



ISPOR Regional Chapter Handbook



ISPOR

Improving healthcare decisions

Table of Contents

Welcome from ISPOR CEO and Executive Director - 3
Acronymns - 4
About ISPOR - 5
ISPOR Governance - 5
ISPOR Groups - 5
Legal Compliance - 6
Navigating ISPOR's New Website - 6
Benefits of ISPOR Membership - 9
ISPOR Regional Chapter - 10
ISPOR Regional Chapter Affiliation Agreement (Template) -15
Model Constitution of an ISPOR Regional Chapter - 20
ISPOR Regional Chapters Policies and Procedures - 24
ISPOR Bylaws - 27
ISPOR Regional Biennial Conference Location Selection Process - 33
Roles and Responsibilities for preparation stakeholders for ISPOR Annual and Biennial Conferences - 35
Guidance for Regional Chapters on National Public Consultations on Health policy issues - 36
Member Engagement - 43
ISPOR Chapter Resource Center - 45
ISPOR Key Links and Email Contacts - 45

Welcome from ISPOR CEO and Executive Director

Dear ISPOR Regional Chapter Leader,

I warmly welcome you into your new leadership role as Chapter President for your ISPOR regional chapter. You have become a part of something truly powerful and unique—a global organization with more than 20,000 individual and regional chapter members representing over 115 countries focused on the objective of promoting health economics and outcomes research (HEOR) excellence to improve decision making for health globally. ISPOR is the leading global professional society for HEOR and is well-positioned to support the field to respond to the needs of global health care systems. At the same time, ISPOR offers unique value to its global membership by engaging all stakeholders in consensus building, direction setting, and advancing the science. This handbook is a resource to help you contribute effectively to the Society in your important role.

ISPOR's extensive global reach helps support the growing needs of rapidly developing health care systems. Currently ISPOR has over 80 regional chapters, 3 consortia, 2 networks, and over 90 student chapters. This expanding member base allows the Society to share information on the science with members across the globe and helps ensure that an international perspective is taken by its leadership. As reservoirs for grassroots participation and scientific contribution, ISPOR regional chapters play an important role in supporting ISPOR's mission, vision, and strategic goals. You are encouraged to carefully study this handbook which has been compiled to provide comprehensive guidance and reference.

As the science of health economics and outcomes research continues to grow in importance, ISPOR will lead the way with its members and chapter leaders. I look forward to working with you and thank you for supporting ISPOR's mission.

Kind regards,



Nancy S. Berg
Chief Executive Officer and Executive Director
ISPOR

Acronymns

ISPOR – Professional Society for Health Economics and Outcomes Research

HEOR – health economics and outcomes research

PE - Pharmacoeconomics

HTA – health technology assessment

AP – Asia Pacific

EMEA – Europe, Middle East and Africa

LA – Latin America

RWE – Real World Evidence

SIG – Special Interest Group

CER – Comparative Effectiveness Research

UHC – Universal Health Coverage

ViH – *Value in Health*

ViHRI – *Value in Health Regional Issues*

VOS – *Value & Outcomes Spotlight*

About ISPOR

What is ISPOR?

ISPOR, the professional society for health economics and outcomes research (HEOR), is an international, multistakeholder, nonprofit dedicated to advancing HEOR excellence to improve decision making for health globally. The Society is the leading source for scientific conferences, peer-reviewed and MEDLINE-indexed publications, good practices guidance, education, collaboration, and tools/resources in the field.

ISPOR's Commitment to HEOR

Founded in 1995, ISPOR is committed to education, collaboration, scientific excellence, and leadership in HEOR. The rigor and credibility of ISPOR's reports and tools (i.e., scientific meetings, published research, and facilitated discussions) have earned ISPOR the reputation of being the leading international HEOR resource. As an unbiased organization of 20,000 individual and regional chapter members, ISPOR represents key health care stakeholders from more than 120 countries around the world.

ISPOR's Vision

To be the leading global scientific and educational organization for health economics and outcomes research and their use in decision making to improve health.

ISPOR's Mission

To promote health economics and outcomes research excellence to improve decision making for health globally.

ISPOR's Strategic Focus

The [Society's strategy](#) focuses on five core pillars designed to improve the science, education, and global engagement of its members and the HEOR community:

- Scientific and Research Excellence
- Member Engagement
- Education and Training
- Communication and Collaboration
- Organizational Values

ISPOR's Organizational Values

- Promote the production and dissemination of high-quality health economics and outcomes research to inform effective development and efficiency of health care.

- Embrace consideration of patient, provider, and payer perspectives in research design and analysis.
- Cultivate professional ethical standards.
- Strengthen the Society through encouragement and acceptance of diverse ideas, cultures, and disciplines.
- Maintain transparency in association governance and financial practices.
- Utilize the input of members and stakeholders to make informed decisions concerning organizational strategy and governance.
- Ensure the Society's financial sustainability through fiscal responsibility.
- Strive for excellence in everything that we do, and continuously seek innovative ways to improve our work.

ISPOR Stakeholders

ISPOR serves a broad range of [healthcare stakeholders](#) in the global HEOR community, including decision makers and payers, researchers and academicians, regulators and assessors, industry, and patient representatives.

Key Strategic Initiatives with ISPOR

ISPOR pursues numerous strategic initiatives to further its mission, including:

- [Advancing HEOR in Low- and Middle-Income Countries](#),
- [Aiding professionals in the field through the Health Economics and Outcomes Research Competencies Framework™](#),
- [Women in Health Economics and Outcomes Research \(HEOR\)](#),
- [Patient Engagement in HEOR](#),
- [Building Dialogue with Healthcare Decisionmakers](#),

and many others. You can learn more about all the strategic initiatives ISPOR are pursuing [here](#).

ISPOR Governance

Board of Directors

ISPOR is led by the [Board of Directors](#), which is the executive decision-making body for the Society. Board members are elected to 3 year, rotating terms, with elections held annually. There are 12 members of the Board, including a President, President-Elect, Past President, Treasurer and CEO / Executive Director, which is responsible for leading the day-to-day operations of the Society.

Councils

Councils serve as advisory bodies to the ISPOR Board of Directors. There are currently 8 ISPOR Councils:

- [Education Council](#)
- [Faculty Advisor Council](#)
- [Global Engagement Council](#)
- [Health Science Policy Council](#)
- [Health Technology Assessment Council](#)
- [Institutional Council](#)
- [Past Presidents Council](#)
- [Patient Council](#)

ISPOR Groups

Task Force – As a focused group of experts in a particular field of HEOR, Task forces develop ISPOR's [Good Practices for Outcomes Research Reports](#), which are highly cited expert consensus guidance recommendations that set international standards for outcomes research and its use in healthcare decision making.

SIG - ISPOR members [initiate special interest groups](#) to advance health economic and outcomes research and the use of this research in healthcare decisions. Special interest groups develop valuable tools and manuscripts for the global health economic outcome research audience. Special interest group membership is open to all ISPOR members.

Consortia - [Consortia](#) are regional groups within the Society that consist of ISPOR chapters and individuals who are interested in health economics and outcomes research (HEOR) within their region.

Networks - [Networks](#) are regional groups within the Society that consist of ISPOR chapters from different countries who share a common language or geographic location.

Chapters – ISPOR [regional chapters](#) are affiliated branches of ISPOR in their respective countries that support ISPOR’s mission.

Students - All ISPOR members who are students belong to the [ISPOR Student Network](#) - an engaged collection of PhD, masters, PharmD, and other HEOR-related disciplines. With more than 1700 individual members and 2500 chapter members from around the world, the Student Network represents 70+ countries.

New Professionals - The [ISPOR New Professionals Network](#) is composed of recent graduates from health economics and outcomes research (HEOR) related programs. Membership in the Network is available to former ISPOR student members and any new members who join that possess 3 years or less of HEOR experience.

ISPOR Staff – [ISPOR staff](#) facilitate the day to day operations and activities of ISPOR in furtherance of the Society’s mission. Staff represent key departments of the organization including Global Networks, Scientific Initiatives, Meetings, Member Services, Publications, Communications, Finance, Education, Operations, and others.

Headquarters Office – ISPOR’s office is headquartered at 505 Lawrence Square Blvd South, Lawrenceville, NJ, USA, in close proximity to Princeton, NJ, USA and approximately 1 hour and 20 minutes from Philadelphia, PA, USA and 2 hours from New York, NY, USA.

Legal Compliance

ISPOR complies with all relevant laws of the USA where it is based as well as the governing jurisdictions where it operates, including in the following areas:

- [US and International Anti-Trust Laws](#)
- [Privacy](#)

ISPOR also mandates all leaders to comply with and acknowledge the ISPOR [Code of Ethics](#), which covers aspects relating to professional integrity, transparency, legal compliance and other issues.

Navigating ISPOR’s New Website

ISPOR undertook a comprehensive overhaul of its website in 2018. The homepage, www.ispor.org, provides a top navigation banner that includes links to [About ISPOR](#), How to [Get Involved](#), [Membership](#), [Manage Profile](#), and on the right-hand side is a search glass function, [Join/Renew button](#), and [Log-In](#). Clicking on the ISPOR logo will return you back to the homepage.

The Search glass function is indexed with key taxonomies and terms to make finding articles, presentations, groups via key words easier. If you are not an ISPOR member or your membership has lapsed, the Join/Renew button allows you to become a full member. Many of ISPOR’s knowledge products remain open access, but non-members will be requested to fill out their contact information to access and navigate the website.

Logging in and updating your profile

Your ISPOR member profile is important for you to join and maintain your ISPOR group relationships (such as Consortia, SIGs and Committees), access your and manage your event registrations, certificates and journals, submit your manuscripts for ViH and ViHRI, and manage your communications access, providing permissions to receive notifications from ISPOR.

You must [activate your user profile](#) in the new system to access ISPOR's HEOR content and resources with a single sign-on, including *Value in Health* and *Value in Health Regional Issues* articles, Good Practices for Outcomes Research Reports, and other HEOR resources. To activate your user profile, please:

1. Visit the ISPOR website at www.ispor.org.
2. Click the green "Log in" button in the top right corner.
3. Enter your email address and password.
4. You will be requested to change your password.
5. Please use 'Forgot Your Password' to reset your password if needed.

You may also access your communication preferences, including whether you would like to receive ISPOR news and information on specific events, regional updates, and others. You may completely opt out as well through the portal.

ISPOR Resources

There are numerous [HEOR resources](#) available on the ISPOR website, which you may access through the first link on the blue banner of the website:

- [About HEOR](#) – includes information on what is HEOR, HEOR taxonomies, and HEOR Trends, including the [ISPOR HEOR Top Trends Report](#).
- [Good Practices for Outcomes Research Reports](#) – These open-access expert consensus guidance recommendations set international standards for outcomes research and its use in healthcare decision making.
- [HTA Central](#) - ISPOR's Health Technology Assessment Central is a comprehensive repository of resources and tools to support HTA.
- [ISPOR Scientific Presentations Database](#) - A searchable database of research (podiums and posters) presented at ISPOR Conferences since 1998.
- [Assessing the Evidence for Healthcare Decision Makers Questionnaire](#) - an interactive questionnaire for users of evidence to assess health care research studies used in health technology assessments and/or drug formulary decisions.
- [Global Healthcare Systems Road Maps](#) - provides information on country/region-specific decision-making processes for regulatory (market access) approval, reimbursement and economic evaluations of pharmaceuticals and medical devices and diagnostics.
- [Pharmacoeconomic Guidelines Around the World](#) – a list of country-specific pharmacoeconomic guidelines.
- [Outcomes Research Guidelines Index](#)

Conferences and Education

ISPOR Conferences provide an opportunity for professionals to:

- Learn about different and innovative applications in the conduct and use of HEOR.
- Engage with recognized global experts in the field.
- Network with colleagues, collaborators, and clients.
- Share research and ideas with other ISPOR members in an open and objective environment.
- Stay current on emerging trends in healthcare.
- Advance their careers by being an active participant (e.g., attend an ISPOR Short Course or network with recognized leaders in HEOR).

To learn more about Conferences, including how to register, submit an abstract, view the schedule and program and explore sponsorship opportunities, you may click on the appropriate conference icon located on the [ISPOR homepage](#) or on the [ISPOR Conference webpage](#).

There are many [educational opportunities](#) at ISPOR, including through the [ISPOR Short Course Program](#), [HTA Training Program](#), [Distance Learning Program](#), and [Webinars](#).

Publications

ISPOR publications feature the latest research, information, news, and trends in the field of HEOR:

- [Value in Health](#) - The Society's flagship journal is a highly ranked publication that circulates to 10,000 readers around the world. Published monthly, ISPOR members have full access to the journal articles. You may submit manuscripts [here](#).
- [Value in Health Regional Issues](#) - An online, MEDLINE®-indexed journal that publishes articles on health-related topics that impact the health systems and health policies in the following regions: 1) Asia; 2) Central and Eastern Europe, Western Asia, and Africa; and 3) Latin America. ISPOR members have full access to journal articles, and manuscripts may be submitted [here](#).
- [Value & Outcomes Spotlight](#) - A bimonthly publication for the global health economics and outcomes research (HEOR) community. The HEOR news magazine provides feature articles on timely HEOR topics, methodological and health policy articles, as well as updates from ISPOR leadership and news from around the world. ISPOR members have full access to the magazine.
- [ISPOR Books](#) - ISPOR outcomes research textbooks are products of the Society's special interest groups. Selling more than 12,000 copies worldwide and translated into 15 different languages, these books are excellent resources for healthcare outcomes researchers and decision makers.

ISPOR books include:

- [Therapeutic and Diagnostic Device Outcomes Research](#)
- [Reliability and Validity of Data Sources for Outcomes Research and Disease and Health Management Programs](#)
- [Healthcare Cost, Quality and Outcomes: ISPOR Book of Terms](#)
- [ISPOR Taxonomy of Patient Registries: Classification, Characteristics and Terms](#)

An updated version of the Book of Terms, as well as electronic-only versions of all books will be made available for purchase in the near future.

- ISPOR Newsletters – There are several ISPOR newsletters including:
- [ISPOR eBulletin](#) – A monthly newsletter available to ISPOR members providing updates on recent ISPOR news, events and resources.
- [ISPOR News Across Asia](#) – The quarterly newsletter of ISPOR Asia Consortium, this newsletter provides HEOR news, educational information and health policy articles and updates relating to the Asia Pacific region.
- [ISPOR News Across EMEA](#) - This quarterly newsletter provides HEOR news, educational information and health policy updates relating to the EMEA region.
- [ISPOR News Across Latin America](#) - This quarterly newsletter provides HEOR news, educational information and health policy updates relating to the Latin America region.

