

# NorPEN executive committee meeting- minutes

13.00, Sept 21 2020

**Present:** Sirpa Hartikainen (FI, chair) Björn Pasternak (SE, notes), Hedvig Nordeng (NO), Helle Kieler (SE), Miia Artama (pharmacoepi societies), Leena Saastamoinen (registry holders), Sarah Hjorth Andersen (PhD students)

1. Sirpa welcomed all.
2. Notes from the February 2020 call meeting were approved.
3. Practical details regarding election of ExCom members for next term are discussed. E-mail to relevant research group leaders will be sent out today and nominations should be submitted to NorPEN at the latest 2 weeks before the next ExCom meeting (Nov 30), including name, affiliation and e-mail of the nominee as well as the post the person is nominated for (main representative or substitute).
4. NorPEN webinar 2020. The program includes presentation by junior researcher and the webinar organizing committee asked about NorPEN ExCom opinion about the recruitment of these junior researcher. It was decided that the following profile was of primary interest: person between day 0 of PhD and +3 after defended PhD who has recently conducted a study involving data from more than 1 NorPen member country. Each country's ExCom member is tasked with identifying a list of 2-3 potential junior researchers in their country. These will be approached by the webinar organizing committee for participation in the webinar. The presentations will be around 10 minutes.

It was also noted that there is no specific information about the content of the webinar on the NorPEN- and KI-webpages. It was suggested that the program is updated on the KI-webpage and communicated to NorPEN ASAP. Also, given that the webinar date (Nov 11) is approaching, it would be important to start spreading invitations for registration.

5. NorPEN meeting 2020 (postponed to 2021). No current information on potential dates. Any news after organizing committee meeting will be forwarded to NorPEN EC.
6. Application for membership in NorPEN. PI: Academy Research Fellow Erika Jääskeläinen, MD, PhD. Group name: Beneficial and harmful effects of antipsychotics in on- and off-label use. Affiliation: Center for Life Course Health Research, Medical Faculty, University of Oulu, Finland. Email: Erika.jaaskelainen@oulu.fi  
Application was approved after review of application and presentation by Sirpa.
7. List of PhD students in Nordic countries. After discussion it was decided that it would be too complicated to keep an updated list of all PhD students in the countries. Hence, there will be no such list. Dissemination of relevant PhD information should be sent out to all NorPEN group leaders who are trusted to spread it on to relevant PhD students.
8. Strategy for growth of NorPEN. It was discussed that there surely are groups in the Nordic countries that could be interested in becoming NorPEN members. It was concluded that NorPEN meetings are key in recruiting new members groups and that it is important to distribute information about the meetings to all relevant and potentially interested parties within our networks.

9. Elicited by a request from a research group to present their project on the NorPEN website, there was discussion what could be posted on the NorPEN site. It was decided that projects, publications, collaborations or other important news that are NorPEN-relevant, that is involve collaborators and data from more than one Nordic country, may be posted under the News section. Such news are to be sent to the NorPEN chair (currently Leena) for approval before posting.
10. Helle informed that the NordForsk-funded graduate course in pharmacoepidemiology will have its next and last part in November. It will be held digitally. There was been high satisfaction with the course. No further plans for this course. New courses are warmly encouraged.
11. With an increasing load with administration of the NorPEN website, it was decided that the potential need for a webeditor will be discussed during the next meeting.
12. The ExCom digital meetings have swopped from Skype to Teams. As it worked out well, it was decided to continue with Teams permanently.
13. Next Teams meeting (this meeting replaces the yearly F2F-meeting): Nov 30, 13.00 CET. Chair: DK, notes: FI. Please remember to inform your substitute.

The chair and the note-keeper for the TCs take turns by country: DK, NO, IS, SE and FI. The chair of one meeting will take notes at the next meeting.