

Swiss Network for Health Technology Assessment

SNHTA

By – Laws

Preamble

The Swiss Network for Health Technology Assessment / SNHTA is an association according to Art. 60 - 79 of the Swiss Civil Code.

I. Aim and purpose

Art. 1

The purpose of the SNHTA is

- to promote health technology assessment in Switzerland
- to facilitate HTA-initiatives and projects in Switzerland
- to provide a forum for the identification and pursuit of common interests of the concerned institutions
- to exchange and disseminate HTA-findings and promote their application in practice
- to collaborate in European and international HTA networks and projects.

Ultimate aim of the SNHTA is to contribute to improve effectiveness, cost effectiveness and societal accountability of health care in Switzerland.

II. Membership

Art. 2

Institutions that were represented at preparatory meetings in 1998 and 1999 shall be considered as “founding members”.

These institutions are listed in Appendix 1.

Art. 3

Applicants for membership shall meet the following criteria: They should

- be involved in HTA activities, i.e. conduct HTA projects, review HTA's or disseminate HTA findings
- be willing to share / exchange information
- share the ultimate aim of the SNHTA
- accept to disclose the origin of their resources and funding

Art. 4

Institutions willing to become a member of the network shall jointly submit with their application a description of the institution, enabling the network members to assess if the applicant meets the criteria listed in Art. 3.

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Art. 5

Applications can be made at any time. They are voted upon the next General Meeting.

Art. 6

Founding and new members shall nominate a Representative who participates in the meetings of the network and a Deputy from the same institution. Furthermore, they are expected

- to disclose content and funding of HTA-activities they are involved in
- to share reports of these activities (unless they are confidential), and
- to report from any European and international activities they participated in representing SNHTA

III. Executive Board

Art. 7.1. Composition

Art. 7.1.1. The Executive Board of SNHTA consists of

- The Chair
- The Vice-Chair
- 2-3 Representatives of member institutions as Members of the Board
- The Network Coordinator

Art. 7.1.2. Instead of Chair and Vice-Chair, two Co-Chairs can be alternatively elected

Art. 7.1.3. As long as Federal Office of Public Health is financing SNHTA-activities by more than 50%, it has the right to name the Chair or 1 Co-Chair

Art. 7.2. Nomination process

Art. 7.2.1. Candidates to the Executive Board - with exception of the Network-Coordinator – shall be nominated by two Member Representatives.

Art. 7.2.2. The Network-Coordinator is nominated by the Member hosting the Secretariat.

Art. 7.3. Election formalities

Art. 7.3.1. The Chair and Vice-Chair or the Co-Chairs as well as the Members of the Board are elected for a term of two years. They can be re-elected.

Art. 7.3.2. The Coordinator is elected for a term of two years and can be re-elected.

Art. 7.3.3. All Members of the Board are elected by absolute majority of the Members present at the General Meeting.

Art. 7.3.4. In case of ties, The Chair's or Co-Chairs' vote counts twice.

Art. 7.4. Tasks

Art. 7.4.1. The Executive Board of SNHTA

- represents officially SNHTA towards national and international HTA-agencies and networks, projects, associations, institutions and legal authorities
- prepares the meeting agendas
- invites to the meetings
- keeps and distributes the meeting's minutes

Art. 7.4.2. The Chair or Co-Chairs chair the meetings

Art. 7.4.3. The Coordinator acts as interface between the SNHTA and other HTA-networks, associations and projects on the technical level.

IV. Member Representatives

Art. 8

Member Representatives can represent SNHTA in national and international HTA-programs and -projects by simple majority acceptance of the Executive Board.

V. Meetings

Art. 9

General Meetings are held at least once a year. Each member can propose issues to be put on the meeting agenda. The proposals must reach the secretariat at least 4 weeks before the meeting. The secretariat invites to the meetings and distributes the agenda and background materials at least 3 weeks before the meeting.

Additional meetings and events can be organized at the discretion of the Executive Board.

Art. 10

The meetings are chaired by one of the two chairpersons. Decisions are made on the basis of a majority vote of the member institutions represented at the meeting. The Chair has the casting vote in case of parity of votes.

Art. 11

1/5 of the members can demand an extraordinary meeting. The Executive Board shall, in this case, organize a meeting within 3 months after the receipt of the request.

VI. Membership fees

Art. 12

The SNHTA does not claim membership fees.

Concluding Clauses

The above bylaws of the Swiss Network on Health Technology Assessment have been approved by all founding members by June 15th 1999 and were amended by the General meeting of November 23rd 2011.

Dissolution of SNHTA can be voted upon at a General Meeting by an absolute majority of all Members.

Relating demands must be made to the Executive Board at least 6 months before this decision should become effective in order to allow the Board to prepare the item in due manner for the next General Meeting

Berne, November 23rd 2011

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