

**DRAFT MINUTES**

**HTAi Annual General Meeting of Members**

**June 28, 2023, 08:00 ACT**

**In person: Plenary Room Hall C, Adelaide Convention Center, North Terrace  
Adelaide, Australia**

**Virtual location: Zoom Video Conference**

**Call to Order**

HTAi President Wija Oortwijn called the Annual General Meeting (AGM) to order at 08:02 ACT. The President chaired this meeting in accordance with Bylaw 4.5.

The quorum was present. Eight proxy forms were received.

The Chair stated that the Annual General Meeting of Members was held each year in accordance with the Society's Bylaws to provide the benefits of Board accountability, a celebration of successes, a review of the matters to be improved, and community building.

**1.0 Approval of the Minutes of the 2022 Annual General Meeting**

The Chair requested approval of the minutes of the 2022 Annual General Meeting of Members.

**MOTION**

Moved/Seconded: Iñaki Gutierrez-Ibarluzea/Grace Huang  
BE IT RESOLVED THAT

"The minutes of the 2022 Annual General Meeting of Members be approved as presented."

***Motion carried.***

**2.0 President's Report**

The President presented the report to the Members for the year in review. The following items were highlighted:

- In the reporting period, the Society continued thriving and achieving its goals. The continuous hard work and perseverance of the Board, Committees, Interest Groups, the Secretariat, and volunteers – all who contributed their time and skills to improve and sustain the Society were gratefully acknowledged.
- The President informed the Members that the Executive Director Rob Abbott resigned from his role to pursue other opportunities. The Secretariat's leadership transition presented renewed opportunities for growth and innovation. The Board initiated all necessary steps to secure a smooth transition. The membership would receive updates on the search process for a new Executive Director.

- **Membership Update**

The following membership numbers were reported as of May 2023:

- Organizational Memberships – 66, representing 422 individuals

- Individual Memberships – 448
- **Annual Meeting Updates**
  - **2023 Annual Meeting's** theme was *The Road to Policy and Clinical Integration*. Three plenary sessions were offered:
    - Fast-Tracking Clinical Innovation: The Balance of Speed and Rigour
    - Making HTA More Efficient: What Can we Learn about Harmonization, Work Sharing and Adaptation?
    - Feasibility of Aligning Technology Evaluation Processes and Decision in an Era of Sustainable Development
  - The 2023 International Scientific Program Committee and its Co-Chairs were thanked:
    - Guy Maddern
    - Wim Goettsch
  - The Local Organizing Committee and their Co-Chairs were acknowledged:
    - Guy Maddern
    - Li Ying (Grace) Huang
  - The Local Planning Team was recognized for their efforts to organize the 2023 Annual Meeting
    - Wendy Babidge
    - Brendon Kearney
    - Guy Maddern
    - Tracy Merlin
- **Updates on Memoranda of Understanding Partner Organizations**

Throughout 2022 and 2023, HTAi continued its collaborative work with the global HTA community as part of its Strategic Plan. It was emphasized that HTAi values the relationships with the Memorandum of Understanding (MOU) partners and other organizations working in the HTA community. The partnerships and the pursuit of the common goal of strengthening HTA advances HTA. The MOU partners were as follows:

  - WHO
  - INAHTA
  - EuroScan/i-HTS
  - HTAsiaLink
- **New offering to members was launched in April 2023 – Educational Offers Database**, an online resource of HTA courses or programs across the globe and academic institutions and education/training providers who would like to showcase their HTA courses or programs. Currently, the database was limited to Master programs in HTA but there were plans to expand it to include other educational offers.
- The Scientific Development and Capacity Building Committee continued working on the **HTAi Endorsement Program** to acknowledge high-value and quality products, programs, events, and resources related to HTA.
- **HTAi-DIA Working Group on Uncertainty for HTA** co-chaired by Inka Heikinnen and Wija Oortwijn published an Open Access article in IJTAHC entitled *Uncertainty Management In Regulatory And Health Technology Assessment Decision-Making On Drugs: Guidance Of*

*The HTAi-DIA Working Group.* The HTAi-DIA Working Group on Uncertainty would continue its work as there was a lot of interest from several stakeholders to uptake this work in practice, such as the European Medicines Agency.

