



AGENDA
ADVISORY BOARD MEETING
Monday 20 March 2023, 12.00 UTC (duration: 90 mins)

- 1. Welcome from the President to the Board members**
- 2. Approval of the agenda and last AB minutes (25 January 2023)**
- 3. Review of the Strategic plan for AB 2022-2025 – Follow-up**
 - 3.1. Long-term financial and organizational sustainability and stability of ISoP (Goal 1)
 - a) Financial topics, including Budget template for SIGs & Chapters (Omar)
 - b) Strategic and Administrative topics:
 - Criteria for Annual meeting bid selection (for AB approval)
 - MoU with AM2P and IEA
 - ISoP Assistant (application process ongoing)
 - ISoP Survey
 - 3.2 Create and build a community for optimising the safer use of medicines (Goal 2)
 - a) Chapters-SIGs activities road map report and agenda (Ghita)
 - b) Update from the mid-year symposium Leiden
 - c) Collaboration with ISMP, SEEDS and MedTextpert
 - d) Report from the CIOMS meeting with EC
 - e) Report from the UMC meeting with EC
 - 3.3 Maintain and enhance scientific knowledge and competencies in the global pharmacovigilance community (Goal 3)
 - a) Chapter updates (Francesco)
 - New By-laws NASoP Chapter (for AB approval)
 - European Chapter proposal (for AB approval)
 - b) SIG updates (Maribel)
 - Report from the SIG's meeting with SIG leaders
 - RWE SIG updates, including action plan (Brian)
 - New oncology SIG proposal (for AB approval)
 - c) Communities' updates
 - Student group (guidelines for the student group and website) (Manal)
 - d) Scientific Board (SB) updates, including GPPC (Brian)
- 4. Other topics from the Strategic plan**
- 5. AoB**

Next EC/AB meetings:

2023	EC meeting Date & Time	Duration	AB meeting Date & Time
April	17 April 12.00 UTC	1.00	N/A
May	N/A	2.00	22 May 12.00 UTC

MINUTES- ISoP Advisory Board meeting

Monday, 20 March 2023, 12.00 UTC

Present: Angela Caro-Rojas (Chair), Brian Edwards, Mónica Tarapués, Omar Aimer, Mayada Alkhakany, Ghita Benabdallah, Maribel Salas, Francesco Salvo, and Manal Younus.

Apologies: Li Zhang

In attendance: Sophie Spence (ISoP Secretariat Ltd)

1. 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 with the items of the Goal 2 and Goal 3 to be brought forward.

The minutes of the last meeting of the Advisory Board held on 25 January were approved as a correct record.

Action:	
Sophie Spence to post the AB approved minutes on the website	End of March

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

Upon Angela Caro's request, the AB first discussed the issue of whether the current way to work was going in the right direction or whether things should improve. The AB appreciated the current way to work, noting that things are getting organized with good follow-up.

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

a) Chapters-SIGs activities road map report and agenda

Ghita Benabdallah was pleased with the positive outcomes of the meeting organized on 21st February with Francesco Salvo, Maribel Salas, Omar Aimer, and the SIG/Chapter leaders to explain the new ISoP strategy. 27 participants joined the meeting.

During the meeting, Ghita Benabdallah pointed out possible misunderstandings between the Academic Committee and the Scientific Board roles. She recommended getting more organized with the event planning from the SIGs and Chapters to avoid webinars at the same time or with similar topics in consecutive months.

Angela Caro thanked the Academic Committee for their work and asked the Committee to meet again for a follow-up and communicate the process to the SIG and chapter leaders. The plan could be to collect the SIGs and chapters' activities at the end of the year for the following year with a calendar or agenda showing that most members' needs are covered.

The current events calendar for 2022 is available on the AB SharePoint Drive.

b) Update from the mid-year symposium Leiden

Ghita Benabdallah reported on the progress of the organisation of the mid-year symposium and informed the AB that 40 abstracts have been submitted and are currently being reviewed by the Scientific Committee. With almost 30 speakers and chairpersons, the content of the programme is finalized, and the arrangements are going well. It was agreed that the panelists will have to pay for their registrations.

With a cost of about 2000 EUR, Sophie Spence confirmed the possibility of hiring a technician to record the sessions during the symposium but explained that the room capacity would be reduced to 90 persons maximum.

In principle, the AB supported the plan to film the sessions (upon speakers' approval) and offered those who could not attend the possibility to view the sessions online after the symposium as replay access mode. This product could be promoted after the symposium, against a fixed fee of 150 - 200 EUR.

The abstracts are for oral presentations only, but Ghita Benabdallah and Angela Caro discussed having posters for the authors who have not been successful to increase participation.

The AB is invited to advertise the course among colleagues and on their social networks (#ISoPMidYearLeiden2023).

c) Collaboration with SEEDS, ISMP, and MedText ADR

- Patient Safety System in Medical Institutions/SEEDS:

There has been recent correspondence and meetings between Ghita Benabdallah, Brian Edwards, and colleagues from Boehringer regarding the possible involvement of ISoP in the SEEDS project.

