

MINUTES
HTAi Annual General Meeting
June 17, 2019
Museum Ludwig, Heinrich-Böll-Platz, 50667 Cologne, Germany

1.0 Welcome

HTAi President Sean Tunis called the Annual General Meeting to Order at 18:30 CET. The quorum was present.

2.0 Approval of Agenda

President Sean Tunis requested approval of the 2019 Annual General Meeting agenda.

MOTION

It was moved and seconded that the agenda of the 2019 Annual General Meeting be approved as presented.

Motion carried.

3.0 Approval of the 2018 AGM Minutes

President Sean Tunis requested approval of the 2018 Annual General Meeting minutes.

MOTION

It was moved and seconded that the minutes of the 2018 Annual General Meeting be approved as presented.

Motion carried.

4.0 President's Report

President Sean Tunis provided his report to the Members for the year in review. The following items were highlighted:

- HTAi Secretariat's capacity had expanded greatly over the past two years:
 - Major increase in the proportion of annual meeting functions was brought in house;
 - Major increase in functional support for global and regional policy forums;
 - Improved quality and sophistication of financial reporting and management.
- The HTAi Board of Directors and Secretariat staff were acknowledged for their work and dedication.

- **Membership Update**
 - Membership continued a steady growth: 1497 members from 71 countries which was 34% increase of members compared to 2018, and 29% increase in represented countries from 2018.

- **Annual Meeting Updates**
 - 2018 Annual Meeting in Vancouver had 882 attendees from 56 countries.
 - A note of thanks to the hosts in Canada (CADTH/IHE).
 - Sponsorship revenue was \$485,000.00 USD.
 - An update on planning for the 2020 Annual Meeting in Beijing was provided.

- **Policy Forum Updates**
 - **Global:** *"Real-World Evidence in the Context of HTA Processes – from Theory to Action"* worked under the leadership of Laura Sampietro-Colom, Chair, and Wija Oortwijn, Scientific Secretary. The composition of this forum remained steady with 17 for-profit and 17 not-for-profit member organizations.
 - **Asia:** *"Improving Access to High-Cost Technologies"* worked under the leadership of Brendon Kearney, Chair, and Linda Mundy, Scientific secretary.
 - The first-ever consensus statement was produced.
 - The composition of this forum included 13 for-profit sponsor companies, 12 countries, patient representative, and WHO.
 - **LATAM:** *"The Link Between HTA and Decision Making for Resource Allocation"* worked under the leadership of Laura Sampietro-Colom, Chair, and Andres Pichon-Riviere and IECS, Scientific secretary.
 - PF was followed by a national free workshop day with 500 registrants (with MoH, Argentina)
 - The composition of this forum included 11 for-profit sponsor companies, 12 countries, two patient representatives, and PAHO.
 - The outgoing GPF Chair, Laura Sampietro-Colom, was thanked for her contribution and leadership. The incoming Chair for 2020-22 Dan Ollendorf was welcomed.

Interest Group Updates

- 60% of the HTAi members participated in one or more of the Interest Groups.
- All Interest Groups were supported by a technical officer, administrative support to the Chair.
- New Interest Groups were launched in Cologne: Medical Devices and Public Health.
- The result of Interest Groups' contributions to the Society and the HTA community was demonstrated by the following outcomes:
 - IMI PARADIGM and other patient engagement materials;
 - Open access publications, infographics, and other resources;
 - SuReInfo, AdoptHTA repositories;
 - Early Career Network handbook;
 - VALIDATE HTA and online ethics course;
 - Disinvestment toolkit;
 - Numerous workshops, panels, and webinars.

Update on Other Activities

- The Society held its first meeting in Sub-Saharan Africa in Accra, Ghana, in September 2018. There were 100 invited participants from 9 countries.
- The Society worked with two HTAi standing committees on the accreditation process for use of HTAi logo with a pilot phase to take place in the second half of 2019.

5.0 Treasurer's Report

HTAi Treasurer Marco Marchetti presented audited financial statements for the fiscal year ending December 31, 2018. The financial statements were prepared by the Society's auditor, MNP. The following items were highlighted:

- The 2018 Audited Financial Statements were posted on the HTAi website.
- The auditor expressed the opinion that no material errors were identified. They also noted that they did not identify any deficiencies in internal controls related to financial processes in accordance with Canadian accounting standards for not-for-profit organizations.
- The auditors presented their findings to the Finance & Audit Committee on June 5, 2019. The HTAi Board of Directors reviewed the audited financial statement on June 15, 2019.

Stephanie Mitty, HTAi Financial Advisor, virtually joined the meeting at 19:06 CET.

Stephanie Mitty reviewed the following documents:

- Statement of Operations and Statement of Financial Position.

No questions or concerns were raised by the Members.

2019 Audited Financial Statements

As per the Society by-laws, the membership is required to approve the appointment of the Society auditors for the upcoming financial audit for the year ending December 31, 2019.

MOTION

It was moved and seconded that MNP to conduct the HTAi Audit for the year ending December 31, 2019."

Motion carried.

Stephanie Mitty left the meeting at 19:16 CET.

6.0 2019 Board Election Results

President Sean Tunis formally expressed appreciation to the outgoing Board Members (2016-2019):

- Alric R  ther, Director
- Kalipso Chalkidou, Director
- Yingyao Chen, Director
- Isao Kamae, Director

- President Sean Tunis transitioned into the position of Past President.

President Sean Tunis congratulated the newly elected Board Directors for the term 2019-2022:

- Iñaki Gutierrez-Ibarluzea, President
- Wija Oortwijn, Vice President
- Jani Mueller, Director
- Leonor Varela, Director
- Wim Goettsch, Director
- Catherine Holliday, Director

7.0 2021 Annual Meeting Location

The 2021 Annual Meeting would be held in Manchester, UK. NICE would be the local host organization.

8.0 Any Other Business

No other business was discussed.

9.0 Adjournment

On behalf of the HTAi Board of Directors, President Sean Tunis thanked the HTAi membership for their continued support.

The Annual General Meeting of Members was adjourned at 19:21 CET.