

Charter for IFMBE Specialized Divisions

Healthcare Technology Assessment Division (HTAD)

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1. Introduction

1.1. The current development in Medical and Biological Engineering leads to a need for intensive work in specific areas but, even more, to the need for linking structures for the dissemination and exchange of information among interested people.

1.2. The Federation has decided to facilitate these developments by the formation of Specialized Divisions of the Federations, under its Constitution and Bye-laws.

1.3. This document addresses specific items defining the objectives and activities of a Specialized Division on Healthcare Technology Assessment (HTA).

2. The Role of a Specialized Division on HTA

A Specialized Division of the Federation may be set up to be concerned with a specific area of Medical and Biological Engineering. Basic and applied research, development, implementation of methods and techniques, and/or organization within the field may be covered by a Division, which must have a clearly defined function and long term objectives. Healthcare Technology Assessment has been identified to be of prior importance for Medical and Biological Engineering and IFMBE decided to re-activate this Division.

3. Objectives of the HTA Division

The objectives of the Healthcare Technology Assessment Division shall be:

- a)** To stimulate research and application of new developments in HTA.
- b)** To reveal the importance of the role of Biomedical Engineers in many aspects of HTA and stimulate co-operation and professional development and growth.
- c)** To improve co-operation between Biomedical Engineers working in the field of HTA in different countries and promote collaboration with other specialists including those belonging to other scientific societies and, in particular, to medical societies.
- d)** To facilitate sharing of information, technical and professional guidelines for the practices within the Healthcare Technology Assessment field and promote capacity building.
- e)** To promote improvement in the decision-making process concerning healthcare technology planning and acquisition in healthcare delivery systems.

4. Activities of the HTA Division

The activities of the Healthcare Technology Assessment Division shall be:

- a)** Planning, promoting and organizing specialized meetings, educational courses, and publications in Healthcare Technology Assessment.

- b)** Organizing joint sessions and other activities during the meetings of other scientific bodies.
- c)** Preparing or participating in the preparation of international documents such as guidelines, specifications, procedures and standards.
- d)** Promoting the exchange of specialists between research groups.
- e)** Establishing or contributing to the establishment of documentation systems.
- f)** Undertaking projects in its own special field.
- g)** On request, acting as a consultant body to the Administrative Council of the Federation.
- h)** If requested by the Administrative Council to do so, acting as a liaison body with World Health Organization and other international organizations.
- i)** Identifying the knowledge and competences that Biomedical Engineers need to master in order to be successfully engaged in HTA projects
- j)** Disseminating the HTA Division's work worldwide.
- k)** Promoting international recognition of the role of Biomedical Engineers in HTA.
- l)** Contributing regularly to the IFMBE Newsletter and on the IFMBE website.

5. Initiation and establishment of a Specialized Division (The general approach)

5.1. A proposal for a Specialized Division may be made by the Administrative Council, the General Assembly, a Member organization, or a committee of the Federation. Such a proposal must outline the field of interest of the proposed division and must be sent to the Secretary-General. The Secretary-General will forward it to the Administrative Council and all the Member organizations, with a request for views and for a nomination of an individual who might be asked to serve on the board of such a Division if it were established, and who would be willing to serve, if elected.

5.2. If there appears to be general approval of the concept of a Specialized Division for those with an interest in the proposed topic, the Administrative Council shall appoint a Coordinator to prepare the final proposal for the establishment of the Division.

5.3. With the assistance of the Coordinator, a provisional board shall be set up. Member organizations will then be asked to vote on the nominations previously received for the seven members of the provisional board. The Administrative Council may designate up to two co-opted members to the Board.

5.4. The provisional chairman of the proposed Division will be selected by the Administrative Council from among the successful candidates and co-opted members forming the Board, on the advice of the Co-ordinator and of the Specialized Division and Working Groups Committee. The Board will then proceed to appoint a secretary and treasurer from among their members.

5.5. In conjunction with the provisional Board, the Co-ordinator will then draw up a final

proposal which will include:

- a) the title and scope of the Division
- b) a provisional plan of activities with an estimate of the required financial support for the first fiscal year and an indication of financial consequences for future years.
- c) a recommendation as to whether the Division shall be established for a fixed term of years or indefinitely, and
- d) the provisional membership of the Board.

5.6. If the proposal is approved by the Administrative Council, the Division shall be established and the Board confirmed.

5.7. The Secretary-General shall write to all Member organizations asking them to participate in the activities of the Specialized Division.

