

NorPEN executive committee

Teams-meeting 1/2021

13-14 CET, 19 January 2021

Present: Jari Haukka, Björn Pasternak, Carolyn Cesta, Hedvig Nordeng, Øystein Karlstad, Vera Ehrenstein, Lina Steinrud Mørch, Miia Artama, Leena Saastamoinen, Mikkel Højlund

AGENDA and MINUTES

1. Welcome and introductions

New Executive Committee:

Finland: Jari Haukka (ordinary), Sirpa Hartikainen (substitute)

Sweden: Björn Pasternak (ordinary), Carolyn Cesta (substitute)

Norway: Hedvig Nordeng (ordinary), Øystein Karlstad (substitute)

Iceland: Jon P.Einarsson (ordinary), Larus Gudmundsson (substitute)

Denmark: Lotte Rasmussen (ordinary/maternity leave), Vera Ehrenstein (substitute)

Pharmacoepidemiological societies: Lina Steinrud Mørch (ordinary), Miia Artama (substitute)

Register holders: Leena Saastamoinen(ordinary), Maarit Leinonen (substitute)

PhD students: Mikkel Højlund (ordinary), Sarah Hjorth Andersen (substitute)

2. Choosing the chair, vice chair and secretary of NorPEN

- According to the NorPEN bylaws the executive committee chooses the chair and secretary among themselves.
 - i. Leena has been chair for 3 years. Everyone is happy with Leena to continue for another year and discuss possible new candidates next year in advance.
 - ii. Miia is happy to continue as vice chair
 - iii. Mikkel has volunteered to be the secretary

3. Accepting the minutes from Teams-meeting 30 November 2020

- Mikkel summarizes the minutes for the ExCom
- ExCom accepts the minutes from the 30 November 2020 meeting

4. Circulating the chairmanship at the Teams meetings

- Chair of the NorPEN EC Teams meetings has been circulated among the representatives of the research groups
- This increases the possibilities for the research groups to bring up issues to the agenda. On the other hand it may decrease the continuity in development.
- The new EC should consider whether this should be continued or improved or whether the chair of NorPEN should chair all the EC meetings.

Pros and cons of rotating vs. permanent chairmanship were discussed. Leena found it useful to rotate chairmanship at least of some meetings among the members of the research groups. Reps of societies and PhD students may also benefit from chair rotating. Bjorn points out importance of continuity and following through on various topics, thus, having one person is beneficial from that standpoint. Hedvig found that rotating improves engagement. Participation by the remainder of the group can be increased by circulating draft agenda for input in advance. If chair rotates, could add a standard agenda item for the next chair to follow up on. Secretary can systematically follow up on issues. Rotation is good. The group agreed on rotating chair and permanent secretary.

5. NorPEN courses in the future, establishing a task force

Helle Kieler and Morten Andersen have proposed to transfer materials from their previous courses for the use/development of NorPEN. Volunteers are sought for the task force. Björn, Carolyn, Hedvig, Miia, Vera will form the task force. Björn will coordinate a kickoff meeting.

6. Other issues for the future EC meetings
 - On-going papers (constant agenda)
 - Web editor
 - NorPEN 2021
 - Common data model

Hedvig suggested an ad-hoc or regular 'newsletter' to members, with info on courses, scholarships etc. Possibly biannual or quarterly, mindful of time expenditure. Currently, items are submitted to the chair for distribution to research group leaders. Mikkel suggests that distributing info to research group leaders could be the highest impact with the least effort.

To follow-up on at future meetings: activation of members to distribute important information.

Björn suggests a platform to facilitate collaboration and mobility.

7. Next Teams-meeting March 16, 2021, at 13 CET (agenda and Teams link will be sent in advance), chair: Vera, notes: Mikkel. Please remember to inform your substitute.

Notes: Vera Ehrenstein (DK)

The chair for the TCs takes turns by country/representative: DK, NO, IS, SE, FI, societies, register holders.