



**ISPOR Regional Chapter Handbook**



**ISPOR**

*Improving healthcare decisions*

## Table of Contents

Welcome from Nancy Berg, ISPOR CEO and Executive Director .....	3
Chapter 1: Introduction .....	4
___ Handbook Scope .....	5
___ About ISPOR .....	6
___ ISPOR’s Key Stakeholders.....	8
___ Guide to Select ISPOR Groups .....	9
___ Benefits of ISPOR Membership .....	11
Chapter 2: ISPOR Regional Chapters .....	12
___ Roles and Responsibilities .....	13
___ Succession Planning .....	16
___ Starting an ISPOR Chapter .....	17
___ ISPOR Regional Chapter Affiliation Agreement.....	19
___ Model Constitution of an ISPOR Regional Chapter .....	27
Chapter 3: Policies and Procedures.....	32
___ Bylaws .....	33
___ ISPOR Regional Chapter Educational Initiative Financial Support Application .....	40
___ Educational Initiative Financial Support Policy .....	41
Chapter 4: Member Engagement, Communication, and Promotion .....	43
___ Member Engagement through Regional Chapter Groups.....	44
___ Member Participation .....	45
___ Sample Meeting Flyers and Websites .....	48
___ ISPOR Key Links and Email Contacts .....	48
Chapter 5: Best Practices Through Case Studies .....	49
___ Australia Chapter .....	50
___ Colombia Chapter .....	50
___ Egypt Chapter .....	51
___ India Regional Chapters .....	51
___ Japan Chapter .....	52
___ Mexico Chapter.....	52
___ Poland Chapter .....	52
___ Singapore Chapter .....	53
___ Taiwan Chapter .....	53
Chapter 6: Templates .....	54
___ Regional Chapters Annual Activity Work Plan 2018 .....	55
___ ISPOR Regional Chapter Annual Report Survey .....	56
___ Meeting Agenda Template .....	57
___ Meeting Summary Template .....	58

# *ISPOR Regional Chapter Handbook*

## **Welcome from Nancy Berg, 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

# Chapter 1: Introduction

## Handbook Scope

The purpose of this handbook is to provide resources and guidance to help ISPOR regional chapter leadership to succeed in their roles. This handbook is a living document and may be periodically updated or adjusted to reflect new programs, opportunities and policies. The handbook is divided into 6 sections that include Introduction; ISPOR Regional Chapters, Policies and Procedures, Member Engagement, Communication and Promotion, Best Practices through Case Studies, and Templates.

The Introduction section provides important background information on ISPOR as well as benefits of ISPOR membership. It also introduces the numerous ISPOR groups including ISPOR regional chapters, consortia, and networks. As a chapter leader, you play a critical role in helping to fulfil the Society's mission. As a fully informed member, you will be able to better take advantage of the many learning and growing opportunities afforded by the Society. Most importantly, you will be able to keep your chapter members informed on vital ISPOR initiatives and ensure that the chapter is collaborating optimally with ISPOR.

The second section covers ISPOR Regional Chapters that includes descriptions for different chapter leadership roles. Certain chapters may find the need to tailor their leadership structures to be compliant with local laws or customs, but leadership roles and responsibilities should in principle fall within the standardized descriptions included in this handbook. Succession planning is another crucial responsibility of chapter leadership. This section provides guidance, examples, and experience on how to develop future chapter leaders, recruit leadership, and onboard new leaders. Finally, official documentation on starting a chapter, affiliation agreement and constitutions outline the core requirements of operating as a sanctioned ISPOR regional chapter.

The third section, Policies and Procedures, outlines the ISPOR approved policy surrounding core functions in the ISPOR Bylaws, as well as the Regional Chapter Educational Initiative Financial Support Policy and application. It is imperative that ISPOR Regional Chapter leaders become familiar and compliant with all aspects of the ISPOR policy and procedures when conducting chapter affairs.

The fourth section entitled Member Engagement, Communication, and Promotion provides key examples and guidance on how to maximize chapter membership engagement, recruitment, and retention. Career development is another important aspect of chapter member value and this handbook provides guidance and examples on how to nurture this benefit among the chapter membership via web links.

The fifth section of Best Practices through Case Studies provides samples of successful events, initiatives, or operations by existing ISPOR regional chapters. These case studies are presented by the chapters themselves as a showcase of excellence that has been flourishing with the ISPOR regional chapter community. There are 9 case studies outlining ISPOR regional chapter successes in Australia, Colombia, Egypt, India, Japan, Mexico, Poland, Singapore, and Taiwan.

The final section, Templates, includes standardized templates for the Chapter Annual Work Plan, Chapter Annual Report, Chapter Meeting Agenda, and Chapter Meeting Summary that may be used to facilitate official chapter business.

For more information about this handbook and to submit suggestions, please contact: [info@ispor.org](mailto:info@ispor.org)

## 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 Health Economics and Outcomes Research

[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 include:**

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

## ISPOR's Key Stakeholders

### Serving Key Health Care Stakeholders

ISPOR serves key health care stakeholders in the global health economics and outcomes research (HEOR) community, including decision makers and payers, researchers and academicians, regulators and assessors, industry, and patient representatives.





