

## ISPOR Outstanding Regional Chapter Award - Description

**Description:** The ISPOR Outstanding Regional Chapter Award, introduced in 2017, will recognize outstanding contributions and leadership of ISPOR Regional Chapters in advancing the ISPOR mission in ISPOR global regions.

**Categories:** Small (10-40 Chapter members), Medium (41-100 Chapter members), Large (>100 Chapter members).

### Criteria:

Eligibility criteria: To be considered for the Regional Chapter Award, Chapter must be in good standing with

- Annual Report for the previous year completed and submitted to ISPOR Headquarters by the deadline date (including the chapter members list),
- Annual Work Plan for the award year submitted to ISPOR Headquarters,
- Chapter Affiliation Agreement and Constitution signed and submitted to ISPOR Headquarters,
- Chapter membership including at least 10 full ISPOR members as of July 1 of the award year.

Selection criteria: All eligible Regional Chapters will be scored based on 12-point scale as given below:

1. Outstanding number and quality of reported Chapter activities focusing on research, education, member engagement in the preceding 12 months prior to the award year.
  - i. Criteria: Self-reported in Annual Report. Staff to validate where possible on Chapter webpages, brochures, member communication.
  - ii. Greatest number of reported Scientific Educational Events per Chapter in a defined size group = 2 points,  
Greatest number of reported Professional Development or Volunteer Events per Chapter in a defined size group = 2 points,  
Chapter Member Engagement with ISPOR (i.e. greatest number of chapter members participating in Task Forces, Working Groups or Special Interest Groups) = 2 points

Additional 2 points can be awarded for an outstanding organizational, promotional, stakeholder and community outreach and/or involvement aspects associated with the above organized events.

Maximum amount of points per Chapter in a defined size group – 8 points

2. Number of articles published by the Chapter members in ISPOR publications (*VIH*, *VIHRI*, *VOS*) and number of news contributions by the Chapter published in the ISPOR regional newsletters in the preceding 12 months prior to the award year.
  - I. Objective criteria: Self-reported in Annual Report. Staff to validate.
  - II. Greatest number of contributions to *VIH*, *VIHRI*, *VOS* per Chapter in a defined size group = 2 points.  
Greatest number of contributions to the regional newsletters per Chapter in a defined size group = 2 points  
Maximum amount of points – 4 points

To qualify for selection a Chapter must score points in both categories. Chapters with the most points by Chapter size will win.

**Nature of Award:** The Awards in each category are presented at the ISPOR Annual European Congress by the ISPOR President to the winning Chapters’ Presidents (or a delegated representative from the Chapters). The award consists of a plaque/trophy, an amount of 1000USD per winning Chapter<sup>1</sup>, complimentary Annual European Congress registration to the Chapter delegate who will be receiving an award on behalf of the chapter, and interview in VOS. The winners will be invited to give a presentation during the ISPOR Chapter Training sessions at the upcoming ISPOR events – discussing best practices, etc

**Selection Process:**

The award-receiving chapters are selected by ISPOR staff by applying the eligibility and selection criteria. The ISPOR Global Networks staff for each of the regions (EMEA, Latin America, Asia-Pacific) with the Governance staff reviews the submitted Chapter Annual reports, Annual work plans, membership lists, publications in *VIH*, *VIHRI*, *VOS* and regional newsletters, check the Chapter websites (if any) and communication with ISPOR Chapters in all world regions where the ISPOR Chapters are established. Results of the review are recorded and cross-checked by the ISPOR Global Networks staff. The results of the review process with the indicated winners of the award are submitted to the ISPOR Global Engagement Council for audit check, after which the winners are announced.

**Timeline and Procedure:**

December-January	ISPOR Headquarters notifies of the ISPOR Outstanding Chapter Awards process; ISPOR Chapters submit Annual Reports (with member lists) and Annual Work Plans <ul style="list-style-type: none"> <li>○ Chapters notify respective (to its Global Region) ISPOR Global Networks staff – preferably via Annual Reports - about any publications done by the Chapter members in <i>VIH</i>, <i>VIHRI</i>, <i>VOS</i> and regional ISPOR newsletters in the year preceding the award year.</li> </ul>
January-August	ISPOR Staff (Global Networks teams and Governance team) reviews the Annual Reports, <i>VIH/VIHRI/VOS</i> , regional newsletters, Chapter websites (if any), other communications with the Chapters to select the awardees. GN teams share the results of their review internally to compile the report – by end of July. The Global Networks staff meet in the first week of August to select the winners and provide the results of the selection process to the ISPOR Global Engagement Council for audit (2 weeks to audit the results) in August.
September	The winning Chapters (ie, the Chapter Presidents) are notified by the ISPOR staff via email in the first week of September. The winning Chapters notify ISPOR Headquarters if/who will represent the Chapter to receive the award at the ISPOR Annual European Congress. The winners are announced to the ISPOR membership via the ISPOR communication channels
Oct-November	Award ceremony at the ISPOR Annual European Congress

<sup>1</sup> This amount will be added to the Educational Fund for qualified Chapters; for the Chapters that do not qualify for Educational Funds, the amount can be utilized in the future for the Chapter educational activities (ISPOR will maintain records for the awarded amounts for such Chapters).