### Supplementary File A

**SMethods A1. Criteria for selection of handbook/toolkit review**

**STable A1a: Handbooks/toolkits selected for extraction of competencies**

**STable A1b: Country of origin of selected handbooks/toolkits**

#### SResult A2. Overview of thematic areas and their definition

**SMethods A1. Criteria for selection of handbook/toolkit review**

#### Selection criteria

* Definition of a “handbook”

A book of instructions, especially for operating a machine or learning a subject (Source: Google definitions)

* These handbooks or toolkits do not refer to “methods paper” of HTA organizations but are background papers used for building capacity.

#### Inclusion criteria

1. Less than 10 years old (2007 – 15/06/2017)
2. Include “HTA” in the title or it is satisfactorily explained in the introduction that the **handbook/toolkit** is focused on HTA
3. Focus on any technology type (drugs, devices, diagnostics, etc. or any combination of these)
4. Teaches about best practices HTA in general (not specific to a single jurisdiction or agency, not a survey/description of how HTA being currently used)
5. Purpose is to build human resource capacity in HTA
6. Available in English, French, Spanish or Italian

#### Exclusion Criteria

1. Older than 2007
2. Specialized documents focused on one area of methodology e.g., economic evaluation, pharmacoeconomic, systematic reviews, literature searching etc. only in their titles.
3. Not available in English, French, Spanish or Italian
4. Guidelines or frameworks that are agency-specific, e.g., that outline how to perform an HTA and/or to produce HTA products following organizational policies and procedures within a specific agency or jurisdiction.
5. Purpose is not to build capacity, but rather to describe what HTA is or to provide a high-level summary of how it is used.
6. A description or survey of how HTA is currently being used (environmental scan)

#### List of short-listed handbooks/toolkits

**STable A1a: Handbooks/toolkits selected for extraction of competencies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **N** | **INCLUSION - REASON** | **AUTHOR** | **AREA (geographic)** | **HANDBOOKS/TOOLKITS TITLE** |
| *1* | *Yes* | *EUnetHTA* | *Europe* | *EUnetHTA Handbook on HTA Capacity Building [2008] (1)* |
| *2* | *Yes* | *EUnetHTA* | *Europe* | *HTA Core Model [2016](5)* |
| *3* | *Yes* | *DACEHTA* | *Denmark* | *Health Technology Assessment Handbook [2008](2)* |
| *4* | *Yes* | *KCE* | *Belgium* | *Search for Evidence & Critical Appraisal*  *Health Technology Assessment (HTA) [2007] (3)* |
| *5* | *Yes* | *Lewin Group* | *USA* | *HTA 101 introduction to health technology assessment [2014] (4)* |
| *6* | *Yes* | *AGENAS* | *Italy* | *Manuale delle procedure HTA [2015] (6)* |
| 7 | No – is a systematic review of agency handbooks & methods | AGENAS | Italy | Revisione sistematica degli strumenti metodologici  impiegati nell’Health Technology Assessment [2011](7) |
| 8 | No (>10 years old, focus on costing only) | CADTH | Canada | A guidance document for the costing process [1996] (8) |
| 9 | No (>10 years old) | VATAP VA | USA | Assessing Diagnostic Technologies [1996] (9) |
| 10 | No (>10 years old) | VATAP VA | USA | Health Care Technology Assessment in VA [1996] (10) |
| 11 | No (>10 years old) | CADTH | Canada | Guidelines for economic evaluation of pharmaceuticals: Canada [1997] (11) |
| 12 | No (>10 years old) | CADTH | Canada | Guidelines for Authors of CADTH Health Technology Assessment Reports [2003] (12) |
| 13 | No (economic focus) | CADTH | Canada | Guidelines for economic evaluation of health technologies: Canada [2006] (13) |
| 14 | No (economic focus) | CVZ | Netherlands | Guidelines for pharmacoeconomic research, updated version [2006] (14) |
| 15 | No, is specific to IQWiG | IQWiG | Germany | IQWiG\_General\_Methods [2013] (15) |
| 16 | No (economic focus) | CADTH | Canada | Using Canadian administrative databases to derive economic data for health technology assessments [2009] (16) |
| 17 | No (focus on SR only) | CRD | RU | CRD’s guidance for undertaking reviews in health care [2009] (17) |
| 18 | No (economic/ CBA focus only) | IQWiG | Germany | General Methods for the Assessment of the Relation of Benefits to Costs [2009] (18) |
| 19 | No (is a guide for applicants seeking coverage for new technology; specific to MSAC | MSAC | Australia | Funding for new medical technologies and procedures: application and assessment guidelines [2005](19) |
| 20 | No, is specific to MSAC | MSAC | Australia | Guidelines for the assessment of diagnostic technologies [2005] (20) |
| 21 | No, is specific to MSAC | MSAC | Australia | Economics Section of the MSAC Guidelines [2008] (21) |
| 22 | No – is a compendium of URLs | IHE | Canada | Health Technology on the Net A Guide to Internet Sources of Information [2011](22) |
| 23 | No, is focused on EU; has a chapter on HTA but at a high-level/description; does not deliver capacity building | EU Observatory of Heath Systems & Policies | EU | Health technology assessment and health policy-making in Europe Current status, challenges and potential [2006](23) |
| 24 | No, is specific to Brazil, also focus more on appraisal, not assessment. | DECIT CGATS | Brazil | Methodological Guidelines for Appraisals on health technology assessment for the Ministry of Health of Brazil [2007] (24) |

