

MINUTES
HTAi Annual General Meeting of Members
June 22, 2020, 7:30 MDT
Virtual Meeting
GoToWebinars

HTAi President Iñaki Gutierrez-Ibarluzea called the Annual General Meeting to order at 7:35 MDT. He confirmed that the quorum was present. The President stated that the Annual General Meeting of Members was held each year, according to the Society's Bylaws, to provide the benefits of Board accountability, a celebration of our successes, a review of the matters to be improved, community building, and planning for the future. 2020 brought great change to the world; global inter-personal but not social distancing measures created the need for applying technological solutions for collaboration and participation. HTAi offered its Members the first virtual Annual General Meeting in HTAi's history. The Secretariat ensured that each voting member in attendance was able to vote.

1.0 Approval of the Minutes of the 2019 Annual General Meeting

The President requested approval of the 2019 Annual General Meeting of Members minutes.

MOTION

Moved/Seconded: Wija Oortwijn/Marco Marchetti
BE IT RESOLVED THAT

"The minutes of the 2019 Annual General Meeting of Members be approved as presented."

Motion carried.

2.0 Matters Arising from the Minutes

There were no matters arising from the minutes.

3.0 President's Report

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

- Overview of the HTAi Strategic Plan goals:
 - Expand the membership;
 - Expand the presence of HTAi globally;
 - Advance the field through knowledge production, sharing, and capacity development;
 - Ensure continued financial stability and good governance.

- **Membership Update**

The cancelation of the in-person Annual Meeting caused the decline of the membership numbers: 62 Organizational Members in 2020 compared to 79 in 2019, and 450 Individual Members compared to 880 in 2019. By moving the Annual Meeting to the digital platform and offering highly relevant content, the HTAi expected to increase its membership.

- **Annual Meeting Updates**

- 2019 Annual Meeting in Cologne had more than 1,200 attendees and outstanding scientific program was offered.
- With tremendous regret and sadness, we would not be meeting in Beijing for the 2020 Annual Meeting for the reasons outside of our control.
- Thank you to our Local Hosts:
 - China National Health Development Research Centre (CNHDRC) – Dr. Kun Zhao;
 - Fudan University and the Key Lab of Health Technology Assessment, National Health Commission (Fudan University) (KLHTA) – Dr. Ying-Yao Chen.
- Thank you to our 2020 International Scientific Program Committee (ISPC):
 - Dr. Wei Fu (CNHDRC);
 - Dr. Yonghao Gui (Fudan University);
 - Prof. Brendon Kearney (HealthPACT).
- 2020 Virtual Annual Meeting would offer an excellent, high quality scientific programme. Although the in-person meeting could not take place, we would deliver that content virtually.

- **Scientific Initiatives Updates**

- HTA definition and HTA Glossary were developed as a result of the joint action between INAHTA and HTAi;
- Scientific collaboration with HTAsiaLink, EUnetHTA, RedETSA, ISPOR, English Editorial Board of the HTA Glossary, and the WHO;
- Endorsement by EuroScan;
- Ukraine Workshop;
- MENA Policy Forum;
- EU funded projects: IMI Paradigm, IMI Perl;
- HTAi-ISPOR Deliberative Processes Task Force;
- HTAi accreditation pilot and Society quality endorsement;
- Curriculum development on HTA;
- COVID-19 Task Force offered free webinars on the subject;
- HTA training sessions, resources, and more services offered to members than ever.
- WHO scientific initiatives:
 - DECIDE Hub;
 - WHO Europe Balkan region workshop February 11-13, 2020: Workshop on systems development for health technology and intervention assessment in support of universal health coverage in the WHO European Region.

