

Application from Health Technology Assessment international for admission into official relations with WHO

1. **Year of establishment of the organization:** 2003

2. (a) **Address of the headquarters of the organization.**

1200, 10405 Jasper Avenue NW
Edmonton
Alberta T5J 3N4
Canada

Website: <http://htai.org>

(b) **Contact information, name(s) and titles of officer(s) who may speak and correspond authoritatively on behalf of the organization.**

Mr Chris Sargent
Managing Director
1200, 10405 Jasper Avenue NW
Edmonton
Alberta T5J 3N4
Canada

3. **Aims (or purposes, objectives) of the organization as they appear in its constitution, by-laws or equivalent document.** The purpose of the organization is to support and promote the development, communication, understanding and use of health technology assessment globally as a scientifically-based and multidisciplinary means of informing decision-making regarding the introduction of effective innovations and the effective use of resources in health care.

4. **Main fields of work of the organization.** Health economics, health promotion/disease prevention, health legislation, medical technology, pharmaceuticals, noncommunicable diseases and health care administration.

5. Main types of activities of the organization.¹ Advocacy, conferences, education/training, journals/publications/media, and research.

The organization has activities in the following countries: Mexico, Norway, Spain, United States of America.

6. Membership information.

Type of member	Total number	Voting status
Individuals	918	918
Governments	120	120
Institutions, such as hospitals, research laboratories, schools and churches	60	60
Commercial enterprises	100	100
Other nongovernmental organizations and foundations	100	100
Total	1298	1298

Members in the following countries and areas: Algeria, Argentina, Australia, Belgium, Benin, Bhutan, Botswana, Brazil, Canada, Chad, China, Colombia, Croatia, Cyprus, Czech Republic, Denmark, Ecuador, Estonia, Ethiopia, Finland, France, Germany, Ghana, Greece, Guyana, India, Indonesia, Iran (Islamic Republic of), Ireland, Israel, Italy, Japan, Jordan, Kazakhstan, Kenya, Lithuania, Luxembourg, Malawi, Malaysia, Mexico, Mongolia, Netherlands, Nigeria, Norway, Paraguay, Philippines, Poland, Portugal, Puerto Rico, Republic of Korea, Romania, Russian Federation, Rwanda, Singapore, Slovakia, Slovenia, South Africa, Spain, Sudan, Sweden, Switzerland, Thailand, Tunisia, Turkey, Uganda, Ukraine, United Arab Emirates, United Kingdom of Great Britain and Northern Ireland, United States of America, Uruguay, Venezuela (Bolivarian Republic of), Viet Nam.

7. Name, composition, function and frequency of meetings of the main, or if applicable, the two main decision-making bodies.

Name: Board of Directors

Composition: The Board of Directors consists of 12 members of the organization, including four elected Officers, seven elected Directors, and the immediate Past President, ex officio. There should be no more than three members from any one country. Each Director, other than the President, Vice-President and Past President, is elected for a three-year term, and may be elected for a maximum of two consecutive terms. The President and Vice-President are each limited to a single two-year term

¹ For an explanation of the types of activities, please see the Annex to the application.

and cannot succeed themselves in the same office. The guidelines for nominations and elections provide for equitable representation by geographical area, occupation and gender.

Function: The Board of Directors administers all the affairs of Health Technology Assessment international and makes or causes to be made for the organization, in its name, any kind of contract that the organization may lawfully enter into, and may exercise all such other powers and do all such other acts and things as the organization is, by its objects, by-laws or otherwise, authorized to exercise and do.

The Board may appoint such agents and contractors and engage such employees as it deems necessary from time to time. Such persons will have the authority and perform the duties as prescribed by the Board at the time of their appointment.

The Board of Directors has the power to authorize expenditure on behalf of the organization and delegate to an Officer of the organization the right to employ and pay salaries to employees or fees to agents or contractors. The Board has the power to enter into an agreement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interests of the organization.

The Board of Directors may take such steps as it deems requisite to enable the organization to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments, donations and sponsorship of any appropriate kind for furthering the objectives of the organization.