## Guide to Select ISPOR Groups

### ISPOR Scientific and Health Policy Working Groups

The Society's Scientific and Health Policy Working Groups develop reports and tools to serve key stakeholders. These resources demonstrate ISPOR's strong commitment to its mission to promote excellence in HEOR to improve decision making for health globally. ISPOR also serves the HEOR community by convening diverse constituencies to facilitate dialogue through initiatives such as its Health Technology Assessment Roundtables and Patient Representatives Roundtables.

### Reports and Online Tools

- [Good Practices for Outcomes Research Reports](#)
- [Pharmacoeconomic Guidelines Around the World](#)
- [Global Health Care Systems Road Maps](#)
- [Scientific Presentations Database](#)
- [International Digest of Databases](#)
- [Assessing the Evidence for Health Care Decision Makers](#)
- [Guidelines Index for Outcomes Research](#)
- [ISPOR Books](#)
  - *Book of Terms*
  - *Therapeutic and Diagnostic Device Outcomes Research*
  - *Reliability and Validity of Data Sources*
  - *Taxonomy of Patient Registries*

ISPOR reports and tools are available at [www.ispor.org](http://www.ispor.org)

*The Society's Scientific and Health Policy Working Groups develop reports and tools to serve key stakeholders. These resources demonstrate ISPOR's strong commitment to its mission to promote excellence in HEOR to improve decision making for health globally.*

	Description	Output	Examples
<b>Task Force</b>	<b>USED FOR SCIENTIFIC INITIATIVES ONLY:</b> Task Forces consist of groups of experts who collaborate to develop Good Practices for Outcomes Research Reports on a specific topic. Proposals to form a Task Force are submitted to the Health Science Policy Council, which makes recommendations to the ISPOR Board for approval. A Task Force is composed of experts best suited to achieve the defined tasks and deliverables. When the goal of a Task Force is achieved, the Task Force is dissolved. Their draft report is submitted to a reviewer group and then to the general membership for comment. All comments are published on the ISPOR website if appropriate, the report is then modified and submitted to <i>Value in Health</i> as an ISPOR Task Force Report, with the final decision for publication in the journal by the Co-Editors-in-Chief.	Good Practices for Outcomes Research Reports, on ISPOR website and in <i>Value in Health</i>	Multi-Criteria Decision Analysis for Health Care Decisions, Conjoint Analysis – Statistical Analyses
<b>Special Task Force</b>	<b>USED PRIMARILY FOR SCIENCE POLICY INITIATIVES:</b> While the goal for most ISPOR Task Forces is to develop Good Practices for Outcomes Research Reports that are published in <i>Value in Health</i> , there are exceptions. Special Task Forces are formed to address time-sensitive issues that require immediate attention. A sub-committee of the Health Science Policy Council's Policy Outlook Committee makes a recommendation to the ISPOR Board after conducting an expedited review. Board approval may be facilitated via email vote. A customized report may be required for this type of Task Force and should be addressed in each case.	White Paper, Position Paper	Value Assessment Framework
<b>Special Interest Group</b>	<b>USED FOR SCIENTIFIC INITIATIVES ONLY:</b> Special Interest Groups (SIGs) provide an opportunity for ISPOR members to identify current and trending topics and initiate platforms that focus on these topics. SIGs are expected to develop these topics into educational and scientific reports and/or tools that benefit the Society and the HEOR community. SIGs also monitor and share information relating to these topics with membership. SIGs are initiated by ISPOR members interested in a specific topic or ISPOR may identify timely topics to be developed. Once initiated, SIGs are open to any ISPOR member interested in participating. Proposals are developed with the assistance of the Scientific and Health Policy Initiatives staff and approved by the Task Force and SIG Committee of the Health Science Policy Council. Within the SIG, a working group may be formed to address a specific topic with a specific work product, such as a manuscript or webinar series.	<i>Value in Health</i> or <i>Value &amp; Outcomes Spotlight</i> article, book, web-based resource (such as databases), webinar	Nutritional Economics—An Introduction, published in <i>ISPOR CONNECTIONS 2014;4:10-11</i> , Digest of Databases
<b>Working Group</b>	Working Groups are ad hoc groups formed as part of a larger ISPOR group to perform a defined task. Working Groups are used by ISPOR SIGs, Task Forces, and Councils. The Board may appoint and direct Organizational Working Groups to address organizational issues, such as Governance or Investments. Organizational Working Groups are appointed by the ISPOR Board. Once the mission is completed, the group is dissolved.	Manuscripts, Strategic Plan, Policies & Procedures, Investment Policy, Reserve Policy, Bylaws amendments	Strategic Planning Working Group, Governance Initiatives Working Group
<b>Committee</b>	Committees are formal, enduring groups that are codified in the Bylaws. Board Standing Committees that are "Committees of the Board" include Finance, Nominations, Audit, and Executive. ISPOR Networks and Consortia have a Committee structure. Examples include Education, Publication, and Industry Committees.	ISPOR Budget, Nominees for ISPOR Board, forums, other projects and initiatives	Finance Committee, Latin America Consortium Executive Committee
<b>Sub Committees</b>	Sub-Committees are subdivisions of a Committee that is assigned a portion of a Committee's responsibilities. Like a Committee, this is a formal, enduring group that is part of the Committee structure.	Short Course programming	Short Course Subcommittee
<b>Councils</b>	Councils are established to advise the Board. Councils include: Institutional Council, Health Technology Assessment Council, Health Science Policy Council, and the Student Chapter Faculty Advisor Council. These groups meet regularly.	Health Technology Assessment training, Student Educational Webinars, Member Survey	Institutional Council, HTA Assessment Council, Health Science Policy Council, Education Council, Awards Council
<b>Consortium</b>	ISPOR Consortia support the Society by advancing the mission in their region through member engagement and ensuring effective Chapters. Working with ISPOR staff, Consortium leaders contribute to the development of market-driven and sustainable regional conferences and education events. Designated Consortium members liaise with the ISPOR Health Science Policy Council Committees, the Education Council, Health Technology Assessment Council, Institutional Council, and others. ISPOR Consortia reports to the Global Engagement Council that in turn reports to the ISPOR Board of Directors.	Contribute to regional meetings, <i>Value in Health Regional Issues</i> , member networking	Latin American Consortium, Asia Consortium, Central & Eastern Europe Consortium ( <i>in development</i> )
<b>Network</b>	ISPOR Regional Networks are groups within the Society of Regional Chapters from different countries, who share a common language or geographic location. They represent Regional Chapter members interested in HEOR and its use in health care policies and decisions. ISPOR Regional Networks serve at the discretion of the ISPOR Board of Directors. Regional Networks support ISPOR by advancing the ISPOR mission in the region through member engagement and ensuring effective Chapters. Working with ISPOR staff, the Network leaders will contribute to the development of market-driven and sustainable regional conferences and education events. Reporting to the Global Engagement Council that in turn reports to the ISPOR Board of Directors.	Contribute to regional meetings, <i>Value in Health Regional Issues</i> , member networking	Arabic Network, Africa Network
<b>Chapter</b>	ISPOR Regional Chapters, promote the orderly development of the discipline of health economics and outcomes research regionally. A Chapter may cover a city, a state or province, a country, a region of a country, or a region encompassing more than one country.	Chapter events, Networking	Chicago Chapter, Taiwan Chapter, Ukraine Chapter

