

Interest Groups Steering Committee

Terms of Reference

1.0 Purpose

The HTAi Interest Groups Steering Committee (IGSC) provides an oversight to support the activities and development of all HTAi Interest Groups. HTAi Interest Groups (IGs) are a way of achieving the mandate of building a thriving international society serving as a primary professional and scientific forum for all those who undertake and use HTA in health care, business, government, academic institutions and consultancies. The IGs are recognized as being the most important service for HTAi members to network and share information throughout the year.

2.0 Establishment

This is a standing committee of the Board.

3.0 Responsibilities

- 3.1 To work in collaboration with the HTAi Board of Directors and Secretariat to align the efforts of the IGs with the Mission, Vision and Strategic Plan of the Society.
- 3.2 To provide a conduit for communication across the IGs and to support each other's activities where there is overlap or synergies.
- 3.3 To provide recommendations to the HTAi Board of Directors on optimal mechanisms to support the development, operations and positive impact of the IGs on the HTA community.
- 3.4 To address gaps in interaction with other HTAi Committees to support the IGs activities.
- 3.5 To identify activity gaps which may improve how the IGs support the HTAi membership, Journal, Annual Meeting, Policy Fora and other emerging core functions of the Society.
- 3.6 To assist with the development of guidelines and processes for the communication and dissemination of products produced by the IGs.
- 3.7 To develop and review funding criteria for the IGs and make recommendations to the Board of Directors as appropriate.

4.0 Accountability

The Interest Group Steering Committee is accountable to the HTAi Board of Directors.

5.0 Committee Composition

- 5.1 The Interest Group Steering Committee shall consist of the following members:
 - 5.1.1 Chair of the Committee shall be the HTAi Vice President, or the immediate Past President if the Vice Presidency is vacant or the Vice President is unable to fill this role.

- 5.1.2 Up to two (2) members of the HTAi Board, including the Chair.
- 5.1.3 Chairs/Co-Chairs/Vice Chairs of all Interest Groups
 - a. One Chair/Co-Chair of each Interest Group shall represent their Interest Group on this Committee.

6.0 Terms of Office

- 6.1 Term of Office for the Chair shall coincide with their term as Vice President or the immediate Past President.
- 6.2 The outgoing Chair should remain on the Committee or make themselves available to support the work of the new Chair and provide business continuity to the Committee for the additional six (6) months.
- 6.3 Term of Office for a Board member shall coincide with their term on the Board.
- 6.4 Term of Office for the IG (Co-)Chairs shall coincide with the term of their position.
- 6.5 The maximum term of service shall be two (2) terms to a maximum of six (6) years of service.
- 6.6 A call for interest will be circulated to the Board of Directors when a position becomes available; their appointment shall be ratified by the Board of Directors or Executive Committee.
- 6.7 Committee Members who are Interest Group's (Co-)Chairs are Ex Officio who are automatically appointed to this Committee by virtue of their position.
- 6.8 Members can resign from the IGSC at any point during their tenure.

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. Committee Members must attend at least three (3) out of four (4) scheduled meetings each year. If one of the Co-Chair of the Interest Group is not able to attend the meeting, another Co-Chair or their designate should attend instead.
- 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 Board of Directors.
- 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 five (5) voting members of the Committee.

9.0 Committee Operations

9.1 Meetings

Quarterly or at the call of the Chair via video conference.

9.2 Secretarial Support

The HTAi Secretariat provide 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 Interest Group Steering Committee TOR and membership list on the website.

9.3 Remuneration of the Committee Members

Interest Group Steering 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 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 members shall not disclose confidential information. The Committee Chair will advise of any 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: January 26, 2023

Review date: January 2025