

## **NorPEN TC March 13 at 13.00 CET, 2018**

Present: Leena, Kasper K, Kasper A, Sarah, Larus, Marte (chair), Sirpa, Helle, Björn, Lotte (note keeper), Miia (joined later)

### **1. Welcome**

Marte welcomed all.

### **2. Notekeeper (Lotte)**

Lotte was appointed as note keeper.

### **3. Approval of notes from last meeting (all)**

Marte went through the notes and they were approved.

### **4. Webpage updates (all)**

Kasper A will send the link to the research group in Aarhus once their webpage has finished. Lotte will contact Morten Andersen to ask for the link for the research group in Copenhagen.

Leena informed that the contact information for the newest research groups has been added to the NorPEN webpage, and the contact information has been updated for some of the research group.

### **5. Updates on Nordic postgraduate course (Helle)**

Helle informed that everything is going well with the course. Almost all lectures are settled, rooms are booked, and updated information about the course (flyer) has been added to the NorPEN webpage. The registration will open 16<sup>th</sup> of April. Members of NorPEN Ex Com are encouraged to inform colleagues about the course.

### **6. Updates on planning of Oslo meeting (Hedvig, Kari, Marte)**

Prior to the TC Marte send a preliminary registration form and a preliminary program. Marte informed that almost all speakers have confirmed, but a few are still missing on the last day in the last session. The planning group will work on getting confirmation from the rest of the speakers.

Marte informed that they are still working on getting some funding. It is the plan to have something on the NorPEN webpage before Easter. It was discussed whether there should be a separate form for abstract submission, and whether abstracts should be submitted by email (as last year) also considering the different deadlines for abstract submission and registration. The early bird registration was also discussed. Marte informed that the idea with early bird is to have an idea of the number of participants as soon as possible. Marte will discuss the abstract submission and the early bird registration with the rest of the planning group.

Marte will send a revised version of the registration form by email to the NorPEN Ex Com if more input is needed.

The meeting for Registry holders was discussed. Leena informed that they are still working on getting this meeting in place. The meeting will likely be small, but very useful. Leena informed that the topic might be of interest to other than registry holders and that it could be possible for everyone to attend. Leena will inform the NorPEN Ex Com when she has more information.

#### **7. Suggestion about adding conference abstracts/links to the webpage (Kasper A) (Miia joined here)**

Kasper A informed about ongoing discussions in the Danish Society for Pharmacoeppi. They are currently working on creating an overview of submitted abstracts and are in contact with ICPE regarding this. If and when they find a solution, Kasper A will share this with the NorPEN Ex Com.

#### **8. Other (all)**

Lotte asked about the procedure for handling notes. The note keeper should send meeting notes to Leena once they have been approved. Leena will then send them to Morten Olesen who will put them on the NorPEN webpage.

Lotte reminded everyone to be careful to include everyone in future emails.

Miia informed that Daniel Henriksen will step back as substitute for the pharmacoepi societies. Marte will ask the chair of the Norwegian society whether they have any candidates to nominate as substitute.

#### **9. Next Skype meeting (all)**

The next Ex Com meeting is planned to May 29 at 13.00 CET by Skype. Iceland (Larus) will be chair and will send the invitation together with the agenda to all regular representatives (substitutes will be informed by the regular representatives). Marte will be the note-keeper.