6. Organization of the HTA Division

6.1. Membership

The Healthcare Technology Assessment Division is composed of individuals (members) within the Affiliated Societies of the Federation who have an interest in the special topic of the Division. In addition, individuals who are not members of any of the Affiliated Societies of the Federation can become full members of the Division. They are called Corresponding Members. Organizations which are not members of the IFMBE or its Affiliated Societies can also become full members of the Division. These are Called Associated Organizations. Individuals and organizations wishing to become members of the HTA Division must send a written application to its Board. Based on its recommendation the Administrative Council of the Federation accepts or rejects the application. An annual membership fee is charged from Corresponding Members and Associated Organizations. The fees for Associated Organizations are based on the IFMBE Affiliate Society fee structure. The fees for the coming year are proposed by the HTA Division Board and set annually by the Administrative Council while processing and approving the Division budget (see section 8, Financial support).

Additionally, Collaborating Members can be invited to join the HTAD. The HTAD Board can officially invite up to 10 Collaborating Members to support HTAD work and facilitate the implementation of specific projects. Collaborating Members do not count as voting members. A Collaborating Members Nominating Committee composed by the HTAD Chairman and two members (elected or co-opted) shall be established to receive names of candidates for Collaborating Members to be presented to the HTAD board members for approval at ordinary meetings. To be qualified as HTAD Collaborating Member, the candidate has to be widely recognized by his/her contribution in the promotion of the field of Healthcare Technology Assessment and will be appointed to enhance the potential of the Division to fulfil specific actions and goals.

Depending on the technical requirements or expertise needed for one or more HTAD projects, the HTAD Chairman is allowed to temporarily appoint a Collaborating member. This appointment however has to be approved by the board members at the next ordinary meeting.

6.2. The Board

The affairs of the HTA Division are administered by a Board consisting of:

- a) a Chairman
- b) a Secretary

- c) a Treasurer
- d) four Board Members, and
- e) at most two co-opted Members designated by the Administrative Council for a specific term.

6.3. Elections

6.3.1. Election procedure

- a)** The elected members of the Board of the Healthcare Technology Assessment Division shall be elected by the IFMBE General Assembly and by the Delegates of the Corresponding Members At Large and of the Associated Organizations of the Division from a list of nominated members put forward by the Nominating Committee of the Division.
- b)** At least 120 days before each Ordinary General Assembly Session, the IFMBE Secretary-General shall notify the secretaries of each Member Organization of listed Delegates and shall request notification of any amendments. (NB. The Delegates of IFMBE Member Organizations will be asked to vote in the IFMBE election AND in the Division elections. The Delegates of the Corresponding Members At Large and of the Associated Organisations of the HTA Division being non-IFMBE affiliated can only vote in the election of the Division). The Secretary-General shall also request from them the names of any of their individual members which they would wish to have considered for nomination for Board membership of the HTA Division.
- c)** The Secretary-General shall forward to the Chairman and each member of the Nominating Committee of the HTA Division a list of the Delegates and of the suggested names.
- d)** In preparing the list of nominated candidates the Nominating Committee shall first consider the list transmitted. It is then open to the Nominating Committee to add further names to the list from the individual membership of the Membership Organisations of the HTA Division, if the Committee considers this to be in the interest of the Division.
- e)** From that list the Nominating Committee shall prepare a final list of individuals for presentation as nominated candidates. If feasible the list should provide at least twice the number of candidates as there are vacancies in the Board of the Division. The consent of each candidate to be nominated shall be obtained in writing by the Chairman of the Nominating Committee before the list is presented.
- f)** The final list shall be presented to the IFMBE General Assembly at its Ordinary Session and to the Delegates of the Corresponding Members At Large and of the Associated Organisations of the HTA Division. Voting shall be by simple majority, any tied vote being determined by the vote of the presiding officer of the IFMBE General Assembly.
- g)** In case a Board position becomes unfilled, due to a resignation or other circumstances, between two sessions of the General Assembly, the position shall be filled by the candidate of the previous ordinary election who received the most votes of those unelected.
- h)** The Board shall elect its Officers from amongst its members.
- i)** In determining the number of Delegates of the Corresponding Members At Large and of the Associated Organisations of the HTA Division, the same formula is to be applied as for IFMBE Member Organisations (§S12 of IFMBE Byelaws).

