



International Society of Pharmacovigilance

By-laws

Version 0 Adopted by the ESOP General Assembly on 22 September 2000
Version 1 Adopted by the ISoP Extraordinary General Assembly on 17 October 2005
Version 2 Adopted by the ISoP Extraordinary General Assembly on 20 December 2006
Version 3 Adopted by the ISoP General Assembly on 7 October 2009
Version 4 Adopted by the ISoP General Assembly on 18 October 2016
Version 5 Adopted by the ISoP General Assembly on 17 October 2017
Version 6 Adopted by the ISoP General Assembly on 22 September 2022
Version 7 Adopted by the ISoP General Assembly on 26 October 2025

Version dated October 2025

These by-laws are set in accordance with article 18 of the ISoP Statutes, as approved on the 8th of July 2016.

They describe the operating procedures for the Society.

They are divided into two parts:

- by laws related to individual articles of the statutes
- general by laws pertaining to the general function of the Society, to the yearly meetings etc, or concerning matters not covered in the Statutes

By-laws related to specific Statutes, as indicated by statute paragraph number

Article 1.5 – Address:

“The administrative address of the Society shall be decided by its Executive Committee”

- i) All members are informed as necessary of any change in the administrative or the registered address of ISoP.

Article 1.6 - Language “The working language of the Society shall be English. Other languages may be used as described in the by-laws”

- i) The use of other languages is possible in local ISoP-sponsored activities, in agreement with the organisers, as long as English support is provided.

- ii) English support can take the form of, e.g., simultaneous translations, bilingual presentations in meetings (Text in local language, slides in English, or the opposite), or the provision of an English summary of abstract on posters.

Article 2 - Objectives:

- “meetings, education and affordable training.”

Annual Meeting

- i) The Executive Committee in its meeting votes on the location and dates of annual meetings, after consideration of bids from potential organisers, two years before the putative meetings.
- ii) The organiser of the Annual Meeting must provide adequate time and place for the General Assembly and announce the date for a meeting of the Executive Committee at least 3 months in advance.
- iii) Two temporary committees are established for the organisation of the Annual Meeting, at the invitation of the Executive Committee: a Local Organising Committee (LOC) and a Scientific Committee (SC).
- iv) The LOC is responsible for vetting and choosing, booking and thereafter liaising with the venue for scientific sessions and where necessary the hotel/residential facilities, keeping accounts and generally managing the finances of the meeting including speaker travel expenses, setting registration fees and handling all registrations, organising adjuvant social activities, ensuring the smooth running of the event itself. The organising committee invites the speakers and chairpersons designated by the scientific committee.
- v) The LOC will designate one of its members as liaison with the Executive Committee.
- vi) The SC is responsible for the structure of the scientific programme and running order, choosing speakers and chairpersons (but not queries relating to accommodation and travel), handling abstracts for invited papers, oral presentations and poster presentations.
- vii) The SC will comprise a minimum of 5 members, including at least one member of the Board. The chairman of the SC is a member of the Board. The co-chairman represents the local organising committee. Membership of the SC may be proposed by the local organisers, but final acceptance rests with the Executive Committee, who sends the formal invitations to participate in the scientific committee.
- viii) A contract is signed between ISoP and the organiser of the ISoP Annual Meeting which provides for:
 - a) financial agreement:
 - In the event of a positive financial result after deduction of expenses, start-up money and pre-agreed fees for included membership as relevant,

the gains are divided between ISoP and the organiser, according to a pre-set proportion, defined in the contract between ISoP and the organising committee, which will generally be 50/50 (ISoP/local organiser).

- In the event of a deficit, after inspection of the meeting accounts by ISoP's treasurer, any loss will be split 50/50 between the local organisers and ISoP.

b) The use of the ISoP data files (members and contacts) for the promotion of the meeting.

c) The use of the ISoP logo.

d) Registration fees for Board members are waived.

