

PPRI Advisory Board

Tasks and Procedures

April 2018

Rationale and background

In 2005, a network of competent authorities responsible for pharmaceutical pricing and reimbursement ('PPRI network') was established. With the financial support of the European Commission / [EU Health Programme](#) ~~(DG-SANTÉ)~~ and the Austrian Federal Ministry of Health, several deliverables (e.g. PPRI Pharma Profiles, indicators, comparative report, glossary) were produced for and with the members of the PPRI network. With European Commission co-funding for the PPRI project having ended in 2007, the PPRI network has developed into a sustainable and voluntary initiative characterised by its informal character and the commitment of its members. The work of the PPRI secretariat, that is located at the Pharmacoeconomics Department (WHO Collaborating Centre for Pharmaceutical Pricing and Reimbursement Policies) of the Austrian Public Health Institute in Vienna (Austria), is financially supported by the Austrian Ministry of Labour, Social Affairs, Health and Consumer Protection.

Today, PPRI stands for evidence-based collection and collocation of data and information in the field of pharmaceutical pricing and reimbursement, their analysis and interpretation, and the transfer of knowledge to policy-makers ('information brokerage' through capacity-building and dissemination). The PPRI network is at the heart of PPRI: this informal network aims to encourage and promote an exchange of information and experience about pharmaceutical policies among the network members based on shared values such as solidarity and equity, supported by scientific evidence and a common understanding and language on pharmaceutical issues.

Role and general objectives of the PPRI Advisory Board

The PPRI Advisory Board was established to provide advice and guidance to the PPRI secretariat in its vision, management and performance of PPRI-related activities. It aims to promote information exchange between representatives of international and national authorities and agencies working in the pharmaceutical policy field (in particular in the area of pharmaceutical pricing and reimbursement). As such, it acts as a platform for sharing information between the organisations of the PPRI network, including the members of the PPRI Advisory Board.

Since the PPRI network is an informal structure, based on the commitment and voluntary contributions of its members, the PPRI Advisory Board is also set up in an informal way. No decision-making or voting will take place. Participation to the Advisory Board is not an official representation of the parent institution of the members, and the views do not necessarily represent the position of the institutions.

Specific objectives and tasks of PPRI Advisory Board

- Providing background information from the institutions and, if necessary, some personal advice with regard to strategic directions of the PPRI network and the activities of the PPRI secretariat, including thematic work on pharmaceutical pricing and reimbursement
- Informing about similar (national and international) initiatives to allow the PPRI secretariat to align and coordinate its activities in the international context
- Commenting on the PPRI work plans for the coming year(s) and help develop and shape future PPRI activities
- Fostering collaboration with PPRI network members and identifying possible new members eligible for the PPRI network
- Building bridges to external parties of relevance for PPRI (including helping identify possible sponsors for research activities)
- Providing comments to the PPRI Secretariat about its work and the progress of the PPRI network
- Supporting communication and dissemination activities of the PPRI Secretariat and the PPRI network (including and in particular to their own institutions), thus contributing to a reduction in redundancies

Members

Membership in the PPRI network is a prerequisite for being member of the PPRI Advisory Board. As for the PPRI network, membership in the PPRI Advisory Board is linked to the institution that will be represented by 2–3 staff, and it is informal.

The PPRI Secretariat is responsible for inviting the members of the PPRI Advisory Board. Only organisations that have been PPRI network members for at least 2 years are eligible for joining the PPRI Advisory Board.

A good mix of the international organisations, European institutions and national authorities is sought. PPRI network members representing national institutions should reflect diversity in terms of income and size of the country they represent, geographical distribution and organisation of their health care and pharmaceutical system.

Membership term is intended to last for two years and can be prolonged. For the national institutions in the PPRI Advisory Board a rotation principle is sought.

The PPRI Secretariat acts as Chair of the PPRI Advisory Board.

As of 2018, members of the PPRI Advisory Board are:

- WHO Collaborating Centre for Pharmaceutical Pricing and Reimbursement Policies, Gesundheit Österreich GmbH / Austrian Public Health Institute (PPRI Secretariat)
- Austrian Ministry of Labour, Social Affairs, Health and Consumer Protection (sponsor of the PPRI Secretariat)

- WHO Regional Office for Europe
- WHO Headquarters
- OECD
- European Commission, DG Sante
- Estonian Health Insurance Fund
- Ministry of Health, Social Services and Equality, Spain
- Norwegian Medicines Agency
- State Expert Centre of the Ministry of Health of Ukraine

Funding of the activities of the Advisory Board

Membership to the PPRI Advisory Board is on a voluntary basis and in an honorary capacity. Financial costs incurred by members of the Advisory Board to participate in the Advisory Board meetings shall be covered by the members' parent organisations. Apart from coverage of these costs, participation in the Advisory Board does not commit the member institution to any financial or other obligation.

Transparency and conflict of interest

The Tasks and Procedures document of the PPRI Advisory Board is published at the website of the WHO Collaboration Centre for Pharmaceutical Pricing and Reimbursement Policies (<http://whocc.goeg.at>). Member organisations of the PPRI Advisory Board will also be indicated at the PPRI website. All members have to sign a Declaration of Interest form.

Information on the content and outcomes of the PPRI Advisory Board meetings will not be disclosed. Outcomes of the discussions will be presented to the PPRI network at PPRI network meetings unless confidentiality has been agreed among PPRI Advisory Board members. Documents distributed at Advisory Board Meetings may not be forwarded to other parties unless decided otherwise.

Operational issues

- Two face-to-face meetings per year at convenient dates (close to PPRI network meetings; notifications will be sent by the Chair of the PPRI Advisory Board in due time before the meetings, at least 2 weeks before);
- Ad-hoc teleconferences as need be;
- The Chair is responsible for organising the meetings (location, facilities), providing the agenda and relevant documents, for the meeting documentation (minutes) and a follow-up of the decisions. Members of the Advisory Board may at all times contribute to the preparation of the meetings.

Commitment and expectations

The members of the Advisory Board are expected to:

- Ensure, as far as possible, participation of a representative in the PPRI Advisory Board meetings;
- Support achieving the objectives as mentioned above;
- Notify members of the PPRI Advisory Board if any matter arises which may be deemed to affect the development of the Network/Advisory Board.

Members of the PPRI Advisory Board can expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner by the PPRI secretariat;
- to be given reasonable time to prepare for the PPRI Advisory Board meetings and to provide comments;
- to be alerted to potential risks and issues that could impact PPRI, as they arise;
- open and honest discussions, without resort to any misleading assertions.

Updates

This document can be adapted upon mutual agreement of the PPRI Advisory Board.