

HTAi Information Retrieval Interest Group

Terms of Reference

1.0 Purpose

The HTAi Information Retrieval Interest Group (IRG) is a service to members who have an interest in information resources, discussing literature search methodologies and investigating technologies appropriate to HTA work. This Interest Group is dedicated to exchanging information and sharing expertise for advancing processes, methodology, and information retrieval tools.

2.0 Establishment

HTAi Interest Groups are a service to members, and they are established by a resolution of the HTAi Board of Directors.

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 Chair and Vice-Chair.
 - b. Elect its Steering Committee.
 - c. Attend an Annual Business Meeting of the Interest Group.
 - d. Collaborate on and promote information retrieval methods and technologies appropriate to HTA.
 - e. Develop and maintain SuRe Info, a web resource providing research-based information relating to information retrieval aspects.
 - f. Exchange information and share expertise for advancing processes, methodology and tools.
 - g. Showcase relevant research and publications, and inform members to events and resources of interest.
- 4.2 **Steering Committee is responsible for the following:**
 - a. Prepare and conduct two (2) events a year (webinar or in-person preconference workshop).
 - b. Set up the meetings of the Information Retrieval Interest Group (IRG) and IRG Steering Committee and the 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 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 Vice-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 Chair and Vice-Chair are responsible for the following:

- a. Provide leadership to the IRG Steering Committee and IRG members.
- b. Chair the meetings of the IRG Steering Committee and IRG.
- c. Set up the agenda for the IRG Steering Committee meetings and IRG meetings.
- d. Lead the evaluation of the Technical Officer.
- e. Ensure the Interest Group operates in compliance with the Interest Group Policy and Procedure.
- f. Present the report to the Interest Group members at the Annual Business Meeting.
- g. Represent the Interest Group at the HTAi Interest Group Steering Committee (IGSC). The Chair and Vice-Chair agree to represent the Interest Group at the IGSC to ensure Committee continuity and meeting attendance consistency. They must attend at least three (3) out of four (4) IGSC meetings a year.

5.0 Accountability

The Information Retrieval Interest Group is accountable to its members and the HTAi Board of Directors.

6.0 Steering Committee Composition

6.1 The Interest Group will consist of the following members:

- 6.1.1 Chair and Vice-Chair
- 6.1.2 One (1) Technical Officer (TO)
- 6.1.3 Past Chair
- 6.1.4 Two (2) Interest Group members

7.0 Election Process

7.1 Chair and/or Vice-Chair

- 7.1.1 When the term as IRG Chair ends or becomes available due to a resignation, the Vice Chair will succeed into the position of Chair.
- 7.1.2 When the Vice Chair position becomes available due to the succession or resignation, the Chair shall direct the TO circulate a call for nominations among the Interest Group members. If more than one member wishes to

become the new Vice-Chair, an online election shall take place. If no election is required, the Steering Committee shall approve the candidate. The name of the new Vice-Chair shall be announced at the IRG Annual Business meeting or as soon as the election is complete.

7.2 Steering Committee Member

- 7.2.1 When a position on the Steering Committee becomes open, a call for nominations among the IRG shall be circulated. The current Steering Committee members will approve the candidates and arrange an online election. The new Steering Committee Members will be announced at the IRG Annual Business meeting or as soon as the election is complete.

8.0 Steering Committee Terms of Office

- 8.1 The term of Chair/Vice-Chair shall be three (3) years covering three (3) consecutive Annual Meetings. The Chair 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.
- 8.2 The term of Steering Committee Member(s) shall be three (3) years covering three (3) consecutive Annual Meetings. 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 three (3) consecutive years, HTAi member in good standing may be elected again as a 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 the Annual Business Meeting shall be five (5) IRG members.
- 9.2 Quorum for Interest Group meetings shall be 5 (five) IRG members.
- 9.3 Quorum for Steering Committee meetings shall be three (3) members.

10.0 Interest Group Operations

10.1 Meetings

Work will be carried out by email and e-meetings. Processing of proposals for new groups and group project descriptions shall take place as often as needed, at the call of the Chair. Progress reports shall be reviewed at least yearly. All correspondence between the Committee and the working groups / project groups goes through the Chair.

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 Chair 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