

Minutes from HESG Summer Meeting

Mercure Hotel, Bristol

21st June 2018

The meeting was called to order at 17:03 by Paula Lorgelly and Bruce Hollingsworth, HESG National Organisers, presiding this properly constituted meeting of the Health Economists' Study Group.

Thanks were given to Health Economics at Bristol for stepping in to host Summer HESG Meeting 2018. Particular thanks were made to local HESG organisers **Jeff Round**, **Sabina Sanghera** and **Paul Mitchell**.

A report from the local organisers is attached (Appendix 1). Note that this was not presented at the meeting so will be of interest to everyone.

1. Standing items

a) Finances (BH/PL)

For the 2017/18 academic year there were 346 subscribers to HESG who pay £15 each, giving an income of £5190.00. We had expenditure of £7045.16, resulting in an annual loss of £1855.00. The current trading balance is £6373.10. Note that this is the first year HESG has used its reserves. Part of this was due to having more professional web support: £2400.00 was paid to the Office of Health Economics for Chris Sampson's time on the HESG website. The balance currently resides at University of Manchester.

See Appendix 2 for account summary.

b) Future meetings (BH/PL)

York 7th-9th Jan (Mon-Wed) [Nils Gutacker]

Note change from previously given days (Wed-Fri) due to venue availability.

Andrew Jones will give a pre-conference short course on Data Visualisation 9:30am on Monday.

There will also be an in memoriam for Alan Maynard who passed away this year, HESG members are welcome to attend whether they attend the conference or not.

Norwich, UEA 3rd-5th July [Emma McManus]

Slightly later in the year. Social timetable has been organised.

c) iHEA (Jo/Kara/Rich) – Discussed by Rich Smith

Next meetings:

13th World Congress in Basel 13-17 July 2019

14th World Congress in Cape Town 24th-28th 2021 July

Reconfiguration of iHEA:

There is a need to smooth out the income, given members often signup biannually for conference discount, iHEA are looking at improving what they offer in between congresses.

New regional bodies represented on the iHEA board and new Special Interest Groups

- Early career [James Buchanan]
- Economics of Obesity [Emma Frew]
- Efficiency
- Immunisation

New subcommittees to the iHEA board:

- Fundraising
 - o to reduce cost of conferences & allow reduction in membership fees.
- Professional development and support
 - o Early career and Established Career researchers
 - o Promotion of wellbeing within discipline

Q. Does HESG Congress feel adequately represented at iHEA?

Discussion: HESG currently has 3 members on the board, all personally elected, but Jo Coast, Rich Smith and Kara Hanson were all elected to the board for fixed terms therefore the make up could change in the future.

An increase in regional representation on the board will reduce the number of elected board positions, therefore it is less likely that HESG will have representation on future boards.

Q. Should HESG request a representation as a national body or would Congress be satisfied under the umbrella of Regional body – EuHEA?

A. EuHEA is our regional body. there was no strong feeling from the members that separate representation was necessary.

Q. Are other national organisations represented?

A. There are Affiliate relationships. iHEA is helping national organisations where there is no regional association. E.g. Asia has no regional group.

Q. Should / could HESG members get discounted iHEA membership?

A. This used to be the case, but not anymore.

Q. What roles are there?

A. *Executive:* President/Past president/Future president and Treasurer meet between board meetings and discuss issues e.g. investment of surplus.

Board includes Executive and elected board members.

Sub committees will allow general membership representation, not just board members.

d) EuHEA [Matt Sutton]

Next meeting: July 11th-14th 2018 in Maastricht

UK member of Scientific Committee – Marjon van der Pol, Aberdeen

EuHEA 2020 – Oslo.

EuHEA exec update:

- Accounts: HESG sends €1000pa to EuHEA – Nominally to establish EuHEA.
- Time to review – how long should we keep paying in?
- If 13 national associations paying €1000*4 years = €52,000
- Are there further benefits of contributing to EuHEA apart from the biannual conference and annual Early Career Conference?

e) EuHEA PhD Student-Supervisor and ECR Conference [Rachel Meacock]

Next meeting: 5th-7th September, Catania, Sicily. The conference is now in its 5th year, and has had a record number of submissions all of good quality. Only 30% of abstracts were accepted. RM and LM [Luke Munford] are EuHEA ECR Committee members.

