**Teleconference NorPEN**

**January 19th 2016**

**Present**:

* Jesper Hallas substitute chair (Denmark), Svetlana Skurtveit (Norway), Helga Zoega (Iceland). No substitute were available for Finland and Sweden
* Morten Schmidt (Pharmacoepidemiological Societies)
* Sharam Bahmanyar (Sweden, NorPEN 2016 meeting 2016)

**Absent:** Helle Kieler (Sweden), Sirpa Hartikainen (Finland)

**1. Election of chair and of secretary.**

* Helle Kieler volunteered to continue as chair and Jesper Hallas as substitute
* Helga Zoega volunteered as substitute as secretary – Morten Schmidt as substitute

**2.       NorPEN website – updating, who is responsible and how to decide on new items**

* Website is maintained by University of Southern Denmark – Morten Olesen email: moolesen@health.sdu.dk
* Morten Olesen can add any information to the website as requested by the Ex. Committee
* Correspondence to website email can be directed to whomever needed, e.g. to Sharam before the Stockholm meeting. Possible to have emails directed to a number of people. Reasonable to start directing emails to Sharam and others in Stockholm from the website after the next TC (April), as preparation for meeting.
* Important to announce the dates for the next NorPEN 2016 asap. Sharam will send Morten Olesen the dates to be added to the website.

**3.       Student representative**

* Sirpa has suggested one from Finland and one has been suggested from the Odense group. Open vote between these two will be deferred until next TC.

**4.       Feedback re Odense Meeting**

Meeting:

* very well received. Subject well chosen. Well organized throughout. Discussed how to handle changes in agenda and time-table, e.g. quitting early on the latter day.

Course:

* Jesper mentions that the course could have been better organized. Seems like students very happy with course content (some would have wanted more coffee breaks☺). See results of survey once available.

**5.       Survey re NORPEN course**

Will be sent out within the next few days. Results discussed via email/next TC.

**6.       Stockholm meeting**

Three preparation meetings have already been held in Stockholm to discuss the details of the meeting.

**Course:** November 15 whole day and November 16 until noon. Advanced pharmacoepidemiology course. Topic ideas include: exposure definitions, channeling bias, propensity scores.

**NorPEN meeting Cancer Pharmacoepidemilogy:** November 16 noon – NorPEN start, November 17 whole day and dinner, November 18th until noon.

**Guest speakers:** Discussions regarding guest speakers ongoing. Suggestions regarding these can be communicated to Sharam.

**Dinner and other activities**: Try to have all attend the dinner. Jesper will share experiences in with Sharam via email.

**Budget:** Try to stick to the same participant fees as last year 150 Euro

**7.       AOB**

Jesper informs that he plans to run for ICPE chair. All participants on this call expressed their support. Hope to use NorPEN as a platform to accumulate votes.

**8.       Next meeting**

Monday April 4th at 14.00 CET