

JOINT HEALTH SCIENCE BENEFITS TRUST (JHSBT)

Terms of Reference for Health Benefits Design Review Committee

I. MEMBERS

The JHSBT Health Benefits Design Review Committee (the “Committee”) is a standing committee which is created by, and receives its authority from, the JHSBT Board of Trustees. Committee members shall be Trustees as members to be determined from time to time by the JHSBT Board of Trustees.

II. COMMITTEE CHAIR

The Committee shall select a Chair from among its members.

III. PURPOSE

The Committee will undertake a critical analysis of the existing health and welfare benefit plan, and provide guidance and advice to the Board on ways in which to potentially improve or vary health and welfare coverage options for members.

IV. DUTIES

1. Review current health and welfare benefit framework (the “benefit plan”), as well as aggregate data related to member utilization of existing benefits, including current and historic cost drivers.
2. Engage services of benefit plan design specialists and consultants as required to assist with investigation and identification of benefit plan design alternatives, and communications to members
3. Develop a questionnaire to survey members on overall perspective of current benefit plan, how they use the existing benefit plan, and desired benefit plan changes and/or improvements.
4. Develop communication plan to engage members in the survey process, and provide regular updates to members.
5. Evaluate survey responses and identify member benefit plan coverage priorities, as well as benefits that are currently underutilized.
6. Research, assess and compile alternative health and welfare benefit packages, options and strategies, taking into account future potential cost drivers such as biologic drugs versus biosimilar drugs, etc.
7. Maintain minutes or other records of meetings and activities of the Committee.
8. Report regularly to the Board following meetings of the Committee, and with respect to such recommendations as the Committee may deem appropriate or may be requested by the Board
9. Any other related matters and issues referred by the Board.

V. AUTHORITY TO ACT

Recommendations and decisions of the Committee shall be made in accordance with sections VII and VIII. The Committee shall report recommendations to the Board. Any changes to the benefit plan are subject to the approval of the Parties in accordance with the JHSBT Trust Agreement.

VI. **MEETINGS**

The Committee shall meet as needed.

VII. **QUORUM**

The Committee may make rules for the conduct of its business and may appoint such assistants as they may deem necessary. A majority (50 per cent plus 1) of the members of the Committee (including the committee Chair) shall constitute a quorum thereof.

VIII. **VOTING**

Motions arising at any meeting of the Committee shall be decided by a majority (50 per cent plus one) of votes of the committee members present (including the committee Chair). In case of an equality of votes, the Chair shall not have a second or casting vote.