**STable A1b: Country of origin of selected handbooks/toolkits**

|  |  |  |
| --- | --- | --- |
| **Origin country/geographical areas** | **Handbook/toolkit** | **Date of publication** |
| Europe/EUnetHTA | Handbook on HTA Capacity Building | 2008 |
| Europe/EUnetHTA | HTA core model | 2014 |
| Denmark/DACETHTA | Health Technology Assessment Handbook | 2008 |
| Belgium/KCE | Search for Evidence & Critical Appraisal Health Technology Assessment (HTA) | 2007 |
| USA/Lewin Group | HTA 101 introduction to Health Technology Assessment. | 2014 |
| Italy/AGENAS | Manuale delle procedure HTA | 2015 |

#### SResult A1. Overview of thematic areas and their definition

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| --- | --- | --- |
| **HTA HANDBOOKS/TOOLKITS** | | |
| **Area** | **Competencies (in handbooks/toolkits)** | **Concepts and definitions** |
|  |  |  |
| Clinical effectiveness | 1. Systematic review([1-6](#_ENREF_1)) 2. Assessing clinical studies and avoiding the several types of bias ([1-6](#_ENREF_1)) 3. Evidence based medicine ([1-6](#_ENREF_1)) 4. Critical appraisal of the evidence ([1-6](#_ENREF_1)) 5. Clinical practice ([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 6. Efficacy Vs effectiveness ([4](#_ENREF_4), [5](#_ENREF_5)) 7. Epidemiology ([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 8. Clinical trials ([1-6](#_ENREF_1)) 9. Meta-analysis ([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 10. Technology management ([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) | 1. A synthesis that collates all empirical evidence fitting pre-specified eligibility criteria in order to answer a specific research question. [http://htaglossary.net] 2. A systematic error that may distort the results of a study because of weaknesses in its design, analysis, or reporting. [http://htaglossary.net 3. A type of medicine based on using the best evidence from scientific and medical research to make decisions about the care of individual patients. [http://htaglossary.net] 4. The process of assessing and interpreting scientific research results by systematically analyzing their validity, clinical and statistical significance, and clinical relevance. [http://htaglossary.net] 5. Standard practice [http://www.thefreedictionary.com] 6. Effectiveness - The benefit of using a technology, program or intervention to address a specific problem under general or routine conditions, rather than under controlled conditions, for example, by a physician in a hospital or by a patient at home. [http://htaglossary.net]   Efficacy - The benefit of using a technology, programme or intervention to treat a particular problem under ideal conditions—for example, in the context of research in a laboratory or a rigourous protocol for a randomized clinical trial. http://htaglossary.net]   1. The study of the distribution and determinants of health-related states or events in specified populations. [http://htaglossary.net] 2. A rigorous and monitored experimental study that includes healthy or ill human subjects and that is aimed at evaluating the outcomes of one or more prophylactic or therapeutic interventions. [http://htaglossary.net] 3. Meta-analysis - A statistical method that consists of systematically combining results from different studies to obtain a quantitative estimate of the overall effect of a particular intervention or variable. [http://htaglossary.net] 4. Technology management is the set of policies and practices that leverage technologies to build, maintain, and enhance the competitive advantage of the firm on the basis of proprietary knowledge and know-how [www.referenceforbusiness.com] |
