

TERMS OF REFERENCE
HTA Glossary English Editorial Board
August 2012

1. BACKGROUND

The introduction to the 2006 edition of the glossary summarizes the development of the present HTA Glossary, as follows:

“At the annual meeting of the International Network of Agencies for Health Technology Assessment (INAHTA) in 2002, members discussed the need for a list of standard definitions of terms used in health technology assessment (HTA). The purpose was to give the HTA community – both producers and users of assessment information – a common vocabulary for work in this field. Dr. Karen Facey kindly volunteered to compile the list, under the direction of Dr. Finn Børlum Kristensen and the INAHTA Education and Training Working Group.

Later in 2002 HTA agencies were asked to send in their glossaries for review and compilation. These submissions formed the basis for a draft glossary. In March 2004, the draft was circulated to all INAHTA members and other colleagues with an invitation to review the list and provide suggestions for changes and additional terms. Many further terms and refinements were submitted and subsequently incorporated into the glossary. But a glossary is never really a finished product, and additions and revisions are needed as HTA continues to evolve. The next challenge will be to translate the glossary into other languages and make it accessible to all through the INAHTA web site.”

Under the leadership of Elaine Alligood, the Chair of the HTAi Information Resources Group, HTAi has contributed to the development of the INAHTA glossary. In the fall of 2004, a glossary developed by Cliff Goodman for the TA 101 course of the US National Library of Medicine was combined with the INAHTA version.

The work of translating and adapting the HTA Glossary into other languages started with discussions at the 2006 INAHTA meeting in Adelaide. The initial development of the French language version by CEDIT has been continued by AETMIS (now INESSS). All INAHTA member agencies using French have been invited to join this collaboration. The Translation Bureau of the Canadian federal government contributes technical know-how, including the applicable ISO norms (704, 860, 10241, 1087-1), to the French version. Through this collaboration with the Translation Bureau, the terms and definitions in the glossary have been integrated into Termium, the Canadian government terminology database, with terms in English, French and Spanish. International collaborations of the Translation Bureau, especially with the European Community, are expected to lead to a diffusion of the glossary into other terminology databases. A wiki-based website has been set up to facilitate the French-language collaboration.

AVILA-T has coordinated the collaboration on the Spanish version of the glossary since 2007. The Spanish version is hosted on the wiki-based website together with the English and French forms.

The HTA Glossary wiki-based website is capable of hosting as many languages as needed. The open-source software used for developing the site has specific features for multilingual

glossaries, such as automatic links between the same terms in different languages, facilitating updates of terms and definitions. The English version of the HTA Glossary serves as a reference for other languages (i.e., new terms must first be added to the English version before being integrated in the HTA glossary. Exceptions may be granted by the International Steering Committee). The HTA Glossary website is hosted by INESSS as a contribution to this international collaboration.

The HTA Glossary is an official collaboration between INAHTA and HTAi, as denoted by the Memorandum of Understanding signed in 2008. The increasing international interest in Health Technology Assessment calls for a renewed effort for common tools of communication such as this glossary. As a global common good, the HTA Glossary is available under a Creative Commons license.

2. MANDATE

The HTA Glossary English Editorial Board is to ensure the ongoing success of the HTA Glossary by:

- reviewing the existing English version and identifying glossary entries which need to be updated;
- identifying and deciding if new glossary terms are to be introduced or existing ones deleted;
- establishing a clear definition of terms which are to be specified along with any pertinent indicators of potential misinterpretation with suitable referencing;
- standardizing the format of the added terms using the applicable ISO norms (704, 860, 10241, 1087-1);
- participating in discussions, through the wiki-web interface, teleconferences or face-to-face meetings as required, of terms and concepts for which consensus is not obtained;
- working in close collaboration with members of other editorial boards to identify glossary terms which need to be introduced;
- consulting with the International Steering Committee if consensus on a relevant matter is not obtained;
- reporting to the International Steering Committee on its activities and other relevant issues.

3. COMPOSITION

The English Editorial Board is composed of members having expertise in the following fields:

- health technology assessment;
- bioethics;
- clinical practice guidelines;
- epidemiology;
- literature searching;
- healthcare organization;
- health economics;
- statistics;
- terminology.

These board members need to be in close contact with the community of experts in their field and will consult with their peers about entries relevant to their specific area of expertise.

When required, experts in other fields may be invited to attend the meetings of the English Editorial Board and to participate in discussions. An invited participant may become a permanent member of the Editorial Board after approval by the International Steering Committee.

A chairman of the English Editorial Board will be elected by the International Steering Committee. The chairman will in principle serve for a period of 2 years, which is renewable. A particular chairman can also serve multiple terms.

Members of the English Editorial Board are asked to serve for a period of 2 years, which is renewable.

4. SUPPORT

A designated member of the English Editorial Board will provide secretarial support for the group.

5. WORKING METHODS

The time commitment of the members of the English Editorial Board is anticipated to be approximately 5 hours per month.

The HTA Glossary English Editorial Board undertakes its work by email and teleconferences (approximately 5 times per year).

The English Editorial Board has its own space on the wiki interface which can be used to share draft documents. User support of the website is ensured by the INAHTA secretariat.

The first meeting of the English Editorial Board is to be held in the fall of 2012.

These following terms of reference will be revised in 2014 after 2 years of operation or earlier if required.