

HTAi Hospital-Based HTA (HB-HTA) Interest Group

Terms of Reference

1.0 Purpose

The HTAi Hospital-Based HTA (HB-HTA) Interest Group is a service to members who are professionals involved or have interest in the use of HTA logic at hospital level in order to support both managerial and clinical decision-making processes.

This Interest Group is dedicated to:

- Provide an area for members of HTAi who are developers and users of Health Technology Assessment (HTA) in hospital settings.
- Promote awareness and enlarge knowledge on Hospital-Based HTA.
- Share principles, values and methods as a fundamental step to accelerate the adoption of an HTA approach at hospital level.
- Propose methodological approaches for Hospital-Based HTA.
- Identify and share best practice relating to HTA initiatives at hospital level.
- Collect and discuss desirable trends of collaboration between National/Regional HTA and Hospital-Based HTA programs.
- Share information, insights, and work on collaborative projects.

2.0 Establishment

The HTAi Interest Groups are a service to members and they are established by a resolution of the Board. The Hospital-Based HTA Interest Group (HB-HTA IG) was established in 2006, in order to serve as a forum for focused discussions among professionals in the use of HTA at a hospital level in order to support both managerial and clinical decision-making process.

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 did 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 who provide administrative support to the Interest Group and who work in accordance with their contract reviewed and signed annually.
- 3.3 HTAi members in good standing who wish to join an 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 Chair.

4.0 Responsibilities

- 4.1 **Interest Group Members are responsible for the following:**
 - a. Elect its Co-Chairs.
 - b. Elect its Steering Committee.
 - c. Attend an Annual Business Meeting (ABM) of the Interest Group.
 - d. Share their expertise and knowledge on Hospital-Based HTA.

4.2 **Steering Committee is responsible for the following:**

- a. Prepare and conduct two (2) events a year (webinar or in-person pre-conference workshop).
- b. Set up Interest Group and Steering Committee meeting and event/webinar schedule and adhere to it.
- c. At least twice a year report to the members of the Interest Group of the current and forthcoming activities.
- d. Yearly conduct the Annual Business Meeting (ABM) of the Interest Group.
- e. Yearly conduct the Technical Officer evaluation and make a decision to extend the contract or hire a new Technical Officer.
- f. Complete evaluation of Chair and/or Co-Chair at the end of each term.
- g. Review its Terms of Reference every three (3) years and make a recommendation to the Board of Directors.
- h. Twice a year submit the material for the HTAi newsletter.
- i. Develop a work plan that aligns with the objectives of the Society Strategic Plan and adhere to it.

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

- a. Provide leadership to the HB-HTA Steering Committee and Interest Group.
- b. Chair the meetings of the HB-HTA Steering Committee and Interest Group.
- c. Set up the agenda for the HB-HTA Steering Committee meetings and Interest Group meetings.
- d. Lead the evaluation of the Technical Officer.
- e. Ensure the HB-HTA Interest Group operates in compliance with the Interest Group Policy and Procedure.
- f. Present the report to the HB-HTA Interest Group members at the Annual Business Meeting.
- g. Represent the Interest Group at the HTAi Interest Group Steering Committee (IGSC). The Co-Chairs can agree in selecting one (1) Co-Chair to represent the Interest Group at the IGSC to ensure Committee continuity and meeting attendance consistency. This representative must attend at least three (3) out of four (4) IGSC meetings a year. If the representative cannot attend, then the other Co-Chair may attend instead.
- h. Draft the annual workplan to share with Steering Committee and Interest Group members.
- i. Draft and submit funding proposals to HTAi in accordance with the Policy and Procedure for Interest Group Funding.
- j. Coordinate specific projects with the support of the Technical Officer (TO).

4.4 **Technical Officer is responsible for the following:**

- a. Work closely with the IG Co-Chairs and Steering Committee.
- b. Maintain IG Members contact lists.

