

DRAFT MINUTES

HTAi Annual General Meeting of Members

June 27, 2022, 19:00 CEST

In person: The Beatrix Theater, Jaarbeursplein 6a Utrecht, the Netherlands

Virtual location: Zoom Video Conference

HTAi President Wija Oortwijn called the Annual General Meeting (AGM) to order at 19:00 CEST. The President chaired this meeting in accordance with Bylaw 4.5.

The quorum was present. Six proxy forms were received.

The Chair stated that the Annual General Meeting of Members was held each year in accordance with the Society's Bylaws to provide the benefits of Board accountability, a celebration of successes, a review of the matters to be improved, and community building.

1.0 Approval of the Minutes of the 2021 Annual General Meeting

The Chair requested approval of the minutes of the 2021 Annual General Meeting of Members.

MOTION

Moved/Seconded: Franz Waibel/Wim Goettsch

BE IT RESOLVED THAT

"The minutes of the 2021 Annual General Meeting of Members be approved as presented."

Motion carried.

2.0 President's Report

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

- **Overview of the Goals of the HTAi Strategic Plan**
 - Expand and grow the presence of HTAi globally through our membership
 - Expand HTA through knowledge sharing and information dissemination through partnerships
 - Advance scientific knowledge and support capacity development
 - Ensure continued financial stability and good governance.

- **Membership Update**

The following membership numbers were reported as of May 2022:

- Organizational Memberships – 59
- Individual Memberships – 366
- Total members – 825
- Compared to last year, this represents an increase of nearly 30%

- **Annual Meeting Updates**
 - **2022 Annual Meeting's** theme was *Lifecycle Approach: Coming together to Make it Happen*. Three plenary sessions were offered:
 - Adopting a Lifecycle Approach in HTA: Consequences for Priority-Setting and International Collaboration
 - Public Confidence in Healthcare Decision-Making
 - Running Around in Circles; Time for Real Collaboration between Regulators, HTA Bodies and Clinicians
 - The 2022 International Scientific Program Committee and its Co-Chairs were thanked:
 - Gert van der Wilt
 - Wim Goettsch
 - Ann Single
 - In addition, the Local Host Organization, Zorginstituut Nederland, was thanked for the planning and organization of the 2022 annual meeting.

- **Updates on Memoranda of Understanding and Other Projects with Partner Organizations**
 - HTAi continued its collaborative work with the World Health Organization (WHO) by providing expert input during regional workshops on HTA (Ukraine, 2021) and Eastern Balkan Region (2022), contributed to the Global Survey on HTA and Health Benefits Packages and assisted with the design and development of the Decide Web Portal.
 - During 2021-2022 HTAi and EuroScan/iHTS revised their Memorandum of Understanding to strengthen the level of engagement and collaboration. During the first semester of the year, the main output of this collaboration was the development of the Curriculum on Horizon Scanning, which saw the direct involvement of the Disinvestment and Early Awareness Interest Group (DEA-IG). A webinar series had been released, and new webinars were in preparation.
 - The Memorandum of Understanding with the International Network of Agencies for Health Technology Assessment (INAHTA) was renewed in October 2021. Iñaki Gutierrez-Ibarluzea, represented HTAi as an Observer on the INAHTA Board, and Tracy Merlin represented INAHTA as an Observer on the HTAi Board. The HTA Glossary remained an official collaboration between INAHTA, HTAi, and other partner organizations. The new Terms of Reference for the HTA Glossary International Steering Committee were approved by the HTAi and INAHTA Boards of Directors. The Co-Chairs of this Committee were Elena Petelos representing HTAi and Karen Macpherson representing INAHTA.
 - The HTAi ISPOR Task Force on Deliberative Processes for HTA aimed to develop a consensus definition for a deliberative process from an HTA perspective and internationally recognized good practice recommendations on using deliberative processes in HTA. This group was formed as a follow-up to the 2020 Global Policy Forum. The Co-Chairs of this Task Force were Wija Oortwijn representing HTAi and Don Husereau representing ISPOR. The Task Force report was recently completed and simultaneously published in the International Journal of Technology Assessment in Health Care (IJTAHC) and Value in Health. A joint webinar was scheduled for September 30, 2022. The future work of this Task Force would be discussed later in the year.
 - HTAi formed a multi-stakeholder working group with DIA to advance the discussion aiming to formulate recommendations, building on the HTAi 2022 Global Policy

Forum results and recent academic insights regarding the complexity of “uncertainty” in HTA. This group was co-chaired by Inka Heikinnen representing DIA and Wija Oortwijn representing HTAi.