- ix) The Executive Committee provides the organiser of the Annual Meeting with all necessary assistance for the scientific aspects, and especially in the provision of the Scientific Committee, to ensure a scientific quality consistent with ISoP criteria.
- x) The Scientific Committee sets up rules for abstract selection, reviews the abstracts submitted and decides upon the scientific programme of the meeting, in coordination with the meeting organiser (see document on Standard Operation Procedure: Scientific Committee).
- xi) The abstracts may be published in a scientific journal after acceptance by the Scientific Committee.
- xii) Presentations may be published on the Society's official web site with access provided to all paying delegates and invited speakers on the conference website only.
- xiii) Speakers and presenters in the Annual Meeting may be invited to submit their papers for publication in the Society's Official Journal. These submissions will be submitted to the usual peer-review process. Presentation at the meeting will be mentioned on any eventual publication.
- xiv) Meeting logo: the Annual Meeting may develop a specific logo for the conference. However, ISoP's logo must also be included on all communication materials related to the Society's annual meeting.
- xv) Sponsorships and support by non-commercial organisations (e.g. cities, regions, ministries, agencies, universities or other institutions or non-profit organisations) whether financial or non-financial are acceptable. They will be acknowledged in the programme and the organisation's logo and web link may be displayed, under ISoP's name.
- xvi) Paid sponsorships by commercial organisations for the Annual Meetings are acceptable, provided they are unconditional and strictly follow ISoP's sponsorship guidelines. They will be acknowledged at the end of the meeting programme. No commercial organisations logos may be included on any meeting materials, as specified in the sponsorship guidelines. Sponsored symposia related to the sponsor's commercial or other interests are not acceptable. At the discretion of

the ISoP Executive Committee, sponsors can provide a booth at the meeting provided there is no mention of any medicinal product or device.

- xvii) Annual Meeting symposia may be co-sponsored by other scientific societies or partners with similar objectives as ISoP. For co-sponsored meetings, it is appropriate for ISoP partners to cover their own expenses (e.g travel and accommodation). Such societies will be encouraged to publicize the ISoP meeting to their members. The Executive Committee and the Board will assess these relationships at least annually to ensure they are still relevant to the interests of ISoP.

Meetings outside the Annual meeting:

Training Courses and other meetings may be organised by ISoP.

ISoP Sponsorship or endorsement:

Any scientific meeting or course may request ISoP sponsorship, co-sponsorship (for meetings) or endorsement (for courses). Requests for sponsorship or endorsement must be submitted in writing to the ISoP Secretary, with a description of the aims and objectives of the meeting. The decision to accept or reject sponsorship or endorsement will be made by the Executive Committee.

ISoP will advertise any such co-sponsored meetings to its members.

The name and logo of ISoP can then be used on communication material upon request of the organiser.

Article 3 - Membership

- i) Active members are those who are up to date in the payment of their fees. They can vote, be elected to the Board and the Executive Committee, and receive discounts and other benefits.
- ii) Honorary members can vote, be elected to the Board and the Executive Committee, and receive discounts and other benefits. Membership fees are waived.
- iii) Benefactor members have no voting rights and cannot be elected to the Board or the Executive Committee. They can be represented at assemblies by one specified person of their choice. Benefactors shall not be liable for the payment of the membership fee.
- iv) Affiliate members have no voting rights. Membership fees are waived for affiliate members. International organisations which have similar interests to the Society and wish to collaborate with the Society may become Affiliate Members. An application should be made in writing to the President and be recommended by the Executive Committee before being approved by the General Assembly. Each Affiliate Member of the Society has the right to be represented by a single delegate on the Assembly of the Society.