## 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:

<b>Global Scientific Meetings</b>	ISPOR's world-class, <a href="#">scientific meetings</a> convene the leading experts in HEOR and include annual meetings in North America and Europe and biennial meetings in Asia-Pacific and Latin America.
<b>Publications</b>	Members have unrestricted access to <a href="#">ISPOR journals</a> , including <i>Value in Health</i> , <i>Value in Health Regional Issues</i> , and <i>Value &amp; Outcomes Spotlight</i> . ISPOR members also receive newsletters and are eligible for discounts on ISPOR books.
<b>Reports and Online Tools</b>	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.
<b>Contribute to the Science</b>	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. <a href="mailto:Participate@ispor.org">Participate@ispor.org</a>
<b>Educational and Training Programs</b>	The Society's HEOR short courses, webinars, distance learning programs, and training offer <a href="#">world class education for HEOR professionals worldwide</a> .
<b>Networking</b>	In addition to ISPOR's global meetings and educational programs, networking and collaboration is facilitated through regional and student chapters, consortia, and regional networks. <a href="mailto:RegionalChapters@ispor.org">RegionalChapters@ispor.org</a>   <a href="mailto:StudentChapters@ispor.org">StudentChapters@ispor.org</a>
<b>Awards and Recognition</b>	ISPOR's prestigious <a href="#">awards</a> for scientific achievement and leadership recognize HEOR excellence.
<b>Career Development</b>	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. <a href="http://ispor.org/careers">ispor.org/careers</a>

## **Chapter 2: 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, provided that 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

*Get connected with your friendly ISPOR staff and take advantage of the ISPOR services—we are eager to help you!*

## 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 ISPOR REGIONAL CHAPTER 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](mailto: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.

## ISPOR Regional Chapter Affiliation Agreement

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.

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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](mailto:governance@ispor.org)

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## 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](mailto: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.

## Chapter 3: Policies and Procedures



## 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 Chapter Educational Initiative Financial Support Application

### APPLICATION PROCEDURE

*(Document updated June 25, 2015)*

ISPOR Regional Chapters in Africa, Asia, Central & Eastern Europe, and Latin America may be eligible for the ISPOR educational fund. This Application Procedure for ISPOR Regional Chapters describes the process for applying for and receiving funds from ISPOR for educational purposes.

