



Health Technology Assessment Consumer Consultative Committee Terms of Reference

3 January 2023

Role

The role of the Health Technology Assessment (HTA) Consumer Consultative Committee (Committee) is to provide strategic advice and support to the principal HTA Committees i.e. Pharmaceutical Benefits Advisory Committee, Medical Services Advisory Committee and Prostheses List Advisory Committee, and the Department of Health and Aged Care (Department) to support optimal consumer engagement and participation in the HTA processes of the relevant HTA Committees and the Technology Assessment and Access Division (TAAD).

Purpose

The purpose of the Committee is as follows:

- To act as an advisory group for the Department to provide a consumer perspective on all HTA matters of relevance to Australian consumers and communities;
- To inform policy on consumer / patient matters in HTA of significance to Australian consumers and the community;
- To promote improved communication, collaboration, engagement, mutual understanding and operational efficiencies across the HTA Committees and Sub-Committees where consumer members are involved;
- To identify gaps and opportunities for consumer engagement across the Department's technology assessment processes, that can inform the evidence and assessment requirements of the relevant HTA Committees;
- To collaborate with the Consumer Evidence and Engagement Unit (CEEU) within the Department on strategies to engage with consumer / patient groups to help them provide information, education and support on engagement with HTA methods and procedures;
- To support the CEEU in promoting greater public understanding of HTA decision-making processes, and increasing the transparency to the public of how these assessment decisions are made;
- To develop and communicate evidence about consumer values, needs and perspectives to all aspects of the HTA sector, including external stakeholders; and
- To inform methods for formal patient inputs and integration in the assessment frameworks and identified priorities for consumers and communities, which would include activities such as training, feedback to patient groups and conflict of interest requirements.

Membership

Membership of the Committee will include each consumer member from the Principal Committees and their related sub-committees supported by the Office of HTA.

Other consumer members may be recommended by the Committee as required, for specific periods of time. This will be discussed, and approval will be sought from the First Assistant Secretary, TAAD.

Roles and Responsibilities

The members will nominate a Chair and Deputy Chair from the group.

Members will commit to:

- Attending all scheduled Committee meetings;
- Championing the Committee and broader partnership with the HTA sector;
- Sharing of items / issues within the Committee as they arise; and
- Promotion of the Committee in any relevant forums.

Secretariat

The CEEU will provide logistical and organisational support for the Committee as follows:

- Organise meetings (for example undertaking travel arrangements and remuneration);
- Provide advice and information on Committee processes and requirements for meetings;
- Support the Committee Chair and members to develop Agenda items, and coordinate actions arising from meetings;
- Record meeting discussions and providing Meeting Outcomes and Communications for public access;
- Inform and coordinate communications between the Committee and other Departmental areas, and Principal HTA Committee Chairs;
- Support and coordinate communications for the Committee, for internal and external contacts and referrals; and
- Promote the Committee in any relevant forums.

Email contact for the CEEU is: HTAconsumerengagement@health.gov.au.

Meetings

- All meetings chaired by the Committee Chair or Deputy Chair as required;
- Quorum will be half plus 1;
- Consensus for key decisions and actions will be the preferred process of deliberations;
- Agenda set by members, with Chair to finalise prior to each meeting;
- Open discussions with confidentiality observed, as noted; and
- Face-to-face meetings held three times per year, with videoconference/teleconferences or extra meetings as required.

Governance

- Requests, policy input, and Committee recommendations to be proposed directly to the First Assistant Secretary, TAAD, as required; and
- Record of meetings to be reported following each meeting to the First Assistant Secretary, TAAD, and Principal HTA Committee Chairs.

Review

Confirm the Chair / Deputy Chair and the Committee Plan of Activities every two years by the Committee members, and confirmed with the First Assistant Secretary, TAAD.

The HTA Consumer Consultative Committee acknowledges the traditional custodians of the land, community, sea and waters where we live and work. We pay our respects to elders past, present and future and value the contributions First Nations people make in our society.