Press and News

ISPOR regularly published [press releases](#) to update the membership on noteworthy events and initiatives undertaken by ISPOR as well as the broader HEOR community. You are encouraged to regularly check the announcements box on the ISPOR homepage to stay informed. ISPOR also has LinkedIn and Facebook pages which you may join and stay connected and informed on ISPOR news.

HEOR Careers

ISPOR's website features the [ISPOR Career Center](#) for HEOR candidates and employers.

Awards and Grants

The research presentation awards program recognizes the scientific merit of the podium and poster presentations at ISPOR conferences:

- Best Research Podium Presentation Awards - These awards recognize the scientific merit of podium presentations given at ISPOR scientific conferences. Additional information and criteria on these awards can be found [here](#).
- Best Research Poster Presentation Awards - These awards recognize the scientific merit of poster presentations given at ISPOR scientific conferences. Additional information and criteria can be found [here](#).

Conference Travel Grant Awards - ISPOR's [Conference Travel Grants](#) were established to support attendance at the Society's conferences for eligible members to attend the Society's conferences. These include [Travel Grants](#), [Student Travel Grants](#), and [Patient Representative Travel Grants](#).

ISPOR's scientific achievement and leadership awards program also includes the following distinguished awards:

- [Avedis Donabedian Outcomes Research Lifetime Achievement Award](#)
- [Marilyn Dix Smith Leadership Award](#)
- [Bernie O'Brien New Investigator Awards](#)
- [Health Economics and Outcomes Research Excellence Award-Methodology](#)
- [Health Economics and Outcomes Research Excellence Award-Application](#)
- [Value in Health Paper of the Year Award](#)
- [Value in Health Regional Issues Excellent Article Award](#)

Benefits of ISPOR Membership

ISPOR is a member-driven organization and our volunteer members influence and guide the Society's many scientific initiatives. Through collaboration, global networking, and education activities, ISPOR members gain knowledge and a competitive advantage. [ISPOR Member Benefits](#), include access to high-quality peer-reviewed research, good practice guidelines, and new tools and resources in multiple languages; opportunities to hear, discuss, and present research in highly influential publications and events; global networking and the opportunity to contribute to strategic discussions with payers, governments, policy bodies, and leading experts in the field; and education programs including: short courses, distance learning, webinars, and continuing education accreditation.

Some specific benefits of being an ISPOR member include access to the following:

Global Scientific Meetings	ISPOR's world-class, scientific meetings convene the leading experts in HEOR and include annual meetings in North America and Europe and biennial meetings in Asia-Pacific and Latin America.
Publications	Members have unrestricted access to ISPOR journals , including <i>Value in Health</i> , <i>Value in Health Regional Issues</i> , and <i>Value & Outcomes Spotlight</i> . ISPOR members also receive newsletters and are eligible for discounts on ISPOR books.
Reports and Online Tools	Developed by the Society's Scientific and Health Policy Working Groups, ISPOR knowledge products include Good Practices for Outcomes Research Reports, Pharmacoeconomic Guidelines Around the World, Global Health Care Systems Road Maps, Scientific Presentations Databases, International Digest of Databases, Assessing the Evidence for Health Care Decision Makers, and more.
Contribute to the Science	Members are encouraged to join the Society's Scientific and Health Policy Working Groups (Task Forces, Special Interest Groups, and Council Working Groups) that contribute to the

	high quality, consensus nature of ISPOR knowledge products to advance HEOR and its use in health care decisions. Participate@ispor.org
Educational and Training Programs	The Society's HEOR short courses, webinars, distance learning programs, and training offer world class education for HEOR professionals worldwide .
Networking	In addition to ISPOR's global meetings and educational programs, networking and collaboration is facilitated through regional and student chapters, consortia, and regional networks. RegionalChapters@ispor.org StudentChapters@ispor.org
Awards and Recognition	ISPOR's prestigious awards for scientific achievement and leadership recognize HEOR excellence.
Career Development	The ISPOR <i>Career Center</i> is the site for HEOR professionals seeking career opportunities and employers seeking to reach candidates in the HEOR field. Members will find that ISPOR activities provide many opportunities to connect with thought leaders and peers working in HEOR. ispor.org/careers

ISPOR Membership within your Chapter

As a part of your ISPOR Regional Chapters' **Affiliation Agreement** with ISPOR, it is required that all Chapters have **at least 10 full ISPOR members** in their membership, and that **all chapter board members are ISPOR members**. To facilitate broader awareness of HEOR in your chapter membership, we encourage you to promote ISPOR membership among your delegates and inform them on the benefits.

To be eligible to participate on Consortium, SIG, and Task force committees, be nominated and serve in ISPOR leadership positions, and receive funds and grants, you must be an active ISPOR member.

ISPOR Regional Chapters

Roles and Responsibilities

Governance. ISPOR Regional Chapter is governed by the Constitution, the Affiliation Agreement, and other operating documents including policies and procedures developed by the Chapter, if they are consistent and comply with the ISPOR governing documents.

Roles and Responsibilities for:

Chapter Officers. Officer positions include the President, President-elect, Immediate Past President, Secretary/Treasurer. The Officers and Directors comprise the Chapter Board of Directors, also called the Board. All Chapter Officers must be full ISPOR members.

President. The President is the Chair of the Chapter Board overseeing Chapter activities and presiding at Chapter Board and member meetings. In addition, the President is responsible for developing and implementing the chapter annual work plan and completing an Annual Report for ISPOR Headquarters. Refer to the ISPOR Regional Chapter President Term of Service below for more information.

Immediate Past President. The Immediate Past-President assists the President with the responsibilities and duties of the office of President as requested and delegated by the President.

President-Elect. The President-Elect performs the duties of the President in the absence of the President, and performs other duties as assigned by the Board.

Secretary/Treasurer. The Secretary/Treasurer maintains the records of the Chapter including membership records, meeting minutes, financial transactions, and correspondence. The Secretary/Treasurer reports the financial status of the Chapter to the Board of Directors and the membership.

Board of Directors. The Board of Directors consists of the Officers and at least two Directors. Each member of the Board must reside or work within the Territory. Members of the Board should represent diverse work environments and geographic locations within the Territory. The Board of Directors is responsible for the strategic direction and management of the Chapter and oversees and supports activities and other initiatives. The Board is responsible for ensuring that the Chapter serves the mission of ISPOR and complies with the Bylaws and Policies of ISPOR, as well as complying with local government policies and laws. All Board members must be full ISPOR members.

A regular meeting of the Board of Directors is held at least once during the year at such time and at such place as the Board may determine. Special meetings of the Board may be called by the President or at the request of a majority of Board members. Action taken by electronic mail or telephone conference call of the members of the Board in which a majority of the Board indicate themselves in agreement, shall constitute a valid action of the Board if reported at the next regular meeting of the Board. A majority of the voting members of the Board of Directors shall constitute a quorum for the transactions of business.

Standard Terms for Office Holders

- The Term of Office for all Officers and Directors shall be specified in the Chapter Constitution (Month, Day to Month, Day of the following year).
- The President-Elect shall serve one three-year term and shall automatically become President. The President may serve up to two three-year terms. The President automatically becomes the Immediate Past President and serves one three-year term.
- The Secretary/Treasurer and Directors serve three-year terms and may be elected to serve one additional consecutive term.
- Any officer or Director may be recalled by a vote of all eligible members of the Chapter.

ISPOR Regional Chapter President Terms of Service

Purpose of the Position

The President is the Chair of the Chapter Board overseeing Chapter activities

Responsibilities

- Preside over the Chapter Board
- Lead Chapter member meetings
- Serve as key point of contact with ISPOR pertaining to chapter activities
- Initiate and manage member educational and scientific activities of the chapter
- Develop and implement Chapter Annual Work Plan
- Complete and submit an Annual Report of Chapter activities to ISPOR Headquarters
- Lead member recruitment and onboarding efforts for the Chapter
- Oversee succession planning and elections

Performance Expectations

- Remain in compliance with all ISPOR policies, procedures, bylaws and agreements.
- Avoid any conflict of interests
- Keep ISPOR headquarters regularly informed on Chapter activities
- Prior to undertaking any government policy initiatives or commentary inform ISPOR headquarters of intent as per affiliation agreement

- Remain committed to smooth leadership transition protocols including transparent elections and succession planning
- Ensure the continual engagement and productivity of the chapter by holding regular annual meetings and activities

ISPOR Staff Chapter Liaison Responsibilities

As full-time supporters of the ISPOR mission, ISPOR staff are always available to support the ISPOR regional chapters. Some key responsibilities of the ISPOR staff chapter liaisons include:

- Contacting chapter leaders at least quarterly to provide communication and service
- Regularly maintain chapter websites
- Inform ISPOR membership of chapter events via key publications such as eBulletin and newsletters
- Provide event support in the form of educational funds (if available to chapter per policies) or other promotional aspects
- Support chapters at ISPOR meetings
- Encourage non-Chapter full ISPOR members to join chapter as requested
- Provide information on ISPOR-related activities and events

Succession Planning

Managing Leadership Transition

ISPOR Regional Chapter Officers and Directors are elected every three years. Having effective leadership succession plan in place allows the Chapter to:

- Prepare for the departure of current leadership
- Identify future potential leaders
- Secure for smooth transition of leadership
- Ensure leadership continuity
- Prevent disruption to Chapter organization and development

Leadership transition plan should include:

- Timeline of leadership succession process.
- Communication plan with members.
- Delegation of duties, roles, and responsibilities within the key Chapter leadership.
- Definition of potential candidate that will help to identify talent from the region.
- Opportunity for exchange of knowledge and experience between the outgoing and new leadership.

The Process

The Chapter Board of Directors recommends at least three Chapter members from diverse work environments and geographic locations. The Nominations Committee (Chapter Board) solicits additional candidates through a call for candidates prior to the end of the term of the incumbent. From the Board's recommendations, and call for candidates, the Nominations Committee selects candidates for each open position, ensuring that the slate represents the Chapter membership with respect to education, professional interest, work environment, geography, and gender.

Emergency Succession Plan

A vacancy in the office of the President is filled by the President-elect. If both vacate, the Board elects the President to complete the term, and the members elect the incoming President as well as the President-elect at the next election. A vacancy in any other office resulting from death, disability, or resignation is filled on a pro tem basis by a Chapter member appointed by the President with the approval of the Board. Successor Board members will serve until the expiration of the term of their predecessors.

Additional Links

- <https://www.councilofnonprofits.org/tools-resources/succession-planning-nonprofits-managing-leadership-transitions>
- <http://www.boardeffect.com/blog/board-succession-planning/>
- <http://www.blueavocado.org/content/succession-planning-nonprofits-all-sizes>

Starting an ISPOR Chapter

Background

ISPOR encourages wide involvement in the field of health economics and outcomes research globally. In supporting the formation of the ISPOR Regional Chapters, ISPOR promotes the orderly development of the discipline of health economics and outcomes research regionally.

A Chapter may be a Chapter of a city, a state or province, a country, a region of a country, or a region encompassing more than one country.

Benefits

ISPOR Regional Chapters benefit through the use of the logo of the Society, ISPOR's well-established reputation, and the international affiliation and support it provides.

ISPOR headquarters provides staff support, financial assistance (where Chapters qualify based on regional economic conditions), and maintenance of a page on the ISPOR website.

Chapters are encouraged to publish activities in ISPOR's regional newsletters, *eBulletin*, and on the ISPOR website.

ISPOR Regional Chapter Acceptance Criteria

The ISPOR Board of Directors approve new Regional Chapters based on the following criteria:

- ISPOR welcomes the formation of a Regional Chapter, particularly in the regions where the science of health economics and outcomes research is evolving,
- In determining whether to have multiple Chapters in a country, a new Chapter must be established 300 miles (over 480 kilometers) apart from the existing chapter(s). A Regional Chapter must be named after the name of a country, a state or province of a country, a region of a country, or a city.
- The mission of Regional Chapters must be the same as those of the Society. The objectives of Regional Chapters must be specific to the local needs of its members.
- An ISPOR Regional Chapter must show evidence of existence of the organization, such as a permanent address, email, and telephone number by which Chapter leadership can be reached during regular business hours.
- An ISPOR Regional Chapter must provide a Constitution, following the Model Constitution and agree to the ISPOR Regional Chapter Affiliation Agreement. These documents must be in English.
- An ISPOR Regional Chapter must have a minimum of 10 full ISPOR members. For Chapters in developing economies (not classified as high-income economies by the World Bank) at least 3 of these full ISPOR members must pay Standard Member dues, complementary memberships may be provided to other qualifying members.
- All Chapter Officers must be full ISPOR members (President, President-elect, Immediate Past President, Secretary/Treasurer).
- Board members should represent diverse work environments and geographies within the Regional Chapter region.
- For new Chapters in high income economies (as defined by the World Bank), 60% of members need to be full ISPOR members.
- Chapter must have an ongoing program to encourage full membership in ISPOR as well as Chapter membership.
- ISPOR Regional Chapters must provide an annual report including a list of current members and the current president's curriculum vitae to ISPOR Headquarters.

Final chapter approval comes at the discretion of the ISPOR Board of Directors.

Procedure for Approval

To be recognized by the ISPOR Board of Directors, email an official letter of request for recognition to:

ISPOR Board of Directors
ISPOR
505 Lawrence Square Blvd. South
Lawrenceville, NJ, USA
Email to: RegionalChapter@ispor.org

The letter and enclosures (attachments) must contain the following:

- Evidence of existence of the organization.
- Chapter Constitution, following the Model Constitution and signed ISPOR Regional Chapter Affiliation Agreement.
- A list of founding Chapter members with affiliations and contact information, including email addresses.
- For new Chapters in high income economies (as defined by the World Bank) 60% of members need to be full ISPOR members.
- Names, positions and affiliations, the Chapter Executive Committee members.
- Names of 10 Chapter members who are full ISPOR members

A summary of past or upcoming activities for the Chapter.

Compliance

- As a part of your ISPOR Regional Chapters' **Affiliation Agreement** with ISPOR, it is required that all Chapters have **at least 10 full ISPOR members** in their membership, and that **all chapter board members are ISPOR members**.
- Chapters should submit an annual report and work plan on time – the deadline is January 31 for each year.
- All Chapter members and leaders should be fully compliant with the [ISPOR Code of Ethics](#), Anti-Trust and Foreign Corrupt Practices Legislation.

ISPOR Logo Usage Guidelines

Each ISPOR Chapter is provided with an official [ISPOR-branded Chapter logo](#) that identifies the Chapter's relationship with ISPOR and provides a professional image to the Chapter that is reflective of ISPOR's brand, mission, and vision. No component of the logo should be changed or modified at any time. The individual ISPOR Chapter logos should be used for all chapterspecific events and communications and in accordance with the guidelines outlined in this document. The ISPOR (Headquarters) logo is a legal, intellectual property of ISPOR and cannot be used without written consent by ISPOR.