Frequency of meetings: At any time determined by the consensus of the Directors, provided reasonable written notice of such a meeting is given to each Director by email, telefax or mail. There is at least one meeting a year. Presently, the Board of Directors meets regularly four times a year (in February, April, June and November).

Name: General Meeting

Composition: All members of the organization.

Function: The General Meeting is devoted both to intellectual purposes and to matters relating to the running of the organization and its affairs. The report of the Board of Directors, the financial statements and the report of the auditors are presented at the General Meeting and the auditor is appointed for the ensuing year.

Major policy questions, if raised either by the Board of Directors or by a petition signed by at least 10 members, are also put to the membership for resolution.

Frequency of meetings: Once a year. Meetings are held in different countries, with the venue and date to be determined by the Board of Directors.

8. Human resources of the organization.

Number of paid staff at headquarters/secretariat:	4
Number of volunteer staff at headquarters/secretariat:	0
Number of paid staff worldwide (including staff at headquarters/secretariat):	8
Number of volunteers worldwide (including staff at headquarters/secretariat):	50

9. Financial information on the organization.¹

Annual income and expenditure in the range US\$ 500 000 to US\$ 1 million

10. Formal relations with organizations and bodies in the United Nations system and nongovernmental organizations.

Not applicable.

11. Collaboration with WHO.

(a) Activities carried out jointly with WHO during the working relations period.

In 2010, Health Technology Assessment international and WHO signed a Memorandum of Understanding to pursue closer collaboration in areas of mutual interest and to develop synergies towards common goals. The collaboration builds on respective comparative strengths and advantages and supports implementation of resolution WHA60.29 on health technologies, adopted in May 2007, including supporting WHO, as appropriate, in the formulation of strategies and plans for supporting the establishment of health technology assessment systems in Member States. The organization has collaborated with WHO in the promotion, support and use of, and demand for, health technology assessment at the international, regional, national and local levels by contributing technical advice, expertise and training material, as appropriate. It also has provided policy and technical assistance to WHO through workshops, expert networks, annual conferences, the International Journal of Technology Assessment in Health Care, and its webpage. Accordingly, in June 2012 the Annual Meeting of the organization in Bilbao, Spain brought together global leaders in health technology assessment, including members of the Secretariat.

During the 2013 Annual Meeting in Seoul, a round table discussion on WHO and health technology assessment was organized, which involved key stakeholders from around the world and focused on the wide-ranging role that various nongovernmental organizations play in advancing health technology assessment. Also in 2013, WHO played a key role in planning and organizing the Health Technology Assessment international Asia Policy Forum, in which many health technology assessment leaders in Asia participated.

Health Technology Assessment international was part of the organizing committee of the second WHO Global Forum on Medical Devices (Geneva, 22–24 November 2013). It co-organized a

¹ In order to facilitate comparison, nongovernmental organizations are requested to express their annual income and expenditure in United States dollar equivalents, and to provide estimates of these annual figures in cases where their accounts cover different periods.

panel presentation on health technology assessment networks and collaboration, and participated in three separate health technology assessment workshops.

At Health Technology Assessment international's Annual Meeting in 2014, WHO gave a presentation to the Board of the Directors on shared activities, the joint work plan between the two organizations, and implementation of resolution WHA67.23 on health intervention and technology assessment in support of universal health coverage. PAHO gave the opening address at the Annual Meeting's reception, and the President of Health Technology Assessment international gave a presentation on the resolution during the first plenary meeting. The resolution was also posted on the Health Technology Assessment international website and disseminated in its bulletin to all of its members.

In July 2014, Health Technology Assessment international organized a two-day Asia Policy Forum in Manila for health technology assessment leaders from across Asia. The event focused on the transferability of health technology assessment activities. WHO played a key role in planning and participating in the Forum. WHO and Health Technology Assessment international also jointly organized a half-day meeting bringing together leaders in health technology assessment in Asia to discuss opportunities to jointly advance health technology assessment in the continent, particularly in the light of resolution WHA67.23.

