

The By-laws of HTAsiaLink

Established on May 15, 2013
First revision on May 6, 2016
Second revision on February 24, 2020
Third revision on May 7, 2021

Chapter 1: General Matters

1. The name of organisation is HTAsiaLink (hereafter “the Network”).
2. These by-laws will become effective as soon as they are approved by the Board of HTAsiaLink.

Chapter 2: Objectives

The objectives of the HTAsiaLink are to:

1. Strengthen individual and institutional capacity for HTA research and integration of HTA evidence into policy decisions for the public good.
2. Avoid duplication, facilitate learning and achievement, reduce resource use, and enhance efficiency at the organisational level through collaborative activities among network members.
3. Act as a platform for knowledge transfer and exchange related to evidence-based priority setting between countries and organisations in Asia and beyond.

Chapter 3: Membership

1. An individual or an organisation may apply for the membership. The final decision rests with the Board members. It is to be noted that persons with affiliation to the for-profit industry will not be accepted to the network. Participation of individuals or organizations in network activities is voluntary and self-funded. The applicant for either type of membership should submit an application to the HTAsiaLink Secretariat.

a. Individual membership

An individual member’s attendance to the conference is subject to approval from a Board member. Individual members require approval from at least one Board member not the entire Board. Those individual members with Board member approval will be classified as “Approved individual member” and will receive

invitations for future annual conferences until the Board member approval is no longer in effect. This may occur if the Board member is no longer serving on the Board or if the Board member withdraws the approval.

b. Organisational/Associate membership

Applicants can apply for this membership by submitting a completed application form (available on the HTAsiaLink website www.htasialink.org) to the HTAsiaLink Secretariat. The Board of HTAsiaLink will then review the application and approve or decline membership. Those applicants residing outside of Asia and Oceania will be considered associate members. If any organisational member is absent from the HTAsiaLink annual conference for two consecutive years, the Secretariat will notify the possibility of losing their membership. Absence at the annual conference for three consecutive years will automatically nullify their membership.

A member may withdraw his or her membership with a notification to the Secretariat, which will then issue a letter of withdrawal.

Chapter 4: Organisation

1. A maximum of one representative from each country/region may be a member of the HTAsiaLink Council (hereafter “the Council”). Should there be more than one member organisation from a country, it is up to those organisations to decide who will represent in the Council and notify the Secretariat. HTAsiaLink members who are HTA institutions or government HTA units take precedence in representing a country as members of the Council over network members from the same country who is not HTA institutions or government HTA units. The Council members are obliged to attend members meeting in the HTAsiaLink annual conference, to review membership applications, and to elect the Board members. In the case of exceptional circumstances (e.g. natural disasters, global pandemic), members meeting may be held online with approval from the chair, secretariat and majority (>50%) of the Board members.
2. The Board of HTAsiaLink (hereafter “the Board”) is the decision making body of the network. The Board represents the Network or nominating a network representative on its behalf in global forums and international platforms. The term is one year and the decisions made by the board are consensus-based. The Board will be composed of six members of the

Council, the President, the Vice-president, and the Secretary. Council members who are HTA institutions or government HTA units take precedence in being members of the Board over Council members who are not HTA institutions or government HTA units. If there are less than six members of the Council who represent HTA institutions or government HTA units then majority voting will be used at the members meeting to elect the remaining Board members from among the Council members who are not HTA institutions or government HTA units. Any member of the Council can voluntarily withdraw their own candidacy for the Board.

3. The President of the network shall be a person designated by the organisation who is responsible for hosting the next annual conference. The president for the forthcoming year will be announced at each annual conference.
4. The Vice-president shall be a person designated by the organisation who is responsible for hosting the annual conference two years from the time of announcement. The vice-president for the forthcoming year will be announced at each annual conference.
5. The Secretariat shall be an organisation designated by the Board. The term of the secretariat is three calendar years (the 1st of January to the 31st of December). The Secretary is a representative from the Secretariat organisation.
6. Any person belonging to the Secretariat organisation cannot be the President, unless there is consensus among Council members that there is sufficient reason for making an exception. When the Vice-president is from the Secretariat organisation, the Secretariat will be transferred to a different organisation as soon as the aforementioned Vice-president becomes the President.
7. The immediate past president becomes an ex-officio member of the Board without voting rights.
8. Representatives of associated member organizations designated by the Board can attend the Board meeting as observers but shall not be given voting rights unless the Board decides to do so in some cases.

Chapter 5: Secretariat

The duties of the Secretariat include:

1. Processing membership applications and seeking approvals from the Board.
2. Supporting the President in the activities of the network, including the annual conference.
3. Maintaining the list of approved institutional and individual members.
4. Communicating with members regarding any matter related to the network.
 - The Secretariat can delegate a volunteering institutional member of the network to carry out any tasks on behalf of the Secretariat.

Chapter 6: Annual Conference

1. The annual conference will be hosted by the President of the network.
2. Only approved institutional members of the network (and certain individuals by invitation as outlined in 3.1) are allowed to attend the annual conference.
3. The President and the Secretariat will work closely together to prepare the annual conference but all the members should help organize the annual conference.
4. The President should be the liaison between the Local Organizing Committee (LOC) and the Board regarding the preparation of the annual conference.
5. The LOC shall inform the Board about the progress of annual conference preparation regularly.

Chapter 7: Amendments

1. At least two institutional members can propose amendments to the by-laws by submitting a proposal to the Secretariat at least two months in advance of the next annual board meeting or regular online board meeting.
2. The Secretariat shall immediately report the proposal to the Board.
3. The Board can decide to amend the by-laws with a majority vote. In case of a tie vote, the President will have the casting vote.