- An ISPOR Regional Chapter may apply for up to USD\$3,000 every 2 years (USD\$ 1,500 every year) for Chapter educational activities. Unused Chapter educational funds may be carried forward to the next two-year period (i.e. up to USD\$ 6,000 in total).
- Decisions on applications will be approved based on the information provided by the Chapter, including an estimated budget. All information requested must be included on the application to be considered. ISPOR reserves the right not to approve an application which is incomplete. Funds will only be transferred based on proof of expenditures (receipts/invoices).
- 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\$ 1000 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.
- Applications for travel or lodging reimbursement for program speakers or training course faculty must include a completed version of the educational program including location, presentation titles, speakers, and time schedule of events. The ISPOR Chapter must specify the speaker and / or training course faculty for the educational event.
- Applications for support to translate ISPOR books into a non-English language must include information requested in the Translation Permission Request Protocol and a copy of signed Translation Agreement.
- Chapter educational funds may be used to purchase ISPOR books. The funds can be also used to support Chapter members attending an ISPOR event. A Chapter can apply for up to USD \$500 per year for a member who has not received this support previously (per ISPOR reimbursement policies).
- ISPOR will transfer funds by wire either to the ISPOR Regional Chapter or to meeting speakers or training course faculty, on request by the Regional Chapter. The ISPOR Regional Chapter must indicate who will be the recipient of the funding, and must provide full contact details and bank transfer information for that recipient. An email from the ISPOR Chapter leadership is required to confirm that the fund will be used for a Chapter educational activity. *(Note: Funds being paid to the Regional Chapter must be paid directly to the Regional Chapter bank account. If the Regional Chapter does not have an account, funds will be paid directly to the speaker, ISPOR Chapter member or association affiliated with the Chapter).* **IF a Regional Chapter requires funding be paid directly to the Chapter, please see FORM 1. IF a Regional Chapter requires funding be paid directly to a Speaker/a Member attended an ISPOR meeting, please see FORM 2.**

**The ISPOR Regional Chapter is required to complete and submit an application no later than 6 weeks prior to the educational event.**



## Educational Initiative Financial Support Policy

### **PURPOSE:**

As the number of ISPOR regional chapter activities grows yearly, it is critical that ISPOR continues in its mission of HEOR knowledge and skill building through providing financial support to ISPOR regional chapters in countries and regions that are in most need. ISPOR ensures that the limited ISPOR regional educational funds are efficiently and effectively utilized in the regions where health economics and outcomes research is still emerging and in its initial development phases.

### **ELIGIBILITY AND PROCEDURE:**

ISPOR Regional Chapters established in a country classified by the World Bank list of economies as Low/Lower-Middle/Upper-Middle may be eligible for the ISPOR educational fund. The yearly updated list of countries can be accessed here <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>

To be considered for the Educational Fund request, the eligible ISPOR Regional Chapters must be compliant with all ISPOR governance policies including filing Annual Reports, Affiliation Agreements, Constitutions, and membership requirements. An eligible ISPOR Regional Chapter may apply for up to USD\$3,000 every 2 years (USD\$ 1,500 every year) for Chapter educational activities. Unused Chapter educational funds may be carried forward to the next two-year period (i.e. up to USD\$ 6,000 in total).

Decisions on applications will be approved based on the information provided by the Chapter, including an estimated budget. All information requested must be included on the application to be considered. ISPOR reserves the right not to approve an application which is incomplete. Funds will only be transferred based on proof of expenditures (receipts/invoices). The ISPOR Educational Funds application procedure for ISPOR Regional Chapters is currently being revised with an objective of being finalised and included in the Regional Chapter Handbook by the end of 2018. Please contact your ISPOR Chapter Liaison for information on the application process.

**Country and Regions Classified among High Income Economies by PPP GNI as of August 2017 (listed alphabetically)**

Andorra	Greece	Poland
Antigua and Barbuda	Greenland	Portugal
Aruba	Guam	Puerto Rico
Australia	Hong Kong SAR, China	Qatar
Austria	Hungary	San Marino
Bahamas, The	Iceland	Saudi Arabia
Bahrain	Ireland	Seychelles
Barbados	Isle of Man	Singapore
Belgium	Israel	Sint Maarten (Dutch part)
Bermuda	Italy	Slovak Republic
British Virgin Islands	Japan	Slovenia
Brunei Darussalam	Korea, Rep.	Spain
Canada	Kuwait	St. Kitts and Nevis
Cayman Islands	Latvia	St. Martin (French part)
Channel Islands	Liechtenstein	Sweden
Chile	Lithuania	Switzerland
Curaçao	Luxembourg	Taiwan
Cyprus	Macao SAR, China	Trinidad and Tobago
Czech Republic	Malta	Turks and Caicos Islands
Denmark	Monaco	United Arab Emirates
Estonia	Netherlands	United Kingdom
Faroe Islands	New Caledonia	United States
Finland	New Zealand	Uruguay
France	Northern Mariana Islands	Virgin Islands (U.S.)
French Polynesia	Norway	
Germany	Oman	
Gibraltar	Palau	

## **Chapter 4: Member Engagement, Communication, and Promotion**

## Member Engagement through Regional Chapter Groups

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 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, 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. Examples of ISPOR Chapters members' engagement with ISPOR include:

- 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.

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>.

## Member Participation

### 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 Chapter benefits with other professionals in their work area.
- Follow up with newly joined members by sending them salutatory 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>
- <http://www.webbrightservices.com/the-association-blog/bid/118570/Recruitment-and-Retention-5-Best-Practices-for-Member-Retention>

### 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.

The following educational programs are offered to ISPOR members:

- ISPOR Short Course Program. <https://www.ispor.org/education/shortcourses.asp>
- ISPOR Distance Learning Program (iDLP). <https://www.ispor.org/DLP/Index.aspx>
- Educational Webinar Series. [https://www.ispor.org/education/Educational\\_Webinars.asp](https://www.ispor.org/education/Educational_Webinars.asp)
- HTA Training Program. [https://www.ispor.org/education/Educational\\_Webinars.asp](https://www.ispor.org/education/Educational_Webinars.asp)

