

## NorPEN By-Laws

Version 2, 27 November 2023

§1 The Nordic Pharmacoepidemiological Network (NorPEN) is an association of research groups/divisions from universities, public health institutions and public administration in the Nordic countries engaged in or interested in pharmacoepidemiology. Pharmacoepidemiology is hereby defined in accordance with the definition of the International Society of Pharmacoepidemiology (ISPE).

§2 The purpose of NorPEN is to facilitate research within the field of pharmacoepidemiology in the Nordic countries, through the Annual Scientific Meetings, educational events, and research collaboration.

§3 NorPEN shall engage with the national pharmacoepidemiological societies, the national register holders, and the public authorities in the Nordic countries to promote inter-Nordic pharmacoepidemiological research collaboration. NorPEN shall work in a transparent and independent manner.

§4 NorPEN activities shall be managed by the NorPEN Executive Committee consisting of eight elected regular members, each with an elected substitute. The Executive Committee shall include one representative from a member research group in each of the five Nordic countries, one representative from national register holders, one representative from the national societies of pharmacoepidemiology, and one student representative from a member research group. A representative from the host organizing committee of the upcoming Annual Scientific Meeting is an adjunct member. The Executive Committee members (regular and substitute) are appointed for two-year intervals from January to December (only 1 year for student representatives) and members can be appointed more than once.

§5 The Executive Committee shall elect a chairperson and co-chair among themselves. The term for chair and co-chair terms is two-years.

§6 The Executive Committee shall, when possible, meet monthly with a rotating meeting chair and assemble in conjunction with the Annual Scientific Meeting chaired by the Executive Committee chairperson. The Executive Committee constitutes a quorum when at least half of the regular members or their substitute are present. Decisions are made by open vote unless unanimously decided otherwise. In the event of a tie, the Executive Committee chairperson has the casting vote. Both regular members and substitutes are invited to monthly Executive Committee meetings. Regular members are expected to participate and should inform their substitute in case of their absence. If possible, the substitute should attend. At the Executive Committee meeting held in conjunction with the Annual Scientific Meeting, all regular and substitute members plus the current and incoming adjunct members from the host organizing committee are expected to participate (either in person or remotely). At all meetings of the Executive Committee, minutes shall be kept and approved by the participants.

§7 The Executive Committee shall advertise the upcoming nomination period for the Executive Committee member representatives at least two months before the Executive Committee meeting in conjunction with the Annual Scientific Meeting. Proposals for



nominations shall be collected by the relevant Executive Committee member who will forward the nomination, in writing, to the Executive Committee chairperson at least two weeks before the Annual Scientific Meeting. Decisions on the Executive Committee appointments are made by open vote by the Executive Committee and voting results will be announced during or after the Annual Scientific Meeting.

§8 Sub-committees established in collaboration with the NorPEN Executive Committee to address specific tasks/topics relevant for the NorPEN community (e.g., education) shall operate autonomously while aligning their activities with NorPEN objectives. Sub-committees may be composed of individuals from the NorPEN membership research groups/divisions. To ensure coordination, at least one member of the Executive Committee must be part of the sub-committee. This member is responsible for regularly reporting to the Executive Committee the sub-committees plans, progress, and activities. The sub-committees will establish their own structure and governance. At all meetings of the sub-committee, minutes shall be recorded, approved by the participants, and shared with the Executive Committee.

§9 NorPEN membership is at the level of research group/division (i.e., individuals may not become NorPEN members), and the benefits of membership extend to all individuals affiliated with the member group/division. Research groups/divisions within NorPEN may include researchers, teachers, students (masters or PhD level), postdocs, administrative staff, and individuals with other roles and working in relation to the field of pharmacoepidemiology. Membership is free of charge.

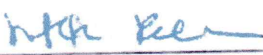
§10 Application for membership shall be made by the research group leader or designated representative with mandate to represent the research group. The application form for membership is available on the NorPEN webpage. Completed application forms should be sent to the relevant Executive Committee member representative, who will share the application to the Executive Committee no later than one (1) week prior to the next monthly meeting. Decisions on membership applications are made by open vote by the Executive Committee, and results are forwarded to the applicant by the NorPEN chairperson.

§11 NorPEN Annual Scientific Meetings shall be held, if possible, once yearly. The meetings are organized by a volunteer host NorPEN member research group(s), together with the Executive Committee. When possible, hosting responsibilities should rotate through research groups from each Nordic country. The meeting is funded primarily through participant registration fees, and possibly, by external funding applied for by the host research group. The Annual Scientific Meetings are open to all individuals engaged or interested in pharmacoepidemiology. Thus, in addition to individuals affiliated with the NorPEN member groups, individuals outside these entities (e.g., individuals working at pharmaceutical/private companies, or institutions outside of the Nordic countries, and students from various academic backgrounds) are welcome to attend. While meetings are open to all, we only invite abstracts from the entities described in §1 (i.e. research groups/divisions from universities, public health institutions and public administration in the Nordic countries engaged in or interested in pharmacoepidemiology, even if they are not affiliated with a NorPEN member group), and others (i.e. industry) if the work is the result of a collaboration with a NorPEN member group.


§12 Amendments to the by-laws can only be made after acceptance by the Executive Committee at their meeting held in conjunction to the Annual Scientific Meeting. Proposed amendments accompanied by the Executive Committee opinion shall be circulated to NorPEN member groups at least two months prior to the Annual Scientific Meeting. NorPEN member groups shall then forward their feedback, including rebuttals, to the Executive Committee chairperson up until two weeks prior to the Annual Scientific Meeting. Adoption and implementation of the amended bylaws will only occur after an open vote by the Executive Committee.

Signed by the NorPEN Executive Committee

Oslo, Norway November 27, 2023

  
Lotte Rasmussen  
University of Southern Denmark  
Denmark


  
Carolyn Cesta  
Karolinska Institutet  
Sweden

  
Jacqueline Cohen  
Norwegian Institute of Public Health  
Norway

  
Maarit Leinonen  
Finnish Institute for Health and Welfare  
Finland

  
Larus Steinþór Guðmundsson  
University of Iceland  
Iceland

  
Heidi Taipale  
Niuvanniemi Hospital  
Finland

  
Arto Puranen  
University of Eastern Finland  
Finland

  
Lina Steinrud Mørch  
Danish Cancer Society Research Center  
Denmark

