

# HTAi Policy Forum Series Organizing Committees Terms of Reference

## 1.0 Purpose

The HTAi Policy Forum series provides a unique opportunity for senior individuals from public and private sector organizations using HTA to support decisions or recommendations about product development and coverage to interact with one another, members of the HTAi Board, and invited international experts. It is the opportunity for strategic discussions about the present state of HTA, its development and implications for health systems, industry, patients and other stakeholders. Discussions are informed by the scientific literature and perspectives of individuals reflecting on experiences in their own organizations, but without the constraints associated with discussions of specific products or organizational policies. Each Forum is governed by a term-based organizing committee formed from the Forum membership.

This Terms of Reference reflects the purpose and remit of those Organizing Committees that support each of the HTAi Policy Forum Series. Currently, this includes the HTAi Global Policy Forum; the HTAi Asia Policy Forum and the HTAi Latin America Policy Forum. Any differences, particularly related to the operational aspects of each individual organizing committee are stated within the addendum to this overarching Terms of Reference.

## 2.0 Establishment

This is an operational committee.

## 3.0 Responsibilities

- 3.1 Support the relevant Policy Forum in organizing the meeting;
- 3.2 Advise the relevant Policy Forum Organizing Committee (PFOC) Chair and Scientific Secretary on the development of Forum meetings and written materials such as the background paper and journal papers;
- 3.3 Support the selection of meeting locations;
- 3.4 Steer the identification and development of the meeting topic;
- 3.5 Support the appointment of the relevant Policy Forum Chair and Scientific Secretary during the recruitment process;
- 3.6 Advise on the development of content and potential speakers for the Policy Forum panel at the Annual Meeting;
- 3.7 Advise and support the recruitment of new member organizations to the Policy Forum Series when a call for expressions of interest is opened;
- 3.8 Advise and support the recruitment of individuals to the relevant Policy Forum Organizing Committee when a call for applications is opened;
- 3.9 Review feedback provided by Policy Forum members and form recommendations for improvement to the relevant meeting.

## 4.0 Accountability

The Organizing Committees are in place to provide informed direction to the relevant Chair, Scientific Secretary, Policy Forum Advisory Committee (PFAC), and Secretariat.

## 5.0 Committee Composition

- 5.1 Each PFOC shall consist of the following members:
  - 5.1.1 Chair (non-voting member);
  - 5.1.2 Scientific Secretary (non-voting member);
  - 5.1.3 Board President (non-voting member – in the case of the Global Policy Forum Organizing Committee only);
  - 5.1.4 A minimum of three not-for-profit representatives;
  - 5.1.5 A minimum of three for-profit representatives.

- 5.2 Observers may be invited to join a PFOC meeting at the request, or with the agreement, of the relevant Policy Forum Chair.

## 6.0 Terms of Office

- 6.1 Term of Office for the Chair is three years, with the possibility of re-applying for a further three year term (max six year term). The outgoing Chair shall stay on the Committee for six months to ensure smooth Committee transitioning or mentoring the new Chair;
- 6.2 Term of Office for the Scientific Secretary is two years, with the possibility of re-applying for a further two year term (max four year term);
- 6.3 Term of Office for regular committee member is three years, with the possibility of being invited to extend for a further three year term (max six year term);
- 6.4 When a PFOC position becomes available, a call for expressions of interest will be circulated among Society members. In the case of the Global Policy Forum Organizing Committee (GPFOC), only Forum members are eligible to fill these vacancies. In the case of the Asia Policy Forum Organizing Committee (APFOC) and Latin America Policy Forum Organizing Committee (LATAM PF OC), only applications from individuals with HTA experience in the region will be considered
- 6.5 Committee members can resign at any time during their term with written notice to the relevant Chair and/or Secretariat.

## 7.0 Responsibilities of Committee Members

Members are expected to:

- 7.1 Familiarize themselves with the Committee's Terms of Reference;
- 7.2 Attend at least 70% of annually scheduled PFOC meetings;
- 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 relevant Chair, Scientific Secretary, Policy Forum Advisory Committee (PFAC), and Secretariat;
- 7.4 Act in the best interests of the Society in accordance with its 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 four voting members of the Committee.

## 9.0 Committee Operations

### 9.1 Meetings

The meetings will take place in accordance with each PFOC meeting schedule described in the Addendum.

### 9.2 Secretariat Support

The Secretariat provides administrative support and facilitation to each PFOC, including but not limited to:

- 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 PFOC TOR and membership list on the website.

### 9.3 Remuneration of the Committee Members

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

- 9.3.1 [Code of Conduct and Conflict of Interest Policy and Procedure](#) Conflict of interest is managed according to the HTAi Code of Conduct and Conflict of Interest Policy and Procedure.

### 9.4 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 Board of Directors.

Approved date: January 25, 2025 Next Review date: January 2027

## Addendum

### **Items Specific To Each Policy Forum**

#### **Global Policy Forum (GPF)**

- The GPF occurs once a year, typically in Q1. Locations typically alternate between Europe and North America.

#### **Frequency, location, timing, and method of meetings**

- Two face-to-face meetings of the Organizing Committee will take place annually, following the GPF meeting (Q1) and following the Business and Topic Scoping Meeting (at the HTAi Annual Meeting).
- Up to eight teleconferences will be scheduled outside of these face-to-face meetings.

#### **Asia Policy Forum (APF)**

- The APF occurs once a year, typically in Q4.
- APF meetings are held in countries throughout Asia, typically in conjunction with a host agency/organization.
- APF members (both not-for-profit and for-profit members) are invited on a per-meeting basis. Organizing Committee members may be asked to assist in identification of appropriate representatives each year.

#### **Frequency, location, timing, and method of meetings**

- One face-to-face meeting of the Organizing Committee may take place after the APF meeting (Q4) and/or during the HTAi Annual Meeting.
- Up to six teleconferences will be scheduled outside of these face-to-face meetings.

#### **Latin America Policy Forum (LATAM PF)**

- The LATAM PF occurs once a year, typically in Q3 (will revert back to its original April timing in 2026).
- LATAM PF meetings are held in countries throughout Latin America.
- LATAM PF meetings are conducted in Spanish (with English translation available).

- LATAM PF Organizing Committee meetings are conducted in English.
- All Organizing Committee members should be proficient in understanding and speaking Spanish and English.
- LATAM PF members (both not-for-profit and for-profit members) are invited on a per-meeting basis. Organizing Committee members may be asked to assist in the identification of appropriate representatives each year.

**Frequency, location, timing, and method of meetings**

- One face-to-face meeting of the Organizing Committee may take place after the LATAM PF meeting (Q3) and/or during the HTAi Annual Meeting.
- Up to six teleconferences will be scheduled outside of the face-to-face meeting.