

## **HTAi Global Policy Forum Member Selection Process**

### **HTAi and the HTAi Global Policy Forum**

**HTAi** has a mission to support and promote the development, communication, understanding and use of HTA around the world as a scientifically based means of promoting the introduction of effective innovations and the effective use of resources in health care.

The **HTAi Global Policy Forum** provides a unique opportunity for senior people from public and private sector organizations with strategic interests in Health Technology Assessment (HTA) and health system decision-making to meet one another, members of the HTAi Board of Directors and invited international experts for strategic discussions about the present state of HTA, its development and implications for health systems and policy. The aim of the Global Policy Forum is to provide leadership by debating key and emerging issues in HTA between, on the one hand, those leading HTA and coverage systems and, on the other, industry, taking account of the perspectives of patients, clinicians, and the public. For more details about the HTAi Global Policy Forum see [Frequently Asked Questions](#).

### **Member Selection Process**

- 1) The HTAi Board of Directors has established and follows clear guidelines for Global Policy Forum membership which allow for the invitation of new members and the review of existing members. The HTAi Executive Committee has been empowered by the Board of Directors to make final membership decisions and to issue invitations to those organizations which have expressed interest to join the HTAi Global Policy Forum and been judged to be best placed to contribute.
- 2) From time to time, HTAi issues a call for expressions of interest (EOIs) for Global Policy Forum membership.
- 3) EOIs for Global Policy Forum membership are welcomed from organizations that are organizational members of HTAi and are either:
  - a. Organizations with formal responsibilities within a health care system to make HTA-based decisions or provide HTA-based advice on coverage or pricing of treatments – whether based on HTA conducted in-house or by others. Note that in systems, countries or regions where formal organizations of this kind do not exist, or they exist but are not prepared or able to apply to be Forum members, other organizations actively involved in advising on these areas may be considered for membership.
  - b. Manufacturers of drugs, diagnostics and/or devices that are committed to and have experience of conducting HTA and using HTA evidence to support proposals for the use of their products around the world.
- 4) Companies that are partially or wholly-owned subsidiaries of current Global Policy Forum member organizations can apply for independent membership in the Forum if they: (a) have a separate corporate identity from the parent company; and, (b) work in an area sufficiently distinct from the parent company so as to bring greater diversity of relevant views and expertise to the Forum. The relationship of the subsidiary company to the parent company should be clearly explained in the EOI submission.

5) EOI should comprise of a short document (no more than 4 pages, minimum font pt10) that includes:

- a) Confirmation that the organization is an organizational member of HTAi;
- b) An overview of the organization, indicating its role and activities associated with HTA;
- c) Reasons for seeking to join the Global Policy Forum and the contribution the organization expects to make to the Global Policy Forum;
- d) A short biography of the people in the organization who will participate in the Global Policy Forum and the specific expertise and experience they bring; and,
- e) A statement of intent to join the Global Policy Forum for a minimum of three years and make the annual financial contribution required of members.

6) Global Policy Forum members are chosen based on:

- a. Their fit with the membership criteria at 3a or b, 5a and 5e above
- b. The extent to which they are seen as leaders in the use of HTA in decision making – nationally, regionally and/or internationally
- c. The seniority and appropriateness of the staff they propose to send to Global Policy Forum meetings
- d. Their fit with and likely contribution to [HTAi's strategic goals](#) for the Global Policy Forum and for the Society more widely.

7) EOIs from organizations that meet the basic requirements of 3a or b, 5a, and 5e above will be reviewed in relation to the full set of criteria described at 6) above. The organization(s) with the highest score(s) will be invited to occupy any available space(s) for that category of member (3a or 3b) in the Forum.

8) Any remaining organization with high scoring EOIs will then be reviewed alongside current Global Policy Forum members who have completed their initial membership commitment of three years. These current members will be ranked according to their contribution to Global Policy Forum activities and the criteria described above. If through this process any shortlisted applicants are considered stronger potential Forum members than any current members, the current member(s) may be asked to relinquish Forum membership to make room for the new member(s).

9) All decisions on Global Policy Forum membership are made by the HTAi Executive Committee, considering the feedback received from the Global Policy Forum Organizing Committee.