

Pan-Canadian HTA Collaborative — Group Charter

The pan-Canadian HTA Collaborative (PCC) is an organization that collaborates in the development of health technology assessments. The member organizations have existing and potential information for which an exchange would be mutually beneficial. Such aspects may include the health technology assessments themselves as well as the underlying research done to derive these assessments including literature reviews and analyses, patient and clinician interviews and reviews, and economic modelling and simulations.

Collaboration Principles

- The member organizations will agree to work together in good faith toward the improvement of health care outcomes for all Canadians.
- By undertaking any collaborative work, the member organizations will commit to supporting evidence-informed health care decision-making through the production of health technology assessments (HTAs) and promoting the advancement and alignment in processes for emerging areas in HTA.
- The member organizations will agree to respect the integrity and intellectual achievements of work done independently by each party and will adhere to the highest scientific quality, values, and ethical standards in their collaborative activities.
- The member organizations will embed responsiveness, openness, transparency, and honesty into all their interactions and communications, building trust and confidence around the collaboration.
- The member organizations will actively measure value and success of the collaboration to continually strengthen the relationship through an annual review of the collaboration's activities, partnerships, and areas for improvement.

Topics for Collaboration

- Member organizations will share information related to their potential, planned, and active projects with the other members in order to facilitate potential collaboration and reduce duplication of effort.
- Topic sharing will be facilitated using the [PCC Topics Tracker](#) tool.
- Each member organization will be responsible for maintaining and updating their records in the PCC Topics Tracker.

Operational Scope for Joint Projects

- Before initiating a joint project, the participating member organizations will outline the main characteristics of the project in a project-specific charter. This will include the components to be produced as well as the tasks that are in or out of the scope of the joint project for each organization.
- The participating member organizations will outline how the report and any recommendations and associated documents will be posted for stakeholder feedback by each organization.

- The participating member organizations will clearly outline which member is responsible for each part of the overall review. These elements may include:
 - developing the project plan and timeline
 - developing the review plan for each section of the report
 - developing the final evidence report
 - developing any documents required for expert committee or board of directors' review
 - developing any required recommendation documents
 - sign-off and final approval of content
 - stakeholder communication and engagement.
- The participating member organizations will clearly outline team roles and responsibilities by determining:
 - project sponsors
 - project leadership
 - project teams
 - responsibility for team meetings.

Intellectual Property

- The participating member organizations will agree to license intellectual property to the other participating member organization.

Confidentiality

- All confidential information exchanged between member organizations is to remain confidential and maintained using the member organization's policies for confidentiality.
- No one involved in a collaborative project will advertise the project or present results without consulting or notifying other participating member organizations.

Refrain from Commercialization

- Members agree not to financially profit from work done in collaboration with another member organization.

Costs

- There will be no formal sharing of funds.
- Each organization is responsible for the usual day-to-day costs of producing their part of the project.

Acknowledgement and Publishing

- Each group's final report (if not published together) will include an acknowledgement or reference to the collaboration and the member group's contributions.
- Authorship will be agreed upon with project-specific charters following [ICMJE authorship criteria](#).
- Publishing details will be agreed upon with project-specific charters and may include linking to final reports from other organization's sites or co-publication of final reports.