

NorPEN Executive Committee

Teleconference February 7th 2017

Present: Mette Nørgaard (chair), Heidi Taipale (note keeper), Leena Saastamoinen, Lotte Rasmussen, Marte Handal, Miia Artama, Védís Helga Eiríksdóttir, Helle Kieler

1. Mette welcomed all members of the Executive Committee.
2. Heidi was appointed to take notes.
3. Notes from the last TC, January 2017 approved.
4. Websites: further updates still to be done: update the registry holders (Leena) and the contacts (Marte), and increase the font size (Björn).
5. The Helsinki NorPEN meeting organizers guided through the preliminary program that was sent before the meeting. Suggestions included more details on educational program, and Pharmacoepi-slam was recommended. The organizers will send the budget plan to the Executive Committee before the next TC and Helle will provide budget of the Stockholm meeting for Helsinki team before that. Currently it is estimated that the participation fee will be max 250 Euros per person. Budget and updated preliminary program will be discussed at the next TC. After the next TC, preliminary program will be published at NorPEN web pages.
6. The next TC is planned to Tuesday 7th of March at 13.00 CET. Marte will be chair and she will send the invitation together with the agenda to all regular representatives. Mette will be note-keeper (note-keeper turns by country: DK, NO, IS, SE and FI, the chair of one meeting will take notes at the next meeting).

Post meeting addition/correction: The next meeting is rescheduled to May 30th 2017