Verboven, Director, Market Access & Economic Policies at MedTech Europe
- Andrea Rappagliosi, Vice President Market Access, Public Affairs & Communication EMEA, Canada and LATAM at Edwards Lifesciences
- Jani Mueller, Senior Researcher, CMeRC, Charlotte Maxeke Research Center
- Scott Tackett, Vice President, Global Access, Value & Economics at Intuitive
- Americo Cicchetti, Professor of Business Organization at the Faculty of Economics, Università Cattolica del Sacro Cuore
- Adriana Velazquez-Berumen, Group Lead Medical Devices and In-Vitro Diagnostics World Health Organization
- Øyvind Melien, Department director, Reviews and HTA, Norwegian Institute of Public Health
- Liesl Strachan, Director of Global Health Policy, Reimbursement and Health Economics, Medtronic
- Aleksandra Torbica, Director of Centre for Research on Health and Social Care Management (CERGAS), SDA Bocconi School of Management, Bocconi University
- **Technical Officer:** Jamie Erskine, Health Technology Assessor, King's Technology Evaluation Centre, King's College London

6.0 Terms of Office

6.1 Term of Office for the Chair (if applicable)

- There is no maximum years of service for the Chair, however, the position will be open for re-election every 3 years

6.2 Term of Office for regular advisory Board members

- The terms of office for advisory Board members is 3 years and can be extended up to a further 3 years

6.3 How to become members of the advisory Board

- New members can self-nominate or be nominated by current or outgoing Advisory Board members. Members will be accepted to the Advisory Board by a majority vote and ratified by the Co-chairs

6.4 Resignations

- Members can resign from the advisory Board at any point during their tenure. The Co-Chairs will send a call for interest to fill the vacancy.

7.0 Responsibilities of Advisory Board Members

Members are expected to:

- 7.1 Familiarize themselves with the Advisory Board's Terms of Reference.

7.2 Attend each regularly scheduled Advisory Board 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 Advisory Board to exercise its best judgment in decision making and advising the Executive Advisory Board.

7.4 Act in the best interests of the HTAi in accordance with the Society's Mission, Vision, Values, and Strategic Plan.

8.0 Quorum

Quorum shall be six (6) voting members of the Advisory Board and at least 1 of the co-chairs.

9.0 Advisory Board Operations

9.1 Meetings

Meetings will be at least every 3 months, via teleconference, and at least once per year in person usually during the HTAi annual conference. Where possible, suitable arrangements will be made to accommodate differential time zones.

The advisory Board will review its own performance and membership on an annual basis and its term of references every 2 years. Any modification on the terms of reference will be notified to all members, with a 14 calendar days period allowed to comment on the proposed changes. All comments will be subsequently evaluated, and the update on the terms of reference would be approved. Any resulting changes to the terms of reference should be approved by the governing body.

9.2 Secretarial Support

The MDIG Technical Officer provides administrative support and facilitation, including:

9.2.1 Setting up advisory Board meetings

9.2.2 Preparing agendas

9.2.3 Taking minutes

9.2.4 Communications between the IG and the HTAi secretariat.

9.3 Remuneration of the Advisory Board Members

Advisory Board Members shall receive no remuneration for their service.

9.4 Conflict of Interest Declaration and Management

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

9.4.1 The Advisory Board Member shall promptly declare any conflict of interest to the Chair(s) and ask that such declaration be recorded in the minutes.

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

9.4.3 The Advisory Board Member shall excuse himself/herself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed.

9.4.4 The Advisory Board Member shall return to the meeting after the matter giving rise to the conflict of interest has been discussed and/or voted on.

9.5 Confidentiality

No specific advisory Board confidentiality is required.

10.0 Review

Review of these terms of reference shall take place every two years or as directed by HTAi.

Approved date: October 2021

Review date: October 2023