- There will be an ECR networking event at the main EuHEA conference.
- EuHEA have agreed money for ECR training – contact RM or LM with ideas on how to spend this to support ECRs.
- Some issues – The website is poor. Suggestion that if we continue to support EuHEA we should suggest a website upgrade.

f) Website/IT/social media [Chris Sampson] webmaster@hesg.org.uk

Membership is now managed through the website.

Note should you want to, you can leave HESG by deleting your WordPress account [GDPR, see below].

Payment is currently managed via the University of Manchester. Not an ideal arrangement, the University could keep the money if they wished since it sits in their accounts. (see 3. below)

The new HESG website was successfully used at HESG Bristol for:

- Abstract submission
- Paper submission
- Meeting schedule / abstracts / papers

The local organiser website (for now) to be used for:

- Registration (accessible via HESG website)
- This allows local organisers to receive the registration fees directly

Contact Chris with ideas for how else to use the website. This includes suggestions for social functionality etc.

Send bug reports by Twitter @UK_HESG or email: webmaster@hesg.org.uk

Social media:

- HESG blog <https://hesg.org.uk/blog/> (may be expanding soon)
- Twitter @UK_HESG, https://twitter.com/UK_HESG?lang=en
- LinkedIn group <https://www.linkedin.com/groups/8675492>
- Flickr group <https://www.flickr.com/groups/4552859@N22/>
- If you post to Flickr please use a creative commons licence and HESG can use the images on the website.

Two new mailing lists

- One for members, one for non-members
- To be publicised via the website and social media

General Data Protection Regulation (GDPR):

- We only use your details to record your membership
- You can update your email address by logging in to the HESG website
- In future, membership renewal will include a GDPR-friendly opt-in form

- This will be at least partially compulsory (i.e. we need to be able to send important updates)
- We (probably) won't email you from HESG to ask you to join the mailing list
 - HESG does not have permission to use your email address for communication so, according to GDPR, we cannot email everyone about the new email addresses
 - Therefore please keep an eye on the website
- The JISCMail discussion list is a separate matter
 - Rarely used for discussion
 - Future uncertain...

Q. Can we still use JISCMail?

A. It is governed by JISCMail who oversee their own GDPR compliance, so it can still be used.

Q. How should the list be used?

A. Any strong feelings about the utility of this list, please contact Chris.

Note that the conference attendees list for HESG Bristol cannot be circulated because permission was not sought at the time participants registered their details.

In future, HESG will seek standard GDPR compliant wording for future conferences/registration for membership.

Chris was commended for the significantly improved functionality of the website.

2. Health Foundation funds

The Health Foundation (HF) have offered funding to HESG but members have expressed a need to ensure we are sustainable within our own budget. Thus rather than fund any ongoing expenditure there is a preference for additional funds to be used to one-off specific projects and activities that become self sustaining.

HF have offered £15,000 per year for 3 years. In the first instance they need a proposal for 1 year of funding (£5k).

Currently we have been piloting a mentoring programme, see below.

a) Mentoring Programme (Rhiannon)

- Rhiannon is leading the pilot mentoring scheme. She is qualified in coaching & thought it would be useful to formalise within the health economics community.
- After pitching at the winter meeting, 11 applications from mentee and 6 from mentors were received. Seven pairs of mentor/mentee were established in April. All have either met or have plans to meet.
- Expenses/train fares are to be reimbursed.
- It is a 12-month pilot which will be evaluated to determine whether it continues with a new cohort for next year.
- Handbook and PowerPoint slides are available on the HESG website
- Benefits include encouraging inter-institutional working

Q. Should we have a waiting list/expression of interest form?

A. We can create something on the website.

b) York pre-meeting short course (Nils)

- As noted above there will be a pre-conference short course at York. HESG will cover the expenses for this.
- Other pre-conference short courses could be funded for HESG members with the money

c) Call for other ideas on how to spend the money

- Ideas from the floor:
 - o Supporting new web-based resources
 - o Visiting scholarships
 - o Funding for ECR/PhD project grants.
 - o Historical project for the 50th anniversary meeting in Oxford Summer 2021

3. Message from your new organisers – Plan for the next 5 years

Bruce and Paula thanked the members for their support during the election. There are some immediate issues and others long term plans that they wish to address.