| Safety | 1. Quality performance ([1](#_ENREF_1), [4](#_ENREF_4), [5](#_ENREF_5)) 2. Patients-experienced quality([2](#_ENREF_2), [4-6](#_ENREF_4)) 3. Adverse effects([3-6](#_ENREF_3)) 4. Grey literature ([4-6](#_ENREF_4)) 5. Risk analysis and assessment([2](#_ENREF_2), [5](#_ENREF_5)) 6. Safety requirements for application of technology([2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) | 1. A method combining all the pre-determined and systematic actions needed to provide appropriate confidence that a product or service will meet given quality requirements. Quality assurance includes setting and applying health care standards based on the best available knowledge, and this involves quality assessment and activities to correct and reduce variations in health care practices relative to these standards, or to improve those practices. [http://htaglossary.net] 2. All the characteristics of a good or service that enable it to meet patients’ needs and expectations on an ongoing basis. Quality can be defined using several criteria: reliability, availability, sustainability, operating safety, cost of use, etc. Quality is measured using structure, process and outcome indicators. [http://htaglossary.net] 3. Adverse effect - A noxious or unintended effect of an intervention. [http://htaglossary.net] 4. The documents published for a limited audience, outside the major distribution channels, and difficult to find in the usual databases, such as presentations at conferences, health technology assessments done by hospitals, and certain government documents. [http://htaglossary.net] 5. The qualitative or quantitative estimation of the likelihood of an adverse event that may result from exposure to a given risk factor or the absence of beneficial conditions. [http://htaglossary.net] 6. Safety - A judgment concerning the acceptability of the risk (a measure of the probability of an adverse outcome and its severity) associated with using a technology in a given situation (e.g. for a patient with a particular health problem) by a clinician with certain training, or in a specified treatment setting. |
| Cost and economic evaluation | 1. Literature searches and scientific databases([1-6](#_ENREF_1)) 2. Assessing and avoiding the several types of publication bias ([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 3. Types of economic analysis([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 4. Cost assessment ([1](#_ENREF_1), [2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) 5. Opportunity costs([2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) 6. Cost-utility analysis and   utility measures([1](#_ENREF_1), [2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5))   1. Perspectives([2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) 2. Willingness to pay([2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) 3. Discounting([2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) 4. Modelling in economic analysis([2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) 5. Sensitivity analysis and statistical handling([2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) 6. Budget impact analysis ([1](#_ENREF_1), [2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) | 1. Systematic and explicit approach to the identification, retrieval, and bibliographic management of independent studies (usually drawn from published sources) for the purpose of locating information on a topic [http://www.nlm.nih.gov/nichsr/litsrch.html] 2. In research, bias occurs when “systematic error is introduced into sampling or testing by selecting or encouraging one outcome or answer over others [http://www.merriam-webster.com/dictionary/bias] 3. The comparative analysis of the costs and consequences of two or more possible options. Depending on whether the consequences are expressed as monetary, physical or qualitative variables, the analysis may be a cost-benefit, cost-effectiveness or cost-utility analysis. 