Roles and Responsibilities of NorPEN Executive Committee Members

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All Executive Committee (EC) members

- Be familiar with and regularly review the NorPEN bylaws. When relevant, propose bylaw revisions to the EC
- Uphold the open and collaborative spirit of NorPEN when acting in your role as NorPEN EC member, and in any project, task, meeting, seminar, discussion, etc., conducted on behalf of the NorPEN EC and/or the NorPEN community
- Attend monthly meetings of the EC, chair every ~7th meeting (rotating schedule: Denmark, Norway, Iceland, Sweden, Finland, societies, register holders), and take minutes for the following meeting
- Actively contribute to the monthly meetings by proposing agenda items, providing input on each agenda point when relevant, engage in voting, etc.
- Contribute ideas and content to the annual newsletter
- When feasible, attend the annual meeting, and encourage participation at the annual meeting

Representative for NorPEN research groups (one main, one substitute for each country; 2-yr term)

- Aim to represent the diverse member research groups in your country to facilitate Nordic collaboration in pharmacoepidemiology research and education
- Contact member research groups (via designated NorPEN contact person) at least once per year to collect information about new activities, educational opportunities, or ask for views on challenges that NorPEN could aim to address, ideally in preparation for the annual newsletter
- Inform the EC about new membership applications received by forwarding the application form and presenting the research group in the EC meeting before a vote is held
- Identify a host institution for the annual meeting when your country is responsible for hosting, establish an organizing committee for the annual meeting and invite a member of the organizing committee to attend EC meetings as adjunct member
- Inform the representative for register holders of an appropriate contact at your national prescribed drug register
- Inform the representative for pharmacoepidemiological societies of an appropriate contact for your national society (if one exists)
- At the end of the EC term, the main representative should inform the research groups they represent about the nomination period for the upcoming election and encourage new people to join the EC

Representative for register holders (one main, one substitute; 2-yr term)

- Aim to represent the expertise on prescribed drug register data in each of the Nordic countries (usually the representative is affiliated to the institution maintaining the prescribed drug register)
- Identify at least one contact person working at each of the prescribed drug registers and maintain the contact list in accordance with GDPR
- Once per year (before the annual meeting) survey the prescribed drug registers for any relevant updates to the register and inform the EC
- Every few years, consider organizing a register holder workshop for the annual meeting to provide an overview of the status of prescribed drug registers and relevant updates to increase the understanding of the data and promote knowledge sharing across the registers

Representative for national pharmacoepidemiological societies (one main, one substitute; 2-yr term)

- Aim to represent the pharmacoepidemiological societies that exist in the Nordic countries
- Identify at least one contact person working at the different societies and maintain the contact list in accordance with GDPR
- Once per year (before the annual meeting) survey the pharmacoepidemiological/epidemiological societies for information about activities and events that may be relevant to member research groups, and encourage inclusion of those from other Nordic countries in events

Student representative (one main, one substitute; 1 yr term)

- Aim to represent pharmacoepidemiology PhD students in the Nordic countries
- Be responsible for the LinkedIn page
- Encouraged to join the NorPEN EduGroup sub-committee

Representative from the organizing committee of the upcoming annual meeting (adjunct member)

- Present regular updates on the meeting planning
- Seek input and advice from the EC members
- Present the budget and justify the registration fee to ensure transparency and accountability

EC member who represents a NorPEN sub-committee

- Present regular updates on the sub-committee's plan, progress and activities with the EC
- Share approved minutes from the sub-committee meetings with the EC
- Ensure that the sub-committee aligns their activities with NorPEN objectives, and that members of the sub-committee are all individuals from NorPEN member research groups