6.3.2. Nominating Committee

At least six months before each Ordinary Session of the IFMBE General Assembly, a Nominating Committee shall be established consisting of a Chairman and three members. These appointments shall be done by the IFMBE Administrative Council after consultation with the current Board of the HTA Division. The members of the Committee shall be Members, Corresponding Members or Associated Members of the Division. The Nominating Committee is responsible for preparing and presenting to the next Ordinary Session of the IFMBE General Assembly and to the Delegates of the Corresponding Members At Large and of the Associated Organisations, a list of candidates eligible into the Board of the Division. The Nominating Committee is considered to be dissolved following the election of new Board members of the Division. Membership of a Nominating Committee shall be as widely representative as possible.

6.4. Terms of Office

The term of office of any Board Member is six years. A Board Member who has been elected Officer may hold that office for three years. After the initial setting up, the first Officers may hold office for six years. No Member or Officer may be re-elected immediately upon the completion of his/her term. Between elections, the Board shall fill Officer vacancies from its elected and co-opted Members, and other vacancies from unsuccessful nominees according to majority. These Members will serve only to the time of the next election. In order to initiate alternate terms of office, the three of the seven originally elected Board Members who received the least majorities will serve till the next election. They cannot run for re-election immediately after completion of their first three-year term. The remaining members of the Board will serve full six-year terms. The terms of the co-opted members are decided by the Administrative Council. In addition, Collaborating Members may serve after their appointment approved by the HTAD Board at its ordinary meeting for a period of two years. The appointment can be renewed up to a maximum duration of six years.

6.5. Regulations

The HTA Board shall formulate guidelines for its activities within the framework of the Constitution and Bye-laws of the Federation. These must be approved by the Administrative Council.

6.6. Reporting

The HTA Board is responsible for all activities of the Division. At least once a year a written report covering policy, plans, what has been achieved, membership numbers, and income and expenditure shall be prepared and submitted by the chairman to the Administrative Council.

6.7. Liaison

The Vice-President of the Federation or an appointed member of the Administrative Council will act as Liaison Officer with the HTA Division and may attend its meetings.

6.8. Meetings of the HTA Division

Meetings will be held during each IFMBE World Congress, with additional Board meetings called by the Chairman and facilitated by association with regional events or by electronic communication

means as virtual meetings. The Secretary will document and communicate meeting schedules and their outcomes.

6.9. Committees and Working Groups of the HTA Division

The HTA Division will appoint members in good standing to lead each of its Working Groups/Committees. Each Working Group leader will recruit additional members, collaborators and other volunteers as appropriate for successful completion of the Working Group project. The Working Group leader will be responsible for submitting a completion project report immediately upon completing the project.

7. Publications

7.1. The HTA Division shall prepare a report of each seminar or conference held under its auspices and may also publish monographs in the field of concern of the Division. This publication shall be either a separate IFMBE publication or a publication in the Federation Journal. The Division shall be responsible for the editing of the publication. In the case of a separate IFMBE publication, the publication shall be presented to the Publications Committee for approval. The purchase price will be established by the Publications Committee, and the eventual revenues will accrue to the IFMBE. Copies of the publication shall be given without charge to the members of the Administrative Council, the Publications Committee and the Federation Journal editor, where appropriate.

7.2. If the publication is to be published in the Federation Journal, this shall be submitted to the editor of the Journal.

7.3. If a seminar or conference is organized by the HTA Division in cooperation with other societies, the organizers shall publish the report in a joint publication, the cost and eventual revenues being shared between the organizers under the responsibility of the HTA Board. Copies of the reports shall be distributed without charge to the Council, the Publications Committee and the editors of the cooperating societies.

7.4. If the papers presented in the seminars or conference are to be published, each organization has the first right of publication of the papers presented by members of their society and/or presented on their invitation.

8. Financial support

8.1. Approval of the establishment of the HTA Division places responsibility with the Federation for financial support of the Specialized Division up to the extent indicated by the Administrative Council in its approval. The extent of the financial support may be modified at the yearly review of the Division. The Administrative Council shall be responsible only for the financial support which it has authorized.

8.2. The Board of the HTA Division shall be responsible for preparing an estimate of costs for each fiscal year in advance, together with a long term estimate of future expenditures, and for submitting an annual application to the Administrative Council for funding.

8.3. The Board of the HTA Division may be authorized by the Administrative Council to seek financial assistance for its activities from other sources, for example, through revenues from meetings of special topics arranged by Member organizations following an initiative by the Division. Such funding may not impose conditions on the activities of the

Division which would contravene those laid down in this charter or the Constitution and Bye-laws of the Federation.

9. Dissolution

The Administrative Council of the Federation may dissolve the HTA Division at any time if the Division has completed its task or does not conform to the conditions of this charter or fails to achieve satisfactory progress towards its objectives.