- v) The society can be affiliated to scientific organisations that share similar aims. The membership is approved by the Executive Committee and announced at the annual general assembly.
- vi) Past presidents are *ex officio* members of the Board and are not eligible for election to the Executive Committee during their term(s) as past president. Past presidents lose that status upon the election of a new president and past president. Past presidents have no voting rights within the Board. They are liable to payment of membership fees.
- vii) ISoP members in one geographical region may form a chapter to facilitate the organisation of meetings, training courses, or other activities related to the missions of ISoP. Normally at least fifty members are needed to constitute a chapter unless agreed with the Executive Committee. The organisation of a chapter is approved by the Executive Committee and announced at the annual General Assembly. The Executive Committee will assist in any reasonable way the function of such chapters by providing, for instance, speakers or teaching materials. The Executive Committee will appoint a Board Member to act as a Chapters Coordinator whose role will be to mentor, monitor, support and encourage activities of each chapter. Such chapters can neither speak on behalf of ISoP, nor represent ISoP without discussion first with the Chapters Coordinator on the ISoP Board who in turn will seek prior approval of the Executive Committee. The ISoP logo may be provided upon request. A Chapter Guideline document pertaining to the constitution and functioning of chapters is available on the Society's website (www.isoonline.org).
- viii) A Special Interest Group (SIG) can be initially created by at least five ISoP members to discuss and work on a specific and relevant topic which is within the scope and aims of ISoP. A SIG may develop documents, opinions, statements which may become official and public ISoP documents. The Executive Committee will appoint a Board Member to act as the SIGs Coordinator whose role will be to mentor, monitor, support and encourage activities of each SIG. Within each SIG, members will designate a co-ordinator and contact person who should co-operate closely with the SIGs Coordinator and the ISoP Secretariat. A SIG may work together on its specific item with other groups, associations or societies outside of ISoP, usually after agreement of the EC. A SIG Guideline document pertaining to the constitution and functioning of SIGs is available on the Society's website (www.isoonline.org).
- ix) A community is a group of ISoP members with similar professional backgrounds, approved by the Executive Committee, and who are united by shared interests or needs and work collaboratively to advance pharmacovigilance and support the objectives of ISoP.
- x) Retired people may have on request a reduced membership fee.
- xi) Membership information will be recorded. Each member will be notified about the policy regarding release of membership information. Provision will be made for members to request to have any or all personal identification

removed from lists or from release. In general, ISoP will follow the data protection legislation and recommendations of Switzerland or of the country where the Secretariat is located, whichever offers the higher standard in data protection.

Article 4 - Membership fee

- i) Membership fees are paid in Euros, on a yearly basis. Annual ISoP membership runs for a 12-month period, from the date of membership fee payment and ending 365 days from the payment date. Membership is renewable each calendar year.
- ii) As a compensation for the considerable input of voluntary time expected of elected members of the Advisory Board, their membership fees will be waived during the length of their active service on the Advisory Board.

Article 5 - Admission to membership and data protection

- 5.1 New applications for membership will be reviewed by the Secretary and the Executive Secretary of ISoP Secretariat.
- 5.2 (i) Members have the right to review electronically the information on file concerning them. In line with the General Data Protection Regulation, they have the right to withdraw consent, to request amendment or deletion of all or part of the information concerning them and the right to be forgotten. They may also request that the information concerning them not be made available to other parties.
- (ii) The list of members and relevant information may be made available to outside organisations, upon written request to the Secretary. Any such request can only be approved with the explicit proviso that this list will not be made available to further parties, and will be destroyed after the use for which approval was granted.
- (iii) Admitted ISoP members are expected to behave in a polite, respectful and collaborative way, as befits a professional society such as ISoP, in all forms of communication, including at in-person and online events, as well as by email and on social media. A Code of Conduct outlining principles of good communication and cooperation for ISoP members is available on the ISoP website (https://isoponline.org/wp-content/uploads/2022/06/ISoP_Code_of_Conduct_4_April_final.pdf)

Article 6.3 - Exclusion for non-payment of fees

- i) All ISoP members must be current in their fees to participate in ISoP activities such as voting at the Annual General Meeting and receiving membership benefits. All members receive three notices and fees statements before they are dropped from the Society membership roster [within 3 months after the expiry date]. The last notice will provide for a single ten-day period for response, after which membership privileges will be revoked. Individuals must then apply for new

membership. Individuals may apply for reinstatement in ISO-P by full payment of fees within a calendar year.

Article 7 - Structure

- 7.1 Elected members of the Board and the Executive Committee must be members in good standing of the Society. If a member of the Board resigns from the board, is excluded, expelled or leaves for any other reason, this position will be filled until the next election by the candidate who obtained most votes after the successful candidates during the election at which they became members of the Board. The person thus elected will serve until the normal time of renewal of the person that was replaced, so that the normal replacement schedule is maintained. This “partial tenure” will not be counted in the re-election limits.
- 7.2 If a member of the Board who is also a member of the Executive Committee resigns from the board, is excluded, expelled or leaves for any other reason, that member will no longer be a member of the Executive Committee. The position on the Board will be filled as outlined above in Section 7.1 and the position on the Executive Committee will be filled as outlined under Section 10.2 of these by-laws.
- 7.3 If a member of the Board who is also a member of the Executive Committee resigns from the Executive Committee (but not the Board), is excluded, expelled or leaves for any other reason, this position will be filled as outlined under Section 10.2 of these by-laws.
- 7.4 The Board and the Executive Committee will be renewed every three years, to ensure coordination with the terms for officers of the society.
- 7.5 Board and Executive Committee members may be elected for a maximum of two consecutive terms. They may be further re-elected after at least one term has elapsed since their last tenure.

