

# Policy Forum Advisory Committee

## Terms of Reference

### 1.0 Purpose

The HTAi Policy Forum Advisory Committee (PFAC) is an umbrella committee aligned with the strategic direction of the Society to review the operating models within and between the Forum Series, to ensure consistency and efficiency across the Fora, to review the impact, longevity and to respond to queries raised by the members, to provide clear direction on the Series, with an ultimate objective of supporting the scientific and financial sustainability for the Fora and the Society.

### 2.0 Establishment

This is a standing committee.

### 3.0 Responsibilities

- 3.1 Provide strategic direction and oversight to the Policy Fora Series.
- 3.2 Identify the consistencies and discrepancies across the Series, and to streamline where appropriate for operational and financial efficiency.
- 3.3 Respond to member queries and review member suggestions as appropriate to support continuous improvement for the Policy Forum series.
- 3.4 Support the Organizing Committees of each Forum in identifying mechanisms for dissemination of the content of the meetings in a consistent and professional manner, while protecting the integrity and anonymity of the members of the Fora.
- 3.5 Identify patterns in content and scientific synergies, and inconsistencies across the Fora and recommend improvement.
- 3.6 Support broader engagement from the membership, to review the current process for membership of the Fora, and to create mechanisms for wider participation and impact.
- 3.7 Develop key performance indicators and evaluation processes for the Fora.
- 3.8 Support the Board decision making by developing and reviewing criteria to recommend establishing additional/new Fora, or to sunset an existing Forum.
- 3.9 To actively engage with other committees (e.g., Business Development Committee, Scientific Development and Capacity Building Committee) to facilitate collaborative and consistent activity across the Society, and to identify opportunities for improving Policy Forum functioning.
- 3.10 Maintain the sustainability of regional Policy Fora, include leaders from regional HTA bodies.
- 3.11 Continue to develop the Global Policy Forum to influence HTA policy internationally.

### 4.0 Accountability

The Policy Forum Advisory Committee is accountable to the HTAi Board of Directors.

## 5.0 Committee Composition

- 5.1 Chair – a member of the HTAi Board, past President of HTAi, or past Policy Forum Chair
- 5.2 One (1) member of the HTAi Board, in the event the Chair is not a current Board member.
- 5.3 Chair of the HTAi Asia Policy Forum.
- 5.4 Chair of the HTAi LATAM Policy Forum.
- 5.5 Chair of the HTAi Global Policy Forum.
- 5.6 Three (3) not-for-profit member organization representatives (one per Forum).
- 5.7 Two (2) for-profit member organization representatives.
- 5.8 Up to two (2) designated longstanding members (at least 8 years) of the Society.

## 6.0 Terms of Office

- 6.1 The terms of office for Chair of the Committee, Board members and Policy Forum Chairs are linked to the term of office of their main role.
- 6.2 The incoming Chair will shadow at least two (2) PFAC meetings before the current Chair transitions from the role to ensure business continuity.
- 6.3 The terms of office for the other members are three (3) years and can be extended for another three (3) years, to a maximum of six (6) years of service.
- 6.4 Member term extension is decided upon by the PFAC Chair at the end of each current term.
- 6.5 New members can be nominated by current or outgoing PFAC committee members or HTAi Board members when a call is opened.
- 6.6 Members will be accepted to the committee by a majority vote and ratified by the Board of Directors.
- 6.7 Members can resign from the PFAC at any point during their tenure. The PFAC Chair will send a call for interest to fill the vacancy.

## 7.0 Responsibilities of Committee Members

Members are expected to:

- 7.1 Familiarize themselves with the Committee's Terms of Reference.
- 7.2 Attend each regularly scheduled Committee meeting.
- 7.3 Come to meetings prepared to engage in respectful, meaningful discussion and provide considered, constructive and thoughtful feedback and commentary, express opinions and ask questions to enable the Committee to exercise its best judgment in decision making and advising the HTAi Board of Directors.
- 7.4 Act in the best interests of HTAi in accordance with the Society's Mission, Vision, Values, and Strategic Plan.
  - 7.4.1 With the focus on membership and partnership recruitment; knowledge sharing, and financial stability and good governance.

## 8.0 Quorum

Quorum shall be 6 voting members of the Committee. All issues are to be decided by a simple majority vote. In the event of a tie, the Chair will have a casting vote.

## 9.0 Committee Operations

### 9.1 Meetings

The PFAC will meet four times a year. Meetings will usually be held via teleconference; the PFAC will meet face-to-face, when possible, once a year at the HTAi Annual meeting. Where possible, suitable arrangements will be made to accommodate differential time zones.

### 9.2 Secretarial Support

The Executive Director of the Society, Events Manager, and a Coordinator provide administrative support and facilitation, including:

- 9.2.1 Setting up meetings.
- 9.2.2 Preparing agendas.
- 9.2.3 Taking minutes.
- 9.2.4 Preparing reports and bringing relevant information forward to the Committee for discussion.
- 9.2.5 Updating the Policy Advisory Committee TOR and membership list on the website.

### 9.3 Remuneration of the Committee Members

Policy Forum Advisory Committee Members shall receive no remuneration for their service.

### 9.4 Conflict of Interest Declaration and Management

The conflict of interest is managed according to the HTAi Conflict of Interest Policy and Procedure.

- 9.4.1 The Committee Member shall promptly declare any real or perceived conflict of interest and ask that such declaration be recorded in the minutes.
- 9.4.2 The Committee Member shall refrain from all discussion of, and voting on, the matter giving rise to the conflict of interest.
- 9.4.3 The Committee Member shall excuse himself/herself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed.
- 9.4.4 The Committee Member shall return to the meeting after the matter giving rise to the conflict of interest has been discussed and/or voted on.

### 9.5 Confidentiality

The Committee Chair will advise of any confidential information. The committee members shall not disclose confidential information. Any member of the committee can ask that specific information they bring forward be treated as confidential.

## 10.0 Review

Review of these terms of reference shall take place every two years or as directed by the HTAi Board of Directors.