**NorPEN Executive Committee face-to-face meeting November 8, 2018, Oslo, Norway**

Present:

Svetlana Skurtveit (NO), Kasper Kristensen (student, DK), Heidi Taipale (FI), Lárus Steinþór Guðmundsson (IS), Björn Pasternak (SE), Sarah Hjorth Andersen (student, NO), Leena Saastamoinen (registry, FI), Marte Handal (NO), Kari Jansdotter Husabø (registry, NO)

1. Chair Leena Saastamoinen (FI) opened the meeting and welcomed everyone.
2. Björn Pasternak (SE) was assigned as note keeper.
3. Notes from last meeting were approved.
4. New application for membership in NorPEN from The research group of effectiveness of pharmacoepidemiology for schizophrenia, Heidi Taipale, was approved.
5. Changes regarding composition of NorPEN Executive Committee for the coming 2 year period (2019-2020), approved as follows:

Finland: Sirpa Hartikainen, Heidi Taipale

Norway: Hedvig Nordeng, Øystein Karlstad

Sweden: Björn Pasternak, Helle Kieler

Societies: Miia Artama, Angela Lupatelli

Hence, for the following 2-year period, the Executive Committee is composed as follows (mentioned in order of “1) primary representative 2) substitute”):

Finland: Sirpa Hartikainen, Heidi Taipale

Norway: Hedvig Nordeng, Øystein Karlstad

Sweden: Björn Pasternak, Helle Kieler

Iceland: Lárus Steinþór Guðmundsson, Védís Helga Eiríksdóttir

Denmark: Lotte Rasmussen, Kasper Adelborg

Registry holders: Leena Saastamoinen (chair, FI), Kari Jansdotter Husabø (NO)

Societies: Miia Artama (co-chair, FI), Angela Lupatelli (NO)

PhD students: Kasper Kristensen (DK), Sarah Hjorth Andersen (NO)

1. Discussion regarding the venue for NorPEN 2019. Responsibility for organizing the yearly meeting circulates between the member countries. The most recent NorPEN meetings have been held in NO (2014), DK (2015), SE (2016), FI (2017), and NO (2018). The executive committee discussed the possibility of holding meeting in IS, who would be next in turn. However, given that Lárus Steinþór Guðmundsson would essentially have to organize the meeting alone, it was decided that the meeting should be held in the country next in turn. DK (Aarhus) agreed to organize the 12th NorPEN meeting in 2019.
2. Future of NorPEN – How can we do Nordic studies? The executive committee brainstormed different possibilities, which are summarized in the appendix. Further discussion will follow during next Skype meeting(s).
3. Next Skype meeting will be 13.00 CET, January 15, 2019; Denmark will be chair and will send the invitation together with the agenda to all regular representatives (substitutes will be informed by the regular representatives). Leena will be the note-keeper.

**APPENDIX**

**Summary of brainstorming regarding the future of NorPEN – how can we do Nordic studies**

ExCom members brainstormed by use of post-it notes. Three or more ideas per member was the guideline. Subsequently, ideas were organized collectively into different domains, as follows:

FUNDING

* Common applications
* Infrastructural grants
* Opportunities beyond NordForsk

DATA

* Common data model, data cleaning code repository
* Improve possibilities for data sharing

PRACTICALITIES

* “Knowledge bank”; research teams should share their experiences with Nordic collaboration so that each new initiative doesn’t have to start from zero and be overwhelmed by practicalities

EDUATION AND TRAINING

* Promote education and training in pharmacoepi -> more people -> more studies
* Opportunities for MSc projects (not only PhD)
* One PhD student could have Nordic supervisors (from at least 2 NorPEN groups)

PROMOTING KNOWLEDGE/ACQUAINTANCE/COLLABORATION

* Getting to know each other better
* Knowing others research interests better
* Knowing which projects are going on in other countries; webpage descriptions? Yearly meeting?
* Projects could have a description on NorPEN page
* Promoting collaboration by example (advertise for good studies on eg webpage)
* ExCom could suggest topics
* Presenting collaboration proposals to each other
* Reach out early
* Projects can start with 2 or 3 countries; then expand
* Accommodate workshops at NorPEN meetings (assign time where researchers can meet)
* Pharmacoepi slam in the beginning of the conference and some networking time afterwards (people are told to go and talk to the presenter of the most interesting study)
* Supporting “Nordic topic” presentations at NorPEN meetings: a common topic for each country and one presentation per country