- **2021 Recipients of HTAi Educational Scholarship**
 - Marilia Mastrocolla de Almeida Cardoso, Brazil
 - Margoth Pinilla, Colombia
 - Nur Farhana Mohamad, Malaysia
 - Paola Rivera Ramirez, Peru

- **2021 Recipients of Jill Sanders Memorial Scholarship**
 - Lauren Pretorius, South Africa
 - Nebyu Demeke, Ethiopia
 - Yanga Nokhepheyi, South Africa

- **Society Awards Presentation – June 29, 2022**
 - A new Award was introduced in 2022 to the Society Award Program, the Sigrid Droste Ethics Award. This Award was created with the specific aim of recognizing Society members who made significant contributions in the field of ethical assessment in HTA.
 - The David Banta Distinguished Career Award recipient would be announced on June 29, 2022. This Award was the highest level of recognition by the Society for those individuals who made outstanding and lasting contributions over their careers in advancing the development and use of HTA at the international level.
 - The IJTAHC Award would be given to the authors of the most outstanding paper in the Society’s official journal that was published in the preceding year.

- **Interest Group Policy and Procedure** was approved by the Board of Directors in 2022. It provided a definition of the Interest Groups and set standards for their structure and protocols.

- **Policy Fora Updates**
 - **Global Policy Forum 2022** took place on March 26-28 in Vancouver, Canada as well as via virtual platform. Its theme was *HTA 2025 and Beyond: Data Needs and Uncertainty Management in the Technology Lifecycle*. This Forum worked under the leadership of Chair Dan Ollendorf and supported by Scientific Secretary Rebecca Trowman.
 - **Global Policy Forum 2023** was scheduled for March 26-28 in the Hague, the Netherlands.
 - **2021 Virtual Asia Policy Forum** was held on December 6, 8, and 10. Its topic was *HTA in Asia Post-COVID-19*. This Forum worked under the leadership of Chair Brendon Kearney and supported by Scientific Secretary Linda Mundy.
 - **2022 Asia Policy Forum** was scheduled to take place in Singapore on November 2-4. The topic of this Forum would be *HTA Capacity Building in Asia: Towards One Goal*. This Forum would be led by the new Chair, Guy Maddern.
 - **2021 Virtual Latin America Policy Forum** *Deliberative Processes for Informed Decision Making by Health Technology Assessment* was held October 25-27. This Forum was chaired by Hector Castro and supported by Scientific Secretary IECS, Instituto de Efectividad Clínica y Sanitaria.

- **2022 Latin America Policy Forum** *Real World Evidence: Experiences and Challenges for decision making in Latin America* was scheduled for August 14-16 to take place in Brasilia, Brazil. The Forum welcomed its new Chair, Manuel Espinoza in January 2022.
- **Partnership with International Journal of Technology Assessment in Health Care (IJTAHC) by Cambridge University Press**
 - Editor-in-Chief – Wendy Babidge
 - The Journal remained a continuous publication
 - The impact factor was 2.188, up from 1.494
 - The number of articles published in the Journal had increased over time
 - A new category was introduced, HTAi Guidance

The President thanked the following committees for their hard work and commitment:

- 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
- Nominating Committee

The President thanked the following Interest Groups for their activities:

- Public Health
- Disinvestment and Early Awareness
- Early Career Network
- Ethics
- Hospital-Based HTA
- HTA in Developing Countries
- Information Retrieval
- Patient & Citizen Involvement
- Medical Devices
- Real World Evidence and Artificial Intelligence

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

3.0 Executive Director's Report

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

- HTAi continued to navigate in the shadow of the pandemic and war in Ukraine
- Members' engagement made this work possible
- 2021 Annual Meeting was the first virtual meeting in HTAi's history
- 2022 Annual Meeting was the first hybrid meeting
- The efforts of ISPC and LOC were recognized
- The Board and the Secretariat continued building the governance and financial controls and delivering on the Strategic Plan

4.0 Treasurer's Report

4.1 Review of the Audited Financial Statement for the Year Ended at December 31, 2021

HTAi Treasurer Americo Cicchetti presented the audited financial statements for the fiscal year ended at December 31, 2021. The financial statements were prepared by the Society's auditor, MNP LLP. The following items were highlighted:

