



Health Technology Expert Review Panel – Terms of Reference

1.0 Mandate

The Health Technology Expert Review Panel (HTERP) is an advisory body to Canada's Drug Agency ("the organization"), convened to develop guidance and/or recommendations for projects on medical devices, diagnostic tests, clinical interventions, and complex health system interventions such as models and programs of care to inform a range of decision-makers within the health care systems in Canada.

HTERP recommendations consider evidence-based reviews developed, and engagement activities organized, by the organization.

2.0 Roles and Responsibilities

The responsibilities of HTERP include:

- providing input on planned analyses of organization-led projects to help inform HTERP's deliberations
- following a transparent, inclusive, and impartial deliberative process
- developing general guidance and/or specific recommendations on the optimal use of medical devices, diagnostic tests, clinical interventions, and complex health system interventions
- considering feedback provided by contributing parties through a standardized feedback process on draft guidance and recommendations
- providing input into a communications strategy and support in subsequent knowledge mobilization activities.

3.0 Authority

HTERP shall report to the President and CEO through its Chair.



4.0 Membership

HTERP is composed of 7 **core members**, as follows:

- 1 Chair
- 1 ethicist
- 1 health economist
- 1 patient representative (not representing the interest of any particular group)
- 2 health care practitioners with experience in the Canadian health care system (being in active practice will be considered an additional asset)
- 1 health technology assessment specialist with advanced training in health services research, epidemiology, critical appraisal, or evidence-based medicine.

One core member will be identified to serve in the role of Vice-Chair.

In addition to its core members, HTERP will comprise up to 5 **specialist members**. Specialist members will be selected on their expertise with respect to the health technologies addressed by the specific project for which HTERP has convened. Specialist members are expected to have familiarity with this health technology through their clinical activities, academic or commercial research, lived experience, and/or experience in health policy, health care administration, or other health-related work.

4.1 Appointment Process

Core members shall be identified through a public call for nominations and appointed by the President and CEO.

Specialist members shall be selected and assigned by either the Executive Vice-President, Evidence, Products, and Services or the Director, HTA.

4.2 Removal

Notwithstanding anything set out in these terms of reference, the President and CEO shall have the right to remove and/or replace an HTERP member at or before the expiry date of their term.

4.3 Resignation

An HTERP member may resign from office by providing the Chair and the President and CEO with a written resignation; such resignation becomes effective when received by the organization, at the time specified in the resignation, or at a mutually agreed to time.



5.0 Term of Appointment

5.1 Core Members

Ordinarily, core members shall be appointed for a 3-year term. In exceptional circumstances, the term length can be 1 or 2 years. The term may be renewed once at the discretion of the President and CEO.

Any core member who has served 2 consecutive 3-year terms of office shall not normally be eligible for reappointment to HTERP until a period of at least 3 years has elapsed since the end of that member's second consecutive term in office.

The President and CEO may appoint a core member who has served 2 consecutive 3-year terms of office for an additional term for the purpose of that member serving as an officer or if an additional term is in the best interest of the organization.

For the purposes of succeeding to the role of Chair, a core member may be appointed for an additional term(s) in accordance with section 6.2.

5.2 Specialist Members

Specialist members will be selected on their expertise and assigned for the duration of a specific project under deliberation.

6.0 Officers

The officers of HTERP are the Chair and Vice-Chair.

6.1 Appointment Process

The President and CEO shall appoint 1 core member to serve as Chair and 1 core member to serve as Vice-Chair of HTERP.

6.2 Term of Office

6.2.1 Chair

The Chair shall ordinarily hold office for a term of 3 years from the date of their appointment as Chair, irrespective of years served as a core member.

The President and CEO may appoint the Chair for an additional term if an additional term is in the best interest of the organization.

The Chair shall not be eligible for appointment to HTERP as a core member until a period of at least 3 years has elapsed since the end of their term of office.



6.2.2. *Vice-Chair*

The Vice-Chair shall ordinarily hold office for a term of 1 year from the date of their appointment as Vice-Chair, irrespective of years served as a core member.

The President and CEO may appoint the Vice-Chair for an additional term if an additional term is in the best interest of the organization.

6.3 Powers and Duties

The Chair shall, when present, preside at all meetings of HTERP. The Chair shall act as the HTERP spokesperson when directed to do so by the President and CEO. Per sections 7.3 and 13.0, the Chair shall participate in the development of meeting agendas and report on HTERP activities to the Board of Directors.

The Vice-Chair shall, in the absence of the Chair, perform the duties and exercise the powers of the Chair.

7.0 Meetings

HTERP will typically meet on a monthly basis, as determined by the need for guidance or recommendations. Under exceptional circumstances, additional meetings may be called by the organization in consultation with the HTERP Chair.

