



MODEL ACCESS SOLUTIONS

TERMS OF REFERENCE OF ADVISORY BOARD &
ASSESSMENT METHODOLOGY

ABOUT

The document provides information on the *modus operandi* of the Advisory Board and the assessment methodology for applications in the context of the Model Access Solutions. The successful proposals will be promoted in a dedicated repository as exemplary, replicable projects which have demonstrable value in improving access to healthcare for patients.

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THE CONTEXT



Background

PACT and all its Partners have agreed on the need to move beyond ensuring that patient access is on the political agenda, to also looking at selected evidence-based, workable solutions that can be showcased, replicated, and scaled throughout Europe.

We need to:

- Find mechanisms and partners to identify potential solutions
- Assess these objectively and critically
- Once assessed, ensure effective communication and outreach through the PACT digital platform and other media
- Organize series of multi-stakeholder and multi-disciplinary workshops to explore the model solutions to share learning, and opportunities for scaling

Definition

'Model' access solutions are person-centred, correspond to the 5As, have demonstrable impact, and have the potential to be replicated and scaled in Europe.

About PACT

Ever since its establishment in 2014, PACT has been fostering a patient-led respectful dialogue on access to healthcare between public health associations, healthcare professional associations and industry. PACT has also been instrumental in advocating for improving access for patients through an active European Parliament Interest Group on Equitable Access to Healthcare, effective liaison with the European Commission, WHO, OECD and EU Presidencies, meaningful national and EU-level discussions at roundtables and conferences, and, through several policy initiatives, statements, and consensus documents.



Criteria to select 'Model' access solution

Criteria to assess the adequacy of a 'model' access solution will be considered as **Exclusion** criteria - if not fulfilled, the proposal will be dismissed. The **Core** criteria will evaluate the effectiveness and efficiency of the model trait, as well as how the model has addressed equity issues. The **Qualifier** criteria will consider elements that are relevant for its application.

A. Exclusion criteria:

- Relevance
- Evidence and theory based
- Ethical aspects
- Equity

B. Core criteria:

- be patient- centred
- incorporate the 5 elements of Access as defined by PACT¹
- be able to showcase methodology for replication and scaling
- be able to showcase impact
- be able to showcase ongoing learning and quality improvement

C. Qualifier criteria:

- Scalability and Transferability
- Sustainability
- Participation
- Innovation
- Intersectoral collaboration

¹ 5A's of Access: Availability, Adequacy, Accessibility, Affordability, Appropriateness.



TERMS OF REFERENCE

About

The Advisory Board for the “Model Access Solutions” project of PACT will consist of knowledgeable individuals who, based on their expertise and professional experience, will assess the proposals submitted for review.

The selected proposals labelled “model access solutions”, will be uploaded in a virtual repository to eventually discuss their implication, scalability, and transferability during dedicated workshops, and possibly during meetings of the MEP Interest Group on Equitable Access to Healthcare. In this sense, the Advisory Board will have a leading role in providing constructive and essential feedback to advance our efforts to improve access to healthcare through best-practice promotion.

Selection

Advisory Board members shall be selected through an open-call process among and outside the PACT Partners’ list. The Steering Committee of PACT will oversee the process and take a final decision on the composition of the Advisory Board whilst ensuring multi-stakeholder representation.

PACT Secretariat shall notify the applicants accordingly.

Composition

To ensure balanced representation, PACT will ideally aim to include expert reviewers from (but not limited to) the following broadly-defined categories: patient representatives, healthcare providers, policy-makers, public health experts, experts from academia, experts on health systems, digital experts, anthropologists, entrepreneurs and academics.

Membership

The Advisory Board will typically include 5-7 reviewers. The expert reviewers shall be selected in accordance with their motivation, knowledge, and experience.

The expert reviewers to be appointed for one assessment round but may also be re-appointed for future assessment rounds.

Meetings

The Advisory Board shall meet online (videoconference) at least once following the round of review to discuss the proposals. The meeting will aim to discuss individual assessments, announce the results, vote for proposals (if need be), discuss AOB.

PACT Secretariat shall arrange convenient dates for the Advisory Board to meet and record the input and outcome of the meetings. Following the meeting, PACT Secretariat shall provide the Advisory Board with a draft of the minutes for approval.

Accountability

The expert reviewers to evaluate the proposals in their personal capacity and expertise and not as representatives of their organization / company.

Although this is a designated task, the expert reviewers may, if need be, appoint assistants to provide them will technical assistance.

Independence

The expert reviewers ought to check and notify PACT Secretariat in case of potential or actual conflict of interest. If so, they must withdraw from the process regarding the respective proposal.

To ensure impartiality, PACT Secretariat will ask the expert reviewers to sing a Declaration of Interest form (see Annex).

Advantages

As an expert reviewer in the Advisory Board to the project, you will enlarge the scope of your contacts, insights, and professional interests thanks to the rich multi-stakeholder environment that PACT Partners benefit from. We consider it an opportunity that will serve the aspirations of PACT and the Advisory Board members alike – to build partnerships, enrich our understanding of the complex healthcare issues with a multi-level and cross-sectoral perspective, learn about interesting ideas that remain in silos, and most importantly, advance the access agenda by addressing problems that patients across the European Union experience with specific innovative solutions.

