

DRAFT STATEMENT of PROCEDURE			
Procedure Name:	Scientific Secretary Recruitment	Approved:	Sep-26-2024
Procedure Type:	Policy Forums	Effective:	Sep-26-2024
Scope:	Defines the recruitment procedures of the Policy Forum Scientific Secretaries	Next Review:	In 4years
Issued to:	Board of Directors, Policy Forum Scientific Secretaries and Candidates, and Secretariat	Responsibility for review:	Manager, Policy Forums & Events

Scientific Secretary Recruitment Procedure

Approved by the Board of Directors September 2024

Review required every 4 years

1.0 Context

The delivery of the Policy Forum Series relies on contracted support from Scientific Secretaries.

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Members of the Policy Forum Series or members in good standing may nominate themselves or others (with prior consent) for the Scientific Secretary position. The initial term is two (2) years. Upon receiving positive evaluations, the Scientific Secretary may continue for an additional two-year term. After a maximum of four (4) consecutive years, they may reapply for an additional two-year term through an open call for applications. After serving six (6) years, they must take at least two (2) years off before being eligible to reapply.

2.0 Status Update of Current Scientific Secretary Contracts

Policy Forum	Term
Global Policy Forum	2024 – 2025
Asia Policy Forum	2024 – 2025
Latin America Policy Forum	2024 – 2025

3.0 Recruitment timelines

Recruitment begins approximately 4 months prior to the current Scientific Secretary's end of term or notice of resignation. The recruitment is conducted by opening call for applications at the end of the r term or when the position becomes available due to resignation

4.0 Eligibility Screening and Interview Process

1. The HTAi Secretariat will screen all applicants for eligibility.
2. Eligible candidates will be interviewed by the relevant Policy Forum Chair, one (1) Not-For-Profit member of the relevant PFOC, one (1) For-Profit member of the relevant PFOC, and a member of the Secretariat who works closely with this position.
3. The interview panel will provide their recommendations to the Board of Directors. The Scientific Secretary shall be approved by a resolution of the Board of Directors.

5.0 Summary of Role Description for Scientific Secretaries

1. The Policy Forum Scientific Secretary prepares the Background Paper and other scientific materials to support the Policy Forum, this includes a short report of the meeting for those attending, a longer journal paper for IJTAHC based upon the meeting, as well as providing presentations during the Forum itself and at the Annual Meeting (further details below).
2. The Scientific Secretary works closely with the Policy Forum Chair and Secretariat in accordance with clearly documented scientific and administrative processes and timelines. The Policy Forum Chair and Organizing Committee steer the content of the scientific materials, but the Scientific Secretary is expected to be the lead author of the Background Paper and any other scientific documents.
3. The Scientific Secretary is responsible for working with the Chair to finalize the content of the Meeting Agenda.

6.0 Responsibilities of the Scientific Secretary

1. Prepare an outline to guide a scoping discussion on the selected topic, in close collaboration with the Policy Forum Chair;
2. Join the scoping discussion for the Policy Forum and develop summary notes of the key points from the discussion and materials developed during the discussion;
3. Join teleconference meetings of the Policy Forum Organizing Committee (PFOC) and discussions with the Policy Forum Chair and Secretariat as required throughout the 12-month period (meetings are arranged to accommodate the availability of all parties wherever possible);
4. Lead the drafting, in close consultation with the Policy Forum Chair, Organizing Committee and the broader HTAi community, of a Background Paper to support discussions at the Policy Forum, and to be made available on the website;
5. Contribute to the development of the agenda for the Policy Forum meeting;
6. Attend the Policy Forum meeting and provide a presentation on the Background Paper;
7. Lead the drafting, in close consultation with the Policy Forum Chair and Organizing Committee, of a short meeting report for Forum members;
8. Lead the drafting, in close consultation with the Policy Forum Chair and Policy Forum members, a journal article for IJTAHC based on discussions at the meeting and meeting materials;
9. Attend the Annual Meeting and provide a presentation.

7.0 Compensation

1. Compensation is an honorarium for deliverables across a 12-month period.
2. It is expected that the Scientific Secretary will be recognized as the lead author for those materials where they lead the drafting. Forum meetings and materials attract considerable interest at a senior level in the HTA field, and it is hoped that this might be helpful to the standing and career of the Scientific Secretary.
3. It will be necessary to disclose financial compensation of the work done when requested and it should be noted that undertaking contracted services with financial recompense precludes an individual from nominating themselves to the Board of Directors.
4. Travel (best available economy air fare) and pre-approved accommodation costs to attend the Policy Forum meeting will be covered or reimbursed.

5. Travel (best available economy air fare) and pre-approved accommodation (standard room) to attend the Annual Meeting will be reimbursed and complimentary registration to the Annual Meeting will be covered by the Society.

8.0 Essential Qualifications

1. An understanding of the work of HTAi.
2. Scientific curiosity.
3. Strong writing skills (in English; and for the LATAM PF, also in Spanish).
4. Excellent oral communication skills (in English; and for the LATAM PF, also in Spanish).
5. Proven track record as a lead author of peer-reviewed articles.
6. An internationally recognized track record in policy work, relevant to HTA, as demonstrated by relevant publication record and academic and/or policy positions.
7. Experience in successfully supporting complex policy and/or scientific discussions.
8. An understanding of the perspectives of both for-profit and not-for-profit organizations in HTA and health system policy,
9. A proven record of willingness and experience of working flexibly and successfully, with a team of colleagues around the world in the development of scientific materials.
10. Strong communication, project management and relationship building skills,
11. A flexible schedule given the ebb and flow expected in the workload over the year.

9.0 Desirable Qualifications

A track record of work relevant to the chosen topic.

10.0 Reporting Structure

The Scientific Secretary reports to the Executive Director or designate.