Guidance on ISPOR Chapter Website Content

Contents posted on the ISPOR regional chapter websites should follow the [guidance document](#) on the ISPOR Regional Chapter Resource Center.

ISPOR Regional Biennial Conference Location Selection Process and Group Roles

In past years, location selection for ISPOR regional biennial conferences was largely reliant upon a bidding process, where interested chapters or groups would submit a proposal to ISPOR headquarters for the possibility of hosting a conference. Consortia leaders and members were often invited to then vote on the short list of proposed locations and the winner would be selected. While this approach carried appeal from a member standpoint as it gives them a deciding role, it also created some real challenges for ISPOR headquarters from a management and organizational perspective. Considering this, new conference location selection process and organizational roles guidelines were developed, which may be viewed in detail on pg. 31. It is important that chapter leaders carefully read the guidelines and make sure their members are aware of these new processes for complete clarity on expectations and responsibilities.

ISPOR Regional Chapter Affiliation Agreement (Template)

THIS REGIONAL CHAPTER AFFILIATION AGREEMENT (the "Agreement") is entered into and made effective this ___ day of _____, 20__ (the "Effective Date") by and between the International Society of Pharmacoeconomics and Outcomes Research ("ISPOR"), a New Jersey nonprofit corporation, with its principal place of business at 505 Lawrence Square Boulevard South, Lawrenceville, NJ 08648, and [CHAPTER NAME] ("CHAPTER"), formed in [COUNTRY/REGION]. ISPOR and CHAPTER may each be referred to herein as a "party" and collectively, as the "parties".

NOW THEREFORE, in consideration of the premises set forth above and the promises set forth below, the sufficiency and receipt of which are hereby acknowledged, the parties hereby agree as follows:

I. **Grant of Charter to CHAPTER.**

A. **Charter.** Subject to the terms and conditions of this Agreement, ISPOR grants to CHAPTER, a non-exclusive charter to be a regional CHAPTER of ISPOR. In so granting this charter, ISPOR recognizes that CHAPTER fulfills the criteria established by ISPOR to constitute a CHAPTER. In accordance therewith, CHAPTER is authorized to use the name "International Society of Pharmacoeconomics and Outcomes Research," the acronym "ISPOR," and the logo of ISPOR in connection with CHAPTER's name, acronym and logo, with the authority to use such marks in connection with CHAPTER's activities authorized in and by this Agreement, subject to the terms and conditions of this Agreement and any written guidelines attached hereto and otherwise incorporated herein or subsequently provided to CHAPTER by ISPOR. CHAPTER acknowledges that this charter may be modified, suspended, or revoked by ISPOR at any time in its sole discretion, with or without prior notice to CHAPTER.

B. **Term and Termination.** This Agreement shall commence on the Effective Date noted above and shall continue for a period of one year, unless earlier revoked by ISPOR or surrendered by CHAPTER, pursuant to the terms of this Agreement, including the obligations of CHAPTER generally and with respect to compliance with laws and intellectual property rights of ISPOR, as well as pursuant to the terms set forth in Section VIII of this Agreement governing revocation and surrender. Following the completion of the initial term, this Agreement shall automatically renew for additional one-year terms unless either party provides notice of its intent not to renew the Agreement at least sixty days in advance of the conclusion of the applicable term (the initial term and each subsequent term shall be collectively referred to herein as the "Term").

C. **Territory.** CHAPTER shall represent ISPOR, as ISPOR's affiliate in [INSERT COUNTRY OR REGION] (the "Territory"), pursuant to and in accordance with ISPOR's mission and purposes as set forth in ISPOR's Articles of Incorporation and Bylaws or as otherwise established by ISPOR's Board of Directors from time to time. CHAPTER acknowledges that this designation is non-exclusive in the Territory and that ISPOR reserves the right to designate other affiliates or CHAPTERS in the Territory. In determining whether to have multiple Chapters in a country, a new Chapter must be 300 miles (over 480 kilometers) from the existing Chapter(s). ISPOR may sponsor programs, accept members, and conduct other activities within the Territory.

D. **Authorized Activities.** ISPOR specifically authorizes CHAPTER to conduct the following activities within the Territory pursuant to the charter granted by this Agreement: educational programming, training, conferences, membership recruitment and retention, communications, CHAPTER meetings, networking functions, virtual engagement, translation of ISPOR resources, and such other activities that CHAPTER sees appropriate for its membership base and remains consistent with the mission and purpose of ISPOR.

II. **Membership.**

CHAPTER shall have a minimum of ten full ISPOR members, including all CHAPTER officers (President, President-elect, Immediate Past President, Secretary / Treasurer). The terms and conditions of full membership in ISPOR shall be determined exclusively by the ISPOR Board of Directors. CHAPTER participation is optional and is not a condition of ISPOR membership.

III. **Obligations of ISPOR.**

Program Resources. ISPOR shall support CHAPTER's by providing a staff liaison to interface with ISPOR Headquarters, maintaining a CHAPTER page on ISPOR's website, supporting translation of ISPOR resources, providing funding support for educational and other programs (where the CHAPTER qualifies based on economic indicators), promoting ISPOR approved CHAPTER activities, and providing regional support from Consortia and Network leadership.

IV. **Obligations of CHAPTER.**

A. **Operational Requirements.** Under this Agreement, CHAPTER agrees to:

1. Organize events or meetings in the Territory. It is recommended that CHAPTERS produce at least two programs annually focused on member need. These may include: educational or professional development programs, or networking meetings;

2. Hold at least one general business meeting of its membership during the year. Minutes of all meetings of the CHAPTER leadership and membership must be taken and saved with the records of the CHAPTER. Minutes must be available to ISPOR Headquarters upon request;

3. Develop and send periodic communications to members, which can include letters, newsletters, electronic mail updates, and/or an online electronic networking group;

4. Inform ISPOR of the contact information of its leadership team and timely inform ISPOR of any changes to its leadership team;

5. Ensure that clear leadership roles are established for expected cooperative activities between ISPOR and the CHAPTER, including, but not limited to, education, membership, communications, and operations;

6. Maintain an ongoing program to develop Chapter membership as well as full ISPOR membership;

7. Adhere to ISPOR's guidelines for all of its printed or electronic materials regarding the use of the ISPOR logo and tagline, and adhere to requirements to obtain prior written approval by ISPOR for use of the ISPOR logo and tagline for stated programs and activities;

8. CHAPTER shall submit an Annual Report of CHAPTER activities to the ISPOR Headquarters, which shall include without limitation a list of current members, the current CHAPTER president's curriculum vitae, activities of the CHAPTER during the year, issues being addressed by CHAPTER, a future work plan on addressing pending issues, and milestones achieved by the CHAPTER. CHAPTER's failure to submit Annual Reports for two consecutive years may result in the revocation of CHAPTER's charter, subject to the ISPOR Board of Director's sole determination;

9. Review the CHAPTER Constitution at least every three years and report any amendments to ISPOR Headquarters;

10. CHAPTERS to obtain written approval from ISPOR Headquarters prior to making recommendations concerning health economics and outcomes research practices or policies to official government entities. ISPOR Headquarters to respond within 30 days, or sooner if a time sensitive issue is pending;

11. CHAPTER to obtain written approval from ISPOR Headquarters prior to developing contractual ongoing relationships with government entities (e.g. HTA agencies), associations (i.e. national pharmaco-economic associations), or other organizations. ISPOR Headquarters to respond within 30 days;

B. **CHAPTER Governing Documents.** CHAPTER agrees that its governing documents are and shall remain consistent in all material respects with ISPOR's governing documents. In particular, CHAPTER agrees that its stated purposes shall at all times be the same or materially consistent with those of ISPOR, and that it will conduct its activities at all times in accordance with such purposes. CHAPTER acknowledges and agrees that its governing documents are subject to the review and approval of ISPOR.

C. **Legal Status.** CHAPTER warrants that it is an entity organized and operating in good standing in accordance with the laws of [INSERT COUNTRY].

D. **Compliance with Laws.** CHAPTER warrants that it is in full compliance with all applicable [INSERT COUNTRY] laws, regulations and other legal standards in the Territory and will remain in full compliance with, and otherwise conduct its activities at all times in accordance with all applicable laws and legal standards. Further, CHAPTER warrants that, at all times, it shall maintain all permits, licenses and other governmental approvals that may be required in the Territory for its performance under this Agreement. CHAPTER also promises that it shall make all required filings, such as annual reports and tax filings that may affect its status. CHAPTER will not knowingly, recklessly or negligently, engage in any activity that may put at risk the nonprofit, tax-exempt status of ISPOR, or otherwise create any material liability risks for ISPOR.

E. **Recordkeeping, Reporting and Inspection.** CHAPTER shall maintain all appropriate organizational and tax records. If related to activities described in this Agreement, CHAPTER will forward to ISPOR any adverse notices received

from any governmental agency, or otherwise inform ISPOR of the issues. CHAPTER shall maintain reasonable records related to all of its programs, activities, and operations. CHAPTER shall also disclose, upon reasonable request from ISPOR, its financial statements to ISPOR for review. Upon the written request of ISPOR and at ISPOR'S expense, CHAPTER shall permit ISPOR or ISPOR's designated agent to review appropriate records of CHAPTER pertaining to its programs, activities, and operations. Alternatively, CHAPTER shall send to ISPOR copies of such records.

F. Programs and Activities. CHAPTER shall sponsor or conduct meetings, programs and activities that foster the purposes and objectives of ISPOR and shall use its best efforts to ensure that these programs and activities are of the highest quality with respect to program content, materials, and logistical preparation. All Chapter events must be designated as ISPOR Chapter events.

G. CHAPTER shall apply to ISPOR Headquarters, in writing and at least six months in advance, for approval to organize or produce conferences with anticipated attendance of 200 or more participants and held within 500 miles and 4 weeks of the ISPOR Annual International Meeting, Annual European Congress, Asia-Pacific Regional Conference or Latin America Conference.

V. **Intellectual Property and Confidential Information.**

A. Limited License.

1. In accordance with ISPOR's grant of a charter to CHAPTER in the Territory, ISPOR hereby grants to CHAPTER a limited, revocable, non-exclusive license to use (i) the name "International Society of Pharmacoeconomics and Outcomes Research," the acronym "ISPOR," the logo of ISPOR, and other ISPOR trademarks, service marks, trade names, and logos (hereinafter collectively referred to as the "Marks"), (ii) all copyrighted or proprietary information and materials provided by ISPOR to CHAPTER during the Term of this Agreement (hereinafter referred to as the "Proprietary Information") (the Marks and Proprietary Information are hereinafter collectively referred to as the "ISPOR Intellectual Property") in or in connection with CHAPTER's name, for official CHAPTER-related purposes, with the limited authority to use the ISPOR Intellectual Property solely in connection with the activities authorized under this Agreement and any written guidelines provided to CHAPTER by ISPOR.

2. The ISPOR Intellectual Property is and shall remain at all times the sole and exclusive property of ISPOR. The Intellectual Property may be used by CHAPTER provided such use is made pursuant to the terms and conditions of this limited and revocable license. Any failure by CHAPTER to comply with the terms and conditions, whether willful or negligent, may result in the immediate suspension or revocation of this license, in whole or in part, by ISPOR. Failure to comply also may result in the suspension or revocation of the charter of CHAPTER by ISPOR. The interpretation and enforcement (or lack thereof) of these terms and conditions, shall be made by ISPOR in its sole discretion.

3. ISPOR's logo may not be revised or altered in any way and must be displayed in the same form as produced by ISPOR. The Marks may not be used in conjunction with any other trademark, service mark, or other mark without the prior written approval of ISPOR.

4. The ISPOR Intellectual Property must be used by CHAPTER in a professional manner and solely for official CHAPTER-related purposes. CHAPTER shall not permit any third party to use the ISPOR Intellectual Property without ISPOR's prior written approval. CHAPTER may not sell or trade the ISPOR Intellectual Property without ISPOR's prior written approval. The ISPOR Intellectual Property may not be used for individual personal or professional gain or other private benefit, and the ISPOR Intellectual Property may not be used in any manner that discredits ISPOR or harms its reputation and goodwill; is false or misleading; violates the rights of others; violates any law, regulation or other public policy; or mischaracterizes the relationship between ISPOR and CHAPTER, including but not limited to the fact that CHAPTER is a separate entity from ISPOR and is not permitted to be portrayed as a project or program of ISPOR.

5. In any authorized use by CHAPTER of the ISPOR Intellectual Property, CHAPTER shall ensure that the applicable trademark and copyright notices are used pursuant to the requirements of United States law, the laws of the Territory, and any other guidelines that ISPOR may prescribe.

6. ISPOR shall have the right, from time to time, to request samples of use of the ISPOR Intellectual Property from which it may determine compliance with these terms and conditions. ISPOR reserves the right to prohibit use of any of the ISPOR Intellectual Property, as well as to impose other sanctions, if it determines that CHAPTER's usage thereof is not in strict accordance with the terms and conditions of this limited and revocable license.

7. CHAPTER hereby grants to ISPOR a limited, revocable, non-exclusive license to use (i) any name, acronym, or logo associated with the CHAPTER; and (ii) all copyrighted or proprietary information and materials provided by CHAPTER to ISPOR during the Term of this Agreement (collectively, "CHAPTER Intellectual Property").

8. Except as provided expressly herein, no property, license, permission, or interest of any kind to the use of the ISPOR Intellectual Property or CHAPTER Intellectual Property is created, transferred, or acquired to or by the other party. All rights of usage of the ISPOR Intellectual Property OR CHAPTER Intellectual Property by the other party shall terminate immediately upon the revocation, surrender or other termination of this Agreement. The obligations of this Section shall survive the revocation, surrender or other termination of this Agreement.

9. Upon the termination or expiration of this Agreement, the CHAPTER shall (i) immediately cease utilization of ISPOR Intellectual Property; and (ii) return all originals and copies of the ISPOR Intellectual Property to ISPOR (whether printed, electronic, recorded, or in other tangible form) at ISPOR's request. Upon the termination or expiration of this Agreement, ISPOR shall (i) immediately cease utilization of CHAPTER Intellectual Property; and (ii) return all originals and copies of the CHAPTER Intellectual Property to the CHAPTER (whether printed, electronic, recorded, or in other tangible form) at the CHAPTER's request.