Chapter members seeking new opportunities in their career should visit ISPOR Career Center website, which is a great platform for those seeking new jobs openings and trying to make the next step in their career. In addition to career opportunities, the website includes the following resources:

- Career learning center  
<http://careers.ispor.org/jobseekers/resources/blueskyLMS/index.cfm>
- Reference checking  
[http://careers.ispor.org/jobseekers/resources/store/employment\\_verification.cfm](http://careers.ispor.org/jobseekers/resources/store/employment_verification.cfm)
- Career coaching  
<http://careers.ispor.org/jobseekers/resources/coaching/>
- Resume writing  
[http://careers.ispor.org/jobseekers/resources/store/resume\\_service\\_info.cfm](http://careers.ispor.org/jobseekers/resources/store/resume_service_info.cfm)

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


## Sample ISPOR Regional Chapter Website

**ISPOR HONG KONG REGIONAL CHAPTER**


**Chapter Activities**

**2014 6th Forum of Asia Huaxia Health Technology Assessment**  
*Theme: Health Technology Assessment: Impact on Health Care and Assessment of the Value of Medicines*  
**News! 2014 6th Forum of Asia Huaxia Health Technology Assessment in Hong Kong**  
 Date: April 26-27, 2014  
 Venue: Courtyard at Marriott Hong Kong Shatin, Hong Kong, China  
 Organizers: ISPOR Hong Kong Chapter and The Chinese University of Hong Kong  
 Co-organizers: ISPOR Asia Consortium, Shanghai Chapter and Beijing Chapters  
[Program Agenda](#)


**2013 5th Forum of Asia Huaxia Pharmacoeconomics and Health Technology Assessment**  
*Theme: HEOR issues in drug prices and monetary values*  
**2013 5th Forum of Asia Huaxia Pharmacoeconomics and Health Technology Assessment in Taiwan**  
 Date: April 27-28, 2013  
 Venue: Westin Taipei  
 Organizer: ISPOR Taiwan Chapter (TaSPOR)  
 Co-organizers: ISPOR Asia Consortium, Shanghai, Beijing and Hong Kong Chapters  
[Program Agenda](#)



**HONG KONG**  
*Established December 2000*



2013 5th Forum of Asia Huaxia Pharmacoeconomics and Health Technology Assessment



ISPOR Hong Chapter President Vivian WY Lee participated in Asia Consortium meetings during the ISPOR 15th European Congress


**About Chapter**

Chapter Leadership	
President	Vivian WY Lee, BSc, PharmD
Honorary Advisor	Kenneth KC Lee, PhD
Secretary	Keary Zhou, BSc, PharmD
Treasurer	Chui Ping Lee, PharmD

**Chapter Constitution**  
[Hong Kong Regional Chapter Constitution](#)

**Annual Reports**  
[Annual Report 2013](#)  
[View more annual reports](#)

**Contact Information**  
**ISPOR Hong Kong Regional Chapter Office**  
 The School of Pharmacy  
 The Chinese University of Hong Kong  
 Shatin, N.T., Hong Kong, China  
 Tel/fax: 852 3943 8012  
 E-mail: [vwianlee@cuhk.edu.hk](mailto:vwianlee@cuhk.edu.hk)



## About the ISPOR Regional Chapter Website

ISPOR maintains websites for all of its affiliate regional chapters which can be viewed on the regional chapters index page of the ISPOR website: <https://www.ispor.org/RegionalChapters>. Chapters may have their websites updated by contacting their respective ISPOR global network staffer representing Asia-Pacific, Latin America, or Europe, Middle East and Africa Regions. Some chapters also maintain their own websites separate from ISPOR's webpage. Examples include the [ISPOR Australia](#) and [ISPOR Taiwan](#) Chapters.

## How to Maintain Your Chapter Website

To have your chapter updated, please contact your ISPOR staff liaison for your region with the requisite changes, and they will make the updates right away (key contacts provided on next page). Be sure to keep your ISPOR liaison regularly informed of ongoing and upcoming events so that the website may be up to date.

*Chapter members seeking new opportunities in their career should visit ISPOR Career Center website, which is a great platform for those seeking new jobs openings and trying to make the next step in their career.*

## Sample Meeting Flyers and Websites

[ISPOR Colombia Chapter Workshop Flyer](#)  
[ISPOR India Chapter Conference Flyer](#)  
[ISPOR Macedonia Chapter Conference Flyer](#)  
[ISPOR Malaysia Chapter Conference Flyer](#)  
[ISPOR Malaysia Chapter Website](#)  
[ISPOR Mexico Chapter Seminar Flyer](#)  
[ISPOR Taiwan Chapter Website](#)  
[ISPOR Australia Chapter Website](#)

