



Healthcare  
Improvement  
Scotland

SMC  
Advice on new  
medicines



abpi  
Bringing medicines to *life*

# SMC User Group Forum – Terms of Reference

October 2020

## **1. Purpose**

- 1.1. The Scottish Medicines Consortium (SMC) User Group Forum (“the UGF”) will provide a collaborative link between industry and SMC.
- 1.2. The UGF will provide a forum that enables company participants to engage constructively and productively with SMC as a respected partner in developing and shaping all relevant aspects of the new medicines HTA process in Scotland and SMC ways of working.
- 1.3. The UGF will provide an opportunity for representatives from the pharmaceutical industry with hands-on experience of health technology assessment issues to work collaboratively with SMC to address technical and process issues, supporting continuous process improvement and the early identification and resolution of potential problems, keeping SMC at the forefront of global Health Technology Assessment (HTA).

## **2. Remit**

- 2.1. The UGF will identify and work to resolve issues of mutual concern to the industry and SMC in the SMC process, as they relate to the submission and assessment of new medicines.
  - 2.1.1. The Chair of the UGF and SMC Chief Pharmacist or nominated deputy will draft an Annual Work Plan, based on the input of both industry and SMC team members.
  - 2.1.2. Emerging issues will be highlighted to the Chair of the UGF for inclusion in the next agenda. Such issues will be supported by a paper, which will be drafted by the party identifying the new issue.
- 2.2. The UGF will provide industry insights to SMC as HTA process and methods evolve globally.
- 2.3. The UGF will facilitate industry representation on the New Drugs Committee (NDC) and on time-bound project-specific groups.

## **3. Membership**

- 3.1. Group membership will be comprised of:
  - Chair (Lead Pharmaceutical Industry Representative, SMC)
  - Chief Pharmacist, SMC
  - Director, Association of British Pharmaceutical Industries (ABPI) Scotland
  - Administration Manager, SMC
  - SMC Executive Team member
  - 10 industry members
  - Senior Public Involvement Co-ordinator, SMC

- Principal Pharmaceutical Analyst, SMC
  - Lead Health Economist, SMC
  - Principal Pharmacist(s), SMC
  - Operations Manager, SMC
- 3.1.1. The Chair and Director, ABPI Scotland will be permanent members, as will all SMC team members, except for the representative from SMC Executive Team, whose term will be determined by their term on the SMC Committee.
- 3.2. The normal term of office for industry members will be three years. Membership will normally be for one term, unless there is a need to mutually agree to extend the term for a further year e.g. to support NDC membership.
- 3.3. Industry members will be drawn from pharmaceutical companies, and members will be required to have experience in HTA and an active interest in SMC process.
- 3.3.1. Application will be via company nomination and new member will be targeted to ensure a mix of company type and size, and member skills - health economic, market access and policy.
- 3.3.2. At least one member will be recruited from the Ethical Medicines Industry Group (EMIG) and will act as the point of contact between UGF and EMIG, ensuring their inclusion and input into UGF discussions/consultations.
- 3.3.3. Nominations will be considered, and a short-list prepared by the Chair of SMC UGF and Director ABPI Scotland, with input from the ABPI Value & Access Director, ABPI, London. Selection of the final recommended new member may involve an interview, after which they will be submitted to the SMC Executive, for ratification.
- 3.3.4. At least one, suitably skilled industry member will sit on the New Drugs Committee, usually for a period of two years, supported by the Chair of the UGF.
- 3.4. The time commitment for Industry members is approximately 10 days per year.
- 3.4.1. Industry members who are unable to meet the time commitment will be asked to stand down by the Chair of the UGF.
- 3.5. Members may not be supported by deputies.
- 3.5.1. In the event of an industry member being unable to attend the UGF meeting, they will communicate their insights and input to the Chair of the UGF prior to the meeting, who will represent their views at the meeting.
- 3.5.2. In the event of a SMC member being unable to attend the UGF meeting, they will communicate their insights and input to an SMC colleague prior to the meeting, who will represent their views at the meeting.

#### **4. Observers and Invited Participants**

- 4.1. Observers from relevant groups, such as NSS National Procurement, may request to attend a UGF meeting.
  - 4.1.1. The purpose of attending will be to facilitate induction, general development or information sharing.
  - 4.1.2. Pharmaceutical company employees will not be able to attend UGF meetings as observers as there is already strong representation of the industry on the Forum.
  - 4.1.3. Requests to attend as an observer should be forwarded to the Administration Manager, SMC and will be reviewed by the Chair, UGF, Chief Pharmacist, SMC and Director ABPI Scotland.
- 4.2. Participants from other areas of NHSScotland may be invited to attend UGF meetings, on a project-by-project basis.
  - 4.2.1. Participants may attend the full meeting, with their direct participation limited to relevant discussions.

#### **5. Full Meetings**

- 5.1. Full UGF meetings will take place four times each year. Dates will be agreed annually.
  - 5.1.1. All meetings will be face-to-face, and with no teleconference arrangements.
  - 5.1.2. Members should aim to attend all scheduled meetings but must attend at least three meetings per year.
  - 5.1.3. Where it is not possible to hold meetings in person, meetings will be hosted by SMC via Microsoft Teams.

#### **6. Interim Meetings**

- 6.1. In addition to the Full meetings, industry members will be expected to attend Interim UGF meetings.
- 6.2. The purpose of the interim meetings is:
  - 6.2.1. To progress agreed actions from the Full meetings.
  - 6.2.2. To identify and discuss potential arising issues, in preparation for presentation to the Full UGF membership.

- 6.3. Interim UGF meetings will take place four times each year, in London, and attendance via teleconference will be possible, though not encouraged.
- 6.4. Where it is not possible to hold meetings face to face, meetings will be hosted by ABPI via Microsoft Teams.
- 6.5. Members should aim to attend all scheduled meetings but must attend at least three meetings per year.

## **7. Reporting Lines and Governance**

- 7.1. The principal reporting routes for the UGF will be to the SMC Executive and to the office of ABPI, Scotland.
- 7.2. The UGF will be jointly facilitated by the SMC and the ABPI, Scotland.
  - 7.2.1. The Lead Industry Representative of the SMC (funded by ABPI, Scotland) will assume the responsibilities associated with the position of Chair, whilst SMC will host the quarterly meetings and provide the secretariat.
- 7.3. Each full meeting will be directed by an agenda that is agreed by the Chair of the UGF and Chief Pharmacist, SMC or a nominated deputy.
  - 7.3.1. The agenda and relevant papers will be circulated to members at least one week prior to the meeting.
- 7.4. Following each full UGF meeting, minutes will be circulated to UGF members, SMC Executive and to the office of ABPI, Scotland.
- 7.5. Following each full UGF meeting, the Chair of the UGF will verbally update the SMC committee on UGF activities and progress during the subsequent open SMC meeting.
- 7.6. Each Interim meeting will be directed by an agenda that is agreed by the Chair of the UGF and Industry members.
  - 7.6.1. The agenda and relevant papers will be circulated to members at least one week prior to the meeting.
- 7.7. Following each interim UGF meeting, a note of the meeting will be circulated to industry members and the office of ABPI, Scotland. The Chair of the UGF will verbally appraise the Chief Pharmacist or a nominated deputy of progress on key initiatives and on new issues arising.

## 8. Review of terms of reference

- 8.1. The above Terms of Reference will be reviewed every two years, or earlier if required.

## 10 Review History

<b>Date of Review</b>	<b>Review Type</b>	<b>Version No</b>	<b>Changes</b>
May 2018		V1	Original document
Sept 2020	Biannual	V2	Meeting by Microsoft Teams included Minor textual revisions