4. A detailed examination of the estimated costs for a particular project under consideration to assess validity, reasonableness, consistency and accuracy of these costs [http://htaglossary.net] 5. The value of a resource in its best alternative use [ec.europa.eu/regional\_policy/sources/docgener/.../cost/guide02\_en.pdf] 6. An economic analysis that expresses effects as overall health improvement and describes how much it costs for some additional utility gain (e.g. cost per additional quality-adjusted life-year). [http://community.cochrane.org/glossary/5#letterc] 7. The viewpoint chosen for a given analysis, including a viewpoint of society, the government, the health care system or the payer. [http://htaglossary.net] 8. The amount consumers are prepared to pay for a final good or service [ec.europa.eu/regional\_policy/sources/docgener/.../cost/guide02\_en.pdf] 9. A mathematical process used to bring future costs and benefits to their present value [http://htaglossary.net] 10. In the health field, a mathematical model of the clinical pathway that represents the key choices and the consequences of the options studied. [http://htaglossary.net] 11. A means for evaluating the robustness of a mathematical model by testing a plausible range of estimates of key independent variables to determine whether such variations result in meaningful changes in the model’s results [http://htaglossary.net] 12. An evaluation of the financial impact of the introduction of a technology or service on the capital and operating budgets of a government or agency. [http://htaglossary.net] |
| Ethical aspect | 1. Principles of ethical assessment ([2](#_ENREF_2), [5](#_ENREF_5)) 2. Ethics in personal, professional and political context([2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) 3. Ethics in research([2](#_ENREF_2), [4-6](#_ENREF_4)) | 1. Ethics in Science at its broadest level encompasses research ethics, medical ethics, publication ethics, conflicts of interest, ethical responsibilities as educator, plus many other areas. [https://www.gov.uk] 2. The Principles – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership – have been accepted by the public and those active in public life as appropriate determinants of behavior [https://www.gov.uk] 3. Ethics in research involves the application of fundamental ethical principles to a variety of topics involving scientific research, data collection, publication, and conduct. [https://www.gov.uk] |
| Legal aspect | Legal implication of the technology ([1](#_ENREF_1), [3-5](#_ENREF_3)) | Legal aspects related to health care policy refer to international or supranational rules and regulations (such as European law) and in particular to national law [http://vortal.htai.org/?q=node/52] |
| Social aspect | Patients perspective and outcome ([2](#_ENREF_2), [4-6](#_ENREF_4)) | The relative success of a given health care intervention may differ significantly from a patient perspective vis-à-vis the health care provider's perspective [http://www.hqlo.com/content/2/1/32] |
| Organizational aspect | Context Specific Setting ([1-5](#_ENREF_1)) | If HTA evidence or an HTA report are ‘context-specific’, this may mean that something about them cannot or should not be applied to other settings without careful adaptation. Context-specific, therefore, implies ‘not generalizable’ and ‘not transferable’ [EUNETHTA Glossary of HTA Adaptation Terms] |
| HTA process: Topic selection, Scoping, Prioritization | 1. Choice of HTA target and moving target([2](#_ENREF_2), [4-6](#_ENREF_4)) 2. Policy and HTA questions([2](#_ENREF_2), [4-6](#_ENREF_4)) 3. HTA topics assessment([2](#_ENREF_2), [4-6](#_ENREF_4)) 4. Priority setting ([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 5. HTA Project management and method planning([2-6](#_ENREF_2)) 6. Policy making/analysis ([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 7. Proactive approach ([1](#_ENREF_1), [4-6](#_ENREF_4)) 8. Horizon scanning/early warning systems (1,4-6) 9. Decision making process (1, 2, 4, 5) | 1. Moving target - A subject of evaluation (a technology, for example) that is difficult to define because it is changing rapidly. [http://htaglossary.net] 2. A policy question is a question posed by policy makers, those who in the context of HTA have to make decisions about the health care that groups of people will be offered [EUNETHTA Glossary of HTA Adaptation Terms] 3. Selection and prioritization of health technology assessment topics [https://www.york.ac.uk/che/pdf/DP170.pdf] 4. The assignment of an order of priority based on explicit or implicit criteria for selection of health technologies for assessment. [http://htaglossary.net] 5. Project management