

# Scientific Development and Capacity Building Committee

## Terms of Reference

### 1.0 Purpose

The purpose of the Scientific Development and Capacity Building (SDCB) Committee is to streamline the scientific direction of the Society, providing guidance and developing the HTA capacity around the world and build up an efficient learning environment within HTAi. The SDCB has primary responsibility for the quality assurance of the materials to be endorsed by the Society.

### 2.0 Establishment

This is a standing committee.

### 3.0 Responsibilities

- 3.1 Set priorities and carry out the strategic direction for advancing scientific development and capacity building.
- 3.2 Create sub-committees or working groups to support the Committee's functions and approve terms of reference for such bodies.
- 3.3 Recommend to the Board of Directors, jointly with the relevant Committees, evaluation and monitoring mechanisms including key performance indicators and metrics for advancing scientific knowledge and supporting capacity building.
- 3.4 Participate in a peer review process of applications received by HTAi for endorsement.
- 3.5 Review periodically and ensure accuracy of "Scientific Development" and "Capacity Building" definitions.
- 3.6 Conduct an assessment within the Society, and beyond, to ensure relevance and added value of establishing a new initiative.
- 3.7 Identify potential mechanisms for dissemination of material produced or endorsed by the Committee.
- 3.8 Review the Committee's communication plans and assist in developing strategic direction for communication through different media.
- 3.9 Consider the potential model for online materials, resources and other capacity building tools and toolkits.
- 3.10 Establish potential collaborative partnerships along various projects undertaken by HTAi.
- 3.11 Conduct the evaluation of the applications for the HTAi Educational Scholarship and Jill Sanders Memorial Scholarship and make a decision on the scholarship recipient(s).
- 3.12 Conduct the evaluation of related scientific activities to make a decision on the best activity for an Award.

### 4.0 Accountability

The Scientific Development and Capacity Building Committee is accountable to the HTAi Board of Directors.

## 5.0 Committee Composition

5.1 The Scientific Development and Capacity Building Committee shall consist of the following members:

- 5.1.1 Chair – a member of the HTAi Board, or an HTAi member in good standing
- 5.1.2 One (1) member of the HTAi Board, in the event the Chair is not a current Board member
- 5.1.3 One (1) representative from the Interest Group Steering Committee
- 5.1.4 One (1) representative from the Business Development Committee
- 5.1.5 One (1) representative from the Policy Forum Advisory Committee
- 5.1.6 One (1) representative from Patient and Citizen Involvement Interest Group
- 5.1.7 Up to six (6) members of HTAi in good standing who are selected by the SDCB based on the individual experience and capacity to support the goals of the Committee.

## 6.0 Terms of Office

- 6.1 Term of Office for the Chair will coincide with their term as a Board Member or three (3) years in the event that the Chair is not a Board member.
- 6.2 Term of Office for Committee members shall be three (3) years with a possibility of extension for another three (3) year term for a maximum of six (6) consecutive years of service. After a period of at least three (3) years has passed after serving a term of six (6) consecutive years, the HTAi member in good standing can apply to serve on this Committee again.
- 6.3 How to become members of the Committee:
  - 6.3.1 If a position becomes available for the representative groups, a call for interest will be circulated within the specific group based on the skills matrix developed by the SDCB. That representative group will nominate a member(s) to this Committee. The SDCB will review the applications/nominations and make a recommendation to the Executive Committee or the Board of Directors for appointment.
  - 6.3.2 If there is a general vacancy, a call for interest will be circulated to the Society members. The SDCB will review the applications and make a recommendation to the Executive Committee or the Board of Directors for appointment.
- 6.4 Resignations: Members can resign from the SDCB 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 each regularly scheduled Committee meeting. Members must attend at least four (4) of the six (6) scheduled meetings each year. Members who fail to attend the required number of meetings without extenuating circumstances may be required to resign at the request of the Chair.
- 7.3 Come to meetings prepared to engage in respectful, meaningful discussion 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 Take part in a peer review process (group of 3 members) for any applications received by HTAi for endorsement. The SDCB will be responsible for organizing reviewers accordingly depending on their expertise. If the topic is not covered by the expertise of SDCB members, it is the responsibility of the SDCB to seek external reviewers. The peer reviewers will recommend to the SDCB to either accept; reject or request revisions, which should be addressed before the materials are accepted. The SDCB will review the recommendation and will seek agreement to endorse them. If the SDCB does not find consensus, the Executive Committee will decide about endorsement. Applications coming from outside HTAi will always need a final Executive Committee decision.
- 7.5 Act in the best interests of the HTAi in accordance with the Society's Mission, Vision, Values, and Strategic Plan.
  - 7.5.1 Focus on membership and partnership recruitment, knowledge sharing, financial stability, and good governance.

## 8.0 Quorum

Quorum shall be six (6) voting members of the Committee.

## 9.0 Committee Operations

### 9.1 Meetings

Meetings are held every second month virtually; with the possibility to meet more frequently as necessary, and on short notice, by the Committee Chair. There will also be, when possible, a face-to-face meeting at the HTAi Annual Meeting.

- 9.1.1 All issues are to be decided by a simple majority vote. In the event of a tie, the Chair will have a casting vote.

### 9.2 Secretarial Support

The HTAi Secretariat provides administrative support and facilitation, including:

- 9.2.1 Set up meetings;
- 9.2.2 Prepare agendas;
- 9.2.3 Take minutes;
- 9.2.4. Prepare reports and bring relevant information forward to the Committee for discussion for their meetings;
- 9.2.5 Update the Scientific Development and Capacity Building TOR and membership list on the website.

### 9.3 Remuneration of the Committee Members

Scientific Development and Capacity Building Committee Members shall receive no remuneration for their service.

### 9.4 Conflict of Interest Declaration and Management

The conflict of interest is managed according to the HTAi Conflict of Interest Policy and

## Procedure.

9.4.1 The Committee Member shall promptly declare any conflict of interest and ask that such declaration be recorded in the minutes.

9.4.2 The Committee Member shall refrain from all discussion of, and voting on, the matter giving rise to the conflict of interest.

9.4.3 The Committee Member shall excuse himself/herself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed.

9.4.4 The Committee Member 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 two years or as directed by the Board of Directors

Approved date: January 22, 2022

Review date: January 2024