

HTAi Annual Meeting Beijing, 2020 International Scientific Program Committee Terms of Reference

Background, Purpose and Remit

The International Scientific Program Committee (ISPC) of the Annual Meeting is responsible for developing the Scientific Program of the HTAi Annual Meeting. The ISPC is a standing committee which is selected annually.

Responsibilities include:

- Determining the main theme and three sub-themes (plenary themes) of the meeting, with the objective of building on content of past years, and reflecting the current state of the field of HTA
- Ensuring that the Annual Meeting Scientific Program reflects the professional interests of the overall membership
- Invitation of the keynote and plenary speakers ensuring no repetition from year's prior, ensuring gender equity and geographical diversity
- Assist with attracting local sponsorships
- Overseeing the scientific content related to panel, workshops, orals, vignettes and poster submission and selection
- Developing special sessions (if required)
- Thematic grouping of conference content, and overall program structure
- Individual ISPC members who are considered to be significant leaders in their fields may also be formally tasked with driving scientific excellence in the conference program through recruitment of abstract and panel submissions and the participation of important scientific figures
- Selecting and proposing award recipients to the Executive Committee
- Criteria for workshops, panel and abstract review will be maintained by the ISPC and reviewed by the AMC for use over multiple years.

Compensation: ISPC Co-Chairs will be provided complimentary registration to their respective Annual Meeting to recognise their significant contribution to the Meeting.

Membership

The ISPC is the committee responsible for the development of the conference scientific program. It is international in composition and represents a range of major constituencies within HTAi (including the for-profit and not-for-profit sectors) as well as reflecting a diversity of expertise and scientific interests. The ISPC includes significant leaders in disciplines related to HTA.

Membership reflects gender, geography, stakeholder group (e.g. HTA, payer, patient, industry), extent of engagement with HTAi (e.g. IGs, previous ISPC; mix of history & new) – and to ensure cross-pollination with the LOC. If more than 20 ISPC members are selected, the establishment of an executive group is mandatory.

The ISPC will have three co-chairs in 2020, who are nominated by the host organisation, reviewed by the AMC and ratified by the HTAi Board. The full ISPC membership is subject to Board approval and is confirmed 24-18 months prior to the conference so that it may meet in person at the Annual Meeting taking place one year prior to the meeting under development.

The host organisation in consultation with the ISPC co-chairs will nominate the ISPC membership, which will be reviewed by the AMC and ratified by the Board. In appointing the ISPC members, continuity of membership should be considered. ISPC members should be eligible for appointment up to three consecutive years to serve a full term for the preparation of an Annual Meeting.

Governance and Reporting:

In the 24-18 months prior to the Annual Meeting, the ISPC co-chairs should hold conference calls approximately quarterly with LOC co-chairs and more frequently as necessary. The Secretariat will act as a communication hub to the Executive Committee and Board of Directors. Beginning 24-18 months prior to the meeting, ISPC and Secretariat will jointly submit (one page) progress reports on action items to the Executive Committee and Board at each of its meetings. These reports should provide updates on: plenary and other special sessions; submission and review of proposals for panel, oral, poster and workshop sessions.

Committee members are required to hold all information and material shared with them through the course of their committee work in strict confidence. Confidential information may not be shared outside of the Committee without the expressed written permission of HTAi or when compelled by law.

Frequency, location, timing and method of meeting

The ISPC shall meet as required ahead of the meeting (approximately monthly), at the call of the Chair. Online meeting (Go To Meeting) or teleconference service will be provided by the Secretariat.

Support arrangements

The ISPC is supported by the HTAi Annual Meeting Team, overseen by the HTAi Executive Director.

Transparency

Members of the International Scientific Planning Committee are expected to declare any potential conflicts of interest prior to discussion of specific items to the Co-Chairs. If the Co-Chairs deem a conflict of interest is present, the Chair will request the following:

- A minor conflict of interest: an individual does not contribute to a discussion.
- A more significant conflict of interest: an individual is asked to leave the discussion until the matter is completed.

In all cases, any Conflict of Interest and agreement regarding how it has been addressed will be noted in the meeting minutes.

Approval

The HTAi Board of Directors, based on the recommendation of the Annual Meeting Committee, has responsibility for approval and regular review of this Terms of Reference.

Last review: March 2019