Board members start and end their tenure during the Annual Meeting of the Society. For administrative purposes, and to ensure a smooth transition between Board and Executive Committees, they may be invited to participate and advise in Board and Executive Committee meetings during the 3 months following the end of their tenure. However, such Board members will have no voting rights.

Any documents pertaining to the Society that Board and Executive Committee members received during their tenure remain the property of the Society. Current and former Board and Executive Committee members have an obligation of discretion and reserve concerning the information they may have received as board and committee members and concerning board and Executive Committee meetings. Any request for such information must be directed to the President of the Society.

Article 8 – General Assembly

- i) Statutes and by-laws are made public on the ISO-P website.

- ii) Minutes of the General Assembly will be prepared and made available to all ISoP members within ten weeks of the meeting.

Article 9 - The Advisory Board of ISoP

- 9.1 Agendas, minutes of meetings, proposals and other papers associated with meetings will be prepared and circulated to all Board members not less than two weeks before the meeting, or four weeks after meetings in the case of minutes, under the direction of the Secretary. Summary of minutes of the Board meeting will be made available on the society's website in the section reserved for members.
- 9.2 The Board will include 10 members elected by the general membership (voters must be members of ISoP) and the Past President who is an ex-officio member of the Board (not elected). In addition, the Board may nominate other Board members who will act in an advisory role, as required. The Past President and the nominated members have no voting rights within the Board.
- 9.3 Election Process: In the final year of term of the Board, the Past President will prepare a list of at least twenty one (21) names drawn from the members of the Society, taking into consideration, when/if possible, the gender mix, balance of expertise and the geographical distribution of the candidates. Included in the list of candidates will be those members who have nominated themselves or have been nominated by another member.

The Past President shall then write to all the individuals, whose name has been put forward as a potential nominee for the ISoP Board, to confirm that they are willing to stand for election. If so, they will be asked to send a biography (1 side of A4 paper) to be placed on the ISoP website at the member's section with their visions for pharmacovigilance and what they can do for ISoP, as a representative.

The list of candidates shall be distributed to all members of the Society at least three months in advance of the date of the Society's Annual Meeting, at which elections are due, and referring to their biography published on the ISoP website in the member's section.

The ten (10) members of the Society who receive the highest number of votes shall be elected to the ISoP Board. In the event of a tie the candidate with the oldest membership will be elected.

- 9.4 Members of the ISoP Board acknowledge that a developing and dynamic Society requires active participation and contribution. They therefore commit themselves to deliver or delegate effectively such tasks as may emerge for pursuing the development strategy (for example, writing material for the website, scientific publications and newsletters, or participating in educational or training events, and so on).

All members of the Board will have a specific role, as follows.

- All members of the Board will have a specific role, as follows.

- Four members (President, Vice-President, Secretary, Treasurer) will form the Executive Committee.
- One member will be responsible for coordination of ISoP Chapters.
- One member will be responsible for coordination of ISoP Special Interest Groups.

The remaining members will be assigned any other responsibility as directed by the Executive Committee. It is recommended to have an Academic coordinator, a Strategy and Innovation leader, a Communication leader, and a Community coordinator.

Responsibilities of members of the Advisory Board

- i) Adapt the mission of the Society in the rapidly changing nature of the global pharmacovigilance landscape,
- ii) Assist and provide recommendations to the President and Executive Committee (EC) to perform and execute all development strategies and ISoP activities during their term of office
- iii) To provide feedback to the Board about progress of projects
- iv) To attend meeting of the Board regularly and actively participate
- v) To act as ambassadors of the Society at all time in all that they say and do in the name of ISoP
- vi) To ensure that scientific content of meetings and training is up to date
- vii) To provide supervisory role on the Executive Committee in the use of the assets and funds of ISoP in line with global best practices

