

Interest Groups Advisory Committee's Terms of Reference

1.0 Purpose

The HTAi Interest Groups Advisory Committee (IGAC) provides an oversight to support the activities and development of all HTAi Interest Groups (IGs). The IGs are specialized multi-stakeholder communities within the Society focused on key HTA-related topics. They provide a dedicated platform for members to engage in focused, collaborative efforts that drive professional exchange, advance methodologies, and develop best practices in HTA. The IGs are recognized as being one of the most important services for HTAi members.

2.0 Establishment

This is a standing committee of the Board of Directors. It was named "Interest Groups Steering Committee (IGSC)" until June 14, 2025.

3.0 Responsibilities

- 3.1 To work in collaboration with the HTAi Board of Directors and Secretariat to align the efforts of the IGs with the Mission, Vision and Strategic Plan of the Society.
- 3.2 To provide a conduit for communication across the IGs and to support each other's activities where there is overlap or synergies.
- 3.3 To provide recommendations to the HTAi Board of Directors on optimal mechanisms to support the development, operations and positive impact of the IGs on the HTA community.
- 3.4 To identify and address gaps in IG activities, including interactions with other HTAi Committees, to enhance support for the HTAi membership, Journal, Annual Meeting, Policy Forums, and other core functions of the Society.
- 3.5 To assist with the development of guidelines and processes for the communication and dissemination of products produced by the IGs.
- 3.6 To develop and review funding criteria for the IGs and make recommendations to the Board of Directors as appropriate.

4.0 Accountability

The Interest Groups Advisory Committee (IGAC) is accountable to the HTAi Board of Directors.

5.0 Committee Composition

- 5.1 The Interest Groups Advisory Committee (IGAC) shall consist of the following members:
 - 5.1.1 Chair; it shall be the HTAi Vice President, or the immediate Past President if the Vice Presidency is vacant or the Vice President is unable to fill this role.
 - 5.1.2 Up to two (2) members of the HTAi Board of Directors (including the Committee Chair).
 - 5.1.3 The Chairs of all Interest Groups (i.e., Chair, Co-Chairs, Vice-Chairs); Chair, Co-Chairs, and Vice-Chair can all attend the IGAC meetings but, regardless of who is in attendance, each Interest Group can express one vote only.

6.0 Terms of Office

- 6.1 Term of Office for the Chair shall coincide with their term as Vice President or the immediate Past President.
- 6.2 The outgoing Chair should remain on the Committee or make themselves available to support the work of the new Chair and provide business continuity to the Committee for six (6) months after their term ends.
- 6.3 Term of Office for the member of the Board in the Committee shall coincide with their term on the Board.
- 6.4 Term of Office for the Chairs of the Interest Groups shall coincide with the term of their position.
- 6.5 The maximum term of service shall be two (2) terms to a maximum of six (6) consecutive years of service.
- 6.6 When a position became available, a call for interest will be circulated to the Board of Directors; their appointment shall be ratified by the Board of Directors or Executive Committee.
- 6.7 The Chairs of the Interest Groups are appointed to this Committee *ex officio* by virtue of their position. No formal appointment is needed.
- 6.8 Members can resign from the IGAC at any point during their tenure.

7.0 Responsibilities of Committee Members

Members are expected to:

- 7.1 Familiarize themselves with the Committee's Terms of Reference.
- 7.2 Attend scheduled Committee meetings. At least one IG representative (Chair, Co-Chair, Vice-chair) shall attend each of the four (4) scheduled meetings each year. Chairs who are unable to attend must notify the Secretariat providing justification.
- 7.3 Come to meetings prepared to engage in respectful, meaningful discussions 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 Board of Directors.
- 7.4 Act in the best interests of HTAi in accordance with the Society's Mission, Vision, Values, and Strategic Plan with focus on membership retention, partnership recruitment, knowledge sharing, financial stability and good governance.

8.0 Quorum

Quorum shall be five (5) voting members of the Committee (i.e., five Interest Groups).

9.0 Committee Operations

9.1 Meetings

Four (4) meetings per year quarterly or at the call of the Chair. Meetings are usually held virtually.

9.2 Secretarial Support

The HTAi Secretariat provide administrative support and facilitation, including: i) Setting up meetings; ii) Preparing agenda; iii) Taking minutes; iv) Preparing reports or other material to support the Committee's work; v) Provide support to the Interest Groups' Steering Committees and the Technical Officers in their tasks.

9.3 Remuneration of the Committee Members

The members of the Interest Groups Advisory Committee (IGAC) shall receive no remuneration for their service.

9.4 Conflict of Interest Declaration and Management

- 9.4.1 The conflict of interest is managed according to the HTAi Conflict of Interest Policy and Procedure.
- 9.4.2 The Committee members shall promptly declare any conflict of interest and ask that such declaration be recorded in the minutes.
- 9.4.3 The Committee members shall refrain from all discussion of, and voting on, the matter giving rise to the conflict of interest.
- 9.4.4 The Committee members shall excuse themselves from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed.
- 9.4.5 The Committee members 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 members shall not disclose confidential information. The Committee Chair will advise of any 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 three (3) years or as directed by the Board of Directors.

Approved date: June 14, 2025

Review date: June 14, 2028