B. Confidential Information

The parties shall maintain the confidentiality of all of the confidential and proprietary information and data (collectively, the "Confidential Information") of the other party. Confidential Information is any information or data designated as such by the party that owns the information or data and/or any information or data that the other party reasonably knows or should know to be confidential or proprietary in nature. The parties also shall take all reasonable steps to ensure that no use, by themselves or by any third parties, shall be made of the other party's Confidential Information without such other party's advance written consent. Each party's Confidential Information shall remain the property of that party and shall be considered to be furnished in confidence to the other party when necessary under the terms of this Agreement. Upon any revocation, surrender or other termination of this Agreement, each party shall: (i) deliver immediately to the other party all Confidential Information of the other party, including but not limited to all written electronic documentation of all Confidential Information, and all copies thereof; (ii) make no further use of it; and (iii) make reasonable efforts to ensure that no further use of it is made by either party or its officers, directors, employees, agents, contractors, or any other person or third party. Each party's confidentiality obligations under this Section shall survive any revocation, surrender or other termination of this Agreement.

VI. Relationship of Parties.

ISPOR and CHAPTER agree that they are, and shall remain, separate legal entities. Neither party, nor any of its members, officers, directors, managers, agents, employees, independent contractors or representatives will (a) be considered an agent, partner, joint venture, employee, or representative of the other party for any purpose whatsoever, (b) have an authority to make any agreement or commitment for, or to incur any liability or obligation in the other party's name or for or on its behalf, and (c) represent to outside parties that they or any of them has any right to bind the other party to this Agreement. CHAPTER is not, and will not be deemed to be, for any purpose, an agent of ISPOR. ISPOR will not be responsible to CHAPTER, or to any governmental authority, for the payment or withholding of any foreign, federal, state or local income, unemployment or other employment-related taxes in connection with any payments to CHAPTER contemplated by this Agreement.

VII. Indemnification.

CHAPTER shall indemnify, save and hold harmless ISPOR, its subsidiaries, affiliates, related entities, partners, agents, officers, directors, employees, members, shareholders, attorneys, heirs, successors, and assigns, and each of them, from and against any and all claims, actions, suits, proceedings, demands, losses, damages, judgments, settlements, obligations, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind and character whatsoever (a "Claim"), which may arise by reason of (i) the performance of the party's obligations under this Agreement, (ii) the failure of the party or any of its directors, officers, employee, or other representatives to comply with any term or condition of this Agreement, and/or (iii) the breach of any representation or warranty given or made by the party in this Agreement. This indemnity shall require CHAPTER to provide payment to ISPOR of costs and expenses as they occur. CHAPTER shall promptly notify ISPOR upon receipt of any Claim and shall grant to ISPOR the sole conduct of the defense to any Claim. The provisions of this Section shall survive any revocation, surrender or other termination of this Agreement.

VIII. Revocation or Surrender of Charter.

A. Revocation of Charter. The charter granted by ISPOR to CHAPTER shall remain in full force and effect unless revoked by ISPOR or surrendered by CHAPTER in accordance with the provisions of this Agreement. ISPOR, through its

Board of Directors, shall have authority to revoke the charter of CHAPTER if the Board of Directors determines that the conduct of CHAPTER is in breach of any provision of this Agreement. Any decision by ISPOR to revoke CHAPTER's charter shall be initiated by sending written notice to CHAPTER stating the grounds on which the revocation is based; provided, however, that ISPOR shall provide CHAPTER sixty days from the date of such notice to cure any alleged breach of this Agreement, or to provide a written response to the proposed revocation for review by the Board of Directors. In the event that ISPOR determines, in its sole discretion, that CHAPTER has not corrected the condition leading to ISPOR's decision to revoke CHAPTER's charter, ISPOR shall notify CHAPTER in writing.

B. Surrender of Charter. CHAPTER may surrender its charter by delivering to ISPOR written notice of its intention to do so no less than thirty days prior to the effective date of such surrender.

IX. **Miscellaneous.**

A. Entire Agreement. This Agreement: (i) constitutes the entire agreement between the parties hereto with respect to the subject matter hereof; (ii) supersedes and replaces all prior agreements, oral and written, between the Parties relating to the subject matter hereof; and (iii) may be amended only by a written instrument clearly setting forth the amendment(s) and executed by both parties.

B. Warranties. Each party promises and represents that it shall comply with all laws, regulations and other legal standards applicable to this Agreement, and that it shall exercise due care and act in good faith at all times in performance of its obligations under this Agreement. The provisions of this Section will remain even after any revocation, surrender or other termination of this Agreement.

C. Waiver. Either party's waiver of, or failure to exercise, any right provided for in this Agreement shall not be deemed a waiver of any further or future right under this Agreement.

D. Arbitration. Any and all disputes arising under this Agreement, which cannot be resolved by means of negotiation, shall be subject to mandatory and binding arbitration conducted in English. Said arbitration shall take place in the State of New Jersey, United States, by one arbitrator in accordance with the Commercial Arbitration rules then in effect and observed by the International Chamber of Commerce. Any arbitral award shall be binding on both Parties and will be subject to immediate execution consistent with the provisions of the New York Convention. Neither party shall have any right to bring an action relating to this Agreement in a court of law, except insofar as to either enforce or appeal the results of any such arbitration. In any such arbitration, and subsequent court action, the successful party shall be entitled to collect its fees and costs from the unsuccessful party.

E. Governing Law. All questions with respect to the construction of this Agreement or the rights and liabilities of the parties under this Agreement shall be determined in accordance with the laws of the State of New Jersey, United States, excluding its conflicts of law provisions.

F. Assignment. This Agreement may not be assigned, or the rights granted under this Agreement transferred or sub-licensed, by either party without the express prior written consent of the other party.

G. Heirs, Successors and Assigns. This Agreement shall be binding on and for the legal benefit of each party, its subsidiaries, affiliates, related entities, partners, agents, officers, directors, employees, heirs, successors, and assigns, whether or not acknowledged in any instrument of succession or assignment.

H. Headings. The headings of the various paragraphs in the Agreement are intended solely for reference and are not intended to explain, modify or place any construction upon any of the provisions of this Agreement.

I. Counterparts. This Agreement may be executed in one (1) or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument.

J. Severability. All provisions of this Agreement are severable. If any provision or portion hereof is determined to be unenforceable in arbitration or by a court of competent jurisdiction, then the remaining portion of the Agreement shall remain in full effect.

K. Force Majeure. Neither party shall be liable for failure to perform its obligations under this Agreement due to events beyond its reasonable control, including, but not limited to, strikes, riots, wars, fire, acts of God, and acts in compliance with any applicable law, regulation or order (whether valid or invalid) of any governmental body.

I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND AGREE TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS.

PLEASE CONFIRM YOUR ACCEPTANCE OF THIS AGREEMENT BY CHECKING THE BOX BELOW.

□

ISPOR REGIONAL CHAPTER

Print Name _____

Title _____

ISPOR Regional Chapter _____

Date _____

Return the signed document to governance@ispor.org

Model Constitution of an ISPOR Regional Chapter

Article I: NAME and TERRITORY

The name of this organization is the International Society for Pharmacoeconomics and Outcomes Research INSERT COUNTRY OR REGION Regional Chapter, herein referred to as the "Chapter". The Chapter shall represent the International Society of Pharmacoeconomics and Outcomes Research ("ISPOR"), as ISPOR's affiliate in INSERT COUNTRY OR REGION (the "Territory"), pursuant to and in accordance with ISPOR's mission, in compliance with all applicable laws in the Territory, and in coordination with ISPOR.

Article II: MISSION

The mission of the Chapter is to support the mission, vision, and strategic direction of ISPOR in the Chapter's Territory.

Article III: AFFILIATION

The Chapter maintains affiliation with ISPOR as a Regional Chapter of ISPOR pursuant to a Regional Chapter Affiliation Agreement entered into between the Chapter and ISPOR (the "Affiliation Agreement"). The Chapter is a recognized legal organization in the Territory and complies with local government policies.

Article IV: MEMBERSHIP

Section 1. **Eligibility.** Membership in the Chapter is open to any individual who supports the mission of the Society and the Chapter, and is willing to contribute to the achievement of those objectives. The Chapter shall maintain a minimum of ten full ISPOR members. All Chapter Officers must be full ISPOR members.

Section 2: **Rights and Privileges of Membership.** Each Chapter member has the right to vote for Chapter Officers and Directors. All members shall have the right to serve on the Board of Directors or Committees, unless additional qualifications are specified for a particular office.

Article V: GOVERNANCE

The Chapter is governed by this Constitution, the Affiliation Agreement, and other operating documents including policies and procedures developed by the Chapter, provided that they are consistent and comply with the ISPOR governing documents.

Article VI: OFFICERS

Section 1. **Officers.** Chapter Officers shall be the President, President-elect, Immediate Past President, Secretary/Treasurer. The Officers and Directors comprise the Chapter Board of Directors, also called the Board.

Section 2. **President.** The President shall be the Chair of the Board and overseeing Chapter activities and presiding at Chapter Board and member meetings. In addition, the President is responsible for completing an Annual Report for ISPOR Headquarters.

Section 3. **Immediate Past President.** The Immediate Past President assists the President with the responsibilities and duties of the office of President as requested and delegated by the President.

Section 4. **President-elect.** The President-elect performs the duties of the President in the absence of the President, and performs other duties as assigned by the Board. Qualifications specified for the President are required for the President-elect.

Section 5. **Secretary/Treasurer.** The Secretary/Treasurer maintains the records of the Chapter including membership records, meeting minutes, financial transactions, and correspondence. The Secretary/Treasurer reports the financial status of the Chapter to the Board of Directors and the membership.

Article VII. BOARD OF DIRECTORS

Section 1. **Composition.** The Board of Directors shall consist of the Officers and at least two Directors. Each member of the Board must reside or work within the Territory. Members of the Board should represent diverse work environments and geographic locations within the Territory.

Section 2. **Duties and Authority.** The Board of Directors is responsible for the strategic direction and management of the Chapter and oversees and supports activities and other initiatives. The Board is responsible for ensuring that the Chapter serves the mission of ISPOR and complies with the Bylaws and Policies of ISPOR, as well as complying with local government policies and laws.

Section 3. **Meetings.** A regular meeting of the Board of Directors shall be held at least once during the year at such time and at such place as the Board may determine. Special meetings of the Board may be called by the President or at the request of a majority of Board members. Action taken by electronic mail or telephone conference call of the members of the Board in which a majority of the Board indicate themselves in agreement, shall constitute a valid action of the Board if reported at the next regular meeting of the Board.

Section 4. **Quorum.** A majority of the voting members of the Board of Directors shall constitute a quorum for the transactions of business.

Section 5. **Term of Office.** The Term of Office for all Officers and of Directors shall be from Month, Day to Month, Day of the following year.

The President-elect shall serve one three year term and shall automatically become President. The President may serve up to two three year terms. The President automatically becomes the Immediate Past President and serves one three year term.

The Secretary/Treasurer and Directors serve three year terms and may be elected to serve one additional consecutive term.

Section 6. **Recall of Officers or Directors.** Any officer or Director may be recalled by a vote of all eligible members of the Chapter.

Article VIII: COMMITTEES, AD HOC GROUPS

Section 1. **Nominations Committee.** The Board of Directors shall appoint a Nominations Committee that is responsible for selecting nominees for the position of President-elect, Treasurer/Secretary, and Directors. The Nominations Committee is also responsible for developing nominations procedures.

Section 2, The Board may create Committees and Ad Hoc Groups deemed necessary or desirable for the operations of the Chapter.

Article IX: ELECTIONS

Section 1. **Elected Officials.** Officers and Directors are elected every three years.

Section 2. **Nominations.** The Board of Directors shall recommend at least three Chapter members from diverse work environments and geographic locations. The Nominations Committee shall solicit additional candidates through a call for candidates prior to the end of the term of the incumbent. From the Board's recommendations, and call for candidates, the Nominations Committee shall select candidates for each open position, ensuring that the slate represents the Chapter membership with respect to education, professional interest, work environment, geography, and gender.

Section 3. **Election Procedures.** Elected Officers and Directors shall be elected by ballot of all Chapter members. Ballots shall be distributed to members eligible to vote at least thirty days prior to the election.

Section 4. **Elections and Ties.** Candidates receiving the plurality of votes for each position shall be elected to the respective position. The Board shall break any tie votes.

Section 5. **Reporting.** The incumbent Chapter President shall provide notice to the ISPOR Board of Directors of the newly elected Board via email directed to: regionalchapter@ispor.org.

Section 6. **Vacancies.** A vacancy in the office of the President shall be filled by the President-elect. If both vacate, the Board elects the President to complete the term, and the members elect the incoming President as well as the President-elect at the next election. A vacancy in any other office resulting from death, disability, or resignation shall be filled on a pro tem basis by a Chapter member appointed by the President with the approval of the Board. Successor Board members will serve until the expiration of the term of their predecessors.

ARTICLE X: MEETINGS

Section 1. **General Business Meeting.** The Chapter must hold at least one general meeting of its members each year. A report of the Chapter's activities shall be presented. Any member of the Chapter may submit a motion for consideration by the members as a whole or by the Board of Directors. All such motions must be submitted in writing to the President at least 48 hours prior to the General Meeting.

Section 2. **Special Meeting.** The Chapter may hold such special meetings as approved by the Board. The time and place, program and order of business for each special meeting shall be approved by the Board.

ARTICLE XI. AMENDMENTS

Proposed changes to the Constitution must be submitted to the Board not less than thirty days prior to a scheduled Board meeting. Each proposed amended version of the Constitution shall be available for review and comment by the Chapter membership. Amendments of the Constitution require a two thirds majority vote of the Board.

ARTICLE XII. PROCEDURES

Section 1. **Books and Records.** The Chapter shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of the General Business Meeting, Board Meetings and other organizational meetings. Upon request, these records must be provided to the ISPOR Board of Directors.

ISPOR Regional Chapters Policy

ISPOR encourages wide involvement in the field of health economics and outcomes research globally. In supporting the formation of the ISPOR Regional Chapters, ISPOR promotes the orderly development of the discipline of health economics and outcomes research regionally.

A Chapter may be a Chapter of a city, a state or province, a country, a region of a country, or a region encompassing more than one country.

The formation of student and regional affiliates should provide bilateral access to programs and benefits. ISPOR does not wish to compete with or undermine local initiatives. These initiatives in turn must not divert members from ISPOR or directly schedule meetings in conflict with those of the Society and should not compete with ISPOR Annual Meeting, European Congress, or regional conference.

Benefits

ISPOR Regional Chapters benefit through the use of the logo of the Society, ISPOR's well-established reputation, and the international affiliation and support it provides.

ISPOR headquarters provides staff support, financial assistance (where Chapters qualify based on regional economic conditions), and maintenance of a page on the ISPOR website.