Meetings

- i) Members of the Board are expected to attend in person at least one face-to-face Board meeting per year during the annual meeting. It is also recommended to have Board meetings every two months (virtual meetings).
- ii) Members of the Executive Committee (EC) must attend both meetings in person or by remote connection
- iii) The Board is expected to attend and contribute significantly in the planning and holding of the Annual Meeting

Development strategy

Members of the Board are expected to:

- i) Support the communication strategy (including liaison with Drug Safety journal)
- ii) Participate in the strategic planning
- iii) Support the financial strategy
- iv) Manage partnership with scientific societies or other relevant organizations

- v) Facilitate involvement of ISoP members in the scientific activities of the Society
- vi) Involve the chapters/SIGs and other stakeholders in all ISoP activities
- vii) Arrange and oversee material for the Society website (isoponline), scientific publications (Drug Safety/Adis) and newsletters (ISoP Star)
- viii) Participate in educational or training events for the Society
- ix) Act as advocates of ISoP to consumers, journalists and the lay public
- x) Undertake any other such duty as may be recommended by the General Assembly
- xi) May form additional non-elected Committees to serve the needs of the Society.
 - a. An ISoP Scientific Board (SB) was created in 2022 and is governed by a Terms of Reference (ToR) document. Please visit the ISoP website for the ToR and for further information on the SB and its objectives. The SB mission is outlined in Appendix 3 below.

Promoting the Society

- i) Contribute to the recruitment of new members from their respective country/region and sector (new stakeholders) and other development activities

Appointment of Fellows of the Society

Fellows of the Society are members who have demonstrated significant achievement and distinction in their field, including peer recognition in pharmacovigilance. Criteria for awarding ISoP Fellowships are established and agreed by the General Assembly.

- i) Within the Advisory Board, a Fellows Nominations Sub-Committee (FNSC) is established, comprised of the ISoP Secretary (chair) and two other members of the EC/Advisory Board or Fellowship group. The ISoP Secretary invites other members of the EC/AB or Fellowship group to volunteer for these positions by email. If there are more than two members wishing to be on this sub-committee, the Secretary will discuss with the President, and their decision will be final.
- ii) The FNSC considers applications for ISoP Fellowship submitted to them by members. Assessment is according to the criteria approved by the Advisory Board.
- iii) The FNSC chair reports the sub-committee's recommendations to other members of EC/Advisory Board, who together make the final decision to award an applicant the title *Fellow of the International Society of Pharmacovigilance*.
- iv) There is an annual timetable for this process, to allow ideally between six and two months to apply, from the closing date for submissions, through to announcement of new ISoP Fellows at the General Assembly.
- v) Names of members awarded *Fellow of the International Society of Pharmacovigilance* will be made public on the ISoP web site.

Article 10 - Elections for the Executive Committee and Terms of Office

- 10.1 Members of the Executive Committee must be duly elected members of the Board. Loss of membership from the Board results in automatic forfeiture from office.
- 10.2 The forfeited Executive Committee member will be replaced by an appointment by the President until the time of normal renewal to ensure smooth running of the Executive Committee.
- 10.3 As soon as elected, the Board will propose/elect a President from amongst the elected membership by confidential online ballot. Once elected, the President will nominate the Vice-President, Secretary and the Treasurer. The accepted nominations will be announced before the first meeting of the new Board. Candidates should be asked early in advance whether they are prepared to take over the role as a member of the Executive Committee and specify which role they would prefer. Nominations for the Executive Committee will only be from the elected members of the ISoP Board.
- 10.4 Members of the Executive Committee are elected/appointed for three years, renewable once consecutively. At least one term of office must elapse before a member of the Executive Committee can be a candidate for the same office, if the above limit for consecutive tenures has been reached.

Article 11 - Executive Committee

- 11.1 Agendas, minutes of meetings (including online meetings), proposals and other papers associated with face-to-face meetings will be prepared and circulated to all Advisory Board members not less than two weeks before the meeting, or four weeks after meetings in the case of minutes, under the direction of the Secretary. The Executive Committee informs the Board with a summary of its activities and decisions regularly and in advance of a Board meeting.
- 11.2 The Executive Committee must inform the Trade Register of Geneva within one month of any of the following:
- Changes in the Executive Committee,
 - Changes in the statutes (which should also be announced to the tax administration),
 - Change in the administrative residence of the Society,
 - Dissolution.
- 11.3 The Executive Committee has the authority to grant special recognition to outstanding ISoP members who have carried out voluntary work within the organization.
- 11.4 The roles and functions of the members of the Executive Committee are as follows:

The President:

- i) The President represents the Society in all its dealings. The President can delegate a specific representation to another officer or Executive Committee member, who will report to the President as to this representation. The Executive Committee is ultimately collectively responsible for the Society.
- ii) The President signs all documents pertaining to the life of the Society. The President can delegate signatures to the Secretary for administrative purposes, or to the Treasurer for financial purposes.
- iii) Documents that engage the life of the Society, such as (but not limited to) associations with other societies, sponsoring of events, or financial contracts in excess of 2000 Euro must bear a double signature, that of the President and that of another member of the Executive Committee (relevant to the matter at hand).
- iv) The President reports to the Executive Committee on all such commitments.
- v) The President prepares a yearly annual report, which is presented to the General Assembly for approval.
- vi) The President chairs the Executive Committee, the Advisory Board and the General Assembly of the Society
- vii) The President may optionally request a meeting of other members of the Advisory Board or Executive Committee prior to an Executive Committee or Board meeting to handle regular administrative items and prepare proposals for resolution at the Board or Executive Committee meeting.
- viii) The President and Treasurer may approve individual reduced fee memberships in cases of hardship. Such approvals (numbers and justifications) are declared at the next Executive Committee meeting. Free memberships can be renewed for a maximum of three consecutive years. Free memberships should be justified by a short report on activities concerning the promotion of pharmacovigilance.

The Vice-President:

- i) The Vice-President immediately replaces the President in the case of incapacitation, resignation, exclusion or expulsion, until such time as the President is capable again or the next Executive Committee meeting is held.
- ii) The Vice-President assists the President in all matters and is the prime candidate for delegation.
- iii) The Vice-President chairs the Board or the Executive Committee in the absence of the President.
- iv) The Vice-President immediately replaces the Secretary or the Treasurer in the case of incapacitation, resignation, exclusion or expulsion, until such time as the Secretary or Treasurer is capable again or the next Executive Committee meeting is held.

The Secretary:

- i) The Secretary is in charge of administrative matters. The secretary keeps a roster of ISoP members, and determines the active status of such members with the Treasurer.
- ii) The Secretary receives all requests for information concerning members or member lists and information.
- iii) The Secretary sends notice of meetings of the Executive Committee and Board meetings, organizes such meetings, writes and circulates minutes.
- iv) The Secretary sends notice of meetings of the General Assemblies, organizes such assemblies, writes and circulates minutes.
- v) The Secretary presents a yearly status report on the membership of the Society, which is presented at the annual assembly, for approval.
- vi) In these and other matters the Secretary may be assisted by an outside organisation, after approval by the EC.
- vii) The Secretary would be expected to liaise with the Head of the ISoP Secretariat in the conduct of his/her duties.
- viii) Review new applications for membership according to article 5.1

The Treasurer:

- i) The Treasurer is in charge of all financial matters of the Society. The Treasurer keeps a roster of all members who have paid their dues and may therefore vote.
- ii) The Treasurer is delegated to sign without consultation for any amount up to 2000 Euro. Above that sum, the co-signature of the President is required.
- iii) The Treasurer reports regularly to the President and to the Executive Committee. The Treasurer prepares a yearly status report, which is presented to the general assembly for approval.
- iv) The Treasurer would be expected to liaise with the Head of the ISoP Secretariat in the conduct of his/her duties

Articles 9, 10 and 11 -Voting rules

- i) All votes, except for the election of the President, are passed with a simple majority. A simple majority is a majority in which the highest number votes cast for any one candidate, issue or item exceeds the second-highest number, while not constituting an absolute majority. Only personal votes (which may be submitted electronically) are acceptable. Proxies are not accepted.
- ii) In case of a tie, the President casts the deciding vote, except for elections to the Board, where the candidate with the oldest membership in the society is declared elected (By-law 9.3).
- iii) There is no quorum for a vote in General Assembly, except for changes in Statutes, where at least half plus one of the voting members must be present.
- iv) The quorum for votes within the Board is half the members plus one.