## ISPOR Key Links and Email Contacts

ISPOR website: <https://www.ispor.org/>  
 Mission, Vision and Strategy: <https://www.ispor.org/mission.asp>  
 Membership <https://www.ispor.org/members/Index.asp>  
 Meetings: <https://www.ispor.org/meetings/Upcoming.aspx>  
 Regional Chapters: <https://www.ispor.org/RegionalChapters>  
 Regional Consortia: <https://www.ispor.org/consortiums/index.asp>  
 Regional Networks: <https://www.ispor.org/Networks/index.aspx>  
 Students: [https://www.ispor.org/student/student\\_index.asp](https://www.ispor.org/student/student_index.asp)  
 Councils: <https://www.ispor.org/councils/CouncilsIndex.asp>  
 Education: <https://www.ispor.org/education/EducationIndex.asp>  
 ISPOR In-Person Training: <https://www.ispor.org/InPersonTraining/Index>  
 ISPOR HTA Training Program: <https://www.ispor.org/InPersonTraining/Index>  
 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](mailto:about@ispor.org)  
 Asia Consortium: [asiaconsortium@ispor.org](mailto:asiaconsortium@ispor.org)  
 Europe, Middle-East and Africa: [EMEA@ispor.org](mailto:EMEA@ispor.org)  
 Latin America Consortium: [laconsortium@ispor.org](mailto:laconsortium@ispor.org)  
 Governance: [governance@ispor.org](mailto:governance@ispor.org)  
 Member services: [membership@ispor.org](mailto:membership@ispor.org)  
 Education: [education@ispor.org](mailto:education@ispor.org)



## **Chapter 5: Best Practices Throught Case Studies**

## Australia Chapter

The [ISPOR Australian Chapter](#), established in May 2008, involves researchers from all disciplines conducting health care research in Australia. These disciplines include those with a focus on health economics, epidemiology, decision analysis, modelling, patient-reported outcomes (quality of life), the use of 'real world' data such as health care database analyses, observational studies, and patient registries. The ISPOR Australia Chapter has been very successful at bridging the gap between the pharmaceutical and medical devices Industries, Government and Academia and has become the premier organisation for integrating academic and industry research in the aforementioned areas of research in Australia. This is evident from the success of the chapter in being able to attract a wide range of speakers from across the public and private sectors to present at our workshops and a broad range of participants as well as a growing membership. As Australia is a country that was an early adopter of health technology assessment, the ISPOR Australia Chapter has been particularly influential in recent years in facilitating educational events that have presented the latest cutting edge research on topics relevant to HTA, such as - recent innovations in HTA around the globe, decision making in health care, the latest developments in economic modelling, consumer involvement in HTA processes, managed entry schemes, generic medicines pricing strategies, and quality of life assessment in clinical trials.

The chapter committee meets regularly via monthly teleconferences and biannual face-to-face meetings. At the face-to-face meetings the chapter plans education events and training workshops, usually hosting between two and three events per year which are generally full day workshops with multiple speakers, and usually include Q&A sessions with international experts. Events are well attended with between 60-100 participants and the chapter encourages corporate sponsorship in order to keep the price of the workshops low. One of the major successes has been the growth in membership, with over 100 chapter members and 400 people on the mailing list. The chapter offers a range of membership options and have deliberately kept the fees low to encourage participation in the chapter. The chapter offers reduced rates for ISPOR International members, Academic and Government members and free student memberships and recently introduced a 5-year membership option and a corporate membership option. Corporate members receive discounted workshop registrations, acknowledgement on the chapter website and free job advertising.

## Colombia Chapter

The [ISPOR Colombia Chapter](#) is successful thanks to the collaborative effort of different stakeholders, representatives of the academia, technical consulting and the pharmaceutical industry which was nourished and strengthened over time, based on pillars, such as scientific rigor, transparency, good leadership practices and interdisciplinary teamwork, linking different professionals in the health science and economics.

The development of the ISPOR Colombia Chapter has been favored in recent years by several factors:

- The balance of a membership (and a board of directors) that represents all actors in the system (government, academia, consultants, insurers and industry).
- Recognition as a scientific society, increasing its visibility and interaction with the medical profession and institutions related with the health sector (Ministry of health, local technology evaluation agency IETS, the pharmaceutical industry association ANDI and the alliances of mutual collaboration with other scientific societies.
- The presence of all major decision-makers starting with the Minister of Health in our conferences and congresses, which has attracted the interest of large groups.
- The support of universities in the organization of courses and conferences which has given the necessary credibility to our activities, the financial support of the industry, always in a transparent

way and keeping them apart from the organization of the agenda and the selection of speakers has been essential for the achievement of activities.

- The active participation of patient associations in our conferences and congresses and recently as part of our Board of Directors.
- Finally, the Colombia Chapter was committed from the outset with the dissemination of topics related with pharmacoeconomics and results research among health professionals (fostering interaction through several channels and social media), and in the strengthening of academic groups, which today has three of the four student chapters in Latin America.

## Egypt Chapter

The [ISPOR Egypt Chapter](#) was established in 2011 and currently includes 120 members, who through Chapter's commitment to education have a chance to participate in wide range of learning and skill building opportunities. The Chapter is continuously making efforts to strengthen and expand capabilities in HEOR in the region, by developing series of Chapter-branded workshops and seminars. Past presented topics include: The Use of Health Technology Assessment (HTA), Integrating Cost-Effectiveness into Clinical Practice and Decision Making, Pharmacoeconomic Pillars, as well as other. The Chapter is actively collaborating with local university in Cairo and Ministry of Health. It is a Chapter member of [ISPOR Arabic](#) and [ISPOR Africa](#) Networks. The Chapter members actively support many ISPOR initiatives, such as contributing content to Forum presentations at ISPOR meetings, submitting manuscripts to ISPOR publications (*Value in Health Regional Issues*), and updating Pharmacoeconomic Guidelines.