Ghita Benabdallah briefly presented the initiative:

- The project (Patient Safety System in Medical Institutions/SEEDS) was launched by Boehringer and supported by the NGO Ashoka.
- The main objective of SEEDS is to increase awareness of PV in hospitals and to improve patient safety by organizing a 30h training course for HCP in hospitals, in June in Argentina.
- The partnership with ISoP is to provide expertise and quality: review the programme, courses, help to find qualified speakers, etc.
- Santiago Schiaffino has already been in contact with the Latam chapter

While the AB overall supported the initiative, Brian agreed that the Academic committee and the Latam Chapter could manage the project but asked to review the full proposal with a budget and the distribution of tasks.

- ISMP (Institute for Safe Medication Practices):

Angela Caro requested a meeting with ISMP to inform them about the ISoP Strategic plan and discuss collaboration opportunities, including the AM2P course (module Errors Medication).

- MedTextpert:

Ghita Benabdallah met last month Katja Martin from MedTextpert and two experts from ADR-AC (Adverse Drug Reactions – Analysis and Consulting), a Swiss-based laboratory specializing in Drug Hypersensitivity (DH) Analysis & Consulting. They would like to increase

awareness of these tests among our members from the pharma industry and seek a partnership with ISoP with the organisation of a webinar in May.

The AB agreed that once discussed with Ghita Benabdallah, Francesco Salvo and Maribel Salas, Omar Aimer will liaise with the EC and Ghita Benabdallah before any confirmation.

d) Report from the CIOMS meeting with EC

There has been a meeting to strengthen collaboration with the Council for International Organizations of Medical Sciences (CIOMS) between Lembit Rägo, the Secretary-General of CIOMS, Manal Younus, Mayada Alkhakany (as strategic coordinator), and the Executive Committee members.

Manal Younus, who is a member of the CIOMS Executive Committee, reported back positive discussions such as possible collaboration with the CIOMS Student programme and involvement of the Fellows and SB on global pharmacovigilance and working groups.

The AB acknowledged the importance of mutual collaboration and agreed about the plan to develop a relationship with CIOMS by joining forces and discussing education, working groups, and student issues further.

Angela thanked Manal for leading this new collaboration and asked that all CIOMS and UMC information be reposted on social media.

e) Report from the UMC meeting with EC

There has been a recent meeting related to rebuilding the relationship with UMC between Peter Hjelmstrom, the new UMC director, colleagues from the UMC, Mayada Alkhakany (as strategic coordinator), and the Executive Committee.

Angela Caro and the EC members were very pleased with the positive outcomes of the discussion and look forward to collaborating with the UMC again (the termination of the Memorandum of Understanding (MoU) with UMC happened in May 2021 under different management).

The next step is to define a new Memorandum of Understanding (MoU) between ISoP and the UMC and organise another meeting to discuss further our mutual collaboration.

3.2 Actions:	Responsible	Deadline
a. To organize a meeting with Francesco Salvo and Maribel Salas for the February meeting follow up	Ghita Benabdallah and Sophie Spence	Next EC meeting 17 April
b. To contact Lareb to consider having posters displayed at the meeting venue	Ghita Benabdallah	Next EC meeting 17 April
To liaise with Lareb for hiring technician to film the session	Sophie Spence	Next EC meeting 17 April
c. To review the SEEDS proposal	Ghita Benabdallah, Omar Aimer and EC	Next EC meeting 17 April

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

a) Chapter updates

Francesco Salvo, the ISoP chapters coordinator, gave the following updates:

- Africa Chapter:

The Africa chapter met with Angela and Francesco to discuss the chapter's activities and the possibility to organise the elections of the new Executive Committee. More information would be provided later.

- South Asia Chapter:

Invited by Moin Don (ISoP South Asia Chapter), chairperson of the DIA India PV Conference, Brian Edwards will travel to Mumbai, India in May to attend the DIA Conference [DIA India's 10th Pharmacovigilance Conference "Re-designing and Transforming PV for Augmenting Patient Safety"](#) and give a presentation. Brian Edwards will support his travel and accommodation expenses.

-NASoP Chapter/ New By-laws NASoP Chapter:

As NASoP policy coordinator, Maxine Gossell-Williams have updated the NASoP by-laws for EC consideration. It reflects revisions to Article IV of the previous version to describe the election process and terms of service.

The AB reviewed the by-laws and approved the document, which could be placed on the ISoP website (NASoP web page).

- European Chapter proposal

The AB discussed and approved the proposal for the creation of a European Chapter of ISoP submitted by Marco Tuccori. The regional chapter will be launched in Leiden during the ISoP Mid-Year Symposium in June.

Francesco explained that the existing chapters in Europe would not merge, but members living in European countries, where an ISoP chapter already exists, would have the opportunity to join the new European chapter.

