

HTAi Disinvestment and Early Awareness Interest Group

Terms of Reference

1.0 Purpose

The Health Technology Assessment International (HTAi) Disinvestment and Early Awareness Interest Group (DEA IG) is dedicated to collaboration, sharing knowledge and expertise, development of methods for prioritising and assessing emerging, obsolete, or low value technologies, and in the practical application of de-adoption or disinvestment for health systems. This interest group meets the needs of members who have an interest in emerging, obsolete or low value technologies.

2.0 Establishment

This Interest Group is a service to members and was established by a resolution of the HTAi Board of Directors. The DEA IG was formed by members of HTAi and EuroScan International Network during the 2014 HTAi Annual Meeting in Washington DC, USA. In accordance with the Memorandum of Understanding (MOU) signed by both associations, it was agreed that this IG should be led by a shared leadership model (two Co-Chairs) representing both organizations, HTAi and International HealthTechScan (i-HTS, former known as EuroScan International Network).

3.0 Members of Interest Group

- 3.1 All members of the Interest Group are members of the Society in good standing that are interested in support or research of the common HTA area. In accordance with Bylaw 2.5(a), if an Interest Group member does not pay the membership fees, the member becomes a non-member and cannot participate in the Interest Group. Membership fees are due by December 31 every year.
- 3.2 Technical Officers provide administrative support to the Interest Group and work in accordance with their contract. Their contract is reviewed and signed annually.
- 3.3 HTAi members in good standing who wish to join this Interest Group shall email to interestgroups@htai.org to be added to the distribution list.
- 3.4 The Members of the Interest Group can resign at any time by providing the notice to the Co-chairs and Technical Officer.

4.0 Responsibilities

- 4.1 **Interest Group Members are responsible for the following:**
 - 4.1.1 Elect its HTAi Co-Chair and appoint its i-HTS Co-Chair.
 - 4.1.2 Elect its Steering Committee.
 - 4.1.3 Attend the Annual Business Meeting of the Interest Group.
- 4.2 **Steering Committee is responsible for the following:**
 - 4.2.1 Prepare and conduct two (2) events a year (webinar or in-person preconference workshop).
 - 4.2.2 Set up Interest Group and Steering Committee meetings and event/webinar schedule and adhere to it.

- 4.2.3 At least twice a year, report to the members of the Interest Group of the current and forthcoming activities.
- 4.2.4 Yearly conduct the Annual Business Meeting of the Interest Group.
- 4.2.5 Yearly conduct the Technical Officer evaluation and make a decision to extend the contract or hire a new Technical Officer.
- 4.2.6 Complete the evaluation of Co-Chairs at the end of each term.
- 4.2.7 Review the Terms of Reference of the Interest Group every three (3) years and make a recommendation to the Board of Directors.
- 4.2.8 Twice a year submit the material for the HTAi newsletter.
- 4.2.9 Develop a work plan that aligns with the objectives of the Society's Strategic Plan and adhere to it.

4.3 Interest Group Co-Chairs are responsible for the following:

- 4.3.1 Provide leadership to the Interest Group members and Steering Committee.
- 4.3.2 Chair the meetings of the Steering Committee and Interest Group.
- 4.3.3 Set up the agenda for the Interest Group meetings and Steering Committee meetings.
- 4.3.4 Lead the evaluation of the Technical Officer.
- 4.3.5 Ensure the Interest Group operates in compliance with the Interest Group Policy and Procedure.
- 4.3.6 Present the report to the Interest Group members at the Annual Business Meeting.
- 4.3.7 Select one (1) Co-Chair to represent the Interest Group at the HTAi Interest Group Steering Committee to ensure Committee continuity and meeting attendance consistency. This representative must attend at least three (3) out of four (4) Interest Group Steering Committee meetings a year. If the representative cannot attend, then the other Co-Chair may attend instead.

5.0 Accountability

The Disinvestment and Early Awareness Interest Group is accountable to its members and the HTAi Board of Directors.

6.0 Steering Committee Composition

- 6.1 The Steering Committee will consist of the following members:
 - 6.1.1 Two Co-Chairs (one from HTAi and one from i-HTS).
 - 6.1.2 One (1) Technical Officer.
 - 6.1.3 Minimum three (3) Steering Committee members.