is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements [http://www.pmi.org/About-Us/About-Us-What-is-Project-Management.aspx] 6. A policy is a predefined plan of action to guide decisions and actions. The term may apply to governments, private sector organizations, groups, or individuals. The policy process includes the identification of different alternatives, programs or priorities, and choosing among them on the basis of the evidence about the impact they will have 7. Controlling a situation by making things happen or by preparing for possible future problems [http://www.merriam-webster.com/dictionary/proactive] 8. The systematic identification of health technologies that are new, emerging or becoming obsolete and that have the potential to effect health, health services and/or society [http://htaglossary.net] 9. The thought process of selecting a logical choice from the available options [http://www.businessdictionary.com/definition/decision-making.html#ixzz3h0sB8UeG] |
| HTA process: Stakeholder involvement | 1. Political involvements([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4))  2. Stakeholders involvement ([1-6](#_ENREF_1)) | 1. An activity related to government policy and its administrative practices that can have an effect on something [http://www.businessdictionary.com/] 2. A person, group or organization that has interest or concern in an organization [http://www.businessdictionary.com/] |
| HTA process: Dissemination of HTA  products | 1. Multidisciplinary approach ([1-6](#_ENREF_1)) 2. Production HTA reports and HTA products ([1-6](#_ENREF_1)) 3. Production of guidelines/protocols/recommendation for technology users([1](#_ENREF_1), [2](#_ENREF_2), [4](#_ENREF_4), [5](#_ENREF_5)) 4. Timely and comprehensive information for the decision makers([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 5. Networking([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 6. Synthesis of the evidence([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 7. External validation of HTA products([2](#_ENREF_2), [4-6](#_ENREF_4)) 8. Utilization management([2-6](#_ENREF_2)) 9. Internationalization of HTA([1](#_ENREF_1), [2](#_ENREF_2), [4-6](#_ENREF_4)) 10. Quality assurance and presentation of HTA products([2](#_ENREF_2), [4-6](#_ENREF_4)) | 1. A term referring to the philosophy of converging multiple specialties and/or technologies to establish a diagnosis or effect a therapy [medical-dictionary.com] 2. A document containing information organized in a narrative, graphic, or tabular form, prepared on ad hoc, periodic, recurring, regular, or as required basis [http://www.businessdictionary.com/] 3. Guidelines/protocols/recommendation Entity that has authority to use an application, equipment, facility, process, or system, or one who consumes or employs a good or service to obtain a benefit or to solve a problem [http://www.businessdictionary.com/] 4. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation [http://www.businessdictionary.com/] 5. The exchange of information or services among individuals, groups, or institutions; specifically: the cultivation of productive relationships for employment or business [http://www.merriam-webster.com/dictionary/networking] 6. A synthesis that collates all evidence fitting pre-specified eligibility criteria in order to answer a specific research question [http://htaglossary.net] 7. Assessment of an action, decision, plan, or transaction to establish that it is (1) correct, (2) complete, (3) being implemented (and/or recorded) as intended, and (4) delivering the intended outcome [http://www.businessdictionary.com/] 8. A method of assessing the need for certain medical services. [http://www.businessdictionary.com/] 9. An approach to designing products and services that is easily adaptable to different cultures and languages. [http://www.businessdictionary.com/] 10. A method combining all the pre-determined and systematic actions needed to provide appropriate confidence that a product or service will meet given quality requirements [http://htaglossary.net] |

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