



INAHTA Mentorship Program Guideline

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Introduction

The International Network of Agencies for Health Technology Assessment (INAHTA) Mentorship Program was developed to respond to the growing demand for technical assistance by newly founded and emerging HTA agencies around the globe. INAHTA is working closely with the WHO, as initiator of this approach, and other partner organizations in the spirit of collaboration to access a broad range of international HTA expertise. The program enables publicly-funded agencies to connect with institutional partners and mentors with particular skills to provide specific advice or capacity building measures towards the achievement of international standards in HTA production.

Program Description

The requestor (the 'Mentee') may be a specific department of a Ministry of Health, responsible for implementation of HTA, or for the development of a new or emerging public HTA agency. The Mentee completes the *Request for Mentorship* form to provide information about their agency, the type of mentor and mentorship they are seeking, along with a timeline and outline of financial considerations. If a formal procurement document exists, the Mentee is to attach it to the *Request for Mentorship* form and provide instructions for any specific content or submission requirements for proposals. A copy of the INAHTA *Request for Mentorship* form is provided on the INAHTA website <http://www.inahta.org/hta-tools-resources/mentorship/>.

The Mentee sends the completed *Request for Mentorship* form to the INAHTA Secretariat who reviews the form for completeness. The INAHTA Secretariat then circulates the *Request for Mentorship* through its membership and forwards the request to partner organizations for additional circulation through their communication channels.

The responder (the 'Mentor') may be an established HTA agency, university unit, or other qualified organization. The Mentor completes the *Mentorship Proposal* form that describes their offer for mentorship and how their proposal would satisfy the requirements of the Mentee. Where a formal procurement document is provided, proposals are to be prepared and submitted according to those instructions. Where no such formal requirement exists, the INAHTA *Mentorship Proposal* form is to be used for submissions. Respondents will be asked to include a description of their organization and main responsibilities as well as a list of individuals who might be available for the mentorship program. Responders should attach relevant CVs accompanied with additional professional and personal references, if requested. Completed mentorship proposals are to be sent to the requestor, with a 'cc' to the INAHTA Secretariat at INAHTA@ihe.ca for program purposes. A copy of the *Mentorship Proposal* form is provided on the INAHTA website <http://www.inahta.org/hta-tools-resources/mentorship/>.

The Mentee will be responsible for applying their own criteria for the selection of their mentor. If requested, the INAHTA Secretariat can act as intermediary to support the selection process. The successful establishment of a mentorship partnership is to be notified to the INAHTA Secretariat.

The type of mentorship arranged may vary depending on the needs of the requestor and the expertise available amongst the interested mentors. Examples of possible mentorship include: supporting the development of an HTA agency; identifying experts to participate in local conferences; providing workshops or offering internships for capacity building.

Any costs associated with the mentorship (e.g., stipend/salary, travel, accommodation, materials, etc.) will have to be specified before the start of the mentorship with a clear determination of what is required and how these costs

will be covered (by Mentor, Mentee or other sources). There may be limited opportunity for resource assistance from INAHTA, WHO, or other partner organizations, so requestors cannot rely on this for their mentorship. Requestors may apply and obtain funding from other organizations, e.g. World Bank, International Finance Corporation, Rockefeller Foundation.

INAHTA may from time to time follow-up with both Mentor and Mentee to conduct a brief evaluation for ongoing quality improvement of the program.

Program Overview

Initiate request	Define needs	Circulate request	Respond to request	Select mentor	Connect/support	Evaluate & learn
Requestor (Mentee) identifies their needs and completes <i>Request for Mentorship</i> form and attaches any formal procurement document	INAHTA Secretariat works with the requestor to help define their specific needs (if needed).	INAHTA circulates request through their membership and also sends it to partner organizations for circulation.	Organizations/ individuals interested in responding submit a proposal, using the <i>INAHTA Mentorship Proposal</i> form. Where a formal procurement document is supplied by the requestor, mentors are to follow these instructions.	The Mentee selects the mentor most suitable to their needs and informs INAHTA of their choice.	INAHTA helps to define the terms of the mentorship, if needed. Mentee and mentor commence work.	INAHTA occasionally conducts brief follow-up with mentor and mentee for ongoing quality improvement.
Timeline: Any time of the year	Timeline: Within a month after receiving the request	Timeline: Within a week after “defining needs”	Timeline: A month to respond to the request but this will be dependent on the timeline of the mentorship required	Timeline: 2-3 weeks to select mentor (however this will be up to the Mentee organisation and their timeline)	Timeline: A month if time is needed to define terms	Timeline: Ad hoc, after the period of mentorship is completed

General Offers for Mentorship

HTA agencies or qualified individuals who wish to make a general offer for mentorship that are not in response to a specific request for mentorship are invited to do so using the *General Offer to Mentor* form. These offers to mentor will be posted on the INAHTA website and circulated to the INAHTA membership. A copy of the *General Offer to Mentor* form is provided on the INAHTA website <http://www.inahta.org/hta-tools-resources/mentorship/>.

For Further Information

For further information, please contact Tara at the INAHTA Secretariat:

Tara Schuller, MSc, Executive Manager
INAHTA Secretariat
 c/o Institute of Health Economics
 #1200, 10405 Jasper Avenue
 Edmonton, Alberta, Canada T5K 2L1

Tel: +1 780 401 1770
 Fax: +1 780 448 0018
 Email: INAHTA@ihe.ca
 Website: www.inahta.org