



# Operating Principles of the NABP PMP InterConnect Steering Committee



## **I. NABP PMP InterConnect Steering Committee**

There shall be an oversight committee, hereafter “Committee” that will be responsible for advising NABP on the operation of the PMP InterConnect.

## **II. Duties**

The Committee will be tasked with discussing and making recommendations related to the operation of the NABP PMP InterConnect, including dispute resolution procedures, entry and exit requirements for participation, data security, recommendations for best practices for state prescription monitoring programs (PMPs) to facilitate interstate sharing, and other policy matters identified.

## **III. Members**

The Committee shall be composed of one representative of each participating PMP and a chairperson, who shall be appointed annually by the NABP president following the Annual Meeting. Each PMP representative to the Committee should be either the PMP administrator or other person with the authority to make policy decisions concerning the operation of the NABP PMP InterConnect.

*Ex officio* members, without vote, may include a representative of a PMP that intends to participate in the NABP PMP InterConnect, but has not yet executed a Memorandum of Understanding. Other persons with particular subject-matter expertise may be invited by the chairperson to observe, present, or participate in discussions of the Committee from time to time, but will not have a vote.

## **IV. Meetings**

Meetings will be held at least once a calendar year, and may be held in person, by teleconference, or by any other manner in which all members are able to hear one another and actively participate in discussions and deliberations, and such participation shall constitute presence in person at the meeting. Additional meetings may be called by the chairperson or by a simple majority of the membership. A majority of voting members present shall constitute a quorum to conduct business. The chairperson will chair the meeting.

The vote of a majority of the members present at any meeting at which there is a quorum shall be a decision of the Committee. All recommendation decisions taken by the Committee must be reviewed and approved by the NABP Executive Committee before they become effective. The NABP Executive Committee retains the authority to deny ratification of, return for reconsideration of, or amend any Committee recommendation decision.

## **V. Standing or Ad Hoc Subcommittees**

### **A. Dispute Resolution Committee.**

1. The chairperson will appoint a Dispute Resolution Committee (DRC), consisting of three members, to mediate any disputes between states participating in the NABP PMP InterConnect. The DRC shall not contain a member from a state involved in the dispute, or a

member that cannot render a fair and impartial decision. If possible, no more than one member of the DRC shall be from the same type of agency.

2. The DRC shall mediate, if necessary, any complaints made by one participating state that another participating state had failed to appropriately handle a reported misuse or abuse of the first state's data obtained by a user from the second state through the NABP PMP InterConnect.
3. The DRC, upon hearing all facts in a dispute, shall make a recommendation for resolution and attempt to obtain agreement from both parties on the resolution. While it is the role of the DRC to act as a mediator for the purpose of resolving disputes between states to the satisfaction of both parties in order to continue interstate sharing of data, each state retains the right to limit authority for any other state to access its data through the NABP PMP InterConnect.
4. In the event of a recommendation by the DRC for removal of a state from participation in the NABP PMP InterConnect, such recommendation shall be reviewed by the full Steering Committee and if necessary the NABP Executive Committee. Any rescission of the MOU must be approved by the NABP Executive Committee and must be in accordance with the terms of the MOU.
5. Upon the conclusion of mediation of a dispute or the acceptance of a recommendation for further action by the NABP Executive Committee, such DRC shall dissolve.

**B. Standing Subcommittees**

- a. The chairperson or the NABP Executive Committee shall have the power to form standing subcommittees of the Committee for appropriate purposes. Members of such a standing subcommittee will be appointed by the chairperson, and will serve for two-year terms, ending on June 30.
- b. Said subcommittee(s) shall contain a minimum of three and a maximum of seven members.
- c. Terms will be staggered so that there is continuity on a standing subcommittee to ensure that the subcommittee is effective.
- d. To ensure a variety of opinions and insights, the chairperson will endeavor, wherever possible, to appoint members to such ad hoc subcommittees representing different types of agencies managing PMP programs amongst the participating states

**C. Ad Hoc Subcommittees**

1. The chairperson, upon recommendation of the Committee, may appoint ad hoc subcommittees as needed to more efficiently and effectively conduct the work of the Committee or handle a special project. Members of such ad hoc committees serve until the completion of the project or task assigned to it.
2. To ensure a variety of opinions and insights, the chairperson will endeavor, wherever possible, to appoint members to such ad hoc subcommittees representing different types of agencies managing PMP programs amongst the participating states.