

HTAi Early Careers Network Interest Group

Terms of Reference

1.0 Purpose

The HTAi Early Careers Network Interest Group (ECN IG) is a service to members who are involved or have interest in Health Technology Assessment (HTA) and are early in their HTA careers (defined as recently graduated students in HTA or related fields such as epidemiology, health economics, etc. and newcomers in HTA). This Interest Group aims to encourage the use of robust research methodology by HTA early career professionals and students. The ECN IG aims to connect members in their early careers across different IGs, promote awareness and enhance knowledge on HTA in local environments.

2.0 Establishment

The HTAi Interest Groups are a service to members and they are established by a resolution of the Board. The ECN IG was established in 2011.

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 works 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 who succeeds in the position of Chair at the end of the term.
 - b. Elect its Steering Committee.
 - c. May attend the Annual Business Meeting (ABM) of the Interest Group which is held during the HTAi Annual Meeting.
 - d. Participate in the events organized by the IG during the year – at least two (2) per year – to share experience or receive an update about IG activities.
- 4.2 **Steering Committee is responsible for the following:**
 - a. Develop a work plan that aligns with the objectives of the Society Strategic Plan and adhere to it.
 - b. Form task forces based on the needs of the Interest Group sub-projects and provide governance, strategy and oversight of the plans and deliverables of these sub-projects.

- c. Prepare and conduct two (2) events a year (webinars or in-person pre-conference workshops).
- d. Set up Interest Group and Steering Committee meeting and event/webinar schedule and adhere to it.
- e. At least twice a year report to the members of the Interest Group of the current and forthcoming activities.
- f. Yearly conduct the Annual Business Meeting (ABM) of the Interest Group.
- g. Yearly conduct the Technical Officer evaluation and make a decision to extend the contract or hire a new Technical Officer.
- h. Complete the evaluation of the Chair at the end of each term.
- i. Review the Terms of Reference of the IG every three (3) years and make a recommendation to the Board of Directors.
- j. Twice a year submit the material for the HTAi newsletter.
- k. Identify and evaluate potential collaboration opportunities with other organisations working in the field.

4.3 **Interest Group Chair is responsible for the following:**

- a. Provide leadership to the ECN IG Steering Committee and Interest Group.
- b. Chair the meetings of the ECN IG Steering Committee and Interest Group.
- c. Set up the agenda for the ECN IG Steering Committee meetings and Interest Group meetings.
- d. Draft the annual work plan to share with Steering Committee and Interest Group members.
- e. Lead the evaluation of the Technical Officer.
- f. Ensure that the ECN IG operates in compliance with the Interest Group Policy and Procedure.
- g. Present the report to the ECN IG members at the Annual Business Meeting.
- h. Represent the Interest Group at the HTAi Interest Groups Steering Committee (IGSC). The Chair shall 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.

4.4 **Interest Group Vice-Chair is responsible for the following:**

- a. Support the Chair in all their tasks.
- b. Assume the functions and responsibilities of the Chair in their absence, incapacity, or at the request of the Chair.
- c. Exercise such other powers and perform such other duties as may from time to time be prescribed by the Steering Committee.
- d. Represent the Interest Group at the HTAi Interest Groups Steering Committee (IGSC) if the Chair is unable to attend. The Vice-Chair shall represent the Interest Group at the IGSC to ensure Committee continuity and meeting attendance consistency.

4.5 **Technical Officer is responsible for the following:**

- a. Work closely with the Chair and Vice-Chair and Steering Committee.
- b. Maintain IG Members contact lists.
- c. Schedule meetings, draft and circulate agenda, and take minutes.
- d. Draft communications and HTAi newsletter material.

- e. Perform all other activities specified in the contract.

5.0 Accountability

The ECN IG 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 One (1) Chair
 - 6.1.2 One (1) Vice-Chair
 - 6.1.3 One (1) Technical Officer, a non-voting member
 - 6.1.4 One (1) Past-Chair
 - 6.1.5 Three (3) members of the Interest Group
 - 6.1.6 One (1) representative of each task force, non-voting members.

7.0 Election Process

7.1 Chair

- 7.1.1 When the term as ECN IG Chair ends or becomes available due to a resignation, the Vice-Chair will succeed into the position of Chair.

7.2 Vice-Chair

- 7.2.1 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 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 appoint the candidate. The name of the new Vice-Chair shall be announced at the Annual Business Meeting or as soon as the election is complete.

7.3 Steering Committee members

- 7.3.1 When a position on the Steering Committee becomes open, a call for nominations among the ECN IG shall be circulated. The current Steering Committee members will review the applications, approve the candidates to stand for election, and direct the Technical Officer to arrange an online election. New Steering Committee members will be announced at the Annual Business Meeting or as soon as the election is complete.

8.0 Steering Committee Terms of Office

- 8.1 The term of Chair shall be two (2) years. At the end of their term, the Chair succeeds into position of Past Chair.
- 8.2 The term of Vice-Chair shall be two (2) years. At the end of the term, the Vice-Chair shall succeed into position of Chair.
- 8.3 The term of Past-Chair shall be two (2) years.
- 8.4 The term of a Steering Committee member shall be two (2) years. The Steering Committee member may be re-elected for another term of two (2) years for a maximum of two consecutive terms or four (4) years of service.
- 8.5 Technical Officer's term shall coincide with the terms of their contract.

8.6 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 5 members.

9.3 Quorum for Steering Committee meetings shall be 3 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 Chair and Vice-Chair schedule regular meetings with the Technical Officer bi-monthly.
- c. The Steering Committee must have minimum four (4) 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: March 27, 2024

Review date: March 2027