- v) In the case of an email poll, decisions will not be made until at least half plus one of the Board or Executive Committee members have responded. The absence of response to an email within a pre-specified time period cannot be construed as a positive answer.
- vi) In the case of the vote for President by elected members of the Board (all members of the Board except the Past President), an absolute majority is required. If an absolute majority for a candidate is not achieved in the first ballot because there are more than two candidates, a second ballot must be performed including the two candidates with the most votes in the first ballot.

Article 13 – Signatories and financial procedures

- i) Travel expenses to Board or Executive Committee meetings will not usually be reimbursed to members when those meetings correspond to the annual meeting of ISoP. However, in special circumstances, members of the EC may apply to the treasurer for financial assistance to attend the annual meeting.
- ii) Travel and hotel expenses incurred for attendance at other Executive Committee meetings will be covered by ISoP.
- iii) If specific travel is requested by the Executive Committee for Society matters, travel, hotel and other incidental expenses will be reimbursed by the Society upon approval of the expenses by the President and Treasurer, after submission of a claim supported by appropriate receipts. If the travel is done by the President or Treasurer, the Secretary will also approve the expenses.
- iv) A record of income must be kept at the point of receipt (eg. administration company, training course administrator, Annual Meeting secretariat).
- v) Travel, accommodation and subsistence expenses for staff from an administrative company will be set out in the contract between the Society and the company.
- vi) Printing and other supplies may be purchased after two quotes have been obtained, based on an agreed specification.

Article 14 – Responsibilities of ISoP Secretariat Ltd

- i) A subsidiary of ISoP, called ISoP Secretariat Ltd has been created. ISoP Sec Ltd UK is an independent entity set up to manage the activity of the parent body.
- ii) The objectives are to manage the activities of the society in order to give legal basis to ISoP, to limit the liability of ISoP and provide transparency to operations of ISoP, governed by the statutes and by-laws.
- iii) ISoP Ltd is registered in the United Kingdom in the Company House with two directors.
- iv) The trustees (if any) and directors shall operate in accordance with UK law and shall be subject to the directions of the Executive Committee.

Annex 1:

Guidelines for ISoP endorsements of training courses:

The following should be taken into account when ISoP endorsement of a training course is considered:

- Organisers: credentials and credibility.
- Speakers' credentials: credibility in area of PV, previously engaged in teaching, any publications in PV discipline, members of related professional organizations or not.
- Length of the course appropriate to competency level of trainees.
- Does course take into consideration the background of the participants or the appropriateness of the audience or participants
- Substance of the course (Objectives of the course, a logical progression, depth and coverage, references, reading materials provided?)
- For profit or not for profit? (Agreed that the outside ISoP courses that we will consider endorsing should be non-profit in the same way ISoP is 'not for profit'). We should feel comfortable that all reasonable efforts have been made to keep costs to a minimum while realizing that reasonable remuneration may be required for organisers and speakers to compensate for expenses such as travel.
- Assessment of the course by faculty, evaluation system of the course by the students, with organiser's written report at the end.

Annex 2:

Guidelines for mid-year training:

Mid-year training

In keeping with its primary objective, ISoP seeks to be relevant for all regions worldwide but will prioritise training courses in emerging countries for the mid-year training.

Decisions on where to hold the mid-year training courses will be decided by the EC on a case-by-case basis.

No honorarium will be accepted by EC or ISoP members who speak on a mid-year training.

Ad hoc requests

Regarding additional requests for training courses from all countries outside the regular mid-year training, decisions must be taken by the EC before informing the requestor.

Speaker compensation for such meetings:

On a case-by-case basis, speakers may accept an honorarium from the local organiser but must inform the EC.

Any EC member attending a meeting to represent ISoP must inform the EC.

Annex 3: ISoP Scientific Board (SB) Mission and Objectives

Please visit the ISoP website for the up-to-date SB Terms of Reference (ToR)

(<https://isoponline.org/communities/scientific-board/>)

- The mission of the SB is to support ISoP's scientific and educational activities and to offer expert advice on pharmacovigilance worldwide.
- The SB will convene and discuss matters brought to its agenda by any of its members, or by ISoP's Executive Committee (EC) or Advisory Board (AB). Examples of activities include:
 - Provision of scientific and academic authority to ISoP advice, supporting any ISoP projects by offering input, revision, opinion, recommendations, publications, and networking Special projects see ToR