- The Society continued with its **Awards and Scholarships Programs**. Members were invited to join the closing ceremony of the Annual Meeting to celebrate the successes and accomplishments of Award recipients.
- **Policy Fora Updates**  
Each Policy Forum produced a paper that was published in IJTAHC as an Open Access publication.
  - **Global Policy Forum 2023** *The Value and Impact of Health Technology Assessment* took place on March 26-28 in The Hague, Netherlands. This Forum worked under the leadership of Chair Dan Ollendorf and supported by Scientific Secretary Rebecca Trowman.
  - **Global Policy Forum Task Force on Lifecycle Approaches** was formed as a follow-up of the Global Policy Forum 2022 in order to articulate HTAi's position on the use and value of lifecycle approaches. This Task Force was working under the leadership of Chair Meindert Boysen (NICE), Co-Chair Nicole Mittmann (CADTH), and Co-Chair Andrew Bruce (AMGEN). Franz Pichler (Confluence Consulting) was serving as lead writer. The Task Force was expected to release two papers in IJTAHC in Q4 of 2023.
  - **Global Policy Forum 2024** was scheduled for January 27-29 in San Diego, USA.
  - **2022 Asia Policy Forum** *HTA Capacity Building in Asia: Towards One Goal* was held in Singapore on November 2-4. This Forum worked under the leadership of Chair Guy Maddern and supported by Scientific Secretary Linda Mundy. The 2022 Asia Policy Forum was followed by a webinar hosted in partnership with HTAsiaLink where they explored how to advance careers in HTA through internships, as well as the benefits of internships for organizations and capacity building.
  - **2023 Asia Policy Forum** *Being Bold: How HTA Can Foster Innovation in the Asia Region* was scheduled for November 1-3 in Taipei, Taiwan.
  - **2022 Latin America Policy Forum** *Real World Evidence: Experiences and Challenges for Decision Making in Latin America* was held August 14-16. This Forum was chaired by Manuel Espinoza and supported by Scientific Secretary IECS, Institute for Clinical Effectiveness and Health Policy from Argentina under the leadership of Andrés Pichon-Riviere.
  - **2024 Latin America Policy Forum** *How New Access Schemes Including Risk Sharing Agreements Can Contribute to Coverage Decisions* was scheduled for August 13-15 in Santiago, Chile.
- **Regional Meeting in Baku, Azerbaijan** *Integrating HTA into Health Care Reform* was held October 19-20, 2022. In collaboration with the Ministry of Health of Azerbaijan, a two-day intermediate-level HTA training was offered which was followed by a one-day meeting with 68 delegates from Central Asian countries: Kazakhstan, Uzbekistan, Türkiye, and Kyrgyzstan.

- **Partnership with International Journal of Technology Assessment in Health Care (IJTAHC)** by Cambridge University Press & Assessment
  - Editor-in-Chief – Wendy Babidge
  - The Journal remained a continuous publication
  - The impact factor was 2.406, compared to 2.188 in 2022
  - The contributions of the Editorial Team, including Deputy Editors and Associate Editors were acknowledged.

### 3.0 Treasurer’s Report

#### 3.1 Review of the Audited Financial Statement for the Year Ended at December 31, 2022

HTAi Treasurer Americo Cicchetti presented the audited financial statements for the fiscal year ending at December 31, 2022. The financial statements were prepared by the Society’s auditor, MNP LLP. The following items were highlighted:

- The financial statements were prepared in accordance with the Canadian accounting standards for not-for-profit organizations.
- The auditor reported the opinion that no significant errors were identified.
- The auditor discovered no deficiencies in internal controls related to financial processes in accordance with the Canadian accounting standards.
- The audited financial statements were reviewed by the Finance and Audit Committee and approved by the Board of Directors. The statements were circulated to the Members as part of the AGM package.
- In accordance with Bylaw 11.2, the audited financial statements were presented to the Members for review at the Annual General Meeting.
- The financial results for the 2022 fiscal year were good, with a net income of \$57,230 Canadian dollars.
- The statement of Financial Position showed that the Society remained liquid with total current assets of \$4,048,246 Canadian dollars.
- Total liabilities equalled \$672,862 Canadian dollars.
- The total net assets of the Society were \$3,375,384 Canadian dollars.

#### 3.2 Appointment of Auditor

The Chair requested the appointment of the auditor for the Society for the 2023 fiscal year.