Remuneration

No remuneration has been envisioned for the involvement of expert reviewers in the Advisory Board. The success of this task will strongly depend on the voluntary engagement and contribution of PACT Partners.

All along, PACT has been able to achieve significant results in ensuring equitable access is high on the agenda thanks to the commitment, in-kind contribution, and expertise of its Partners. We are now moving to the next phase - to identifying and sharing workable solutions that will make a difference. The efforts and support so far are highly valued, and the Advisory Board will be instrumental in advancing this further.

ASSESSMENT METHODOLOGY



The Model Access Solutions project consists of a preparatory and three main phases (see Fig 1 and Fig. 2 in Annex):

Preparatory Phase

1. PACT Secretariat launches an open call for Advisory Board members applications.
2. PACT Steering Committee confirms final list of expert reviewers in the Advisory Board.
3. PACT's Secretariat initiates an open call for stakeholders to submit proposals for evaluation via e-mail, website, and Twitter². Applicants have 45 calendar days³ to submit proposals.



Phase I

4. The PACT Secretariat has 14 calendar days⁴ to conduct the initial selection of proposals.
5. PACT Secretariat conducts the initial selection as per the Exclusion criteria only to ensure that only projects relevant to access to healthcare are submitted for further assessment to the Advisory Board.
6. The PACT Secretariat may reach out to the applicants with a request to answer specific questions regarding the proposal.
7. The PACT Secretariat will assign "Selected" or "Not Selected" to the submitted proposals.

Selection process design	
Owner	PACT Secretariat
Scope	Exclusion criteria only
Methodology	Whether the proposal covers each specific sub-criterion
Measurement	Yes/No
Threshold	In case of non-fulfilment of one or more sub-criteria, proposal is not selected.

8. The Steering Committee of PACT oversees the selection process.
9. The PACT Secretariat informs the applicants whether their proposal has / has not been selected.
10. Selected proposals are submitted to the Advisory Board for further assessment (Fig.1 in Annex)

² The procedure is open to PACT Partners and other organizations alike.

³ Excluding bank holidays in the country of residence

⁴ Excluding bank holidays in the country of residence

Phase II

1. Advisory Board members sign a Declaration of Interest prior to the assessment.
2. PACT Secretariat submits the selected proposals to the Advisory Board members.
3. The Advisory Board members notify PACT Secretariat in case a proposal constitutes potential or actual conflict of interest. If so, they inform the PACT Secretariat and withdraw from the assessment process for the proposal in question.
4. The Advisory Board carries out an assessment of all selected proposals based on the Core and Qualifier criteria.
5. Advisory Board members assess each proposal, awarding individual score to each specific sub-criterion. The assessment is done using a scoring binary selection system (calculation rationale described below).

Assessment process design	
Owner	Advisory Board
Scope	Core and Qualifier criteria only
Methodology	Scoring to be applied to each specific sub-criterion
Measurement	4-point scoring scale (whole numbers only are allowed)
Threshold	9-36 in mean value based on a total of 9 sub-criteria

Score	Name	Description
4	Excellent	The proposal <u>exceeds</u> the criterion expectations.
3	Good	The proposal meets the specific criterion <u>adequately</u> .
2	Fair	The proposal meets <u>partially</u> the specific criterion.
1	Poor	The proposal <u>does not</u> meet the criterion.

Rationale:

The PACT Secretariat calculates the overall score of the entire Advisory Board for each proposal by aggregating the scores given by each individual expert reviewer and dividing the total by the number of expert reviewers ("Mean Value").

Example:

The overall score for a given proposal, assessed by five expert reviewers, is 92 points (with a maximum of 180 points possible), therefore, its Mean Value will be 18,4 (~18). Hence, this proposal falls in the "Non-selection" category.

Category	Mean value
Model access solution	19 - 36
Non-selection	9 - 18

6. The Advisory Board has 30 calendar days⁵ to conduct individual assessment of the proposals.

⁵ Excluding bank holidays in the country of residence

7. The Advisory Board may decide to request applicants to answer additional questions on the proposals.
8. The Advisory Board members share the scores with the PACT Secretariat in preparation for final consultation meeting to present the aggregate scores and discuss results.
9. The Advisory Board members do not exchange scores with other members prior to the final consultation meeting.
10. The assessment results are discussed at the final consultation meeting (teleconference) to confirm the 'model' access solutions which will be promoted in a dedicated repository online.
11. The consultation meeting is organized and hosted by the PACT Secretariat virtually.
12. The PACT Secretariat will share the aggregate scoring results for each proposal for transparency reasons.
13. Each member will share insights on their assessment of each individual proposal.
14. PACT Secretariat presents the final scoring results of each proposal (based on mean value calculation).
15. Decisions are made in a spirit of consensus-building, Yet, in case of a dispute, a quorum will be required (more than half of the Advisory Board members)⁶.
16. PACT Secretariat informs the applicants of the selected / non-selected proposals likewise.



