

NorPEN EC meeting February 19 2024

Chair: Larus

Note taker: Lotte

Present at the meeting: Larus, Lotte, Kristine, Saad, Maarit, Angela, Carolyn, Miia, Heidi.

Excused: Maurizio, Jackie, Mika

1) **Welcome to Kristine, new EC member**

Kristine was welcomed to the meeting and informed about the bylaws on our webpage.

2) **Approval of minutes from last meeting (see attachment)**

A small adjustment was suggested, and minutes were approved. They will be put on our webpage.

3) **Orientation from chair and co-chair**

a. **Bylaws**

The updated bylaws are now on our webpage.

b. **Annual newsletter**

The annual newsletter was distributed to members.

c. **NorPEN members**

We are close to having a full email list and a full overview of research groups.

d. **NorPEN publications**

The list needs to be updated on our webpage. This is a task that needs to be done every year. Lotte will ask Jackie if she would be willing to do this.

4) **Update on NorPEN meeting 2024**

Postponed until next meeting.

5) **Update from Edugroup**

The Edugroup will continue to analyze survey results and continue the discussion at their next meeting. They will continue to discuss the development of educational resources for the webpage, e.g. a list of key papers.

They have recruited student members and Heidi.

6) **Discussion of incoming applications**

Three incoming applications and all were approved by the EC. Lotte will inform them and ask them to fill a GDPR form. One of the groups has expressed interest in presenting and giving talks so the Edugroup can reach out to this group to plan a potential seminar.

7) **Initiate discussion around the roles of society representatives and register holders**

We continued the discussion from our F2F meeting in Oslo. We agree that an annual written update before the annual meeting from the register holders and the active Nordic pharmacoepi societies would be a good start. Maarit will be responsible for the register holders and Kristine for the pharmacoepi societies. Maarit has an email list of contact persons and Miia has one for the pharmacoepi societies. Maarit and Kristine will reach out to each contact person and ask if they want to join our email list. They need to fill a GDPR form (Lotte will send this to Maarit and Kristine).

8) **Establishment of a CDM subcommittee**

No one at the meeting volunteered to lead the subcommittee, but an email will be sent to all EC members. Maarit and Heidi would be interested in joining. This will be a point for our next meeting.

9) **Update from members of EC**

None.

10) **AOB**

None.

11) Next meeting

Carolyn will chair and send a doodle.