

HTA in Developing Countries Interest Group (DCIG)

Terms of Reference

1.0 Purpose

The HTAi HTA in Developing Countries Interest Group is a service to members who reside or have interest in developing countries. This Interest Group is dedicated to sharing members' experiences, activities, resources, opportunities for education and training, discussing ideas and projects, needs, challenges and solutions that are specific to the developing countries. DCIG is a communication platform to help advancing HTA in developing countries.

2.0 Establishment

HTAi Interest Groups are a service to members, and they are established by a resolution of the Board. DCIG was established in 2008 at the Annual Meeting in Montreal, Canada.

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 Officer who provides 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 Vice-Chair
 - b. May attend the Annual Business Meeting of the Interest Group
 - c. Attend regularly scheduled meetings of Interest Group
 - d. Familiarise themselves with the Terms of Reference
 - e. Share local updates and information
- 4.2 Steering Committee is responsible for the following:
 - a. Set up Interest Group and Steering Committee meeting and event/webinar schedule and adhere to it.
 - b. Prepare and conduct two (2) events a year (webinar or in-person preconference workshop).
 - 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 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 Interest Group members and Steering Committee.
 - b. Chair the meetings of the Steering Committee and Interest Group.
 - c. Set up the agenda for the Interest Group meetings and Steering Committee 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 Groups Steering Committee to ensure Committee continuity and meeting attendance consistency. The Chair or Vice-Chair or his/her delegate must attend at least three (3) out of four (4) Interest Groups Steering Committee meetings a year.

5.0 Accountability

The DCIG 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
 - 6.1.2 Vice-Chair
 - 6.1.3 One (1) Technical Officer, a non-voting member
 - 6.1.4 Minimum of three (3) Steering Committee members

7.0 Election Process

- 7.1 Chair and Vice-Chair
 - 7.1.1 At the end of the Chair's term or 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 Technical Officer to circulate a call for interest among the Interest Group members.
 - 7.1.3 Online election will take place with the Secretariat support. The election results will be reviewed by the Steering Committee and announced to the IG members at the DCIG 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, the Chair shall direct the Technical Officer to circulate a call for interest among the DCIG members. The Chair shall review the applications and make a recommendation to the Steering Committee. The Steering Committee shall elect new members by a majority vote. The new Steering Committee members shall be announced at the DCIG Annual Business Meeting or as soon as the appointment is complete.

8.0 Steering Committee Terms of Office

- 8.1 The term of the Chair and Vice-Chair shall be three (3) years. The Chair and Vice-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.

- 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 Vice-Chair or a Steering Committee member.
- 8.4 Technical Officer'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 ABM shall be five (5) members
- 9.2 Quorum for Interest Group meetings shall be five (5) members
- 9.3 Quorum for Steering Committee meetings shall be three (3) members

10.0 Interest Group Operations

10.1 Meetings

DCIG shall have up to 6 meetings a year held over video-conference. The Steering Committee shall have up to six (6) meetings a year.

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, 2023

Review date: October 2026