Chapters are encouraged to publish activities in ISPOR's regional newsletters, *eBulletin* and on the ISPOR website.

Criteria for ISPOR Chapters

- **The ISPOR Board of Directors must recognize affiliate Chapters.**
- **The mission of regional affiliates must be the same as those of the Society. The objectives of regional affiliates should be specific to the local needs of its members.**
- **ISPOR Chapters will be enfranchised by ISPOR to use the ISPOR logo.**
- **The abbreviation ISPOR may only be used in conjunction with the ISPOR logo and full name of the organization (International Society for Pharmacoeconomics and Outcomes Research).**
- **Regional Chapters will be named after the name of a country, a state or province of a country, a region of a country, city or named with a country-based association/society, if a Chapter is established within the association/society. In determining whether to have multiple chapters in a country, it is recommended that a new Chapter be established 300 miles (over 480 kilometers) apart from the existing Chapter(s), unless a Chapter is based on a local affiliation (society/association).**
- The mission of Regional Chapters must be the same as those of the Society. The objectives of Regional Chapters must be specific to the local needs of its members.

Procedures for ISPOR Chapters

- An ISPOR Regional Chapter must show evidence of existence of the organization, such as a permanent address, email, and telephone number by which Chapter leadership can be reached during regular business hours.
- An ISPOR Regional Chapter must provide a Constitution, following the Model Constitution and agree to the ISPOR Regional Chapter Affiliation Agreement. These documents must be in English.
- An ISPOR Regional Chapter must have a minimum of 10 full ISPOR members.
- All Chapter Officers must be full ISPOR members (President, President-elect, Immediate Past President, Secretary / Treasurer).
- For new Chapters in high income economies (as defined by the World Bank), 60% of members need to be full ISPOR members.
- Chapter must have an ongoing program to encourage full membership in ISPOR as well as Chapter membership.
- ISPOR Regional Chapters must provide an annual report including a list of current members and the current president's curriculum vitae to ISPOR Headquarters.

Reports. The Chapter President should submit an Annual Report at the beginning of each year for Regional Chapters and Student Chapters. ISPOR staff will distribute a template for completion by the Chapter leaders. This report will include: a

summary of past activities/achievements, a plan with upcoming activities and initiatives, number of Chapter members and member list (if permitted by local law), Current President's CV. Chapter Reports are published at the ISPOR website.

ISPOR Regional Chapters Policies and Procedures

(updated and approved by ISPOR Board 11/2019)

BACKGROUND

ISPOR encourages wide involvement in the field of health economics and outcomes research globally. In supporting the formation of the ISPOR Regional Chapters, ISPOR promotes the orderly development of the discipline of health economics and outcomes research regionally.

A Chapter may be a Chapter of a city, a state or province, a country, a region of a country, or a region encompassing more than one country.

BENEFITS

ISPOR Regional Chapters benefit through the use of the logo of the Society, ISPOR's well-established reputation, and the international affiliation and support it provides.

ISPOR headquarters provides staff support, financial assistance (where Chapters qualify based on regional economic conditions), and maintenance of a page on the ISPOR website.

Chapters are encouraged to publish activities in ISPOR's regional newsletters, *eBulletin* and on the ISPOR website.

ISPOR REGIONAL CHAPTER ACCEPTANCE CRITERIA

The Global Engagement Council will recommend new Chapters to the ISPOR Board of Directors will approve new Regional Chapters based on the following criteria:

- ISPOR welcomes the formation of a Regional Chapter, particularly in the regions where the science of health economics and outcomes research is evolving,
- In determining whether to have multiple Chapters in a country, a new Chapter must be established 300 miles (over 480 kilometers) apart from the existing chapter(s). A Regional Chapter must be named after the name of a country, a state or province of a country, a region of a country, or a city.
- The mission of Regional Chapters must be the same as those of the Society. The objectives of Regional Chapters must be specific to the local needs of its members.
- An ISPOR Regional Chapter must show evidence of existence of the organization, such as a permanent address, email, and telephone number by which Chapter leadership can be reached during regular business hours.
- An ISPOR Regional Chapter must provide a Constitution, following the Model Constitution and agree to the ISPOR Regional Chapter Affiliation Agreement. These documents must be in English.
- An ISPOR Regional Chapter must have a minimum of 10 full ISPOR members. For Chapters in developing economies (not classified as high income economies by the World Bank) at least 3 of these full ISPOR members must pay Standard Member dues, complementary memberships may be provided to other qualifying members.
- All Chapter Officers must be full ISPOR members (President, President-elect, Immediate Past President, Secretary/Treasurer).
- All Chapter Officers must review and sign the Leadership Code of Conduct.
- Board members should represent diverse work environments and geographies within the Regional Chapter region and consideration should be given to ISPOR's Commitment to Diversity www.ispor.org/diversitypolicy, including (but not limited to) gender and career stage.
- For new Chapters in high income economies (as defined by the World Bank), 60% of members need to be full ISPOR members.
- Chapter must have an ongoing program to encourage full membership in ISPOR as well as Chapter membership.
- ISPOR Regional Chapters must provide an annual report to ISPOR Headquarters.
-

PROCEDURE FOR ISPOR REGIONAL CHAPTER APPROVAL

To be recognized by the ISPOR Board of Directors, email an official letter of request for recognition to:

Email to: Regionalchapter@ispor.org

The letter and enclosures (attachments) must contain the following:

- Evidence of existence of the organization.
- Chapter Constitution, following the Model Constitution and signed ISPOR Regional Chapter Affiliation Agreement.
- A list of founding Chapter members with affiliations and contact information, including email addresses.
- For new Chapters in high income economies (as defined by the World Bank) 60% of members need to be full ISPOR members.
- Names, positions and affiliations, the Chapter Executive Committee members.
- Names of 10 Chapter members who are full ISPOR members.
- A summary of past or upcoming activities for the Chapter.
-

REGIONAL CHAPTER COMPLIANCE REQUIREMENTS

ISPOR Chapters must comply with all requirements in the ISPOR Regional Chapter Affiliation Agreement and other ISPOR policies. These include:

- Submitting a signed Affiliation Agreement, as well as signing amendments to the Agreement.
- Have a minimum of ten full ISPOR members, including all Chapter officers (President, President-elect, Immediate Past President, Secretary/Treasurer).
- Organize events or meetings in the Territory. It is recommended that Chapter produce at least two programs annually focused on member need. These may include educational or professional development programs, or networking meetings.
- Hold at least one general business meeting of its membership during the year. Minutes of all meetings of the Chapter leadership and membership must be taken and saved with the records of the Chapter. Minutes must be available to ISPOR Headquarters upon request.
- Develop and send periodic communications to members, which can include letters, newsletters, electronic mail updates, and/or an online electronic networking group.
- Establish and maintain succession plans and terms for leadership roles in line with practices set in the Model Chapter Constitution, allowing for rotation of leaders. (The President-elect shall serve one three-year term and shall automatically become President. The President may serve up to two three-year terms. The President automatically becomes the Immediate Past President and serves one three-year term. The Secretary/Treasurer and Directors serve three-year terms and may be elected to serve one additional consecutive term.)
- Inform ISPOR of the contact information of its leadership team and timely inform ISPOR of any changes to its leadership team.
- Ensure that clear leadership roles are established for expected cooperative activities between ISPOR and the Chapter, including, but not limited to, education, membership, communications, and operations.
- Maintain an ongoing program to develop Chapter membership as well as full ISPOR membership.
- Adhere to ISPOR's guidelines for all printed or electronic materials regarding the use of the ISPOR logo and tagline and adhere to requirements to obtain prior written approval by ISPOR for use of the ISPOR logo and tagline for stated programs and activities.
- Chapter shall submit an Annual Report of Chapter activities to the ISPOR Headquarters. Including activities of the Chapter during the year, issues being addressed by Chapter, a future work plan on addressing pending issues, and milestones achieved by the Chapter. Chapter's failure to submit Annual Reports for two consecutive years may result in the revocation of Chapter's charter, subject to the ISPOR Board of Director's sole determination.
- Review the Chapter Constitution at least every three years and report any amendments to ISPOR Headquarters.
- Chapter to obtain written approval from ISPOR Headquarters prior to making recommendations concerning health economics and outcomes research practices or policies to official government entities. ISPOR Headquarters to respond within 30 days, or sooner if a time sensitive issue is pending.

- Chapter to obtain written approval from ISPOR Headquarters prior to developing contractual ongoing relationships with government entities (e.g. HTA agencies), associations (i.e. national pharmacoeconomic associations), or other organizations. ISPOR Headquarters to respond within 30 days.
- Chapter warrants that it is in full compliance with all applicable regional laws, regulations and other legal standards in the Territory and will remain in full compliance with, and otherwise conduct its activities at all times in accordance with all applicable laws and legal standards. Further, CHAPTER warrants that, at all times, it shall maintain all permits, licenses and other governmental approvals that may be required in the Territory for its performance under this Agreement. CHAPTER also promises that it shall make all required filings, such as annual reports and tax filings that may affect its status. Chapter will not knowingly, recklessly or negligently, engage in any activity that may put at risk the nonprofit, tax-exempt status of ISPOR, or otherwise create any material liability risks for ISPOR.
- Chapter shall maintain all appropriate organizational and tax records. Chapter will forward to ISPOR any adverse notices received from any governmental agency, or otherwise inform ISPOR of the issues.
- Chapter shall maintain reasonable records related to all of its programs, activities, and operations. Chapter shall also disclose, upon reasonable request from ISPOR, its financial statements to ISPOR for review. Upon the written request of ISPOR and at ISPOR'S expense, Chapter shall permit ISPOR or ISPOR'S designated agent to review appropriate records of Chapter pertaining to its programs, activities, and operations. Alternatively, Chapter shall send to ISPOR copies of such records.
- Chapter shall apply to ISPOR Headquarters, in writing and at least six months in advance, for approval to organize or produce conferences with anticipated attendance of 200 or more participants and held within 500 miles and 4 weeks of the ISPOR Annual International Conference, Annual European Conference, Asia-Pacific Regional Conference or Latin America Conference.
- In addition, all Chapter leaders, including Chapter leaders are required to sign the Leadership Code of Conduct annually. Chapter Presidents will also be required to complete ISPOR'S FCPA training upon assuming office and every three years hence.

Revocation or Surrender of Charter

The charter granted by ISPOR to a Chapters shall remain in full force and effect unless revoked by ISPOR or surrendered by Chapter in accordance with the provisions of this Agreement.

ISPOR, through its Board of Directors, shall have authority to revoke the charter of Chapter if the Board of Directors determines that the conduct of Chapter is in breach of any provision of this Agreement. Prior to a warning ISPOR's Global Engagement Council, Consortia and Network leadership, and ISPOR staff will work with Chapters in violation to correct issues.

Chapter in violation of conditions of the Affiliation Agreement will not qualify for Education Funds, Chapter Awards, Leadership training, or use of ISPOR meeting rooms at ISPOR events.

In case of a breach that cannot be remedied, the Global Engagement Council will make a recommendation to the Board to revoke the Chapter's Charter.

Any decision by ISPOR to revoke a Chapter's charter shall be initiated by the ISPOR President sending written notice to Chapter stating the grounds on which the revocation is based; provided, however, that ISPOR shall provide Chapter sixty days from the date of such notice to cure any alleged breach of this Agreement, or to provide a written response to the proposed revocation for review by the Board of Directors. In the event that ISPOR determines, in its sole discretion, that Chapter has not corrected the condition leading to ISPOR'S decision to revoke Chapter's charter, ISPOR shall notify Chapter in writing.

Chapter may surrender its charter by delivering to ISPOR written notice of its intention to do so no less than thirty days prior to the effective date of such surrender. Chapter dissolutions initiated by the Chapter must comply with conditions set in the Chapter Constitution. ISPOR may request documentation to ensure compliance with the Constitution. The Chapter should draft a plan of dissolution for ISPOR Board approval that recommends how members will be notified and a recommendation on how any assets should be dispersed.

Any Chapter dissolutions must be reviewed and approved by the ISPOR Board of Directors based on recommendations from the Global Engagement Council.

ISPOR Bylaws

Article I. NAME

The name of this international organization shall be the International Society for Pharmacoeconomics and Outcomes Research (ISPOR).

Article II. PURPOSES

The International Society for Pharmacoeconomics and Outcomes Research is a nonprofit organization and shall be operated exclusively for educational, charitable, and scientific purposes within the meaning of Section 501(c)3 of the US Internal Revenue Code.

ISPOR is committed to strengthening the integrity, advancement, and the understanding and use of health economics and outcomes research among researchers, health technology developers and assessors, regulators, health economists, health care policy makers, payers, providers, patients, populations, and society.

The organization's mission is to promote health economics and outcomes research excellence to improve decision making for health globally.

Article III. MEMBERSHIP

Section 1. **Classes of Membership.**

Classes of membership include: Member, Student Member, Fellow, New Professional, and Retired. The Board of Directors may, in the interests of the Society, establish or remove classes of membership through amendments to these Bylaws.

Section 2. **Eligibility.**

(a) **Member** - Any individual who supports the objectives of the Society and is willing to contribute to the achievement of those objectives is eligible for membership.

(b) **Student Member** - Any individual formally enrolled in a program of study which includes aspects of health economics or health outcomes research in the study curriculum and supports the mission of the Society is eligible for Student Membership.

(c) **Fellow** - Any Member who is deemed to have made a meritorious contribution to the advancement of health economics or outcomes research as defined by the ISPOR Board.

(d) **New Professional** - Any individual with three years or less professional experience in health economics or outcomes research.

(e) **Retired Members** - Any Member with ten or more years of paid ISPOR membership and working less than half time (twenty or fewer hours per week).

Section 3. **Rights and Privileges of Membership.**

- (a) Members, Fellows, New Professional or Retired Members shall have the right to serve as a Member of the Board, or serve as a Chair of a Network, Consortium, Council, or Committee of the Society, as well as to vote for ISPOR Officers and Directors.
- (b) Student Members have the right to vote for ISPOR Officers and Directors.

Article IV. OFFICERS

Section 1. Officers.

Society Officers shall be the President, President-elect, Immediate Past President, CEO & Executive Director, and Treasurer. The Officers and Directors comprise the Board of Directors, also called the Board.

Section 2. President.

The President shall be Chairman of the Board of Directors. The President shall appoint the Chairs and Members of Standing Committees with the approval of the Board, and performs such duties as may be assigned by the Board.

Section 3. Immediate Past President.

The Immediate Past President shall perform other duties as assigned by the Board of Directors.

Section 4. President-elect.

The President-elect shall perform the duties of the President in the absence of the President, and shall perform other duties as may be assigned by the Board of Directors.

Section 5. CEO & Executive Director.

