

Bylaws of the Nordic Kidney Group in Scandiatransplant

ARTICLE I – Name and main objectives

Section 1: The name of the organisation is the Nordic Kidney Group (NKG), founded in 2003 .

Section 2: The main objectives for NKG are to:

- Create a forum for discussion on questions relevant to cooperation and exchange of information between the Nordic kidney transplant centres and the Scandiatransplant organisation.
- Prepare issues and matters relevant to kidney transplantation coming up for discussion and decision at the Scandiatransplant Representatives' meeting.
- Discuss and evaluate aspects concerning living kidney donor transplantation and the Nordic Living Donor Registry (NLDR).
- Plan and agree on studies using the Scandiatransplant kidney transplant database.
- Agree on data to be presented in the annual report at the Scandiatransplant Representatives' meeting.
- Yearly evaluation of the exchange rules and compliance to the rules.

ARTICLE II – Organisation

Section 1: Leader Group

Consist of one national key person from each of the Nordic countries. NKG members in each country agrees upon, before the annual meeting, whom is going to be the national key person for the next year. If necessary it is allowed for any of the appointed persons to find a substitute or be substituted by a new person from own country.

In addition one member of the Scandiatransplant staff is appointed to be part of the group.

National key persons are elected and/or re elected each year.

One person is appointed as chairman. A new chairman should be appointed every 2 year, however it's allowed to be re elected on time (total 2 x 2 years). Chairman candidates should be announced to all present NKG members at least one week before the annual meeting.

Section 2: NKG

At least one member shall be appointed to the Group from each hospital involved in kidney transplantation and one from each national renal/transplantation registry collecting follow-up data on kidney transplantations.

ARTICLE III – Tasks and responsibility

Section 1: Leader Group

Responsibility of the key persons are to make sure that all the necessary persons in their own country are heard and involved. The key persons are not to decide and conclude themselves. Responsibilities of the chairman is to coordinate between the key persons, NKG and Scandiatransplant.

The leader group shall prepare meetings and propositions .

Section 2: NKG

NKG defines at the annual meeting each year what tasks should be looked into the next year. Members make use of electronic devices such as phone/fax/mail for taking decisions between the yearly “face to face” meetings.

ARTICLE IV – Meetings

Section 1: The date, time and place of the next annual meeting shall be set by the NKG at the annual meeting.

Section 2: Special meetings may be called by the appointed Key persons.

Section 3: Notice of each meeting shall be given to each member, by mail, not less than two months before the meeting.

Section 4: The agenda for the meeting should be sent out by e-mail at least four weeks ahead of the meeting.

ARTICLE V - Committees

Section 1: When needed the group may form ad hoc working groups specific interest and investigations. The NKG appoints and agrees upon the members of the ad hoc group and decides on overall policy and principles governing the activities.

ARTICLE VI – Publications and Scandiatransplant database

Section 1: Any member of the NKG can make a suggestion on a topic for an article using data from the common database.

Section 2: The group must be consulted and give its acceptance on the relevance of each article.

Section 3: Authors shall be those who significantly contribute to produce the article.

Section 4: All publications and reports using other country or centre data must be presented to and accepted by all involved centres.

Section 5: All units and persons involved in NKG will be mentioned in appropriate pages.

These Bylaws were approved at the Nordic Kidney Group Meeting 21st of November 2012