#### **MOTION**

Moved/Seconded: Americo Cicchetti/Wim Goettsch

WHEREAS in accordance with Bylaw 11.1, the Members shall appoint the Auditor at each Annual General Meeting. Such auditor shall be a qualified accounting firm;

WHEREAS in accordance with Bylaw 11.3, the remuneration of the auditor shall be fixed by the Board; and,

WHEREAS the Board of Directors recommends MNP LLP as the auditor for the fiscal year 2023;

THEREFORE, BE IT RESOLVED THAT

“MNP LLP be appointed as the auditor for HTAi for the fiscal year ending at December 31, 2023, and hold the office until the next Annual Meeting of Members.”

***Motion carried.***

#### **4.0 Student Category Membership Fee Change**

The Board of Directors recommended reducing the student membership fee from 85 US dollars per annum to 40 US dollars per annum.

The rationale for this recommendation was the following. A key goal of the HTAi Strategic Plan was to retain and increase the membership of the Society by improving and expanding the accessibility of all HTAi functions to members. While there were many considerations that influenced the decision to become an HTAi member, cost could be a key factor for some. There was no guarantee that a reduction in fees would result in a surge in new student members; however, it was considered by the Board as a low-risk step that could directly address one of the key barriers that was holding at least some prospective members from joining the Society. Students and Early Career Professionals in HTA represent the emerging and future leaders of HTA and were a critical stakeholder group.

#### **MOTION**

Moved/Seconded: Marco Marchetti/Eva Turk

WHEREAS in accordance with Bylaw 2.3, the annual fees to be paid by Members shall be fixed by the Board from time to time for each category of Membership, subject to approval by a majority vote of the Members present at the following Annual General Meeting; and

WHEREAS the Board of Directors recommends reducing the student membership fee from 85 US dollars per year to 40 US dollars per year;

THEREFORE, BE IT RESOLVED THAT

The Student Category Membership fee is fixed at 40 US dollars per year.

***Motion carried.***

#### **5.0 Announcement of 2023 Board of Directors Election Results and Directors Recognition**

The Vice-President and three Director positions were open for nominations and election this year. Past President Iñaki Gutierrez-Ibarluzea (Spain) chaired the Nominating Committee. The Committee members were Rabia Sucu (Ukraine/Türkiye), and Jo Carol Hiatt (USA).

An independent electoral service administered the voting for members that took place March 30 – May 2, 2023. 12 members of the Society stood for election. These nominees came from diverse educational and professional backgrounds and represented the diversity of the HTAi membership, including the diversity in gender, ethnicity, skills, and geographical locations. The Nominating Committee and the Board of Directors reviewed the election results and confirmed that the election was completed in accordance with the Bylaws and Board approved Policy on Board Recruitment and Elections.

The Chair announced the 2023 Board of Directors election results and welcomed new and re-elected Board members:

- Ann Single (Australia) was elected by acclamation as Vice-President
- Li Ying (Grace) Huang (Taiwan) was elected for the second term
- Ken Bond (Canada)
- Eva Turk (Austria)

The Chair formally expressed appreciation to the outgoing Directors who had completed their terms on the Board:

- Past President Iñaki Gutierrez-Ibarluzea (Spain)
- Director Vania Canuto (Brazil)
- Director Franz Waibel (Switzerland)

The Chair thanked these individuals for their commitment, dedication, and contributions to the Society.

The Chair presented a thank-you gift to Past President Iñaki Gutierrez-Ibarluzea. The two Directors were not able to attend the meeting in person. Their thank-you gifts were mailed to them.

The Chair announced the Board of Directors for the 2023-2024 term as follows:

- Rabia Sucu, President, Ukraine/Türkiye
- Ann Single, Vice-President, Australia
- Americo Cicchetti, Treasurer, Italy
- Jo Carol Hiatt, Secretary, USA
- Wija Oortwijn, Past President, Netherlands
- Ken Bond, Director, Canada
- Wim Goettsch, Director, Netherlands
- Li Ying (Grace) Huang, Director, Taiwan
- Dimitra Lingri, Director, Greece
- Marco Marchetti, Director, Italy
- Jani Mueller, Director, South Africa
- Eva Turk, Director, Austria

## **6.0 2024 Annual Meeting Location**

The Chair announced the location of the 2024 Annual Meeting – Seville, Spain. The meeting was scheduled for June 15-19. The Andalusian Health Technology Assessment Agency (AETSA) would be the Local Host Organization.

## **Adjournment**

On behalf of the HTAi Board of Directors, the Chair thanked the HTAi members for their continued support and for attending this meeting.

The Annual General Meeting of Members was adjourned at 08:44 ACT.