The CEO & Executive Director of the Society shall be hired by the Board of Directors and will serve as the Society's Chief Executive Officer. This individual, a voting Member of the Board (except on the issues of CEO & Executive Director's salary and contract review), shall act as Corporate Secretary and will perform such duties as may be assigned by the Board. The CEO & Executive Director shall be in charge of the Society's records; shall be responsible for the proper and legal mailing of meeting notices to its Members; and shall assure proper recording of proceedings of meetings of the Society, Board of Directors, and Executive Committee. He or she will ensure that accurate records of all Members are kept and shall keep the seal of the Society. He or she shall be in charge of the Society's funds, and shall collect all Member dues and assessments, and shall establish proper accounting procedures for the handling of the Society's funds. He or she shall employ staff as necessary to perform such duties and compensate staff members within the approved budget. The CEO & Executive Director shall define the duties of the staff, supervise their performance, establish their titles, and delegate responsibilities of management as shall, in his/her judgment, be in the best interest of the Society.

Section 6. Treasurer.

The Treasurer of the Society, a voting Board Member, shall be an active Member appointed by the Board of Directors and shall serve for a term of three years from the effective date of the appointment. No individual shall serve more than two consecutive three-year terms as Treasurer. An active Member appointed by the Board of Directors shall fill a vacancy in the office of Treasurer for the unexpired term. The duties assigned to the Treasurer include advising the Board of Directors on financial and investment policy, overseeing the management of the financial affairs of the Society, and making an annual financial report to the membership which includes an audited financial statement for the preceding fiscal year and which reflects the current financial condition of the Society.

Article V. BOARD OF DIRECTORS

Section 1. Composition.

The Board of Directors shall consist of the Officers and Directors.

Section 2. Duties and Authority.

The Board of Directors shall be responsible for the strategic direction and is responsible for the management of the Society. The Board shall have control and direction of the affairs of the Society and its Committees and publications; shall determine

its policies or changes therein; shall approve the budget and shall actively pursue its objectives; and approve the disbursement of funds. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, delegate authority and responsibility to the Executive Committee, the CEO & Executive Director, or other specified groups or individuals. The Board shall be the policy making body of the Society and shall establish general guidelines for action by the CEO & Executive Director.

Section 3. **Meetings.**

A regular Meeting of the Board of Directors shall be held at least once during each year at such time and at such place as the Board may determine. Special Meetings of the Board may be called by the President or at the request of a majority of Board Members. Action taken by electronic mail or telephone conference call of the Members of the Board in which a majority of the Board indicate themselves in agreement, shall constitute a valid action of the Board if reported at the next regular meeting of the Board.

Section 4. **Quorum.**

A majority of the voting Members of the Board of Directors shall constitute a quorum for the transaction of business. Any business transacted at a meeting at which a quorum of the Board is not present shall be valid if affirmatively passed upon mail ballot by a majority of the Board Members or as otherwise required by these Bylaws.

Section 5. **Board of Directors Term of Office.**

(a) The President and President-elect shall serve for a term of one year from July 1 to June 30. The President-elect shall automatically become President after serving a one-year term as President-elect. An individual may serve an unlimited number of terms as President, however a period of two years must elapse between the end of one term and the beginning of the next.

(b) Directors shall hold office for a staggered term of three years* from July 1 to June 30. An individual may serve an unlimited number of terms as Director; however, a period of two years must elapse between the end of one term and the beginning of the next. Seated Directors are eligible to run for President-elect in the last year of their term.

(c) The Treasurer shall be appointed for a term of three years. An individual may serve no more than two consecutive terms. The seated Treasurer is eligible to run for President-elect in the last year of their term. The term of office for the Treasurer shall be from May 1 to April 30.*

Section 6. **Recall of Officers or Directors.**

Any Officer or Director, except the CEO & Executive Director, may be recalled by vote of all eligible Members of the Society. The CEO & Executive Director may be dismissed by the remaining Board of Directors.

Section 7. **Compensation.**

All Board positions, except for the CEO & Executive Director, shall be unpaid positions. The salary of the CEO & Executive Director shall be reviewed annually by the Executive Committee and salary adjustments may be approved.

Article VI. EXECUTIVE COMMITTEE

Section 1. **Composition.**

The Executive Committee shall consist of the Officers (President, Immediate Past President, President-elect, CEO & Executive Director, and Treasurer of the Society). The CEO & Executive Director shall serve as its Secretary.

Section 2. **Duties and Authority.**

Between meetings of the Board, the Executive Committee may, in place of the Board, take action on matters consistent with the goals of the Society.

Section 3. **Quorum.**

A majority of the Members of the Executive Committee shall constitute a quorum at any duly called meeting of the Committee.

Section 4. **Meetings.**

The Executive Committee shall meet or confer at places and times to be established by the Committee. A meeting of the Executive Committee may be called by the President as the business of the Society may require, or at the request of two Members of the Executive Committee.

Article VII. ADVISORY COUNCILS

The Board of Directors may create Advisory Councils composed of public leaders, professional groups, experts, or institutional representatives who advise the Society on its direction, policies, or otherwise contribute to the operation of the Society. The duties and term of an appointed Council shall be determined by the Board.

Section 1. **Past Presidents Council.**

The Past Presidents Council is composed of all ISPOR Past Presidents and is chaired by the immediate Past President. The Council serves as advisors to the ISPOR Board.

Article VIII. STANDING COMMITTEES

Section 1. **Finance Committee.**

The Finance Committee is composed of four members including the Treasurer, who serves as the Chair, the President-elect, and Director(s), to be appointed by the President. At least three members should be members of the Board. Finance Committee members may neither serve on the Audit Committee concurrently, nor can an Audit Committee member from the previous year serve on the Finance Committee. A non-Board/non-ISPOR Member with financial expertise can serve if approved by the Board.

Section 2. **Audit Committee.**

The Audit Committee is composed of four members, including the Chair. At least three members should be members of the Board. The Chair is appointed by the President from incumbent Audit Committee members having served at least one term on the Committee. Audit Committee members may neither serve on the Finance Committee concurrently, nor can a Finance Committee member from the previous year serve on the Audit Committee. A non-Board/non-ISPOR Member with financial expertise can serve if approved by the Board.

Section 3. **Nominations Committee.**

The President shall appoint a Nominations Committee consisting of five Past Presidents and two at-large members. At-large members will serve three year terms, renewable, but not consecutively. The Nominations Committee shall be chaired by the Immediate Past President once removed. The Immediate Past President will serve for one year as a member of the Committee prior to becoming Chair. The Chair is responsible for developing nomination procedures and selecting nominees for the position of President-elect, Directors, and Treasurer.

Section 4. **Other Committees.**

The President may appoint other Committees deemed necessary or desirable for the operation of the Society, subject to the approval of the Board of Directors.

Article IX. GROUPS

The Board of Directors may from time to time approve Chapters, Consortia, Networks, Councils, Task Forces, or other groups deemed important for the growth of the Society.

Article X. ELECTIONS

Section 1. **Elected Officials.** Officers and Directors are elected every three years.

Section 2. **Nominations.**

The Nominations Committee shall nominate candidates for election as Society President-elect and Director, from current active Members. A slate of two candidates shall be nominated for each position for which an election is to be held.

Section 3. **Election Procedure.**

Elected Officers and Directors shall be elected by ballot of all Members not delinquent in dues. Ballots shall be distributed to all Members eligible to vote at least thirty days prior to the election, according to established procedures approved by the Board of Directors.

Section 4. **Election Ties.**

The Board of Directors shall break any tie votes in the membership ballots for the Board election.

Section 5. **Installation.**

Except as may otherwise be provided in these Bylaws, the newly elected President-elect and Directors of the Society shall assume office on July 1.

Section 6. **Vacancies.**

A vacancy in the office of the President shall be filled by the President-elect. If both vacate, the Board elects the President, to complete the term, and the membership elects the incoming President as well as the President-elect at the next election. A vacancy in any other office resulting from death, disability, or resignation shall be filled on a pro tem basis by a Society Member appointed by the President with the approval of the Board. Successor Board Members will serve until the expiration of the term of their predecessors.

Article XI. MEETINGS

Section 1. **General Business Meeting.**

A General Business Meeting shall be held at the Annual Meeting. A financial report of the Society and a report of the Society's activities shall be presented. Any Member of the Society who is in good standing may submit a motion for consideration by the Members as a whole or by the Board of Directors. All such motions must be submitted in writing to the CEO & Executive Director at least 48 hours prior to the General Meeting, unless notice is waived by the President. Motions presented at the General Business Meeting will be submitted to the Board of Directors for consideration.

Section 2. **Special Meetings.**

The Society may hold such Special Meetings as approved by the Board of Directors. The time and place, program, and order of business for each Special Meeting shall be approved by the Board.

Article XII. FINANCES

Section 1. **Source of Funds.**

Funds for Society activities shall be obtained from dues and any other sources approved by the Board of Directors.

Section 2. **Dues.**

Membership dues, and meeting admission fees, and other fees shall be established. Dues are payable to the Society on the Member's anniversary date. Any Member who is delinquent in the payment of dues shall be notified of such delinquency and dropped from the rolls of the Society and thereupon forfeit any rights and privileges of membership. The Board may establish exceptions to these rules to facilitate payment by individuals or organizations. Dues are not refundable for any reason.

Section 3. **Budget.**

The CEO & Executive Director shall submit an annual budget to the Finance Committee for review, and the Board of Directors for approval. The fiscal period of the Society shall be determined by the Board.

Section 4. **Financial Records.**

The financial records of the Society shall be open for review by any Member of the Society. If requested, the annual audit by an independent certified accountant shall be provided.

Section 5. **Financial Records Audit.**

The accounts of the Society shall be audited annually by an independent certified public accountant selected by the Audit Committee.

Article XIII. AMENDMENTS

Section 1. **Amendments.**

Proposed changes to the Bylaws must be submitted to the Board of Directors not less than 30 days prior to a scheduled Board meeting. Each proposed amended version of the Bylaws shall be available for review and comment by the Society membership. Amendment of the Bylaws requires a two thirds majority vote of the Board.

Section 2. **Organizational Policies.**

The Board of Directors may adopt operational policies for the implementation and extension of the Bylaws.

Section 3. **Public Policies.**

The Board of Directors may adopt public policies from time to time. Each proposed public policy shall be available for review and comment by the Society membership. Policies require a two thirds majority vote of the Board.

Article XIV. RULES OF ORDER

Section 1. **Parliamentary Authority.**

The meetings and proceedings of this Society shall be regulated and controlled according to "Robert's Rules of Order Newly Revised" for parliamentary procedure, except as otherwise specified in these Bylaws.

Section 2. **Precedence.**

In any case of conflict between these Bylaws and any parliamentary authority or other rules or procedures, these Bylaws shall prevail. All such apparent conflicts shall be resolved by the Board of Directors, whose decisions shall be binding on all interested parties.

Article XV. CORPORATE SEAL

The official seal of the Society reads: The Society for Pharmacoeconomics and Outcomes Research, Inc.

Article XVI. DISSOLUTION

The Society shall use its funds to accomplish the objectives and purposes specified in these Bylaws and no part of such funds shall inure, or be distributed to the Members of the Society. Upon the dissolution of the Society, any funds remaining or other assets shall be distributed to one or more charitable, educational, or scientific organizations, as specified by the Board of Directors.

Article XVII. PROCEDURES

Section 1. **Books and Records.**

The Society shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of the General Business Meeting, Board meetings, and other organizational meetings.

Section 2. **Conflict of Interest.**

The Society shall maintain a separate Conflict of Interest Policy codified in the Policies and Procedures Manual.

Section 3. **Whistleblower Policy.**

The Society shall maintain a separate Whistleblower Policy codified in the Policies and Procedures Manual.

Updated 7/2017

ISPOR Regional Biennial Conference Location Selection Process

Introduction

A key purpose of convening ISPOR regional biennial conferences is to have a successful scientific program that makes strides towards fulfilling ISPOR's mission in a respective region. At the same time, ISPOR seeks to ensure that ISPOR regional members feel satisfied and engaged through these conferences both as attendees, contributors, presenters and co-organizers. Conference locations contribute directly to that desired outcome hence the selection process is very important.

In past years, location selection for ISPOR regional biennial conferences was largely reliant upon a bidding process, where interested chapters or groups would submit a proposal to ISPOR headquarters for the possibility of hosting a conference. Consortia leaders and members were often invited to then vote on the short list of proposed locations and the winner would be selected. While this approach carries appeal from a member standpoint as it gives them a deciding role, it also created some real challenges for ISPOR headquarters from a management and organizational perspective. Since ISPOR is ultimately responsible for the scientific and financial success of the conference, it was necessary that ISPOR take the primary decision-making role in determining locations for conferences. This enables ISPOR to take a decision from a holistic perspective, in full consideration of a whole host of relevant criteria which will be elaborated below. This outlined procedure informs the selection process for ISPOR as below and provides guiding principles for Chapters and members to be aware of. ISPOR highly values the role and contributions of its esteemed Chapter members and makes every effort to collaborate on shared areas of interest and preparation, which are laid out on in the roles and responsibilities guideline document below.

Guidelines and Principles for Selecting a Location

- ISPOR will strive to achieve a balance in conference location scheduling, considering regional location (e.g. Northeast, Southeast Asia or other regions), as well as potential audience size (China, Japan, India, and others). Locations deemed highly successful may be repeated after several years.
- ISPOR acknowledges and appreciates the desire for chapter and consortia members to feel engaged through the conferences, including conference preparation and selection processes. As such there are mechanisms in place for members to provide input into key aspects such as location, content and formatting. Every year ISPOR consortia and networks will be asked, as part of their annual agendas to recommend potential locations, for annual/biennial event, regional events and in-person trainings, roundtables, for which ISPOR will evaluate using the defined criteria via a survey.
- Chapter and consortia members are welcomed to submit their recommendations directly to ISPOR Global Networks staff at any time. Further information will be requested by ISPOR staff if necessary.
- While ISPOR will make every effort to complete the conference location decision in a timely manner, at times decisions may be invariably delayed due to unforeseen circumstances due to such issues as contracting and sourcing of venues and service providers. ISPOR will diligently strive to notify the local chapter of the final decision as early as is practicable, when the preliminary contract has been signed. ISPOR appreciates the understanding of the regional chapter members in this complex process.
- Chapter members involved in an ISPOR regional biennial conference preparation are requested to adhere to the established roles as outlined in the roles document below. Chapter members are welcome to suggest additional ways to contribute to the conference for ISPOR consideration.
- Chapters and local members are discouraged from directly contracting or dealing with third parties including conference venues, service providers or government and tourism bureaus without involving ISPOR to ensure ISPOR can obtain the most favorable terms and maintain consistency of approach. ISPOR may request the support of the local chapter to facilitate communication if necessary.

