

STATEMENT of POLICY and PROCEDURE			
Policy Name:	International Journal of Health Technology Assessment and Health Care Journal Award	Approved:	Oct 21, 2021
Policy Type:	Board of Directors	Effective:	Oct 21, 2021
Scope:	Award decision making process and presentation for IJTAHC Award	Next Review:	Oct 2024
Issued to:	Board of Directors, Scientific Development and Capacity Building Committee, Annual Meeting Committee, and Secretariat	Responsibility for review:	Executive Director

1 POLICY

1.01 The official journal of Health Technology Assessment international (HTAi) is the International Journal of Technology Assessment in Health Care (IJTAHC). This journal is published by Cambridge University Press as a continuous publication. Part of the relationship between HTAi and IJTAHC includes the selection and presentation of the Egon Jonsson Award.

1.02 The Egon Jonsson Award was established in 2010 and is given annually by HTAi. The Award is given to the author(s) of the most outstanding paper in the Society’s official journal that was published in the preceding year. It is named after Dr. Egon Jonsson who was IJTAHC’s Editor-in-Chief from its founding in 1985 until 2010.

1.03 IJTAHC provides the list of nominees and their respective papers to HTAi. The Scientific Development and Capacity Building (SDCB) Committee evaluates the nominees and selects that year’s winning paper. There is a \$1000.00 CAD monetary award given to the winning author(s).

1.04 The Award is given annually, and a certificate is presented at the Annual Meeting of the Society.

2 PURPOSE

2.01 This Statement of Policy and Procedure provides details of the processes related to the Egon Jonsson Award.

3 SCOPE

- 3.01 This policy applies to:
- (a) The Board of Directors in discharging its function of providing policy and funding oversight.
 - (b) The current Editor-in-Chief of the Society’s journal and their oversight in providing the lists of nominees.
 - (c) Individuals awarded or nominated for the Egon Jonsson Award.
 - (d) The SDCB Committee that makes decisions on the bestowing of the Egon Jonsson Award.
 - (e) The HTAi Secretariat that administers the Award program, executes the Annual Meeting, and transfers funds to the awarded recipients.

4 RESPONSIBILITY

- 4.01 It is the responsibility of the Board of Directors to ensure the funds allocation to the Award and to review and amend the Award program on a regular basis and at least every three (3) years.
- 4.02 It is the responsibility of the SDCB Committee to make decisions on nominees and approve the awarding of the Egon Jonsson Award.
- 4.03 It is the responsibility of the Editor-in-Chief to provide the list of nominees for the Egon Jonsson Award to the Secretariat.
- 4.04 It is the responsibility of the Secretariat to provide the list of nominees for the Egon Jonsson Award to the SDCB Committee for evaluation and selection of the winner.
- 4.05 It is the responsibility of the Secretariat to issue the certificates for all Award recipients.
- 4.06 It is the responsibility of the Secretariat to ensure the payment is sent to the awarded Egon Jonsson recipient(s).

5 DEFINITIONS

- 5.01 “**Author(s)**” means the individual(s) who have written one of the papers that were nominated for the Egon Jonsson Award.
- 5.02 “**Editor-in-Chief**” means the Editor-in-Chief of the Society’s official journal.
- 5.03 “**Official Journal**” of HTAi is the IJTAHC, which is published by Cambridge University Press.
- 5.04 “**Recipient(s)**” means the author(s) who have been awarded the Egon Jonsson Award.

6 REFERENCES and Related STATEMENTS of POLICY and PROCEDURE

- 6.01 The International Journal of Technology Assessment in Health Care (IJTAHC) [website](#).
- 6.02 Scientific Development and Capacity Building Committee [Terms of Reference](#).

7 PROCEDURES

7.01 Egon Jonsson Award Process

- (a) By January 15, the Scientific Initiatives Manager or designate, in consultation with the Chair of the SDCB Committee, will circulate a call for interest among the SDCB Committee members to establish a working group to evaluate the papers. This working group will consist of at least three (3) members of the SDCB Committee. The criteria for evaluators will be specified in the call for interest.

- (b) By February 15, the Scientific Initiatives Manager or designate will contact the Editor-in-Chief asking for the list of the nominees for the Egon Jonsson Award.
- (c) The Scientific Initiatives Manager or designate will provide the list of nominees, their respective papers, and evaluation form to the established working group of the SDCB Committee by March 1. The Scientific Initiatives Manager or designate will collect the evaluation forms (Attachment A) from the working group by March 15.
- (d) The Scientific Initiatives Manager or designate will contact Dr. Egon Jonsson and provide him with the nominees' papers and evaluation criteria. This step will be completed concurrently with the evaluation done by the SDCB Committee working group.
- (e) At the proceeding meeting of the SDCB Committee but no later than April 1, the summarized results will be shared with all Committee members. The Committee will deliberate and vote on the winning paper. Due to timing, the SDCB Committee Chair may call a special meeting of the Committee for this purpose.
- (f) The Scientific Initiatives Manager or designate will notify the Annual Meeting Manager or designate and the Editor-in-Chief of the winner. The Annual Meeting Manager or designate will include the nominated papers and corresponding author(s) in the Annual Meeting promotional material. The Annual Meeting Manager or designate will create a certificate for the recipient(s) of the Award.
- (g) The Annual Meeting Manager or designate will coordinate with the Editor-in-Chief of the Society's journal for the Award presentation. Depending on the type of Annual Meeting (hybrid, virtual, in-person) the details of the Awards presentation and speech content will be finalized by April 30.
- (h) Certificates to the winner(s) will be presented at the Annual Meeting if the winners attend in person. The Annual Meeting Manager or designate will mail (or email) the certificates no later than two weeks after the conclusion of the Annual Meeting to those winner(s) who could not attend the Annual Meeting in person.
- (i) The Secretariat will coordinate and ensure the winning author(s) receive the \$1000.00 CAD given with the Award no later than two (2) months after the conclusion of the Annual Meeting.

7.02 Budgeting and Expense Allocation

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

8 ATTACHMENT

Attachment A – Evaluation Form

9 AMENDMENT HISTORY

DD.MM.YYYY [Insert Summary of changes]