

## **NorPEN EC meeting August 17, 2023**

Chair: Maarit Leinonen

Note taker: Carolyn Cesta

Attendees: Carolyn Cesta, Maarit Leinonen, Jacqueline Cohen, Chaitra Srinivas, Maurizio Sessa, Mika Gissler, Heidi Taipale, Chaitra Srinivas, Larus Steinþór Guðmundsson, Arto Puranen

### **1. Welcome**

### **2. Approval of minutes from last meeting**

- approved, will be added to the NorPEN webpage

### **3. Orientation from chair and co-chair (Carolyn)**

-Status on GDPR forms

- the aim is to update the email list for the NorPEN membership groups and to be GDPR compliant. The form was sent out to current mailing list on June 29 with deadline of September 5<sup>th</sup>. Many forms have already been received.
- A reminder that if EC members are also the contact person for their member group that they must also submit the GDPR form.

-Status on bylaw revision

- The proposed amendments to the NorPEN bylaws were shared with the EC members by email last week. Please send your comments/feedback to the chair and cochair prior to the next EC meeting, where they will be discussed.
- The main changes include:
  - Synchronizing the EC member 2-year terms to all start and end at the same time (instead of odd/even years)
  - A new bylaw regarding the activities and governance of EC sub-committees
  - Bylaw §13 was removed. Previously this was important for when NorPEN had direct funding, however this is no longer the case.
  - Overall, the bylaw points were condensed and reorganized to focus on specific topics: objectives, executive committee, membership, Annual Scientific Meeting, amendments to bylaws.

-Upcoming announcement of nominations for Iceland, Denmark and PhD students

- Since we're still operating under the original bylaws, we will proceed with the request for nominations for EC representatives (regular and substitute) for Iceland, Denmark, and PhD students. The announcement will be shared to the NorPEN member groups by the chair 2 months prior to the NorPEN meeting (September 24<sup>th</sup>).

-Other:

- link to the NorPEN Membership Application form is now available on the NorPEN website: <http://www.norpen.org/pages/membership.html>

#### **4. Update on NorPEN meeting 2023 (Jackie)**

- A total of 166,000 nok in funding has been acquired:
  - 6000 Euro from BCPT
  - 50,000 nok from University of Oslo
  - Additional support from PharmaSafe (PI: Hedvig Nordeng) and the iAPOGEE (International Alliance for Pharmacogenetic Epidemiology Excellence) consortium
- This, with the registration fees, allow for a small surplus in the budget for contingencies
- Registration fees have been set:
  - Early registration: 2600 nok
  - Regular registration: 3000 nok
  - Pre-conference course is free/included in registration
- Registration website is almost ready and will be posted in September at the same time as a more detailed program
- Abstract submission is now open with deadline of September 15<sup>th</sup> – encourage submission from your research groups
- Abstract decisions will be shared prior to the end of the early registration deadline
- Advertisement planned via the Edugroup email list and the NorPEN member group email list
- Discussion regarding the number of ‘regular/late’ registrations: Maarit noted that for the 2022 meeting, the majority of participants registered early and that the budget should not count on a large number of regular/late registrants.

#### **5. Update from Edugroup (Carolyn)**

- On the NorPEN website, the ‘Education’ section now includes information about the EduGroup and NorPEN member groups who are open to hosting exchange students and visiting researchers, and available funding opportunities for these visits.  
<http://www.norpen.org/pages/education.html>

#### **6. Discussion of incoming applications (if any)**

- No applications for membership to discuss.

#### **7. Update from members of EC**

- Arto informed us that he has now returned from an extended sick leave, and is back on track to attend the EC meetings this autumn.

#### **8. AOB**

- Information from Maurizio regarding preliminary planning for the NorPEN 2024 conference in Copenhagen
  - Proposed dates: 18/11/2024 – 20/11/2024 (3 days)
  - Grant strategies:
    - 1) BCPT Focused Nordic Conf (deadline: usually 1st of August 2024) - usually 40.000€
    - 2) DRA symposium (University of Copenhagen) - usually 10.000€ (open call)

- The BCPT Focused Nordic Conf grant hasn't been applied for before since it is only available to member societies. However, the Danish pharmacoepidemiological society is a member and there may be a possibility for organizers to apply through them. Noted that the deadline is close to the NorPEN conference dates, so organizers should have a back up plan. Maurizio will look into more funding strategies.

## **9. Next meeting**

- Chair: Denmark
- To be organized by the meeting chair for week 37/38 (avoid week 39 since some EC members will be attending a conference in Stockholm)

Rotation of the Chairmanship: DK, NO, IS, SE, FI, societies, register holders