Phase III

1. PACT Secretariat publishes the selected proposals in a dedicated repository online.
2. Published proposals are eventually presented at thematic workshops to discuss their applicability and replication. The discussions and reflections from the workshop supplement the models with more information on the additional work, collaborative activities, or modification strategies to advance the model.
3. Selected proposals may be taken into consideration in the context of the activities of the MEP Interest Group on Access to Healthcare.



Responsibilities

PACT Secretariat

4. Shall conduct the initial selection of the proposals as per the exclusion criteria.
5. Shall host, organize and report Advisory Board meetings.
6. Shall provide additional materials, support, information, when requested.
7. Shall NOT assess the proposals.
8. Shall NOT participate in the Advisory Board final consultation meeting.
9. Shall NOT take part in Advisory Board voting, if any.

Advisory Board

10. Shall conduct the assessment of the proposals as per the core and qualifier criteria.
11. Shall demonstrate impartiality and integrity when making their decisions
12. Shall take part in the Advisory Board final selection meeting.
13. Shall appoint a substitute at in case is unable to attend the meeting.
14. Shall vote in case of a tie.

⁶ The rule applies even in case of a withdrawal of member due to a conflict of interest.

ANNEX



Declaration of Interest

I, [name] confirm that in my capacity of a member of the Advisory Board to review applications for PACT Model Access Solutions project,

I believe I have no potential or actual conflicts of interest with respect to any of the applications. I agree to declare if I become aware of such at a later stage.

I have one or more potential or actual conflicts of interest with respect to the applications. I have notified PACT Secretariat and will not participate in the assessment of the specific application.

The Declaration applies to the Terms of Reference of this specific project only.

Date:

Signature:

Figure 1: Assessment process overview

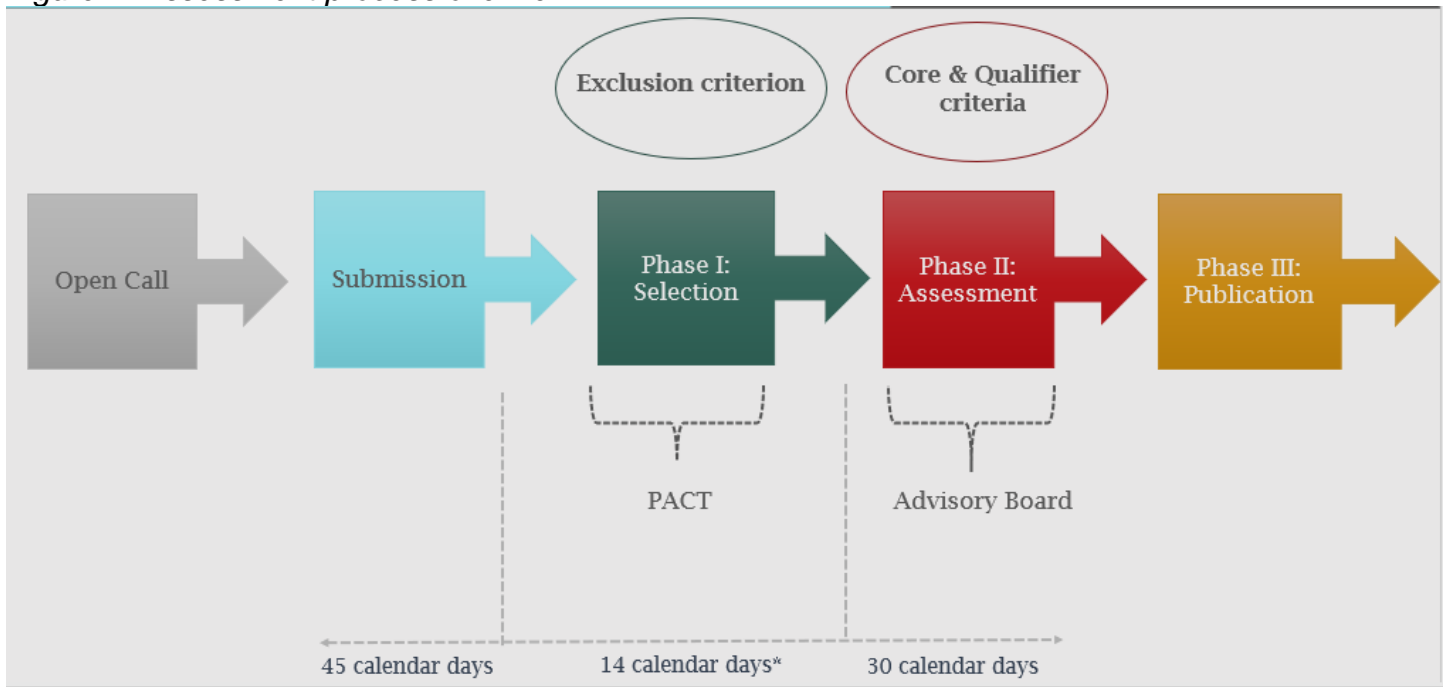


Figure 2: Decision process overview