7.1 Attendance

Members shall make best efforts to attend all meetings of HTERP. Alternates are not permitted to attend in place of an HTERP member. Attendees who are participating virtually are encouraged to have their cameras on for the duration of the meeting.

7.2 Quorum

A majority (50% plus 1) of incumbent members of HTERP for a specific project shall constitute quorum.

7.3 Agenda

Meeting agendas are prepared by the organization, in consultation with the Chair.

7.4 Decision-Making

Recommendations will typically be generated through a consensus of the HTERP members present at the meeting. Should a consensus not be reached, the Chair shall refer the matter to be decided by a majority vote of the eligible voting members in attendance.



Each core member and specialist member shall be entitled to 1 vote. The Chair of the meeting shall not normally vote except in the event of a tie, in which case the Chair of the meeting may exercise a casting vote. All HTERP members must support the decisions of HTERP.

7.4.1 *Abstaining*

Although full participation of members is in the best interest of the work undertaken by HTERP and the organization, in some cases members may abstain from voting. If a member is not present for the majority of the discussion or deliberation, or if the member has a conflict of interest, the member will abstain from voting.

When a member abstains, their vote is not counted, and the decision is made by the majority of remaining voting members.

7.5 **Minutes**

The organization's staff keep a written record of meetings of HTERP. A copy of the minutes will be provided to each HTERP member.

7.6 **Attendees**

In addition to HTERP members, observers and guests invited in accordance with section 7.7, only the following persons shall be entitled to attend HTERP meetings:

- advisors designated by the organization
- the organization's staff (as subsequently noted).

The organization's staff attending the meeting shall serve as a resource to HTERP. The staff provides administrative and secretariat support and may actively participate in the presentation of information at the request of the Chair. The staff shall also assist in obtaining additional information and/or expert advice at HTERP's request.

7.7 **Observers and Guests**

The organization, in consultation with the Chair, may invite observer(s) and guest(s) to attend HTERP meetings. To maintain the confidentiality of HTERP discussions and information, invited observers and guests are required to sign a nondisclosure agreement before attending an HTERP meeting.

Observers typically represent external organizations, partners or collaborators who have an interest in HTERP's work. The role of an observer is limited to attending meetings to observe the proceedings. Observers are not permitted to actively participate in HTERP discussions or decision-making processes.



Guests are individuals who are invited to provide expertise or perspectives on a particular HTERP agenda item. Guests may participate in discussions related to their area of expertise, but do not hold a continuous role on HTERP. Guests do not participate in HTERP decision-making processes.

HTERP shall have the right to exclude observers and guests from any meeting held in camera, either in part or in whole.

8.0 Code of Conduct

All members of HTERP shall comply with the organization's code of conduct.

9.0 Conflict of Interest

All members of HTERP shall comply with the organization's conflict of interest policy. Conflicts of interest shall be declared at the start of each meeting.

10.0 Indemnification

Every HTERP member shall be indemnified and saved harmless by the organization from and against:

- all costs, charges, and expenses that an HTERP member sustains or incurs in or about any action or suit of proceedings that is brought, commenced, or prosecuted against them, or in respect of any act, deed, matter, or thing whatsoever, made, done, or permitted by them, in or about the execution of the duties of such HTERP members or in respect of any such liability
- all such costs, charges, and expenses that such HTERP member sustains or incurs in or about in relation to the affairs thereof, except such costs, charges, or expenses as are occasioned by their own wilful neglect or default.

11.0 Confidentiality

It is the responsibility of each HTERP member to know what information is confidential and to obtain clarification from the organization when in doubt. Except as compelled by the applicable legal process, an HTERP member must, both while having and after ceasing to have that status as an HTERP member, treat as confidential all information regarding the policies, internal operations, systems, business, or affairs of HTERP and the organization obtained by reason of their status as an HTERP member and not generally available to the public. An HTERP member shall not use information obtained as a result of their involvement on HTERP for personal benefit. Each HTERP member shall avoid activities that may create the appearance that they have benefited from confidential information received during the course of their duties as an HTERP member.

Additional information on confidentiality is reflected in the organization's code of conduct (available on the organization's website).



12.0 Remuneration

Upon appointment, HTERP members may be eligible to receive remuneration in accordance with the organization's Remuneration of Board and Committee Member Policy. Remuneration will be paid to the individual and is subject to deductions for Canada Pension Plan (CPP) and income taxes.

Expenses incurred in the course of performing duties as an HTERP member are eligible for reimbursement in accordance with the organization's Travel Policy.

13.0 Reporting

HTERP shall make a report to the Board of Directors at least annually through its Chair by verbal and/or written means.

14.0 Secretariat Support

Secretariat support for HTERP shall be provided by the organization's staff.

15.0 Amendments to the Terms of Reference

These terms of reference may be amended at any time at the discretion of the President and CEO.