

HTAi Public Health Interest Group

Terms of Reference

1.0 Purpose

The HTAi Public Health Interest Group (PHIG) is a service to members who are involved or have interest in public health. This Interest Group is dedicated to

- Raising awareness on the importance of HTA to evaluate public health interventions for promoting health, preventing diseases and preserving and/or ensuring sustainable healthcare and social infrastructures;
- Facilitating the development and application of appropriate methodologies and HTA approaches in the area of public health;
- Engaging with diverse stakeholders to strengthen intra-sectorial cooperation of major importance in the area of HTA and public health.

2.0 Establishment

The HTAi Interest Groups are a service to members and they are established by a resolution of the Board. The PHIG was established in 2019 after two groups merged, the Initiatives for Public Health Outcomes Research and Measurement (InPHORM) Interest Group and the Assessment of Vaccines Programs (AVP) Interest Group.

3.0 Members of Interest Group

- 3.1 All members of the Interest Group, as well as the members of the Steering Committee, 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 Members of the Interest Group can resign at any time by providing notice to the Chair.

4.0 Responsibilities

- 4.1 **Interest Group Members are responsible for the following:**
 - a. Elect its Co-Chairs.
 - b. May attend the Annual Business Meeting (ABM) of the Interest Group which is held during the HTAi Annual Meeting.
 - c. Participate in the events organized by the IG during the year to share experience and receive updates about the IG activities (there is an expectation that member will attend two (2) events per year).

4.2

Steering Committee is responsible for the following:

- a. Develop a work plan that aligns with the objectives of the Society's Strategic Plan and adhere to it.
- b. Prepare and conduct two (2) events a year (for example, a webinar or in-person workshop).
- c. Set up the meetings of the Interest Group and the Steering Committee and the events/webinars schedule and adhere to it.
- d. At least twice a year report to the members of the Interest Group of the current and forthcoming activities.
- e. Yearly conduct the Annual Business Meeting (ABM) of the Interest Group.
- f. Yearly conduct the Technical Officer evaluation and make a decision to extend the contract or hire a new Technical Officer.
- g. Complete the evaluation of Co-Chairs at the end of each term.
- h. Review the Terms of Reference of the IG every three (3) years and make a recommendation to the Board of Directors.
- i. Twice a year submit the material for the HTAi newsletter.
- j. Develop and implement the Interest Group external communications.
- k. Seek opportunities to collaborate with other HTAi IGs where relevant to projects.
- l. Provide public health insights to other HTAi IG proposals where relevant.
- m. Propose, assess, and evaluate collaboration opportunities with other organisations/stakeholders working in the field.

4.3

Interest Group Co-Chairs are responsible for the following:

- a. Provide leadership to the PHIG Steering Committee and Interest Group.
- b. Chair the meetings of the PHIG Steering Committee and Interest Group.
- c. Set up the agenda for the PHIG Steering Committee meetings and Interest Group meetings.
- d. Draft the annual work plan to share with Steering Committee and Interest Group members.
- e. Provide feedback on performance and lead the evaluation of the Technical Officer.
- f. Ensure that the PHIG operates in compliance with Interest Group Policy and Procedures.
- g. Present an annual report to the PHIG members at the Annual Business Meeting.
- h. Represent the Interest Group at the HTAi Interest Group Steering Committee (IGSC). The Co-Chairs agree to represent the Interest Group at the IGSC to ensure Committee continuity and meeting attendance consistency. At least one of the Co-Chairs is expected to attend at least three (3) out of four (4) IGSC meetings a year.

- 4.4 **Technical Officer is responsible for the following:**
- a. Work closely with the Co-Chairs and the Steering Committee to support them in their roles.
 - b. Maintain accurate IG Members contact lists.
 - c. Schedule meetings, draft and circulate agenda, take and distribute minutes.
 - d. Draft communications and HTAi newsletter material.
 - e. Perform all other activities as specified in the contract of employment.

5.0 Accountability

The PHIG is accountable to its members and to 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, a non-voting member
 - 6.1.3 Up to five (5) Interest Groups members

7.0 Election Process

7.1 Co-Chairs

- 7.1.1 The Co-Chairs are elected by IG members whenever a position becomes available due to end of term or resignation.
- 7.1.2 Three (3) 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.
- 7.1.4 Online election will be organized by the Secretariat.

7.2 Steering Committee Members

- 7.2.1 When a vacancy on the Steering Committee becomes available due to end of term or resignation of the member, the Co-Chairs shall direct the Technical Officer to circulate a call for interest among IG members.
- 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 candidate shall be required to demonstrate how they best suit the open position. Preference will be given to those members who have actively participated in the IG. New members will be approved by the Steering Committee by majority vote. The new members will be announced to all IG members by the Technical Officer via e-mail.

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 (2) 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. 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 Steering Committee member.

8.3 Technical Officer'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 (ABM) shall be 5 members.

9.2 Quorum for Interest Group meetings shall be 10 members.

9.3 Quorum for Steering Committee meetings shall be 4 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.

b. The Co-Chairs schedule regular meetings with the Technical Officer one every two months.

c. The Steering Committee must have the minimum of two (2) 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 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, 2023

Review date: October 2026