- **Partnership with International Journal of Technology Assessment in Health Care (IJTAHC) by Cambridge University Press**

- Editor-in-Chief - Dr. Wendy Babidge;
- Articles in progress: 56 in 2017; 44 in 2018; 36 in 2019, 45 in 2020;

- Time to decision averaged: 60 days in 2017; 52 days in 2018, 43 days in 2019; 52 days in May 2020; [71 days in March 2020 – COVID-19 impacted timeliness];
 - 130 articles received up to May 2020, with 33% acceptance rate;
 - HTA definition article published in the first view and would be the lead article in Issue 3 (June/July 2020);
 - Impact factor 1.418 (new impact factor was due out in July).
- **Policy Fora Updates**
 - **Global Forum 2020** was held in New Orleans – “*Guide to Constructing Principles for Deliberative Processes in HTA*” – worked under the leadership of Dr. Dan Ollendorf, Chair;
 - **Latin America Policy Forum: "Technology Prioritization Mechanisms for HTA Agencies"** worked under the leadership of Dr. Laura Sampietro-Colom, Chair, and IECS, Scientific secretary. The incoming Chair Dr. Hector Castro was welcomed.
 - The Forum was originally scheduled to take place in Brasilia, Brazil but was rescheduled to be delivered digitally.
 - **Asia Pacific Policy Forum 2019** took place in Hanoi, Vietnam.
 - Forum 2020 was deferred to spring 2021 to be held in Japan.
 - This Forum worked under the leadership of Prof. Brendon Kearney, Chair, and Linda Mundy, Scientific secretary.

The President thanked the following committees for their work:

- Executive Committee;
- Finance and Audit Committee;
- Annual Meeting Committee;
- Policy Forum Advisory Committee;
- Interest Groups Steering Committee;
- Scientific Development and Capacity Building Committee;
- Business Development Committee;
- Stakeholder Engagement Committee.

The President thanked the following Interest Groups for their work:

- Public Health;
- Disinvestment and Early Awareness;
- Early Career Network;
- Ethics;
- Hospital-Based HTA;
- HTA in Developing Countries;
- Information Retrieval;
- Patient & Citizen Involvement;
- Medical Devices;
- Regulatory Interactions and Conditional Coverage was replaced by Real World Evidence and Artificial Intelligence.

The HTAi Board of Directors and Secretariat staff were acknowledged for their work and dedication.

4.0 Executive Director's Report

Executive Director Daniel Lalonde presented his report on the work of the Secretariat. He spoke on the following main topics:

- The commitment of the Society to its strategic goals to expand the membership and the presence of HTAi globally, to advance HTA through knowledge production, sharing, and capacity development, and to ensure continued financial stability and good governance.
- The positive and negative impact of the COVID-19 pandemic on the Society's Members, Secretariat staff, and events. The Society seized a new opportunity to move to digital delivery of the key meetings and pulled together important thought leaders coalescing around HTA as a powerful mechanism in assisting a global pandemic response.
- The Society developed strong financial controls, with a focus on reserve fund management which now, in conjunction with expense controls, and a considerable support package to sustain staff and wages from the Canadian government would help the organization to navigate through the crises.
- The Secretariat had been rapidly implementing new technological systems to improve services to Members – Interest Group listserv technology to upgrade communications for these key contributors, GoToWebinar platform to provide an alternative to face-to-face meetings, and a new events and association management software platform to meet the needs of our growing service line.
- The Secretariat staff update was provided. The employees were primarily based in Edmonton, and some employees were in Ottawa, the United Kingdom, and Singapore.
- The Executive Director encouraged the meeting participants to participate and spread the word out on the upcoming virtual events over the remainder of this year – the 2020 Annual Meeting, LATAM Policy Forum, and Ukraine workshop – and take advantage of the wide selection of content that the Society would offer at each of these significant global events.

5.0 Treasurer's Report

5.1 Review of the Audited Financial Statement for the Year Ending at December 31, 2019

HTAi Treasurer Marco Marchetti presented the audited financial statements for the fiscal year ending at December 31, 2019. The financial statements were prepared by the Society's auditor, MNP LLP. The following items were highlighted:

- The 2019 Audited Financial Statements were posted on the HTAi website for Members' review.
- The auditor expressed the opinion that no material errors were found. 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 and Audit Committee on May 19, 2020. In accordance with HTAi Bylaw 11.1, the Board of Directors reviewed and accepted the audited financial statement at its meeting on June 19, 2020; and recommended it for review and approval to the Members at the Annual General Meeting.

