



***THE INTERNATIONAL INFORMATION NETWORK ON
NEW AND EMERGING HEALTH TECHNOLOGIES***

BY-LAWS

February 2004

1. Mission

EuroScan, the International Information Network on New and Emerging Health Technologies, is a collaborative network of member agencies for the exchange of information on new drugs, devices, procedures, programmes, and settings in health care. Its purpose is to share and evaluate key information on selected emerging health technologies or new applications of existing ones in order to address their effects and the anticipated short term and long term consequences of their use for health care and society. One way to accomplish this will be to establish and maintain a common European scientific database.

2. Structure

EuroScan consists of Members, an Executive Committee and a Secretariat.

3. Membership

3.1. *Founding members*

Agencies that were represented at the meeting on 26th May 1998 in Amsterdam who agreed to establish EuroScan and/or contributed substantially to its operation from that date to 31st August 1999 shall be designated as “founding members”¹.

3.2. *Conditions of membership*

Membership of EuroScan is open to any agency which:

- 1 has a substantial program for the early identification and assessment of emerging, new or changing health technologies,
- 2 has an ongoing, officially recognised role in relation to regional or national government,
- 3 is a non-profit organization and
- 4 is at least 50 percent funded from public sources
- 5 has no link other than scientific with commercial companies or R&D centres.

3.3. *Application for membership*

Applications must be made in writing, using the EuroScan Application Form (obtainable from the EuroScan Secretariat), to the Registrar of the Executive Committee. Applications can be made at any time and will be considered, initially for provisional membership, by the Executive Committee who will make a

¹ Founding Members: Health Council of the Netherlands; The Swedish Council on Technology Assessment in Health Care; The National Horizon Scanning Centre, United Kingdom; The Basque Office for Health Technology Assessment; The Danish Institute for Health Technology Assessment; The Canadian Co-ordinating Office for Health Technology Assessment; Swiss Federal Office of Social Security, Swiss Network for Health Technology Assessment.

proposal for acceptance or rejection of membership to the annual members meeting.

3.4. Termination of membership

Any member agency that wishes to resign after a given period of membership is allowed to do so at any time, by written announcement to the Registrar of the Executive Committee.

Member agencies that do not fulfil the responsibilities of membership or default on the membership fee may be asked to leave EuroScan by the Executive Committee.

Any proposal that a member's membership be terminated should initially be made to the executive committee. The proposal will then be put to members to vote on the final decision.

4. Function of membership status

All members have equal responsibilities and rights.

4.1. Responsibilities

All members shall contribute to the EuroScan database key information on significant emerging, new or changing health technologies. The information should be provided in English, in the agreed format, and without charge. Each member should enter onto the database at least two technologies per year.

Information on the database should be regarded as work in progress and restricted elements should not be distributed externally without permission from the originating agency.

It is expected that information accessible to members within their own agencies will normally be made available to other EuroScan members, providing its use is restricted and confidential to the level that it would be in the host agency or country, unless permission is given to alter this.

4.2. Rights

All members can use:

- 1 database information produced in agreed formats by the EuroScan Secretariat,
- 2 constituent agency reports (with reference to the source) either
 - published reports of member agencies or
 - confidential reports of member agencies after review and approval by the original source, and
- 3 results of studies conducted by the EuroScan Secretariat.

5. Membership fee and registration

The budget and annual membership fee will be determined at the annual EuroScan meeting. On receipt of the membership fee, the EuroScan Secretariat will forward confirmation of payment and membership registration. In case of termination of membership no fees will be refunded.

6. Executive Committee

6.1. Composition

The Executive Committee of EuroScan shall comprise of representatives of member agencies that, on a permanent basis, undertake substantial activity in the early identification and assessment of new and changing health technologies. There shall be an elected Chair, an elected Vice Chair, an elected Registrar, an elected Treasurer, a North American Advisor and the Head of the Secretariat. All Executive Committee members are to be voting members.

