

NYNReC constitution

1. Name

- i) The name of the group shall be:

‘Nordic Young Neurosurgeons Research Collaborative hereafter referred to as NYNReC

2. Aim

- i) ‘To develop and promote collaborative neurosurgical research in the Nordic countries (Denmark, Sweden, Norway, Iceland, Finland).

3. Objectives

a. The group will fulfil the aim by:

- i) Providing a network to support research
- ii) Undertaking collaborative audit and research
- iii) Fostering the concept of data sharing and collaboration

4. Membership of the Committee

- i) A new NYNReC member can be nominated for the Committee by other NYNReC Committee members, with election decided upon by majority rule/vote. Membership is generally open to any doctor (Consultant, Resident, PhD-fellow) working full-time at one of the neurosurgical centers in the Nordic countries who is interested in contributing to the collaborative to achieve its aims and is willing to abide by the rules of the group. Typically, there is one member for each neurosurgical department.
- ii) Each member becomes a part of the committee and has one vote at general meetings.
- iii) The NYNReC Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member if his/her conduct is prejudicial to the interests and objectives of the NYNReC, provided that the individual member shall have the right to be heard by the Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement. This will typically be the SNS Committee.

5. Management and Committee membership

- i) The NYNReC shall be administered by a committee of not less than two (2) people (Chair and Vice-Chair).

6. NYNReC Chairperson

- ii) This position is a bi-annual appointment
- iii) The post of NYNReC Chair cannot be held for two consecutive (2-year) terms, usually the Vice-Chair will become Chair the following year/term
- iv) The NYNReC Chair is responsible for upholding the constitution of the collaborative and representing the best interests of the members.
- v) The NYNReC Chair or their nominated deputy, will, for the duration of their term only, represent the NYNReC at any national/international body.

7. Running the Committee

- i) The Committee will meet twice a year, spring and fall, with the timing being at the discretion of the committee.
- ii) Committee members should be present (or through video link) for the Committee meetings.
- iii) Voting at Committee meetings shall be by one vote per member and if there is a tied vote, the chairperson shall have a second vote.
- iv) The NYNReC chairperson is elected from within the NYNReC by Committee members by voting.

8. Project proposals

- i) Projects proposals are accepted once a year, typically 2 months before the yearly NYNReC meeting in the spring and can be submitted by anyone
- ii) Project proposals are only accepted for consideration through the designated NYNReC protocol template available at the NYNReC website
- iii) Projects accepted for consideration should have 2 lead figures – one being the junior lead (typically PhD student aimed at being the first author of any given study) and one being the senior lead (senior author).
- iv) If a project is chosen by the Committee, a project steering group will be formed. The steering group consists of the junior lead, the senior lead and all committee members that are to be involved in the specific project. The lead of any given steering group is the project PI. The Committee members in the respective steering groups will help with the implementation at the respective institutions or find a suitable replacement if unavailable. Committee members in the respective steering group are entitled to get help in project management from one (1)

colleague per center and per project. Further, all projects need to be condoned by the local Department Chair before initiation.

- v) Any additional financial and/or ethical requirements for implementation of each project (such as materials, publication fees, fees for ethical approval at the various centers) are the responsibility of the project lead. Data storage and dissemination of data are also the responsibility of the project lead.

9. Publication and ownership of data

- i) All actions of the NYNReC committee and members of the project steering group(s) must be in line with Good Clinical Practice and data protection act guidelines.
- ii) The authorship policy should be defined prior to starting any project by the study steering group.
- iii) Any possible changes to the authorship policy during an ongoing project shall be decided by the steering group, and authors must comply with the ICMJE (International Committee of Medical Journal Editors) guidelines (www.icmje.org).
- iv) The lead authors must have played a key role in data analysis and/or manuscript preparation in line with ICMJE (International Committee of Medical Journal Editors) guidelines (www.icmje.org).
- v) The manuscript must describe the role of each author.
- vi) By default, the publication of the any publication is accredited to NYNReC by a phrase “on behalf of the NYNReC network” in the acknowledgements section.
- vii) The SNS committee will act as final arbitrator in the event of authorship disputes that cannot be resolved in the NYNReC Committee
- viii) All co-authors will be cited alphabetically (by last name) in the publication. This will be up to 2 per unit, however additional names for a unit may be included at the discretion of the study steering group
- ix) When presenting the results of any NYNReC study, the presenter is responsible for including a complete and up to date acknowledgement slide. This slide must be maintained by the study lead(s) of each project.
- x) The data collected (and thus available for analysis) for each study must be made available by the study lead upon request from any part.
- xi) As a rule of thumb, access to the dataset with the aim of further studies by any third party will be at the discretion of the NYNReC Committee and the respective study lead. Interested parties must apply in writing, stipulating the plan for analysis and dissemination of findings. A request for access may be declined if the proposal lacks clarity or a satisfactory methodology.
- xii) Any analysis of NYNReC data to be published or presented must include the NYNReC contributors as co-authors.

xiii) The practice of the NYNReC should always be to submit manuscripts aiming for to the most relevant journal with the highest impact factor. The final decision however rests with the study lead for each project.

9. NYNReC committee meetings

- i) The committee shall aim to arrange a meeting twice (spring and autumn) a year (one physical meeting, and one by video link), the purpose of this meeting is for the committee to account for its actions and consider the development of new projects according to the group's objectives.
- ii) Date and venue for meetings should be announced at least three months in advance.
- iii) The physical meeting should be held in the spring in conjunction with another meeting such as the biannual SNS meeting, with the main aim of discussing new projects.
- iv) The Chair of the group shall normally chair and coordinate these meetings.
- v) The business of the meeting shall include: Receiving a report from the Chairperson of the group's activities over the year including a summary of requested access to any NYNReC dataset. Appointing a new Management Committee and considering any other matter as may be appropriate at such a meeting.

10. Alteration of the Constitution

Proposals for amendments to this constitution must be discussed and decided upon by majority vote at the NYNReC committee meeting(s).

11. Adoption of the Constitution

This constitution was adopted by the members present at the SYNK meeting in Lund, Sweden on the 10th of November 2018 in person or through video link.

Jiri Bartek, Stockholm, Sweden, Founder of NYNReC

Henrietta Nittby Redebrandt, Lund, Sweden, Co-founder of NYNReC

Lovisa Tobieson, Linköping, Sweden, Co-Founder of NYNReC

Axel Forsse, Odense, Denmark, Co-Founder NYNReC

Nina Obad, Bergen, Norway, Co-Founder NYNReC

Raj Rahul, Helsinki, Finland, Co-Founder NYNReC

Sami Abu Hamdeh, Uppsala, Sweden, Co-Founder NYNReC

Alexander Lilja-Cyron, Copenhagen, Denmark, Co-Founder NYNReC