

# HTAi Policy Forum Series Organizing Committees

## Terms of Reference

### 1.0 Purpose

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 is 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 from the Forum membership.

This 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 committee are stated within the addendum to this overarching Terms of Reference.

### 2.0 Establishment

This is an operational committee.

### 3.0 Responsibilities

- 3.1 Support the relevant Policy Forum in organizing the meeting;
- 3.2 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;
- 3.3 Support the selection of meeting location and agenda development;
- 3.4 Steer the identification and development of topics for discussion at the Forum;
- 3.5 Support the appointment of their Policy Forum Chair and Scientific Secretary;
- 3.6 Advise on the development of content and potential speakers for the Policy Forum panel at the Annual Meeting;
- 3.7 Advise and support the recruitment of new member organizations to the Policy Forum Series and to the relevant Policy Forum Organizing Committee;
- 3.8 Review applications and recommend new members;
- 3.9 The Organizing Committees make decisions where there are budgetary implications (e.g., location and venue of a meeting);
- 3.10 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.

### 4.0 Accountability

The Organizing Committees are in place to provide informed direction to the relevant Scientific Secretary, Chair, Policy Forum Advisory Committee (PFAC), and Secretariat.

### 5.0 Committee Composition

- 5.1 Each Policy Forum Organizing Committee shall consist of the following members:
  - 5.1.1 Chair (non-voting member)

- 5.1.2 Scientific Secretary (non-voting member)
- 5.1.3 President (non-voting member – in the case of the Global Policy Forum Organizing Committee only)
- 5.1.4 A minimum of three not-for-profit representatives
- 5.1.5 A minimum of three for-profit representatives
- 5.2 Observers may be invited to join a Policy Forum Organizing Committee meeting at the request, or with the agreement, of the HTAi Policy Forum Chair.

## 6.0 Terms of Office

- 6.1 Term of Office for the Chair is three years. The outgoing Chair shall stay on the Committee for six months to ensure smooth Committee transitioning or mentoring the new Chair.
- 6.2 Term of Office for the Scientific Secretary is two years.
- 6.3 Term of Office for regular committee member is three years.
- 6.4 Maximum of years of service is six consecutive years.
- 6.5 When a position becomes available, a call for expressions of interest will be circulated among the members of the relevant Policy Forum.
- 6.6 Committee members can resign at any time during their term, at which point a call for expressions of interest will be circulated among members of the relevant Policy Forum.

## 7.0 Responsibilities of Committee Members

Members are expected to:

- 7.1 Familiarize themselves with the Committee's Terms of Reference.
- 7.2 Attend each regularly scheduled Committee 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 Committee to exercise its best judgment in decision making and advising the relevant Scientific Secretary, Chair, Policy Forum Advisory Committee (PFAC), and Secretariat.
- 7.4 Act in the best interests of the HTAi in accordance with the Society's Mission, Vision, Values, and Strategic Plan.
  - 7.4.1 With the focus on membership and partnership recruitment; knowledge sharing, and financial stability and good governance.

## 8.0 Quorum

Quorum shall be four voting members of the Committee.

## 9.0 Committee Operations

### 9.1 Meetings

The meetings will take place in accordance with each Policy Forum Organizing Committee meeting schedule described in the Addendum.

### 9.2 Secretarial Support

The Secretariat provides administrative support and facilitation, including:

- 9.2.1 Setting up meetings;
- 9.2.2 Preparing agendas;
- 9.2.3 Taking minutes;
- 9.2.4. Preparing reports and bringing relevant information forward to the Committee for discussion;
- 9.2.5 Updating the Policy Forum Organizing Committee's TOR and membership list on the website.

### 9.3 Remuneration of the Committee Members

Voting Policy Forum Organizing Committee 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 Committee Member shall promptly declare any real or perceived conflict of interest and ask that such declaration be recorded in the minutes.
- 9.4.2 The Committee Member shall refrain from all discussion of, and voting on, the matter giving rise to the conflict of interest.
- 9.4.3 The Committee 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 Committee 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

The Committee Chair will advise of any confidential information. The committee members shall not disclose confidential information. Any member of the committee can ask that specific information they bring forward be treated as confidential.

## 10.0 Review

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

Approved date: October 26, 2022

Review date: September 2024

## **Issues Specific To Each Policy Forum**

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

- The GPF occurs once a year, typically in Q1. Locations typically alternate between Europe and North America.

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

- Two face-to-face meetings of the Organizing Committee will take place annually, following the GPF meeting (Q1) and following the Business and Topic Scoping Meeting (at the HTAi Annual Meeting).
- Up to eight teleconferences will be scheduled outside of these face-to-face meetings.

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

- The APF occurs once a year, typically in Q4.
- APF 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**

- One face-to-face meeting of the Organizing Committee may take place after the APF meeting (Q4) and/or during the HTAi Annual Meeting.
- Up to six teleconferences will be scheduled outside of these face-to-face meetings.

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

- The LAPF occurs once a year, typically in Q3.
- LAPF meetings are held in countries throughout Latin America.
- LAPF meetings are conducted in Spanish (with English translation available).
- LAPF Organizing Committee meetings are conducted in English.
- All Organizing Committee members should be proficient in understanding and speaking Spanish and English.
- 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.

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

- One face-to-face meeting of the Organizing Committee may take place after the LAPF meeting (Q3) and/or during the HTAi Annual Meeting.
- Up to six teleconferences will be scheduled outside of the face-to-face meeting.