(b) Planned collaborative activities with WHO for the coming three-year period.

Health Technology Assessment international will be able to provide to the Secretariat and Member States, as and when needed, knowledge on methodologies for, and capacity-building and training on, health technology assessment, collaboration on publications, and information on assessments of different health products. It will support decision-makers in utilizing health technology assessments in policy-making. It works through different networks to enhance all levels of decision-making through effective and useful research and knowledge transfer that is focused on transparent processes in health technology assessment. Through its global perspective, Health Technology Assessment international helps to build health technology assessment capacity in low- and middle-income countries and emerging markets.

The organization works closely with WHO to support government authorities in using health technology assessment to enhance the quality, safety and effectiveness of health outcomes, from the initial development of products to their clinical application.

Health Technology Assessment international will support the Secretariat in the implementation of resolution WHA67.23 on health intervention and technology assessment in support of universal health coverage, specifically by:

- assessing the status of health intervention and technology assessment in Member States in terms of methodology, human resources and institutional capacity, governance, and linkage between health intervention and technology assessment units and/or networks; and
- supporting the exchange of information, sharing of experiences and capacity-building in health intervention and technology assessment through collaborative mechanisms and networks at global, regional and country levels, as well as ensuring that these partnerships are active, effective and sustainable.

The following activities will be carried out in support of resolution WHA67.23:

- (i) Continued dissemination of information on health technology assessment, with regular meetings, and deliverables for each Annual Meeting of the organization in June.
- (ii) Capacity-building or workshops organized in collaboration with WHO:
 - Health Technology Assessment international's Annual Meetings are global conferences with up to 1200 participants sharing best practices in global health technology assessment and focusing on disseminating tools and practices for supporting decision-making for the evidence-based selection and rational use of health technologies. WHO will participate in the meetings and will run a workshop at the Annual Meetings in Oslo, in June 2015, in Tokyo, in May or June 2016, and in the Americas (location to be decided), in June 2017.
 - In 2016, Health Technology Assessment international will jointly organize regional meetings in Latin America with WHO and PAHO, convening health technology professionals, clinicians, patients and others engaged in health technology assessment to build capacity, share best practice and connect research activities to decision-making and effective use of resources.
 - WHO will participate in planning and organizing Health Technology Assessment international's regional policy fora, which will convene health technology assessment stakeholders to build partnerships focusing on the role of health technology assessment in decision-making and strengthening the evidence-based selection and rational use of health technologies. These meetings are planned to take place in 2015 (Malaysia), 2016 and 2017 (locations to be decided).

ANNEX

EXPLANATION OF TYPES OF ACTIVITIES

Advisory – the organization regularly advises governments, nongovernmental organizations and institutions, intergovernmental bodies, or the media on matters within its competence.

Advocacy – the organization regularly undertakes campaigns, or its main purpose is, to influence decision- or policy-makers, or individual or societal behaviours or attitudes.

Conferences – the organization regularly holds scientific conferences, or other forums, excluding governing body meetings.

Data collection/surveillance – the organization, for example, maintains a register of specific diseases, up-to-date data about the number of people in a particular profession, etc.

Education/training – the organization, or its members, regularly provides educational or training courses for individuals or organizations (governmental and nongovernmental), is an examining or licensing body, or develops curricula.

Funding/donations – the organization funds the work of others and/or donates goods to others, for example, hospital equipment and pharmaceuticals.

Journals/publications/media – the organization regularly publishes a peer-reviewed professional or scientific journal and/or regularly produces and revises books and other media, e.g. CDs and videos, and maintains a publications/resources catalogue.

Research – the organization undertakes commissions or funds research as a regular activity.

Service delivery – the organization provides, commissions or is contracted on a long-term basis to provide services to non-members, for example, child counselling/protection, hospital care, suicide prevention services and delivery of food aid.

Sponsoring – the organization maintains a sponsorship programme, for example, for children, the elderly or young scientists.

Standard-setting – the organization formulates standards, ranging from professional conduct to goods and services.

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