Event Location Selection Process

Stage One: High Level Location Option Review to Identify Shortlist
ISPOR Global Networks staff conduct comprehensive market research on suitable conference locations, considering key criteria, regional needs and realities as well as suggestions from ISPOR and ISPOR regional group members through the feedback survey.
As part of the initial review process, ISPOR Global Networks staff will reference previously visited locations that have already been reviewed, conducting annual reviews of new location options or other changes.
Stage Two: Logistics Review by ISPOR Meetings Department
ISPOR Meetings Department completes the Stage Two assessment, taking into account the key criteria, financial impact and operational feasibility. Decision to utilize third party vendors are also assessed case by case at this stage.
Stage Three: Recommendations presented to ISPOR Senior Leadership
Final assessment and formal recommendation are presented to ISPOR senior leadership for consideration and final decision.
Stage Four: Approval and follow up
If a location is approved, the ISPOR Meetings Department starts formal outreach to venues for budgeting purposes and contracting. The final decision will be informed to the relevant local chapter members as soon as the decision is finalized, and preliminary contracts are settled, as soon as practicable by ISPOR. The broader ISPOR regional community will be notified via formal announcement at the closing ceremony of the ISPOR regional biennial conference.

Conference Location Criteria

The below criteria are taken into consideration by ISPOR staff in making the location selection decision.

STAGE ONE: High Level Location Option Review (Global Networks Department)
ISPOR/HEOR Criteria
HEOR interest in the region (e.g. member/potential member concentration, HEOR developments).
Analysis of prior attendance demographics, evaluations and market research, to inform potential market for the event and optimal/preferred locations.
Evolution of locations within specified regions based on the analysis of targeted attendance and prior attendance demographics and utilizing the input of local ISPOR members and groups.
Consideration of venue cities of similar conferences.
Venue cities for ISPOR annual and biennial conferences will not typically be repeated within 3 years (4 years for biennial conferences).
*Date last ISPOR Conference held
The International Meeting will typically be held every 4-6 years in the Washington DC area.
Country/City
Political stability.
Safety/security.
International perceptions of venue country/city, including suitability and record of accomplishment of hosting scientific conferences.
International flight connections.
Currency stability/currency exchange and costs.
Visa considerations for event attendance profile.
Initial analysis of tax considerations.
Initial analysis of potential availability of financial incentives.
Availability of suitable venues (see Venue Specific criteria below).
*Names of any specific venues that are recommended (if any)
Input from ISPOR Regional Groups (included on Annual agendas).
Input from members including surveys and event evaluations.

STAGE TWO: Logistics Review (Meetings Department)
Venue Specific
Meeting space meets request for proposal (RFP) requirements.
Suitability for scientific meeting (e.g. noise transference, layout, networking).
Location within city (e.g. ease of transport, convenience/safety of local area, airport travel time/cost).
Suitability, price and location of sleeping rooms.
Condition of property.
Availability of financial incentives.
Availability and suitability of key vendors.
Cost and local tax implications
Input from members including surveys and event evaluations
Country/City
Analysis of tax considerations.
Analysis of availability of financial incentives.

Roles and Responsibilities for preparation stakeholders for ISPOR Annual and Biennial Conferences

Task	ISPOR Chapter (if applicable)	ISPOR Consortium	ISPOR HQ
Program Development			
Chair Designation	May be asked to make recommendations	Makes recommendations	Final selection and invitation.
Event Planning Meeting with ISPOR HQ	Participate one year out with Consortium designees + ISPOR HQ	Participate one year out with local Chapter + HQ	Organize planning meeting
Content Strategy/Idea Generation and Development of Scientific Program	Recommendations through representation on various Consortium Committees or to ISPOR HQ.	Suggests Co-Chairs and Committees for Content Development, recommendations for themes, focus, with support of ISPOR HQ	Finalizes program. Provides Staff Director and other Liaison Support for Chairs and Committees
Development of Budget and Financial Commitments	No role	No role	Develops and manages budget. Establishes and collects registration fees, issues payment for all facilities and suppliers. Manages financial outcomes
Development of Call for Abstracts Brochures	No role	No role	Develops and distributes
Management of Abstract Review Process	No role	Reviews and selects content through designated Committees	Establishes processes, timelines and manages abstract system and liaises with appropriate Committees.
Speaker Management	May be asked by ISPOR to initiate invitations to VIPs or special speakers.	May be asked by ISPOR to initiate invitations to VIPs or special speakers.	Responsible for invitations and all speaker management.

Task	Chapter	Consortium	ISPOR HQ
VIPs, Ceremonies, Etc.			
Participation at Opening Ceremony	Yes	Yes	Yes. Organize opening ceremony. Develop PowerPoint decks.
Government and Other Dignitaries	Recommend invitations and potential speaking roles.	Recommend invitations and potential speaking roles.	Coordinates invitations and attendance details.
Supporting Institutions	Very welcome to make suggestions. May be asked to invite.	Very welcome to make suggestions. May be asked to invite.	Typically extends invitations and manages relationships.
Publicity and Promotion			
Press Inquiries and Management of Press	Very welcome to make recommendations and suggestions.	Very welcome to make recommendations and suggestions.	Press management and communication
Promotion	Support locally through meetings, newsletters and other means.	Recommendations and support	Development and execution of promotion plans
Exhibit/Table for Promotion	Option provided for one event prior and at event.	None	Arranges details
Website	Provide links from Chapter site to Conference site.	Links	Develops and maintains site
Meeting Management			
Sponsorship, Grants and Other Subsidies	Suggest and support—may be asked to assist in securing funding.	Suggest and support—may be asked to assist in securing funding	Plan development and execution
Meeting Logistics	Provide local volunteers as determined.	Provide volunteers as determined.	Responsible for all aspects of planning and decision-making.
Selection of Venues	Very welcome to make suggestions to ISPOR and/or Asia Consortium following the timelines of the meeting planning process.	Very welcome to make suggestions and recommendations to ISPOR following the timelines of the meeting planning process.	Decision-maker
Selection of Social Event Theme	Very welcome to make suggestions to ISPOR following the timelines of the meeting planning process.	Very welcome to make suggestions to ISPOR following the timelines of the meeting planning process.	Planner, budget and final decisions

Guidance for Regional Chapters on National Public Consultations on Health policy issues

Summary

ISPOR Regional Chapters operate throughout the world to develop the field and advance HEOR excellence in their region. The unique knowledge and expertise of ISPOR Regional Chapters may be requested in national public consultations on health policy issues, and the contributions of Regional Chapter are encouraged where appropriate

expert comments can be provided in adherence to this guidance, the Chapter Affiliation Agreement and the ISPOR Code of Ethics. ***The views presented must be clearly identified as the comments of the ISPOR Regional Chapter or identified individual members of the Regional Chapter, and not as the views of ISPOR.***

Guidance Scope

The purpose of this document is to provide guidance for ISPOR Regional Chapters with regards to providing input to national/regional health policy issue consultation or call for comments processes as well as where experts advisory groups are required to assist in developing a policy matter (Pharmacoeconomics guidelines, Clinical guidelines, policy perspectives or policy brief). Public consultation or call for comments can take a variety of forms (see Appendix One) and take place at multiple stages of policy development. Each will have defined objectives including to gather new ideas (brainstorming) or views on proposals; collecting evidence and factual data; validate assumptions; clarify the possible impact of the proposal on the wider community; or expand understanding of possible unintended consequences.

Procedural Criteria:

If the ISPOR Regional Chapter decides to participate in the public consultation the following guidance must be adhered to:

- Review objectives of the national/regional consultation process to determine relevance, appropriateness, and the purpose of ISPOR Regional Chapter input.
- Identify the timing of the consultation process within the policy making process to better understand the purpose of the contributions.
- The contribution should be comprehensive and applicable in the policy making sphere.
- The contribution should be developed with or reflecting the views of all the stakeholders represented in the [ISPOR Global HEOR Community](#) (Researchers & Academicians, Patients, Decision Makers, Industry, Regulators and Assessors)) and not solely the personal views of those in charge of writing or commenting on behalf of the ISPOR Regional Chapter.
- Conflict of interest should be avoided.
- The contribution should use plain language and clarify the key issues, particularly if the proposed policy addresses complex subject matter.
- Any contribution should observe the requirements of the Data Protection Acts and any other similar legislation.
- Ideally, relevant documentation, including details of the next steps after comments, should be available to all members of the ISPOR Regional Chapter (possibly posted or disseminated online to increase accessibility and opportunities for reuse).
- It is recommended that ISPOR Regional Chapter establishes methodologies and procedures that could be used and re-used for future consultations maintaining a standardized approach and including the perspective of the ISPOR Global HEOR Community.
- Where areas of uncertainty exist, please contact your ISPOR Staff Liaison before taking any action. Your staff liaison will provide guidance and advice on further next steps.

ISPOR Governance Requirements

- The ISPOR Regional Chapter Affiliation Agreement establishes regulations with which ISPOR Regional Chapters, their Leaders and Chapter members must comply:
 - Chapter must obtain written approval from ISPOR Headquarters prior to making recommendations concerning health economics and outcomes research practices or policies to official government entities. ISPOR Headquarters to respond within 30 days, or sooner if a time sensitive issue is pending (section IV, A 10)
 - Chapter is to obtain written approval from ISPOR Headquarters prior to developing contractual ongoing relationships with government entities (e.g. HTA agencies), associations (i.e. national pharmacoeconomic associations), or other organizations. ISPOR Headquarters to respond within 30 days (Section IV, A 11)
 - ISPOR Intellectual Property may not be used for individual personal or professional gain or other private benefit, and ISPOR Intellectual Property may not be used in any manner that discredits ISPOR or harms its reputation and goodwill (section V, A)

- In the case of providing comments on Clinical pathways, Clinical guidelines, Pharmacoeconomics guidelines as well as other research-relevant content, ISPOR Regional Chapters must follow all the standards set in the [ISPOR Code of Ethics – 2017 Version](#)
- The final document should be submitted in the time set by the Regional Chapter Affiliation Agreement to the respective ISPOR Global Region Staff Liaison in order to manage ISPOR clearance process.
- Make sure that document contains a disclaimer indicating that the ***views and comments presented in the documents are comments of the ISPOR Regional Chapter, or identified individual members of the Regional Chapter, and not as the views of ISPOR***

Forms of input provision to national/regional health policy/decision making issues:

Appendix:

The following principles of a good consultation might serve as guidance when ISPOR Regional Chapter wants to provide comments on a call for public consultation.

Stages		Practical issues for consideration
Planning	Objectives for Comment	What is the purpose of the call for comments (consultation)?
		What is the context of the consultation?
		What would be achieved providing you contribution?
		Would comments provided contribute effectively to the consultation?
	Identification of timescales and questions to provide comments	Have you checked if other local similar organism has provided similar comments?
		Is it necessary to scan the external environment to identify the views of stakeholders, including ISPOR HQ, to establish how they might perceive the issue and determine if similar approaches have been taken?
		What kind of information and questions need to be answered?
		Is this form the most appropriate to provide comments?
	Identification of stakeholder and methods	Are other stakeholders called to comment?
		Is there a clear interest in the issue that make relevant to provide comments? – Did you get the information needed to provide it?
Comments	Decision to proceed	Have you disclosed all legal considerations including ISPOR non-liability disclosure?
		Have you followed all the steps and requirements by law to provide comments?
		Is the consultation material cleared by ISPOR HQ and ready to submit or need further revisions and clearance?
	submission and distribution of the material	Is your final material applicable, concise and easy to understand?
Feedback and Analysis	Receiving any kind of feedback	Are you planning to publish the document submitted? Where?
		Do you expect any kind of feedback and if so, how would you disseminate it?
	Review the process	Where the objectives of the call for comments met?
		will another round for comments required?
		Were the methods used appropriate to the objectives?
		What are the lessons learned and how would improve it in the future?

ISPOR Regional Chapter Educational Funds Policies and Procedure

(Document updated May 2019)

Purpose and Eligibility

ISPOR Regional Chapters in Africa, Asia, Europe, and Latin America may be eligible to receive financial support of Chapter's educational activities in the form of ISPOR Educational Funds. ISPOR Educational Funds of \$1,500 are made available to each eligible chapter per year. If funds are not used within the calendar year, then funds may be carried forward to the subsequent year (to accumulate to \$6,000 total), with a maximum funds' usage of \$3,000 each year. Funds may be used only for eligible expenses related to the Chapter's educational activities. Eligibility for access to ISPOR Educational Funds is determined by a country's ranking on the World Bank List as low, lower-middle, or upper-middle economy, with funds available to countries in these 4 categories only.

Note: The World Bank List is updated every July. The updated World Bank ranking index will be applied in January of the consecutive year to determine ISPOR Chapter's eligibility to receive ISPOR Educational Funds. Newly ineligible (as of January of the consecutive year) chapters, are allowed to use their remaining funds until the end of the year, however, no new funds will be added to their Educational Funds balance for the ineligible year. For example, a country's status changes from Upper-Middle to High in July 2018. The Chapter can use their remaining funds through December 31, 2019.

Application Procedure

In order to receive ISPOR Educational Funds, the ISPOR Regional Chapter needs to complete an application. The procedure and details of activities eligible for support are detailed below:

The ISPOR Educational Funds Liaison informs all eligible (and newly ineligible) ISPOR Regional Chapters every January of their eligibility status and the current balance of their educational funds. Decisions of applications are taken based on the information provided by the Chapter during the application process. ISPOR reserves the right not to approve an application which is incomplete. Funds will only be transferred based on proof of expenditures (receipts/invoices).

Eligible Expenses:

- **Speaker Honorarium:** Applications for a faculty/speaker honorarium must indicate the course/presentation title, the length of a course/presentation, and the faculty/speaker affiliation. An honorarium is paid at no more than USD \$1,000 for a 4-hour course/presentation (USD \$500 for 2 hours and USD\$250 for 1 hour). An honorarium is paid only for faculty/speaker from academia, government, non-profit, or consulting organization. The ISPOR Educational Funds Application should be sent by the Chapter President. Supporting documentation should include the Event Program with clear indication of Speaker's length of presentation, and proof of payment to the Speaker. The Chapter should contact the ISPOR Educational Funds Liaison no later than 6 weeks prior to the event to discuss eligibility.

