

The IUPESM Health Technology Task Group (HTTG)
Revised Terms of Reference
July 14, 2013

1. **Mission:** The mission of the IUPESM Health Technology Task Group is to promote health and quality of life through the advancement of application and management of health technology. In pursuit of its mission the HTTG promotes international cooperation and communication among those engaged in health-care technology.

2. **Goals:** The charges* to the Health Technology Task Group is to assist countries in:
 - (a) defining their needs for health technology and human resources;
 - (b) formulating policies and implementation strategies on acquisition and utilization of appropriate health technology;
 - (c) developing appropriate infrastructure for adequate management and utilization of health technology;
 - (d) identifying and rectifying health system constraints, particularly through training and capacity building.

3. **Objectives:** The tasks** of the Health Technology Task Group are:
 - (a) to identify and advise on specific health technology needs of individual countries;
 - (b) to cooperate with and provide professional support to WHO and other international organizations on planning and implementation of health technology programs and initiatives;
 - (c) to determine policy concerning HTTG activities in collaboration with national and international partners and stakeholders;
 - (d) to coordinate and harmonize regional and global activities on health technology;
 - (e) to promote advocacy of the HTTG, building and maintaining partnerships with stakeholders and mobilizing resources for HTTG activities;
 - (f) to organize and support regional and international meetings and workshops on appropriate health technologies.

4. **Administration:**
 - 4.1 The Task Group will be presided by a Chair and a Vice-Chair representing the IOMP and the IFMBE. The position of chair and vice-chair will alternate every three years with designates from the IOMP and the IFMBE. Initially the chair will be a medical physicist and the vice-chair a biomedical engineer.

 - 4.2 The Chair will report directly to the IUPESM President and Administrative Council (AC) and may form Working Groups composed by IOMP and IFMBE

members who have pledged their commitment to HTTG and are working on specific tasks.

4.3 The responsibilities of the Chair and the Vice-Chair are:

- (a) implementing HTTG policy;
- (b) initiating and maintaining HTTG activities, and providing the overall leadership to the HTTG work;
- (c) mobilizing resources for HTTG activities;
- (d) forming Working Groups as needed for the operation of the HTTG;
- (e) promoting visibility and leadership of HTTG, building and maintaining partnerships with stakeholders;
- (f) interacting with national and international partners and stakeholders;
- (g) preparing HTTG annual operational plans, reports and budgets;
- (h) supervising the Medical Equipment Donations Assessment and Advisory Service that matches health technology donations with appropriate recipients;
- (i) calling and chairing the HTTG meetings;
- (j) reporting to the AC.

4.4 Other Task Group members will have the following responsibilities:

- (a) Coordinator of Dissemination of information;
- (b) Coordinator of Education and Publications
- (c) Fund raiser: To apply for grants and coordinate with IUPESM Treasurer reception of project and service fees promote advocacy of the HTTG, building and maintaining partnerships with stakeholders and mobilizing resources for HTTG activities
 - a. Webmaster liaison
 - b. New technologies scout and evaluator

4.5 Procedures

At the beginning of the three-year term, the Chair will develop an operational Working Plan explaining how responsibilities will be allocated and describing the activities planned. To monitor activity progress, the HTTG members shall hold at least one physical or virtual annual meeting, inviting the members who have agreed to be part of the Working Groups, to report on accomplishments. In addition, once a year, the Working Plan is updated by the Chair, working with the President. The updated plan and all accomplishments will be reported in writing to the AC

* A Charge is a general description of what the TG has to do to meet its goals.

** A Task is a specific activity that the TG is to do to meet one or more of its charges.