- The financial statements were prepared in accordance with the Canadian accounting standards for not-for-profit organizations.
- The auditor reported the opinion that no significant errors were identified.
- The auditor discovered no deficiencies in internal controls related to financial processes in accordance with the Canadian accounting standards.
- The draft audited financial statements were circulated to the Members as part of the AGM package. They would also be posted on the HTAi website after the AGM.
- The Audited Financial Statements were reviewed by the Finance and Audit Committee and approved by the Board of Directors before the AGM.
- The financial results for the 2021 fiscal year were strong, with a net income of \$667,170 Canadian dollars.
- This strong performance was due to conducting virtual events for all policy forums and the annual meeting. Therefore, there were no costs such as travel or venues.
- The statement of Financial Position showed that the Society remained liquid with total current assets of \$3,753,000 Canadian dollars.
- Total liabilities equalled \$451,000 Canadian dollars.
- The total net assets of the Society were \$3,318,154 Canadian dollars due to increased income over expenses. The internally restricted fund of \$786,000 Canadian dollars was in accordance with the Society Policy for operating reserves and Interest Group funding reserves.

The Treasurer took a question from the floor regarding the amount of reserve funds of the Society and that these funds were to include up to a year of the Secretariat staff salaries. The Treasurer reported that the Board of Directors, at its meeting on June 25, 2022, made a decision to increase the restricted reserve funds considering the global economic uncertainty. The increased internally restricted funds would ensure running the Society for up to six months without any income. Further updates would be reported to the members at the next AGM.

The Executive Director took a question from the Zoom chat regarding the number of Secretariat staff and whether there were any growth plans. There were no plans at this time to further grow the Secretariat staff. However, the size of the Secretariat had been under continuous evaluation in order for it to be able to deliver on the new initiatives of the Board of Directors.

4.2 Appointment of Auditor

The Chair requested the appointment of the auditor for the Society for the 2022 fiscal year.

MOTION

Moved/Seconded: Americo Cicchetti/Jani Mueller

WHEREAS in accordance with Bylaw 11.1, the Members shall appoint the Auditor at each Annual General Meeting. Such auditor shall be a qualified accounting firm;

WHEREAS in accordance with Bylaw 11.3, the remuneration of the auditor shall be fixed by the Board; and,

WHEREAS the Board of Directors recommends MNP LLP as the auditor for the fiscal year 2022;
THEREFORE, BE IT RESOLVED THAT

“MNP LLP be appointed as the auditor for HTAi for the fiscal year ending at December 31, 2022,
and hold the office until the next Annual Meeting of Members.”

Motion carried.

5.0 Announcement of 2022 Board of Directors Election Results and Directors Recognition

Four Director positions were open for nomination and election in 2022. Past President Iñaki Gutierrez-Ibarluzea chaired the Nominating Committee. The Committee members were Secretary Jo Carol Hiatt, and Director Li Ying (Grace) Huang.

An independent electoral service administered the voting for members that took place April 6 – May 6, 2022. Seven members of the Society stood for election. These nominees came from diverse educational and professional backgrounds and represented the diversity of the HTAi membership, including the diversity in gender, ethnicity, skills, and geographical locations. The Executive Committee reviewed the election results on behalf of the Board and confirmed that the election was completed in accordance with the Bylaws and Board approved Policy on Board Recruitment and Elections.

The Chair announced the 2022 Board of Directors election results and welcomed new and re-elected Board members:

- Jani Mueller, South Africa, was elected for the second term
- Wim Goettsch, the Netherlands, was elected for the second term
- Marco Marchetti, Italy
- Dimitra Lingri, Greece

The Chair formally expressed appreciation to the outgoing Directors who had completed their terms on the Board:

- Catherine Holliday, Switzerland
- Leonor Varela-Lema, Spain

The Chair thanked these individuals for their commitment, dedication, and contributions to the Society.

The Chair announced the Board of Directors for the 2022-2023 term as follows:

- Wija Oortwijn, President, the Netherlands
- Rabia Kahveci, Vice-President, Ukraine
- Americo Cicchetti, Treasurer, Italy
- Jo Carol Hiatt, Secretary, the USA
- Iñaki Gutierrez-Ibarluzea, Past President, Spain
- Vania Canuto, Director, Brazil
- Wim Goettsch, Director, the Netherlands
- Li Ying (Grace) Huang, Director, Taiwan
- Dimitra Lingri, Director, Greece
- Marco Marchetti, Director, Italy
- Jani Mueller, Director, South Africa
- Franz Waibel, Director, Switzerland

6.0 2023 Annual Meeting Location

The Chair announced the location of the 2023 Annual Meeting – Adelaide, Australia.

Adjournment

On behalf of the HTAi Board of Directors, the Chair thanked the HTAi members for their continued support and for attending this meeting.

The Annual General Meeting of Members was adjourned at 19:52 CEST.

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