

**Notes for the NorPEN Executive Committee meeting
Wednesday, November 16, 2016**

Present:

- Jesper Hallas (Denmark, regular)
- Sirpa Hartikainen (Finland, regular)
- Svetlana Skurtveit (Norway, regular)
- Lotte Rasmussen (PhD student representative, regular)
- Shahram Bahmanyar (Sweden, NorPEN meeting)
- Kari Furu (Norway, substitute)
- Kari Jansdotter Husabø (Registry holders, substitute)
- Helle Kieler (Sweden, chair)
- Morten Andersen (Sweden, substitute)
- Helga Zoega (Iceland, regular). Joined in item 4.

Absent:

- Leena Saastamoinen (Finland, registry holders, regular)
- Morten Schmidt (National societies, regular)
- Védís Helga Eiríksdóttir (Iceland, substitute)
- Miia Artama (National societies, substitute)
- Sigrún Alba Jóhannesdóttir (PhD student representative, substitute)

1. Opening of the meeting (HK)**2. Election of chairperson and minute taker (all)**

- Helle Kieler selected as chair of the meeting
- Lotte Rasmussen selected as minute taker
- For future executive TC committee meetings, the participants will take turn as minute taker. Decided that the host of the NorPEN meeting (HK) will be the minute taker for the next TC, which will be led by SH.

3. Approval of notes from TC October 6 (all)

- Approved after slight corrections and will be posted on the webpage

4. Executive Committee appointments (Swedish, Norwegian and Finnish research groups, and the national societies)

a. Presentation of nominees

Sweden (HK):

1. Helle Kieler (regular) will continue as the chair
2. Björn Pasternak (substitute)

Norway (SS):

1. Marte Handal (regular)

2. Svetlana Skurveit (substitute)
- Finland (SH)
1. Sirpa Hartikainen (regular)
 2. Heidi Taipale (substitute)
- National Societies (MA):
1. Miia Artema (regular)
 2. Daniel Pilsgaard Henriksen (substitute)

The order of the representatives of the national societies and whether the candidates were nominated after an agreed decision among all the Nordic national societies, as stated in the bylaws, was not clear at the meeting. The contacts at the national societies (Øystein Karlstad (Norway), Karolina Andersen (Sweden), Morten Schmidt (Denmark) and Miia Artama (Finland) were ask to clarify the nominations and this was done by email during the annual meeting.

b. Voting and election of new Executive Committee (all)

- The regular and substitute members for the research groups of Sweden, Norway and Finland were approved. The nominations for the national societies were approved post hoc.
- JH (co-chair) announced that he will step down some time before the next NorPEN meeting and accordingly, the substitute MN will be the regular member.

5. NorPEN By laws – evaluation (all)

No changes.

6. NorPEN web page – updating and evaluation (all)

Updates on the NorPEN web page were discussed. The following items were agreed upon:

- The research groups should be organized according to country.
- A new organization for “research groups” was suggested:
 - o The name will be changed to “contacts”
 - o Contacts will be divided into
 - Research groups (each research group provided with a link to an institution web page or an email address to the contact person)
 - Registry holders (with relevant links)
 - National societies (with relevant links)
 - o The Norwegian prescription data base will no longer be listed under research groups but will be listed under registry holders.
- Until next TC it will be the responsibility of each regular member to ensure that the above information is added correctly to the web page. Each responsible regular member is asked to send the information to the webmaster Morten Olesen with the executive committee CC.
- For the “executive committee” group JH will ask Morten Olesen if it is possible to “hide” the email addresses to the executive committee members (to avoid spam).

- LR will make sure that Sigrún Alba Jóhannesdóttir is added to the web page.

7. Finances

i. Meeting Odense 2015 (JH)

There is a small surplus from the meeting and kept at the institution.

ii. Meeting Stockholm 2016 (SB)

The final costs of the Stockholm NorPEN meeting were not known at the time of the Executive Committee meeting.

It was agreed that any deficits in NorPEN meetings should be covered by surplus from previous meetings, if possible according to institutional regulations.

8. Annual meetings - forms (all)

There were 59 participants including presenters in the Stockholm NorPEN meeting. The challenges for the organizers with several that registered late for the meeting and that participants had to be reminded to submit abstracts were discussed.

For future NorPEN meetings it was decided to keep the present form with annual face-to-face meetings and continue with specific themes.

9. Courses – experiences and future planning (all)

- It was agreed that future courses should target both experienced researchers and students.
- The form of the Stockholm advanced course in pharmacoepidemiology in connection with the NorPEN 2016 meeting and including an exam was due to institutional regulations and to ensure students their credits. There were 25 participants at the course.
- It was discussed whether future courses should be integrated in the NorPEN meeting (similar to the NorPEN course on DAGs in Oslo, 2014). An integrated course will, however, not allow students to obtain any credits.
- It was agreed that future NorPEN courses can be arranged in various forms. A summer course as discussed at the start of NorPEN and funded by Nordic grants may be considered as an alternative or in addition to educational activities at the annual meetings.

10. Meeting 2017 in Helsinki (SH and MA)

- The next NorPEN meeting will be in Finland, Helsinki on the 1-3 November (Wednesday-Friday).
- The course will be an integrated part of the meeting with similar theme

- The theme will be safety: drugs and vaccines, with methods on how to define exposure and outcomes.
- As for previous meetings, the meeting facilities will be payed be the hosting institutions. Kela (Finnish Social Insurance Institution), will support the meeting. The budget has not yet been planned.
- There will be only one registration fee and students only have to register once.

11. AOB (all)

- It was discussed how to ensure active participation by the substitutes. The substitutes should always get the notes and it was proposed that both regular members and the substitutes should be asked to comment on the notes. There should be a two-way communication between the regular member and her/his substitute. The substitutes should be informed on decisions made during TCs. The email list should be updated so that it includes both the regular members and the substitutes. The substitutes should be encouraged to participate in the NorPEN meetings. It was discussed whether the substitutes should be invited as speakers to the NorPEN meetings.

12.

The next TC will be 10th of January 14.00 (in Finland), 13.00 CET