7.0 Election Process

7.1 Co-Chairs

- 7.1.1 In accordance with the Memorandum of Understanding (MOU) signed by both associations, it was agreed on a shared leadership model – one Co-Chair from each organization. Subsequently, one Co-Chair is proposed in accordance with the HTAi procedures and the other Co-Chair is proposed by i-HTS. Both Co-Chairs shall be members of HTAi in good standing.
- 7.1.2 The nomination process occurs in the spring of each year.
- 7.1.3 Any member of the Interest Group may be nominated for the HTAi Co-Chair position; self-nominations are accepted. Each nomination shall be supported by at least one member of the Steering Committee.
- 7.1.4 If there is one nomination for the HTAi Co-Chair, the Steering Committee will be asked to approve the nomination.
- 7.1.5 If there is more than one nomination for the HTAi Co-Chair, voting will be organized through the HTAi Secretariat to ensure confidentiality. The person receiving the highest number of votes by the IG members will be elected.
After the HTAi Co-Chair's first three-year term, the Steering Committee has the option of:
 - Re-appointing the HTAi Co-Chair to serve for a second three-year term, if they have expressed interest to continue in the role.
 - Appointing a new HTAi Co-Chair as outlined in section 7.1. The outgoing HTAi Co-Chair will revert to a normal member of the Steering Committee for the term outlined in section 8.
- 7.1.6 After the i-HTS Co-Chair's first three-year term, the Steering Committee in collaboration with i-HTS has the option of:
 - Re-appointing the i-HTS Co-Chair to serve for a second three-year term, if they have expressed interest to continue in the role.
 - Appointing a new i-HTS Co-Chair. The outgoing i-HTS Co-Chair will revert to a normal member of the Steering Committee in accordance with section 8.
- 7.1.7 This process will take place in April to allow the appointment to be made by the Steering Committee before the Annual Business Meeting.

7.2 Steering Committee Member

- 7.2.1 Any member of the IG who wishes to become a member of the Steering Committee will be asked to demonstrate how they are active in the field of disinvestment and early awareness of new technologies. Preference will be given to those members who have actively participated in the IG. New members will be approved by the Steering Committee.

8.0 Steering Committee Terms of Office

- 8.1 The term of Co-Chairs shall be three (3) years. The Co-Chairs may be re-appointed for another term of three (3) years for a maximum of two consecutive terms or six (6) years of service.
After a period of at least three (3) years has passed after serving a term of six (6) consecutive years, an HTAi member in good standing may be elected again as Co-chair.

- 8.2 The term of Steering Committee Member(s) shall be three (3) years. The Steering Committee Member may be re-elected for another term of three (3) years for a maximum of two consecutive terms or six (6) years of service. After a period of at least three (3) years has passed after serving a term of six (6) consecutive years, HTAi member in good standing may be elected again as a Steering Committee member.
- 8.3 Technical Officer(s)'s term shall coincide with the terms of their contract.
- 8.4 The term extensions beyond the above shall be approved by the Board of Directors for extenuating situations only.

9.0 Quorum

- 9.1 Quorum for Annual Business Meeting shall be at least 10 members.
- 9.2 Quorum for Interest Group meetings shall be 10 members.
- 9.3 Quorum for Steering Committee meetings shall be 3 members.

10.0 Interest Group Operations

10.1 Meetings

The Interest Group will have a business meeting at the Annual Meeting of the Society. Other meetings will be scheduled when appropriate. The Steering Committee will have meetings when needed.

10.2 Remuneration of Members

Interest Group members shall receive no remuneration for their service. The Technical Officer is a contracted position to the Interest Group and receives a small stipend.

10.3 Conflict of Interest Declaration and Management

Conflict of Interest declaration and management is done in accordance with Board approved Conflict of Interest Policy and Procedure. All Interest Group members should familiarize themselves with it and act accordingly.

10.4 Confidentiality

The Interest Group members should not disclose confidential information. The Co-Chairs will advise of any confidential information. Any Interest Group member can ask that specific information they bring forward be treated as confidential.

11.0 Review

Review of these Terms of Reference shall take place every three (3) years or as directed by the Board of Directors.

Approved date: October 26, 2022

Review date: September 2025