The President requested approval of the Audited Financial Statement for the year ending at December 31, 2019.

MOTION

Moved/Seconded: Wija Oortwijn/Karen Facey

WHEREAS according to the HTAi Bylaw 8.6 the Treasurer is responsible for overseeing the production of annual financial statements which must be submitted to the Members at the Annual and General Meetings; and,

WHEREAS according to the HTAi Bylaw 9.4 an audited financial statement for the previous year shall be submitted at the Annual General Meeting of the Members for their approval;

THEREFORE, BE IT RESOLVED THAT

“The HTAi audited financial statement for the year ending at December 31, 2019, be approved as presented.”

Motion carried.

5.2 Appointment of Auditor

The President requested the appointment of the auditor for the Society.

MOTION

Moved/Seconded: Wija Oortwijn/Marco Marchetti

WHEREAS according to the HTAi Bylaw 9.1 the Members shall at each General Meeting appoint an auditor to audit the accounts of the Society for reporting to the Members at the next Annual General Meeting; and,

WHEREAS MNP LLP has been the auditor for HTAi since 2015;

THEREFORE, BE IT RESOLVED THAT

“MNP LLP be appointed as the auditor for HTAi for the fiscal year ending at December 31, 2020.”

Motion carried.

6.0 Announcement of 2020 Board of Directors Election Results

The President formally expressed appreciation to the outgoing Directors Karen Facey and Rabia Kahveci who had completed their terms; and Hector Castro who had accepted the Latin America Policy Forum Chair position and resigned from his Director position. Hector Castro remained on the Board as Observer. The President also thanked Board Observer Ying-Yao Chen for his contributions.

The three Director positions were open for nominations for the 2020-2023 Board of Directors' term. Past President Sean Tunis chaired the Nominating Committee. The other two Committee members were Alric Ruether and Keng Ho Pwee. An independent electoral service administered the voting for Members that took place from April 22 to May 15, 2020. The Board of Directors reviewed the election results at its meeting on May 26, 2020; and confirmed that the election was completed in accordance with the nomination and election guidelines.

The President announced the 2020 Board of Directors election results and welcomed new Board members:

- Ms. Vania Canuto from Brazil;
- Dr. Franz Waibel from Switzerland;
- Dr. Grace Huang from Taiwan.

The President announced the Board of Directors for the 2020-2021 term.

- Iñaki Gutierrez-Ibarluzea, President
- Wija Oortwijn, Vice President
- Sean Tunis, Past President
- Marco Marchetti, Treasurer
- Franz Pichler, Secretary
- Jani Mueller, Director
- Leonor Varela-Lema, Director
- Wim Goettsch, Director
- Catherine Holliday, Director
- Vania Canuto, Director
- Franz Waibel, Director
- Li Ying Huang, Director

7.0 2021 Annual Meeting Location

The 2021 Annual Meeting would take place June 19-23, in Manchester, UK. The theme of the Annual Meeting would be *Innovation Through HTA*. The following plenary themes were announced:

- 1) Innovative definitions of evidence;
- 2) Innovating in HTA at the heart of decision-making;
- 3) Patients at the heart of innovation.

The local host organizations were announced as follows:

- National Institute for Health and Care Excellence (NICE);
- Health Improvement Scotland (HIS);
- All Wales Therapeutics and Toxicology Centre (AWTTC).

8.0 Announcement of the 2022 Annual Meeting Location

The President informed the Members that the Board took a more proactive and strategic approach to the selection of the location for the 2022 Annual Meeting. At the January 2020 Board meeting in New Orleans, Colombia was chosen for the 2022 Annual Meeting. The Secretariat would reach out to local organizations to determine the local host and venue.

Adjournment

On behalf of the HTAi Board of Directors, President Iñaki Gutierrez-Ibarluzea thanked the HTAi membership for their continued support and attending this meeting. He invited the participants to join the Global Policy Forum Panel Session that was offered after this meeting.

The Annual General Meeting of Members was adjourned at 8:25 MDT.