a) Immediate issue

We need suggestions for what to do with the HF money. This is time critical; we probably need to take the money in this financial year otherwise it may not be available going forward if we don't use it. A survey of HESG members will be developed during the summer to help decide and will be sent out in early September.

b) Long term plans

HF money aside the organisers have mooted the following ideas (as per their election manifesto):

- A standing management group
 - o May include a Secretary and a Treasurer.
 - o May also create a decision group to inform the spending of HF funds.
- More activities for PhD and ECRs (workshops, networking activities) – to be organised by the standing management group
- Improved professional presence/recognised professional body
- Website improvements

Should you have any other ideas, the organisers are happy to receive ideas/suggestions.

c) HESG Finances

We need a sustainable solution to using the University of Manchester to hold our funds now MS has stepped down, or indeed having them held by any university.

PL and BH are looking at having a HESG bank account and will need to under go credit checks.

Members could then pay their subscriptions via Paypal through the website, while payments to local organisers to cover PhD conference attendance fees could be via bank transfer. However the consent of members is required to proceed. Note that HF money cannot be accepted without a bank account.

At this properly constituted meeting of the Health Economists' Study Group (HESG):

Kara Hanson proposed that we should arrange to have a **HESG bank account**.

The proposal was seconded by Ed Wilson.

The proposal to have a **HESG bank account** passed unanimously with no member in abstention.

Luke Munford proposed that **Paula Lorgelly** should be a signatory to said bank account.

Richard Smith seconded the proposal.

The proposal to have **Paula Lorgelly** as a signatory to a HESG bank account passed unanimously with no member in abstention.

Ed Wilson proposed that **Bruce Hollingsworth** should be a signatory to said bank account.

Aki Tsuchiya seconded the proposal.

The proposal to have **Bruce Hollingsworth** as a signatory to a HESG bank account passed unanimously with no member in abstention.

Matt Sutton proposed that activity related to the bank account should be authorisable by a single signatory.

Rachel Meacock seconded the proposal

The proposal to require a **single signatory only** to conduct banking activity on the account passed unanimously with no member in abstention.

Paula and Bruce were both elected to their positions after a competitive ballot in May 2018. Paula and Bruce received 53% of the vote. They will be national organisers for the next 5 years.

4. AoB

Thanks to Stephen Morris and Matt Sutton for their leadership of HESG over the last 5 years. Both Matt and Steve received a T-Shirt and a gift.

Matt thanked the study group. He enjoyed being a HESG organiser and expressed that it would be better from now on.

The meeting was formally drawn to a close at 18:10.

Minutes taken by Caoimhe Rice, Bristol

Appendix 1

HESG Bristol Summer 2018 – scientific committee report

We received 93 abstract submissions by the abstract submission deadline which was 70 days before the full paper submission deadline. 33 of these abstracts were from PhD students. 90 individuals in total submitted abstracts (3 individuals submitted 2 abstracts). Submissions came from 33 different institutional affiliations across 7 countries, including the UK. Four of these affiliations were from non-University institutions based in the UK.

The scientific committee, comprising 13 from Bristol (current host), 4 from York (subsequent host) and 1 from City (previous host), were asked to review all assigned abstracts based on the HESG 0-10 rating scale of research quality. Each abstract was reviewed by three members of the scientific committee. Abstracts submitted from the same institutional affiliation as that of the scientific committee were reviewed by members of the scientific committee from a different institution.

Once all abstracts were reviewed, final decisions were made by five members of the scientific committee. Average scores (between 0-10) from the three reviewers for each abstract were the primary way of sorting abstracts. An additional mark of 1 was also added to the average score of abstracts submitted from PhD students. In total, we aimed to accept at least 52 abstracts for the number of paper sessions we had scheduled (Wednesday: 4 sessions x 4 rooms; Thursday 6 sessions x 4 rooms; Friday 3 sessions x 4 rooms). We decided against accepting abstracts for HESG papers as posters.

Abstracts with scores clearly above or clearly below the threshold score (i.e. the score of the 52nd ranked abstract) were accepted or rejected accordingly. A relatively large number of abstracts had scores close to the threshold and were discussed in more detail. Where scores were tied or where there were large differences in scores between reviewers, abstracts were discussed and a consensus was reached between the five members as to which abstracts should be accepted over others. 55 abstracts were initially accepted for 52 available HESG session positions, following the HESG local organiser guide to accept 3-5 more abstracts than places available on the schedule due to likely drop outs. One author had two acceptable abstracts - as both abstracts were scored equally, they were asked to choose what abstract they would prefer to be added. Accepted abstracts included 20 PhD students and individuals from 24 different institutions across 3 countries. Confirmation of abstract acceptance was sent to authors 28 days before the full paper submission deadline.

