AGENDA
ADVISORY BOARD MEETING (Zoom)
Wednesday 9 November 2022, 11.00 UTC (duration: 60 mins)

Board meeting 9 November	Bogota, Quito Boston, Montreal	London UTC/GMT	Bordeaux Rabat	Bagdad	Dubai	Beijing
	UTC-5	UTC+0	UTC+1	UTC+3	UTC+4	UTC+8
Start	06:00	11:00	12:00	14:00	15:00	19.00

Apologies: Mira Harrison-Woolrych

1. Welcome from the President to the Board members

2. Approval of the agenda and last AB minutes

3. Review of the Strategic plan for AB 2022-2025
   3.1 Long-term financial and organisational sustainability and stability of ISoP (Goal 1)
   - Discussion
   - Action

   3.2 Create and build a community for optimising the safer use of medicines (Goal 2)
   - Discussion
   - Action

   3.3 Maintain and enhance scientific knowledge and competencies in the global ISoP pharmacovigilance community (Goal 3)
   - Discussion
   - Action

4. AoB
   Process for handling industry advertising requests (sharing information for Pharma industries)

   and Closing remarks

Meeting Closes

MINUTES- ISoP Advisory Board meeting

Wednesday, 9 November 2022, 11.00 UTC

Present: Angela Caro Rojas (Chair), Brian Edwards, Mónica Tarapués, Omar Aimer, Mayada Alkhakany, Ghita Benabdallah, Maribel Salas, Francesco Salvo, Manal Younus, and Li Zhang.
Apologies: Mira Harrison-Woolrych
In attendance: S Spence (ISoP Secretariat Ltd)

1. Introduction and Welcome from the President to the Board members

President Angela Caro Rojas welcomed the Executive Committee (EC) and Advisory Board (AB 'the Board') members to the meeting.

2. Approval of the agenda and last AB meeting minutes

All Board members approved the proposed agenda.

The minutes of the last meeting of the Advisory Board held last September in Verona were approved as a correct record.

Action:
Sophie Spence to post the AB approved minutes on the website.

3. Review of the Strategic plan for AB 2022-2025

3.1 Goal 1: Long-term financial and organisational sustainability and stability of ISoP

Angela presented the strategic plan, which is the road map for ISoP for the next 3 years. It is not a fixed document but a living document for EC/AB cross reference, which will be formally reviewed each meeting with topics for discussion highlighted.

The group first discussed the ISoP's mission and agreed to change the statement as follows:

"ISoP to be recognised as the leading global champion for education and research in pharmacovigilance and the safe use of medical products and devices."

Angela then invited the AB members to comment on the strategic plan document.

The group commented on the financial objectives:

- Obtain a profit from Annual Meeting
  For example, to avoid the situation in Verona with late sponsor payments, it was agreed to update the sponsorship guidelines mentioning that sponsorship must be paid well before the start of the event.
  For Bali, Omar suggested having the same registration fees and structure as Bogota, in 2019 to increase the income.
- Seek financial profit for academic activities and certification
- Increase the income from membership fees in line with inflation
- Benchmarking and exploration of sources interested in investing in Medication safety include financially supported research (Universities, Alliances?)

Angela spoke about the need to implement new processes (academic activities) and update current SOPs (annual meetings).

Mayada presented the outcomes of a brainstorming meeting with her administrative committee this week on reshaping the ISoP membership and how better engage the members (see meeting notes attached).

She outlined the following ideas:

1- Offer free events for members only, as already mentioned in the ISoP code of conduct, and promote these free events on social media via the link for members only and the link for non-members (to invite them to join ISoP and view the ISoP membership benefits).

An exception is the annual World Patient Safety Day ISoP event (usually in a webinar format), which is open to non-ISoP members for free.

2- Create a SIG and Chapter section on the ISoP News newsletter for better promoting the SIGs and Chapters activities.

3- Create a pool of speakers from the membership to participate in the ISoP meeting via applications reviewed by the Scientific Board (SB).

4- Have successful stories from members or 'Member of the year' be published via ISoP newsletters with possible involvement of the ISoP Fellows for vetting according to criteria.

5- Create surveys and ask members and non-members what they want, using more ISoP social media networks.

Angela thanked Mayada and her committee for their efforts. While the Board welcomed these great ideas, Angela and some other AB members explained the need to have free webinars to promote ISoP when increasing the number of activities for members.

Angela also recommended the Committee use the database from Patient Safety Day 2022 (PSD) and invite people to join ISoP.

As suggested by Mayada, it was agreed to create a survey to know members' needs and expectations.

The group discussed at length the issue of free webinars for members. Mayada considered that if all ISoP webinars are offered for free, there may be no incentive for new people to join, and existing members may leave our society. Omar proposed having promotional events for members and non-members and educational events for members only.

Actions:

1) Francesco, Maribel, and Ghita to meet and discuss the creation of webinars for Chapters and SIGs (content, frequency, open to members only or free, budget, etc.).
2) Monica and Sophie to create a mailing using the PSD database to recruit new members and monitor the results.
3) Sophie to create a survey for members and non-members in liaison with the administrative committee.
4) Sophie to describe the role of a part-time assistant and work with Mayada for different options.

5) Manal to share the student strategy document for AB consideration. (Shared folder "Students group" ISoP's One Drive)
6) Maribel to share Real-World Evidence and Big Data Special Interest Group proposal for AB consideration. (Shared folder "Special Interest Groups" ISoP's One Drive)

3.2 Create and build a community for optimising the safer use of medicines (Goal 2)

3.3 Maintain and enhance scientific knowledge and competencies in the global ISoP pharmacovigilance community (Goal 3)

These two items were not discussed, and Angela proposed to meet again on Wednesday 30 November at 12.00 UTC (TBC).

Angela asked AB members to preferably use the SharePoint drive organised via folders (for reviewing, sharing and uploading documents) instead of sending documents via emails and reminded everyone to read all documents before each AB meeting (re Strategic Plan).
Reminder: All EC/AB documents are posted on SharePoint at ISoP Advisory Board 2022-2025_Documents.

4. AoB

Process for handling industry advertising requests (sharing information for Pharma industries)
Ghita and Omar will handle the industry advertising requests that ISoP may receive.

ECAMET (proposal for ISoP endorsement)
Brian asked the AB members to send their comments and approval by 16 November. The proposal is available on the SharePoint drive.

The meeting closed at 12.00 UTC

Date:

Signature ……………………. ………………………….

Angela Caro Rojas
President

Mónica Tarapués
Secretary General