- **ISPOR Events:** ISPOR Educational Funds in the amount of up to USD \$500 can be used to support a Chapter member's attendance to the ISPOR Annual Conference, ISPOR Biennial Conference, or ISPOR Europe Conference. The ISPOR Educational Funds Application should be sent by the Chapter President on behalf of the Chapter member who will be using the ISPOR Educational Funds. The designated Chapter member may not have received this financial support (including receiving an ISPOR Travel Grant) in the past. Usage of ISPOR Educational Funds to attend an ISPOR Event is contingent on the Chapter member's attendance at the ISPOR Event. Payment will be issued after the conclusion of the ISPOR Event. Supporting documentation should include receipts for items intended for reimbursement. Coverage of travel and accommodation expenses is as per the ISPOR Expense Reimbursement Policy. The Chapter should contact the ISPOR Educational Funds Liaison during the Conference Early Registration period in order to discuss eligibility.

- **ISPOR Chapter Leadership Training:** ISPOR Educational Funds in the amount of up to USD \$500 can be used to support a Chapter member’s attendance to the ISPOR Chapter Leadership Training held at an ISPOR Conference. The designated Chapter member may not have received this financial support in the past. Usage of ISPOR Educational Funds to attend an ISPOR Chapter Leadership Training are contingent on the Chapter member’s attendance at the ISPOR Chapter Leadership Training. Payment will be issued after the conclusion of the ISPOR Event. The ISPOR Educational Funds Application should be sent by the Chapter President on behalf of the Chapter member who will be using the ISPOR Educational Funds for the aforementioned purpose. Supporting documentation should include receipts for items intended for reimbursement. Coverage of travel and accommodation expenses is as per the ISPOR Expense Reimbursement Policy. The Chapter should contact the ISPOR Educational Funds Liaison during the Conference Early Registration period in order to discuss eligibility.
- **ISPOR Conference Registration:** ISPOR Educational Funds can be used to cover the registration fees for an ISPOR Annual Conference, ISPOR Biennial Conference, or ISPOR Europe Conference for up to 5 Chapter members per year. The indicated Chapter members must also be ISPOR members. The indicated Chapter Members’ affiliation must be from the following: academia, government, non-profit, or consulting organization. The indicated Chapter members must have a presentation or poster at the ISPOR Event. The indicated Chapter members may have not received this financial support (including receiving an ISPOR Travel Grant) during the last five years counted from the time of the current application. The indicated Chapter members must include a proposal on how they will share or transfer the acquired knowledge with or to their ISPOR Chapter. The ISPOR Educational Funds Application should be sent by the Chapter President on behalf of the Chapter member who will be using the ISPOR Educational Funds. Supporting documentation must include the Meeting Attendance Report. The Chapter should contact the ISPOR Educational Funds Liaison during the Conference Early Registration period in order to discuss eligibility.
- **ISPOR Chapter Regional Events:** ISPOR Educational Funds can be used to cover certain expenses for a Chapter’s educational events, such as conferences or workshops. Eligible expenses may include venue rental costs, printing costs, speakers’ travel and accommodation as per the ISPOR Expense Reimbursement Policy. ISPOR Educational Funds cannot be used to cover the follow expenses: food, alcohol, any social activities, etc. The ISPOR Educational Funds Application should be sent by the Chapter President. Supporting documentation must include receipts intended for reimbursement and an Event Summary. The Chapter should contact the ISPOR Educational Funds Liaison no later than six weeks prior to their event in order to discuss eligibility. Chapters are requested to share the details of the Regional event with the ISPOR Chapter Liaison so that it can be taken into consideration for promotion through ISPOR communication channels, including newsletters and e-bulletins.
- ISPOR will transfer funds by wire to the ISPOR Regional Chapter.
- As per the ISPOR policy, ISPOR reimburses expenses and does not make any advance payments.

Application Process and Timelines

Speaker Honorarium

ISPOR Chapter contacts ISPOR Educational Funds Liaison to discuss eligibility, ISPOR Educational Funds Liaison sends ISPOR Chapter the application link, preliminary supporting documentation to be attached by the ISPOR Chapter	6 weeks prior to event
ISPOR Educational Funds Liaison notifies ISPOR Chapter of Preliminary approval subject to submission of request completion after the event	4 weeks prior to event

ISPOR Chapter finalizes ISPOR Educational Funds Application and Supporting Documentation (included as attachments)	1 week after event
ISPOR Educational Funds Liaison sends Completed Application and Supporting Documentation to Global Networks Director for final approval	2 weeks after event
Approved funds are sent to ISPOR Chapter and ISPOR Educational Funds Liaison updates ISPOR Chapter balance information	Within 4 weeks after event

ISPOR Events/Chapter Leadership Training

ISPOR Chapter contacts ISPOR Educational Funds Liaison to discuss eligibility, ISPOR Educational Funds Liaison sends ISPOR Chapter the application link, preliminary supporting documentation to be attached by the ISPOR Chapter	Early Registration Period
ISPOR Educational Funds Liaison notifies ISPOR Chapter of Preliminary approval subject to submission of request completion after the event	4 weeks prior to event
ISPOR Chapter finalizes ISPOR Educational Funds Application and Supporting Documentation (included as attachments)	1 week after event
ISPOR Educational Funds Liaison sends Completed Application and Supporting Documentation to Global Networks Director for final approval	2 weeks after event
Approved funds are sent to ISPOR Chapter and ISPOR Educational Funds Liaison updates ISPOR Chapter balance information	Within 4 weeks after event

ISPOR Conference Registration

ISPOR Chapter contacts ISPOR Educational Funds Liaison to discuss eligibility, ISPOR Educational Funds Liaison sends ISPOR Chapter the application link, preliminary supporting documentation to be attached by the ISPOR Chapter	Early Registration Period
ISPOR Educational Funds Liaison notifies ISPOR Chapter of Preliminary approval subject to submission of request completion after the event	4 weeks prior to event
ISPOR Chapter finalizes ISPOR Educational Funds Application and Supporting Documentation (included as attachments)	1 week after event
ISPOR Educational Funds Liaison sends Completed Application and Supporting Documentation to Global Networks Director for final approval	2 weeks after event
Approved funds are sent to ISPOR Chapter and ISPOR Educational Funds Liaison updates ISPOR Chapter balance information	Within 4 weeks after event

ISPOR Chapter Regional Events

ISPOR Chapter contacts ISPOR Educational Funds Liaison to discuss eligibility, ISPOR Educational Funds Liaison sends ISPOR Chapter the application link, preliminary supporting documentation to be attached by the ISPOR Chapter	6 weeks prior to event
ISPOR Educational Funds Liaison notifies ISPOR Chapter of Preliminary approval subject to submission of request completion after the event	4 weeks prior to event
ISPOR Chapter finalizes ISPOR Educational Funds Application and Supporting Documentation (included as attachments)	1 week after event
ISPOR Educational Funds Liaison sends Completed Application and Supporting Documentation to Global Networks Director for final approval	2 weeks after event
Approved funds are sent to ISPOR Chapter and ISPOR Educational Funds Liaison updates ISPOR Chapter balance information	Within 4 weeks after event

Member Engagement

Membership in the Regional Chapter is open to any individual who supports the mission of the Society and the Chapter and is willing to contribute to the achievement of those objectives. (ISPOR Regional Chapter Constitution)

Background

ISPOR Regional Chapters and their members are important stakeholder groups of the Society. Through engagement with ISPOR Regional Chapters, members of Chapter groups work on the orderly development of the discipline of health economics and outcomes research in their respective regions. A Chapter may be a Chapter of a city, a state or province, a country, a region of a country, or a region encompassing more than one country.

Benefits

- ISPOR Regional Chapters benefit using the logo of the Society, ISPOR's well-established reputation, and the international affiliation and support it provides.
- ISPOR headquarters provides staff support, financial assistance (where Chapters qualify based on regional economic conditions), and maintenance of a page on the ISPOR website.
- Chapters are encouraged to publish activities in ISPOR's regional newsletters, E-Bulletin and on the ISPOR website.

Engagement with ISPOR

Members of an ISPOR Chapter actively participate in fulfilling ISPOR mission and vision on a regional and global level. They provide ideas, knowledge, skills and experience, support ISPOR-led initiatives, and contribute to the organization's scientific and research excellence. You can [get involved](#) in some of the following ways:

- Contribution to the scientific program of [ISPOR meetings](#)
- Participation in ISPOR events, such as annual and biannual meetings, [training courses](#) and educational webinars
- Co-organization of ISPOR regional conferences
- Engagement with ISPOR global networks, [special interest groups](#), [task forces](#), other chapters, and virtual communities that stimulate communications and collaboration among members
- Support of the development of ISPOR journal *Value in Health Regional Issues* and other [publications](#), such as regional newsletters and E-Bulletin
- Development of regional research, utilization of research, and educational programs
- Active participation on ISPOR social media platforms

Keep you members informed

- ISPOR Travel grant deadlines
- ISPOR Abstract submission deadlines
- News Across calls for content and publication
- Forward all consortium e-mails to your membership
- Publication of new ISPOR Task force reports
- Any ISPOR regional group meetings or events

ISPOR Chapter Members have opportunity to engage with these ISPOR Global Groups:

- Asia Consortium
- Latin America Consortium
- Africa Network
- Arabic Network
- Central & Eastern Europe Consortium

There are over 80 ISPOR Regional Chapters worldwide and more than 10,000 Regional Chapter members. To learn about other ISPOR Chapters and their activities visit <https://www.ispor.org/RegionalChapters>.

Chapter Recruitment

Retaining and recruiting new members to join the Chapter and ISPOR is key to the sustainable and successful growth of the organization. Here are the following marketing and recruitment techniques for your Chapter:

- Utilize your Chapter email database.
- Hold regular Chapter meetings in your local area to promote membership, invite prospective members, and provide opportunities for interaction and idea sharing among members.
- Encourage current members to recommend and discuss ISPOR Chapter benefits with other professionals in their work area.
- Follow up with newly joined members by sending them salutory messages.
- Recognize members' contribution to your Chapter's mission.
- Utilize [ISPOR Chapter webpages](#) to promote Chapter membership benefits, highlight activities, and share Membership Application (if applicable).
- Increase your Chapter visibility on social media platforms and encourage discussion.
- Develop a communication plan to regularly reach out to your members about upcoming Chapter engagement opportunities and achievements.
- Through ISPOR staff liaison, contribute Chapter news to ISPOR monthly E-Bulletin and ISPOR Regional Group Newsletters including *ISPOR News Across EMEA*, *News Across Asia*, and *News Across Latin America*.

Additional Links

- <https://www.wildapricot.com/blogs/newsblog/2010/07/23/5-ideas-for-recruiting-new-members-to-your-association>
- <https://www.netimpact.org/resources/recruiting-and-engaging-members>

Career Development

As the leading scientific and educational organization for health economics and outcomes research (HEOR) professionals globally, ISPOR is committed to providing education for new and experienced professionals in the field. ISPOR is dedicated to:

- Leading the development of focused education and training programs in health economics and outcomes research.
- Delivering high quality educational opportunities through meetings, programs, tools, and publications.

Access the ISPOR career site for HEOR professionals at <https://www.ispor.org/careers>.

ISPOR Regional Chapter Website

All [ISPOR Regional Chapters](#) are provided with a complementary webpage that is maintained on the ISPOR website. The website includes the following information:

- Chapter title
- Founding date of the chapter
- Chapter activities panel – can include recent HEOR education, governance or research related activities of the chapter, including links, pdf flyers and pictures
- Contact information
- Chapter leadership – a list of the current chapter board members
- Chapter constitution
- Annual Reports of the Chapter
- Pictures or photos of chapter activities

A sample chapter website may be viewed [here](#). Some chapters also maintain their own websites separate from ISPOR's webpage. Examples include the [ISPOR Australia](#) and [ISPOR Taiwan](#) Chapters.

Chapter leaders are highly encouraged to take advantage of the webpages by regularly contacting their ISPOR regional staff liaisons and informing them on recent activities, providing news and pictures so the pages can be updated. Any changes to leadership should also be promptly reported so the webpages may be accurate. ISPOR staff liaisons will provide speedy and quality service in maintaining chapter webpages.

ISPOR Chapter Resource Center

The [ISPOR Regional Chapter Resource Center](#) is an online repository that contains information for Chapter leaders and members about Chapters development, membership, governance, policies, available trainings, and recognition opportunities. It will be periodically updated so Chapter leaders and members are encouraged to check back regularly.

ISPOR Regional Chapter Handbook – This handbook will be updated quarterly and available on the ISPOR Chapter Resource Center webpage.

[ISPOR Chapter Leadership Training](#) - The Chapter Leadership Training Program involves 2 hours face to face learning and information-sharing opportunities during ISPOR events and webinars for Chapters leaders from global regions. The workshop is focused on strengthening leadership skills in managing and leading successful Chapter development, through topic-focused presentations and interactive group exercises.

[ISPOR Chapter Leadership Webinars](#) - Webinars that provide useful and practical information on Regional Chapter development, leadership, governance and policies updates, available tools, and opportunities for members engagement.

[ISPOR Outstanding Chapter Award Program](#) - This new ISPOR program recognizes exceptional contribution and leadership of ISPOR Regional Chapters in advancing the ISPOR mission in ISPOR global regions. The Award is offered in three categories based on Chapter membership size: small, medium, large. ISPOR staff assess the Chapters contributions by applying eligibility and selection criteria in their review of the information available from the Chapter Annual Reports, Chapter input to the ISPOR publications and ISPOR activities throughout the year. To be eligible to be considered, a chapter must submit their annual report on time, have completed consent of new affiliation agreements and model constitutions, and be in compliance with ISPOR membership requirements.

ISPOR Key Links and Email Contacts

ISPOR website: <https://www.ispor.org/>

Membership: <https://www.ispor.org/members/Index.asp>

Conferences: <https://www.ispor.org/conferences-education/conferences>

Regional Chapters: <https://www.ispor.org/RegionalChapters>

Global Groups: <https://www.ispor.org/member-groups/global-groups>

Students: https://www.ispor.org/student/student_index.asp

Councils: <https://www.ispor.org/councils/CouncilsIndex.asp>

Education and Training: <https://www.ispor.org/conferences-education/education-training>

Special Interest Groups: <https://www.ispor.org/sigs/sigsindex.asp>

Task Forces: <https://www.ispor.org/taskForces/TFindex.asp>

Careers: <https://www.ispor.org/careers>

ISPOR Press: <http://press.ispor.org/>

General inquiries: about@ispor.org

Asia Consortium: asiaconsortium@ispor.org

Europe, Middle-East and Africa: EMEA@ispor.org

Latin America Consortium: laconsortium@ispor.org

Governance: governance@ispor.org

Member services: membership@ispor.org

Education: education@ispor.org



505 Lawrence Square Blvd South
Lawrenceville, NJ, USA 08648
1.609.586.4981
www.ispor.org

© 2020 ISPOR—The Professional Society for Health Economics and Outcomes Research (ISPOR)