

By-laws NorPEN

§1 The Nordic Pharmacoepidemiological Network (NorPEN) is an association of research groups within universities, public health institutions and public administration engaged in or interested in pharmacoepidemiology.

§2 The purpose of NorPEN is to facilitate research within the field of pharmacoepidemiology in the Nordic countries, through scientific meetings and research collaboration. NorPEN shall work in a transparent and independent manner.

§3 NorPEN shall alliance with the national Nordic pharmacoepidemiological societies, the national register holders and the public authorities to promote inter-Nordic pharmacoepidemiological research collaboration.

§4 NorPENs affairs are managed by the elected Executive Committee consisting of eight regular members and each with a substitute.

§5 Membership in NorPEN, which is free of charge, is based on research group allocation.

§6 Application for membership shall be made by research group to the Executive Committee.

§7 Research groups within NorPEN may include researchers, students (masters or PhD level) and individuals with other background and working in relation to the field of pharmacoepidemiology.

§8 NorPEN activities, including infrastructure and scientific meetings are funded through meeting fees. The scientific meetings are open to individuals engaged in pharmacoepidemiology and with a connection to any of the entities described in §1. Those outside these entities can be invited to meetings on special occasions.

§9 Scientific meetings shall be held regularly and preferably on an annual basis. The meetings are organized by member research groups together with the Executive Committee.

§10 The Executive Committee shall include representatives from one research group in each of the five Nordic countries, one representative from the group of national register holders, one representative from the national societies of pharmacoepidemiology and one student representative. A representative from the upcoming meeting organizers is an adjunct member. The Executive Committee assembles in connection with the regular scientific meeting. The Executive Committee members are appointed for two-year intervals and members can be appointed more than once. To ensure continuity, it shall be aimed at to replace members from Denmark, Iceland together with student representative and representative from register holders in odd years and others in even years.

§11 The Executive Committee shall elect a chairperson and secretary among themselves. The Executive Committee is convened by the chairperson. The Executive Committee constitutes a quorum when at least half of the members are present. Decisions are made by open vote unless unanimously decided otherwise. At tie the chairperson has the casting


vote. Face-to-face meetings take place in conjunction with scientific meetings. Indirect meetings, held by telephone, skype, video or by similar modes are hosted by the chairperson and decided on ad-hoc by the Executive Committee. Only regular members of the Executive Committee are expected to participate at indirect meetings. Regular members should inform their substitute in case of their absence. At the meetings of the Executive Committee minutes shall be kept and adjusted by the participants.

§12 Representatives from NorPEN research groups, national register holders, national societies of pharmacoepidemiology and students may submit proposals to the Executive Committee concerning appointment of committee members to represent their entity in accordance with §10. The Executive Committee shall advertise the possibility for nomination to representatives of all member research groups, the group of national register holders, the national societies and the students at least two months before the Executive Committee meetings in conjunction with the regular scientific meetings. Proposals for nominations shall be forwarded in writing to the Executive Committee at least two weeks before the upcoming meeting. Decisions on Executive Committee appointments are made by open vote in the Executive Committee and voting decisions shall be presented at the accompanying scientific meeting assembly.

§13 The financial year is the calendar year. Meeting fees are administered by the organizing research group. To ensure continuity and financial accountability, the Executive Committee elects a host institution to administer funding between meetings.

§14 Resolution on amendment of the by-laws can only take place at the Executive committee meetings and after presenting any amendment at the general assembly in conjunction with the regular scientific meeting. Written proposals for amendments shall be sent to the Executive Committee at least two months before the regular scientific meeting. Draft constitutional amendment shall be accompanied by the opinion of the Executive Committee, when presented at the general assembly.

Odense, Denmark November 11, 2015

<p>12/11-15 </p> <p>Helle Kieler Centre for Pharmacoepidemiology Karolinska Institutet Sweden</p>	<p>12/11-15 </p> <p>Jesper Hallas Institute of Public Health University of Southern Denmark Denmark</p>	<p> 12.11.2015</p> <p>Leena Saastamoinen The Social Insurance Institution Finland</p>
<p>12/11-15 </p> <p>Helga Zoega Centre of Public Health Sciences University of Iceland Iceland</p>	<p>12/11-15 </p> <p>Svetlana Skurtveit Institute of Public Health Norway</p>	<p>12/11-15 </p> <p>Sirpa Hartikainen University of Eastern Finland Finland</p>
<p>12/11-15 </p> <p>Miia Artama Finnish Cancer Registry Finland</p>	<p> 12/11-15</p> <p>Anton Pottegård Institute of Public Health University of Southern Denmark Denmark</p>	