11 of the 55 accepted abstracts were withdrawn. A reserve waiting list, comprising of internal submitting authors not accepted in the initial review, as well as an external PhD student already planning to attend HESG were added to the schedule. Order on the reserve list was based on the summary score from the abstract reviews. One further external PhD student who did not initially submit an abstract but was able to fill one of the gaps created from withdrawn abstracts was also added to the schedule. The final schedule consisted of 50 papers, from 18 PhD students, with 20 different institutions represented by submitting authors.

In terms of scheduling, we tried to separate papers of similar types to avoid any direct clashes. We felt it was unnecessary to label these groups on the schedule. These groups also became less clear as abstracts were withdrawn and reserve papers were added to the gaps that emerged in the schedule. Discussants and chairs were allocated primarily to maximise discussants and chairs for all sessions based on the papers people said they were willing to chair or discuss. Preferences were considered where possible, in particular, for individuals who provided at least three options to chair and discuss. Although not everyone who volunteered to chair or discuss was allocated both a chair and discussant role, we tried to allocate at least either a chair or discussant role to individuals who provided sufficient paper preferences to do so. We aimed to schedule discussants with previous HESG experience and authors/discussants with shorter travel times for the first sessions on the first day of the meeting, in case of any travel disruptions.

Some recommendations for future HESG local organisers would be:

- to review each abstract across 4 reviewers instead of 3, to allow for a clearer distinction between abstracts in terms of their research quality. This would require reviewers to review more abstracts but should allow for a more straightforward final abstract decision meeting.
- extending any reserve list to include both external and internal submissions, with order on the reserve list based on the scoring system applied. Authors on the reserve list will need to be aware that a quicker turnaround than normal on their paper submission will be required.
- Clearer instructions are also required for submitting authors as to what is included in the 20 page paper, 7,500 word limit, in particular for individuals who have not attended HESG previously. We would recommend the current page limit of 20 to include references, tables and figures and the current word count of 7,500 to include any footnotes, but not tables or references. Current rules on supplementary appendices should remain unchanged.
- Ensure that individuals with additional requirements are considered in choosing venues. Additional requirements for this HESG included dietary requirements, accessibility of accommodation and meeting rooms, and hearing loop systems in meeting rooms.
- It is unclear whether the high number of abstract withdrawals for HESG Bristol is likely to be a feature of future HESGs, but if a similar trend is seen at the next HESG, local organiser guidance could be updated to recommend the acceptance of more than 5 abstracts above the number of spaces available on the schedule.

As well as being very grateful to all the helpful volunteers who chaired and discussed, we would like to place on record our thanks to the *scientific committee* for HESG Bristol, who were:

HESG Bristol 2018 Scientific Committee

Health Economics at Bristol (HEB), University of Bristol:

Aideen Ahern
Joanna Coast*
Padraig Dixon
Christopher Fawsitt
Will Hollingworth*
Nyasha Mafirakureva
Paul Mitchell*
Caoimhe Rice
Jeff Round*
Sabina Sanghera*
Howard Thom
Joanna Thorn
Stephanie von Hinke

Centre for Health Economics (CHE), University of York:

Nils Gutacker
Noemi Kreif
Francesco Longo
Helen Weatherly

City Health Economics Centre (CHEC), City University London:

Victoria Serra-Sastre

*These individuals also comprised the final decisions on abstracts team

The HESG Bristol 2018 local organisers were:

Paul Mitchell
Jeff Round
Sabina Sanghera

Appendix 2

2017/18 Financial Accounts

Accounts summary 2017/18 academic year	
Income	£5190.00
Expenditures	£7045.16
including....	
PhD students	£1660.00
Advisory Group	£104.10
EuHEA membership	£881.06
Admin	£2000.00
Website	£2400.00
Mentoring Scheme	Receipts still coming in – will appear in 2018/19 accounts
Net	– £1855.16
Reserves	£8228.26
Balance at end May 2018	£6373.10