Although Executive Committee members should be employed or represent a member agency they will be nominated for the Executive Committee based on their personal experience. If an Executive Committee member leaves the member agency they automatically end their position on the Committee.

6.2. Voting of members

The Chair, Vice Chair, Registrar and Treasurer shall be elected for a term of two years on the basis of a majority vote of EuroScan members. Any member who has been an executive committee member in the past may be elected to the position of Chair.

Voting shall take place in person or via mail, e-mail or fax. In the first instance two members of the Executive Committee will be elected for a term of three years.

Executive Committee members can only serve in the same capacity for two consecutive terms i.e. a maximum of five years in the first instance and four years thereafter.

6.3. Tasks

The Executive Committee shall:

Review and recommend to members:

1. membership applications once considered by the registrar,
2. the annual financial report of EuroScan, and
3. the budget.

Make proposals to members, and after discussion finally approve:

1. the means and format of information exchange within the EuroScan network
2. studies to be conducted by the EuroScan Secretariat

In addition :

The Chair shall:

1. chair each EuroScan meeting
2. finalise the agenda for EuroScan meetings and
3. review and approve draft minutes of meetings prior to wider circulation

The Vice-chair shall:

1. replace the chair in their absence.

The Registrar shall:

1. consider initial applications for membership and present them to the Executive Committee and
2. receive letters of resignation.

The Treasurer shall:

1. receive biannual financial statements from the Secretariat and present the annual financial report and proposed budget to the Executive Committee.

7. Meetings

7.1. *Executive Committee*

The Executive Committee will meet at least once a year. In case of absence of the Chair during a given meeting, the Vice Chair will replace the Chair. A member of the EuroScan Secretariat will take minutes of the meetings and distribute them to Executive Committee members, after review and approval by the Chair, at the latest six weeks after each meeting. The Treasurer will prepare an annual financial report based on data administered by the Secretariat for approval by the membership.

7.2. *EuroScan Network*

EuroScan members will meet at least once a year. The meetings will be held under the chairmanship of the Executive Committee Chair, or, in their absence, by the Vice Chair. The annual financial report will be presented to the annual meeting. A member of the EuroScan Secretariat will take minutes of the meetings and distribute them to the members, after review and approval by the Chair of the Executive Committee, at the latest two months after each meeting.

7.3 *Voting on decisions that impact on the membership and functioning of EuroScan*

1. Decisions will be made by a majority vote of two thirds or more of those who have voted.

2. All members will be invited to vote. Members who notify the Secretariat that they are unable to attend a particular meeting will be given the opportunity to vote by post or email prior to the meeting.
3. Each agency has one vote. Member agency's can decide who will represent them.
4. Voting will be in an open format.

8. Secretariat and Database

8.1. Location

The membership will determine the location of the Secretariat and the database. At the establishment of EuroScan the Secretariat and database will reside in The National Horizon Scanning Centre of The Department of Public Health & Epidemiology, The University of Birmingham, United Kingdom.

8.2. Tasks

The Secretariat will provide adequate secretarial, administrative and scientific staff in order to:

- 1 fulfil Secretariat services for the EuroScan Network and the Executive Committee,
- 2 serve as Network Coordinator,
- 3 establish the scientific input and output of the EuroScan database and support its technical maintenance,
- 4 initiate scientific studies, after review and approval by the Executive Committee,
- 5 administer EuroScan membership fees, other funds and expenditures, and
- 6 produce financial statements and an annual audited financial report for the Treasurer.

8.3 Liability

EuroScan members provide information for entry to the database in good faith. The Secretariat accepts no liability for any (mis)use of database information by individual members.

9. Financial report

The financial year for EuroScan will run from 1 January to 31 December. Each year, the EuroScan Secretariat will, under the responsibility of the Treasurer of the Executive Committee, prepare an annual audited report of the preceding financial year. The Secretariat will distribute the annual report, after review and approval by the Executive Committee, at the latest three months after the first Committee meeting in that given year.

10. Amendment of By-laws

The By-laws of EuroScan may be amended or repealed by a majority vote of the membership.