## India Regional Chapters

ISPOR has six regional chapters in India, and these chapters continually demonstrate excellence in arranging quality educational events and conferences for its members. Some recent examples of these events include:

- [ISPOR India – Andhra Pradesh Chapter](#) - 2nd International Conference on Pharmacoeconomics and Outcomes Research: "Integrating Pharmacists in Healthcare Decision Making - A Resonate Patient Centric Therapy Initiative" held on 21-22 April 2017 in Tirupati, Andhra Pradesh, India: event summary report - <https://www.ispor.org/RegionalChapters/GetActivityFile/449>
- [ISPOR India Chapter](#) - 5th National Conference of Pharmacoeconomics and Outcomes Research held in New Delhi, India on March 3-4, 2017: event flyer - <https://www.ispor.org/RegionalChapters/GetActivityFile/414>
- [ISPOR India Telangana Chapter](#) - The International Conference on the Use of National Medicine Policy and Biostatistics in Pharmaceutical Sciences held on September 28-29, 2016 in Hyderabad, Telangana, India: event website - <https://www.ispor.org/RegionalChapters/GetActivityFile/376>

## Japan Chapter

The [ISPOR Japan Chapter](#), established in 2005, consists of 342 regular, 43 student, and 29 corporate members. The ISPOR Japan Chapter holds academic meetings, regularly organizes workshops, and provides its members with services including the publication of regular news letters. In addition to biannual academic meetings, the organization plans and implements events for each category of members. There has been a steady increase in the number of members due to notifications on the website and its updates - approximately 50 new members each year, and the current number of members is about 1.8 times as many as that in 2012. The ISPOR Japan Chapter has been increasingly attracting public attention since the trial introduction of cost-effectiveness evaluation in Japan in 2016, and meetings of the Executive Committee and Board Members with the president have been held to: select and check themes for academic meetings/symposiums and other events, develop plans for each category of members, implement education in medical economics for medical academic societies and the public and other public relations activities, and conduct discussions and voting by email. The meetings allow us to develop and implement plans that can satisfy the members and help promote cooperation among government, industry, academia, and the public.

## Mexico Chapter

[ISPOR Mexico Chapter](#) was established in 2005, and since the beginning its main objective was to be an interlocutor and integrator of decision makers in government and outside it, with members of the pharmaceutical industry, researchers, academics, consultants and public interested in pharmacoconomics. As a result of the joint work, there has been a continuous growth in members and an important influence in the health sector. At the beginning of the Chapter there were 15 members, currently the chapter has over 200 members. The Chapter has held 4 seminars with great assistance and important speakers, both national and foreign, as well as monthly sessions and multiple academic activities. The chapter is currently working on collaboration agreements that promote the generation of health outcomes through the implementation of research protocols. In the same way, as a fundamental part, the current board is establishing a process of institutionalization through the drafting of statutes and clear rules in its operation that give greater transparency to the processes of the Chapter with the objective of achieving financial sustainability.

## Poland Chapter

The [ISPOR Poland Chapter](#) is one of the earliest ISPOR Regional Chapters established in Europe. Its membership consists of over 150 members, who represent all sectors of the health care industry. The Chapter was established on the basis of a local association - the Polish Pharmacoconomics Society. Throughout the years, ISPOR Poland Chapter has greatly contributed to the development and improvement in methods and tools in health economics and outcomes research (HEOR) in the country by developing series of education and knowledge exchange activities focusing on key trends in HEOR and HTA. Chapter's highlights include the establishment of an Annual International Conference of the PE Society, a major regional event that brings over 200 international participants, among them many renowned experts in the field and the development of a local publication - The Journal of Health Policy & Outcomes Research (JHPOR). Chapter members regularly contribute to ISPOR initiatives, such as the translation of ISPOR tools, content submission to ISPOR's meetings scientific programs and publications (*Value in Health Regional Issues*). The Chapter is an active member of the [ISPOR Central & Eastern Europe \(CEE\) Consortium](#).

## Singapore Chapter

Founded in May 2010, the [ISPOR Singapore Chapter](#) has committed to conducting fundamental research and capability-building activities directed towards the promotion of pharmacoconomics and outcomes research in Singapore; endeavored to facilitate scholarly and engaging discussion on far-reaching topics and the most suitable way of delivery, through a popular survey among all members in mid-2016. As such, ISPOR Singapore executive committee (2016-2017) has held three major member-exclusive workshops on 1) Patient Report Outcomes (EQ-5D), 2) Discretely Integrated Condition Event (DICE) Simulation for HTA, and 3) Systematic Review, Meta-analysis & Network meta-analysis for the past 12 months, during which the number of members doubled. The workshop trainers and lecturers are well-known academicians or industry experts/consultants from the US and the region. To make the workshops more credible and cost-effective, the chapter partners with academic institutions such as Saw Swee Hock School of Public Health at National University of Singapore, for the workshop to be held in the academic setting (thus foregoing the need to pay for the venue) assessable to graduate students and feasible participants from government agencies. The chapter also created a LinkedIn portal for members to receive updates and communicate with one another. To brand ISPOR Singapore Chapter, the chapter designs and produces marketing collaterals such as business cards, pull-up banners so that the chapter shows its identity when holding or attending events.

