

PLSD collaborative guidelines

Consented by all contributors at PLSD business meeting Auckland March 3rd 2019.

1. Each contributing group will identify their local responsible contributor.
2. At business meetings each responsible contributor has one vote each.
3. At business meetings decisions are made by simple majority (> 50%).
4. The business meetings identify PI, database curator, the scientific board chair and the scientific board members. Votes may be made at meetings accepting proxies or by mail voting.
5. PI of the PLSD reports to the EHTG board. EHTG carries legal responsibilities for the PLSD activities. PLSD is producing scientific reports, EHTG may use PLSD reports to consider clinical guidelines.
6. PI is responsible for keeping the database and ensuring no conflict of tasks between subtasks/scientific reports delegated to ad hoc PIs/first authors.
7. Curator or the database is together with PI responsible for keeping the database and for communication with scientific board, local responsible and first authors of reports.
8. The scientific board is responsible for identifying scientific tasks to suggest to the business meetings to be considered.
9. When preparing scientific reports first author(s), PI and database curator are interacting with the local responsible. Each of the local responsible identify authors from his/her group, collect their groups comments to be forwarded to first author(s), PI and curator, and forward approvals for publication and declarations on conflict of interests.
10. Local responsible is responsible for each author from his/her group to meet international guidelines for authorship.
11. Each single scientific report is to be confirmed by all each local responsible. No answer within given deadline on request for confirmation from first author(s), PI and/or curator will be considered confirmative consent.
12. Local responsible is entitled to withdraw his/her contributed data set.
13. All contributors may publish own data on their own.
14. First authors should, if possible, only have access to categorized data provided by PI and/or database curator. Data provided to first authors of agreed projects are to be used for the agreed purpose only.
15. Contributions from local responsible to PLSD cannot be forwarded to any third party to be stored by others and/or to be combined with other databases without consent from responsible both contributor, PI and database curator.
16. Intermediate results produced by first author(s) of reports are to be integrated into PLSD when report is accepted for publication.
17. There may be a group of the major contributors to decide on which reports to produce when from the data set.