

## **Rules of procedure for the association NORDPSO**

NORDPSO is a joint organization, an association, between a psoriasis association from the Nordic countries Denmark, Finland, Iceland, Norway and Sweden and the autonomous region of the Faroe Islands. The council meeting is the association's highest decision-making body. Between council meetings, the activities are managed by a board.

These rules of procedure clarify the division of roles and responsibilities within NORD PSO and describe routines. Issues regulated in the articles of association or decisions of NORDPSO's Board of Directors or Council meetings shall be handled in accordance with these.

These rules of procedure, adopted by NORDPSO's Board of Directors, apply until further notice from 2020-xx-xx11-07 and are revised if necessary.

### **Control document**

NORDPSO's governing documents include:

- Meeting plan
- Statutes
- Strategy document or equivalent
- Business plan or equivalent
- Protocol/ decisions

### **Member State**

One psoriasis association per country is NORDPSO.

### **Member States' responsibilities**

- Participate as an active party in NORDPSO.
- Form a steering group for the projects conducted within NORDPSO.
- Translate documents into their own language.
- Keep information about NORDPSO up to date on, for example, the respective website.
- Report in writing before each meeting supplemented by a short oral presentation.

### **Chairmanship**

The chairmanship alternates between the countries and follows the period of council meetings (2 years). The responsible chairman of the member state's union is appointed chairman of NORDPSO.

### **Responsibilities of the Presidency**

The Presidency's responsibilities are:

- Process management at an overall level, management and control of the association's activities, including meeting management.
- Administrative management, summons, preparation of protocols and other secretarial tasks.

## **Secretariat**

The secretariat is located in the country where the chairman is domiciled.

### **Responsibilities of the Secretariat.**

- See the Presidency's responsibilities
- The Psoriasis Association in Finland is responsible for operational review until the matter is decided at the next Council meeting in 2021.
- The Psoriasis Association in Finland is responsible for financial management, accounting and financial statements until the matter is decided at the Council meeting in 2021.
- The secretariat prepares current mailing lists, contact information.
- Protocols are sent out as soon as possible after the meeting, but no later than two weeks after the meeting.

### **Host country**

NORDPSO's Council and Board meetings are arranged for each member country according to a special meeting plan. The meeting plan, which contains the year and country of the meeting, is drawn up or updated by the presidency country before each council meeting. The presidency country shall consult with the host country regarding the planning.

### **The responsibility of the host country**

- The host country books a meeting room and pays for it
- Booking of hotel rooms - paid for by everyone
- Booking / ordering meals is the responsibility of the host country, the costs are distributed to all Nordic countries

### **Economy**

NORDPSO finances the activities with funds from each member country as well as funds from the Nordic Welfare Center (NVC), which has the task of strengthening the Nordic countries' co-operation in the field of welfare. The Nordic Welfare Center is an institution within the Nordic Council of Ministers' social and health sector.

- See also the responsibility of the Presidency / Secretariat
- Company signatories are appointed during the first board meeting after the council meeting. The decision is made by the council meeting.
- According to previous decisions in NORDPSO, the office that handles NORDPSO's finances will be replaced
- Applying for a grant from the Nordic Welfare Center (NVC)

### **Communication**

NORDPSO communicates its operations in each country's channels, for example via websites. The internal communication, between meetings, within NORDPSO takes place mainly by telephone or e-mail. Information that is to reach NORDPSO internally must be sent to the chairman and chief of staff (or equivalent). Thereafter, each country may, where appropriate, disseminate the information.

## **Language**

The working language should, as far as possible, be “Scandinavian”, meaning everyone speaks and writes their mother tongue, but where appropriate English is spoken (see also information from the Nordic council \*). Consideration must be given to those who do not speak or understand the language used - hence English.

## **Youth activities**

NORDPSO conducts youth activities, NORDPSO Ung, through a joint project. There is a special project plan.

## **Responsibility**

- The host country is responsible for organizing youth activities (decision Copenhagen 2017)
- NORDPSO Youth is responsible for financing activities, meetings (decision Helsinki 2017)
- NORDPSO Youth's activities will be financed through sponsorship (decision Oslo 2018)
- NORDPSO Youth shall be responsible for planning and responsible for financing youth activities (decision Iceland 2018)
- NORDPSO Youth will continue to be a project (decision Iceland 2018)

## **Collaborations**

NORDPSO's collaborations are decided by the council and / or by the board. When it comes to collaboration with the pharmaceutical industry / company, the collaboration must follow the principles established by the council or the board. NORDPSO is independent of the pharmaceutical industry.

## **Project**

NORDPSO's joint project reports in writing to the board.

\* At the secretariats of the Nordic Council, the Nordic Council of Ministers and the Nordic Culture Fund, Danish, Norwegian and Swedish are also working languages / --- / In Nordic-Baltic co-operation, English is used as working language. Even in some professional contexts, English is the language of cooperation. / --- / In some ways it could be easier and more practical if all co-operation took place in English, but there is a positive signal of Nordic cohesion across linguistic boundaries in that political co-operation sticks to the understanding of the neighboring language between Danish, Norwegian and Swedish . The Nordic countries have entered into several agreements on Nordic language co-operation.

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