## Taiwan Chapter

Four committees, including Academic Affairs, Publication, Public Relation and Educational Promotion Committees, were developed to enhance the operation of the [ISPOR Taiwan Chapter](#). The major mission from the President is to promote and strengthen the role of the chapter in order to contribute related expertise in Taiwan healthcare system. Several tactics have been implemented since 2013:

- Re-structured official website and set up online membership account with corresponding benefits;
- Offered educational courses/programs and HEOR events on a regular basis;
- Communicated frequently with different stakeholders such as other medical associations/societies, industry, government through different occasions;
- Took initiatives in some healthcare policy related topics; and
- Initiated and participated the regional forum and between chapters dialogue, for example, the Hua Xia Forum and the ISPOR Taiwan / ISPOR Japan chapter forum.

Following chapter leadership efforts, the members are growing steadily, twice compared to 2011. Currently, there are over 200 members from industry, academia, health related organization and government. Continuing to recruit members broadly, expand the chapter capability; the chapter aims to contribute more in this healthcare environment.

## Chapter 6: Templates

## Regional Chapters Annual Activity Work Plan 2018

<b>Chapter Areas</b>	<b>Activities</b>	<b>2018 Q1</b>	<b>2018 Q2</b>	<b>2018 Q3</b>	<b>2018 Q4</b>
Executive Committee: Leadership & Succession Planning - in this section provide information about upcoming/planned changes in the Chapter Exec. Committee	Elections				
	Appointments				
	Other				
Membership: Recruitment & Retention - in this section provide information about Chapter efforts to maintain good Chapter membership status and attract members to ISPOR	Outreach				
	Other				
Membership: Engagement - in this section provide examples of members engagement in the area of education, research, and publication	Education				
	Research				
	Publication				
Professional Development: Students & Young Professionals - in this section provide information about activities involving ISPOR student chapter and non-ISPOR groups	ISPOR Student Chapter				
	Non-ISPOR Group				
	Other				
Collaboration - in this section list anticipated cooperation with local and international organizations, associations etc.	Engagement with different stakeholders				
	Other				
Communication - in this section provide information about communication efforts with Chapter members	Newsletter				
	Email Blast				
	Regular Members Meetings				
	Networking Opportunities				
	Other				
Contribution to ISPOR-sponsored Events - in this sections provide examples of Chapter and its members engagement with ISPOR	Annual & Regional Meetings				
	Trainings				
	Other				
Promotion - in this section provide information about efforts to promote Chapter activities among members and wider audience	Non-ISPOR Chapter website				
	Social Media				
	ISPOR-supported Outreach				
	Other				
Additional Comments:					
Prepared by:					
Date:					

## ISPOR Regional Chapter Annual Report Survey

Question	Response Field
Chapter Name	
President	
President-Elect	
Past President	
Secretary	
Treasurer	
Director	
Director	
Director	
Director	
Director	
Director	
When are elections held for your Chapter's Board? Please indicate month and year of your last election.	
# Regional Chapter members	
# Full ISPOR members	
Collect membership dues or fees from individuals?	
Annual dues?	
Chapter benefits	
Chapter's accomplishments in 2016 with regard to membership recruitment, retention, and engagement	
Chapter's accomplishments in 2016 with regard to education and training	
Chapter's accomplishments in 2016 with regard to research	
Chapter's accomplishments in 2016 with regard to policy-related activities	
Chapter's accomplishments with regard to Chapter meetings, workshops, or conferences	
Chapter member's accomplishments, including articles of note or awards	
Describe any regional patient engagement activities	
Describe any activities organized for students or new professionals	
Chapter Affiliations	
Sponsorship Agreements	
Formal comments to governments or health authorities	
Input to national or regional HTA activities	
Committees or special interest groups	
Registered with regional authorities?	
Chapter's main goals for 2017	
3 challenges the Chapter is facing at the start of 2017	
1	
2	
3	
Prepared this report	

ISPOR staff will send this annual report survey via e-mail to be completed by Chapter leadership at the end of year. It is imperative that Chapter leadership comply in duly filling out the survey, which enables ISPOR to be informed on the chapter's activities and promote synergy and engagement.



## Meeting Agenda Template

<b>Group:</b>			
<b>Date:</b>		<b>Time:</b>	
<b>Meeting Location:</b>			
<b>Invitees:</b>			
Item #	Time	Topic	Presenter(s)/ Discussion Leader(s)
1		Welcome, Introductions and Review of Agenda	(Chair Name)
2		Approval/Review of prior meeting minutes/discussion summary	(Chair Name)
3			
4			
5			
6			
7			
8			
9			
10			
11		New business	(Chair Name)
12		Next Meeting	(Chair Name)
13		Adjournment	(Chair Name)

## Meeting Summary Template

<b>Group:</b>				
<b>Date:</b>		<b>Time:</b>		<b>Location:</b>
<b>In Attendance:</b>				
<b>Regrets:</b>				
Item #	Description/Discussion Topic	Presenter(s)/ Discussion Leader(s)	Action Items   Motion/Vote	Action Owner
1	Welcome, Introductions, and Agenda Review	(Chair Name)		
2	Review/Approval of previous meeting minutes/discussion summary	(Chair Name)		
3				
4				
5				
6				
7				
8				
9				
10				



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