- c. Schedule meetings, draft and circulate agenda, and take minutes.
- d. Draft communications and HTAi newsletter materials, maintain website, etc.
- e. Perform all other activities specified in the contract.

5.0 Accountability

The HB-HTA Interest Groups is accountable to its members and the HTAi Board of Directors.

6.0 Steering Committee Composition

- 6.1 The Interest Group Steering Committee will consist of the following members:
 - 6.1.1 Two (2) Co-Chairs
 - 6.1.2 One (1) Technical Officer
 - 6.1.3 Five (5) Steering Committee members

7.0 Election Process

7.1 Co-Chairs

- 7.1.1 The Co-Chairs are elected by IG Members during the IG Annual Business Meeting. Members shall participate and vote in person or virtually (if technically possible) or by proxy.
- 7.1.2 Three months before the end of the terms or a resignation, the Co-Chairs shall direct the Technical Officer to circulate a call for interest among the Interest Group members.
- 7.1.3 All IG Members in good standing (see Section 3.1), including the Steering Committee members, are eligible to run for the Co-Chair position.

7.2 Steering Committee Members

- 7.2.1 When a vacancy on the Steering Committee becomes available due to the end of term or a resignation of the member, the Co-Chairs shall direct the Technical Officer to circulate a call for interest.
- 7.2.2 All IG Members in good standing (see Section 3.1) are eligible to run for the Steering Committee position.
- 7.2.3 The Steering Committee candidates will be asked to demonstrate how they are active in the field of Hospital-based HTA.
- 7.2.4 The Steering Committee shall review and approve the nominations. IG Members elect the Steering Committee members at the Annual Business Meeting or when election is necessary for the Steering Committee quorum in the same manner as the election of the Co-Chairs. The results of the election will be announced at the following meeting of the Interest Group.

8.0 Steering Committee Terms of Office

- 8.1 The term of the Co-Chairs shall be three (3) years. The Co-Chairs 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 members in good standing may be elected again.
- 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.

- 8.3 After a period of at least three (3) years has passed after serving a term of six (6) consecutive years, HTAi members in good standing may be elected again as a Co-Chair or a Steering Committee member.
- 8.4 Technical Officer(s)'s term shall coincide with the terms of their contract.
- 8.5 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 (ABM) shall be 5 members.
- 9.2 Quorum for Interest Group meetings shall be 15% +1 members.
- 9.3 Quorum for Steering Committee meetings shall be 3 members.

10.0 Interest Group Operations

10.1 Meetings

- a. The Interest Group will undertake the majority of its work virtually by email and teleconference/webinar.
- b. The Co-Chairs schedule regular meetings with the Technical Officer (at least once every month).
- c. The Steering Committee must meet at least once per quarter (minimum four (4) meetings a year).
- d. Interest Group Members shall participate in the Annual Business Meeting (one (1) per year) which is held during the HTAi Annual Meeting.
- e. IG Members shall participate in the events organized by the IG during the year (at least two (2) per year) to share experience or being updated about IG activities.

10.2 Projects/Activities

- a. During the Annual Business Meeting a call for HB-HTA relevant topic and activity proposals is launched.
- b. Co-Chairs and members of the SC prioritize proposals and select those that will be included in the following year workplan.
- c. Co-Chairs and the Steering Committee members are responsible for the oversight and leadership of the projects.
- d. Each IG Member, with relevant experience and competency, can contribute to projects.
- e. A call to participate in each project shall be circulated to all IG Members. The Technical Officer shall collect the nominations. The Steering Committee shall review and select the candidates.

10.3 Funding sources

- a. HTAi HB-HTA Interest Group can submit proposals to request funding for specific projects in accordance with the Policy and Procedure for Interest Group Funding.
- b. The Interest Group may apply with other organizations to support specific short-term costs (such as workshops, travel costs, etc.). Any funding for specific activities, such as workshops or projects, must be provided in an unrestricted manner, i.e., the funder shall have no influence in the organization.

10.4 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.

10.5 **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.

10.6 **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