

Health Evidence Review Commission Policy on Acceptance of Testimony and Guidelines for Speakers & Presenters

The Health Evidence Review Commission (HERC) and its subcommittees are public bodies that accept public comments related to discussion topics. To ensure an orderly process, the Commission has developed these policies for accepting public comment.

Coverage guidance formal comment periods

For coverage guidances, the HERC strongly prefers that comments be submitted during the formal written public comment periods, which are announced publicly via our [e-Subscribe](#) service. Submitting comments to herc.info@state.or.us during the formal written public comment period ensures that your comment, and any accompanying evidence, will be formally evaluated and receive a written response. For more information, see our coverage guidances [open for comment](#) page and our [overview](#) of the Coverage Guidance development process.

Written comment prior to a meeting

Public comments may also be submitted at any time by e-mail to HERC.Info@state.or.us. Comments for any upcoming meeting must be limited to 1,000 words and be submitted seven (7) days in advance of the meeting in order to ensure distribution to members. Materials submitted by mail or e-mail will not be printed or posted publicly. Unsolicited public comments may not be formally discussed or evaluated.

Verbal comment at a public meeting

Verbal comments are accepted at almost every HERC and subcommittee meeting. (The only exception is for public meetings discussing a topic which have had or will have extended opportunity for public comment at another meeting.) At meetings where public comment is accepted, any member of the public or group may sign up to provide verbal comments. Each commenter who signs up indicating a wish to testify will be invited to testify at the appropriate time. Due to time constraints, such comment may be limited to five minutes per topic (shared among all those who wish to testify). Commenters are encouraged to bring 15 copies of their complete testimony in written form to the public meeting and be prepared with one- and three-minute highlights of their testimony in case time is limited.

Solicited testimony

HERC may solicit written or verbal expert testimony on topics of interest to the Commission. When requesting such testimony, HERC staff will inform the expert of the meeting date, the time available for testimony and materials desired.

Unsolicited Presentations for the Health Evidence Review Commission and Value-based Benefits Subcommittee

Note: HERC's EbGS and HTAS subcommittees do not accept unsolicited presentations

HERC and VbBS allow unsolicited formal presentations by interested stakeholders, according to the following guidelines. Interested stakeholders are encouraged to collaborate with HERC staff to tailor presentations and requests, to help ensure more effective and productive discussions.

- All unsolicited scientific information or evidence must be received by HERC staff at least six weeks in advance of the HERC meeting at which it is to be presented. This time frame allows staff to review the submitted material in consultation with the Commission/Subcommittee chair, determine if it meets the [criteria for review](#) and allows the agenda item to be listed according to the Commission's 30-day advance public notice policy.
- If a topic does not meet criteria for review, individuals may offer written or verbal public comment, as described by this policy.
- For approved topics, a maximum of 10 minutes of agenda time will be allotted for presentation of scientific and evidence-based materials. The chair may allow additional time for Commission members to discuss the presentation and engage in dialogue with the presenter.

HERC strives to utilize the best available evidence in decision-making. We encourage commenters to include the strongest evidence related to the topic they present. The hierarchy of evidence is found in Guidelines for Submitted Materials at <http://www.oregon.gov/OHA/OHPR/HERC/docs/Submitted-Materials.pdf>.