The AB noted that the proposal was also endorsed by the coordinators of the existing ISoP chapters in Europe (Italy, UK-Ireland, Swiss-Austria, and the South-Eastern Europe Chapter).

If Angela Caro and the AB members very much welcomed the formation of the European Chapter, they asked Francesco Salvo to clarify with Marco Tuccori the interaction between the existing chapters and the new European chapter.

3.3 Action:	Responsible	Deadline
a. To write the confirmation letter to Marco Tuccori as outlined above and inform/liaise with the existing chapter leaders in Europe	Francesco Salvo	Next EC meeting 17 April
b. To circulate the SIG meeting notes to AB	Maribel Salas	Next EC meeting 17 April

b) SIG highlights

Maribel Salas, the ISoP SIGs coordinator, gave the following updates:

- Report from the SIG's meeting with SIG leaders

Maribel Salas organised a first meeting in February with the SIG leaders to discuss ideas to develop collaboration between SIGs, planning SIGs activities including meetings and manuscripts, and SIG guidelines.

Angela Caro asked Maribel Salas to share a detailed report about this meeting, including the SIG survey with the AB.

- RWE SIG:

The Real-World Evidence and Big Data Special Interest Group (RWE SIG) led by Prof Gianluca Trifiro, will have a kick-off meeting on the 3rd of July 2023.

The website is being updated and the SIG will be promoted on social media.

- New oncology SIG proposal

A new SIG proposal 'Oncology' was circulated to the EC-AB members, who are supportive of the initiative. Maribel Salas presented the proposal on behalf of Matthew Stankowicz (coordinator) and Brian Panik (co-chair).

The AB discussed and approved the launch of this new SIG and agreed with Francesco Salvo, who recommended having members from different backgrounds and not only from Industry.

c) Communities' updates

- Student group (guidelines for the student group and website)

Manal Younus has almost finalised the guidelines for the student group, online application form, and action plan. The website should be updated soon.

Angela Caro suggested also interacting with the Academic Committee and Fellows group for support.

d) Scientific Board (SB) updates, including GPPC

Brian Edwards reported that the GPPC-STF has successfully started working despite some delays.

During the last meeting, the item review process on the STF level has been agreed upon; there will be a primary reviewer and then a secondary reviewer for every batch (20-30 items).

The next meeting shall take place in early May (aiming for a meeting every six weeks in line with the review process).

Omar Aimer will meet Jean-Christophe Delumeau regarding the pricing of the GPPC and report back to the EC on 17 April.

3.1. Long-term financial and organizational sustainability and stability of ISoP (Goal 1)

a) Financial topics, including Budget template for SIGs & Chapters

Angela Caro explained the importance of finalising the budget template for SIGs and Chapters' academic activities. Omar Aimer will present the template to Francesco Salvo, Maribel Salas, and Ghita.

b) Strategic and Administrative topics

- Criteria for Annual meeting bid selection

To put out requests to host the ISoP 2024 annual meeting, Angela Caro stressed that a call with criteria for Annual meeting bid selection needs to be sent to the chapter leaders as soon as possible.

We need to select the next annual meeting venue before May, and as of today, the EC has not received any written proposals.

- MoU with AM2P and IEA

The MoU with AM2P is ready to be sent to Maribel Salas, President of NASoP.

The MoU with IEA is also finalized and will be sent to IEA.

- ISoP Administrative support

Sophie Spence informed the AB that the job application deadline has passed, and we have received 20 applications. She will liaise with Mayada Alkhakany and Monica Tarapués, pre-selecting candidates and conducting interviews.

- ISoP Survey

The final version is posted on the website and social media. Angela Caro would like more promotion and asked to share the survey with all members, chapters, and SIGs.

3.1 Action:	Responsible	Deadline
b. To liaise with Monica Tarapués and Francesco Salvo and prepare the call for bids to be emailed to the chapter coordinators	Sophie Spence	Before first week of April

- Guidelines for speakers' expenses for annual meetings

During the last EC meeting, the topic of the speakers' expenses for meetings and their financial implications on the Bali budget were discussed at length.

If it is important to invest in speakers to increase the quality of the annual meetings, the EC remained cautious to avoid any financial risks for the Society.

Angela Caro presented some updates regarding the guidelines for speakers' and chairpersons' expenses, such as:

- o limiting the number of free registrations to 15% of the total participants,
- o offering travelling support to EC members
- o speakers' expenses should represent only 10% of the event costs

The AB agreed, and Angela Caro will email the revised guidelines will be sent to the ISoP 2023 LOC and Scientific Committee chairs.

Next AB meeting

The next AB meeting is scheduled on 22 May 2023 at 12.00 UTC (duration of 2 hours).

The meeting closed at 13.45 UTC.

Date:

Signature

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Angela Caro-Rojas
President

Mónica Tarapués
Secretary General