



**AGENDA
ADVISORY BOARD MEETING
Monday 5 June 2023, 12.00 UTC**

- 1. Welcome from the President to the Board members and to the new ISO P assistant**
- 2. Approval of the agenda and last AB minutes (22 March 2023)**
- 3. ISO P bid proposals for ISO P 2024 (AB discussion and decision)**
 - a) Check list criteria for Annual meeting bid selection and revised Bid guidelines
 - b) ISO P Canada/Montreal 2024- Check list
 - c) ISO P Egypt/Cairo 2024 –Check list
- 4. Review of the Strategic plan for AB 2022-2025**
 - 4.1. Long-term financial and organizational sustainability and stability of ISO P (Goal 1)
 - a) Sponsorship guidelines
 - b) Economic support for ISO P representatives at academic events 2023
 - c) Possible financial sources
 - d) Membership fees for 2024
 - 4.2. Create and build a community for optimising the safer use of medicines (Goal 2)
 - a) Report from the mid-year symposium Leiden
 - b) Report from Chapters
 - i. European chapter launching
 - ii. updates about election process in Chapters
 - c) Report from SIG, update SIG guidelines
 - i. Report from the SIG's meeting with SIG leaders
 - ii. New Oncology SIG (update and website content)
 - d) ISO P academic agenda, SEEDS and MedTextpert ADR projects
 - e) Membership 2023 updates
 - f) Mid-Year Symposium 2024
 - g) Alliances with other relevant institutions
 - 4.3. Maintain and enhance scientific knowledge and competencies in the global pharmacovigilance community (Goal 3)
 - a) Patient Safety Day 2023
 - b) Communities' updates
 - i. Student group
 - ii. ISO P Fellowship applications & Honorary memberships 2023
 - c) Scientific Board (SB) updates, including GPPC
 - d) ISO P members Survey Results
 - e) ISO P new branding and website updates
- 5. Other topics from the Strategic plan**
- 6. AoB**

Next EC/AB meetings

Draft MINUTES- ISoP Advisory Board meeting

Monday, 5 June 2023, 12.00 UTC

Present: Angela Caro Rojas (Chair), Mónica Tarapués, Omar Aimer, Ghita Benabdallah, Manal Younus, and Li Zhang, and Francesco Salvo

Apologies: Brian Edwards, Mayada Alkhakany, and Maribel Salas

In attendance: Sophie Spence and Antoinette Ivins (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 and welcomed Antoinette Ivins to the team. Antoinette Ivins is the new ISoP assistant.

2. Approval of the agenda and last AB minutes

All Board members approved the proposed agenda.

The minutes of the last meeting of the Advisory Board held in March 2023 were approved as a correct record.

Angela Caro Rojas suggested including minutes from the Executive Committee (EC) meetings for the entire Advisory Board to stay informed about the decisions made.

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

3. Report from the mid-year symposium Leiden

Francesco Salvo, ISoP Chapters coordinator, reported back on the ISoP Mid-Year Symposium in Leiden and summarized some key points as follows:

ISoP mid-year symposium Leiden 2023
1-2 June 2023 <i>"Pharmacovigilance: where science meets clinical practice"</i>
8 sessions
3 panel discussions
8 abstract presentations (40 submitted abstracts)
1 European Chapter session (launch) (with 10 participants online)
47 new members
Total of 111 participants from 25 countries, including 27 speakers • 28 Academics • 22 Industry • 27 Public health organisations • 20 Regulatory agencies • 14 Others

Francesco Salvo was very pleased with the number of participants and stressed the need to prioritize science and education. Angela Caro and the AB recognized the meeting as a good opportunity to promote and expand ISoP in Europe.

The evaluation and financial reports which will show some profit, will be circulated in due course.

For the next mid-year symposium, Angela Caro suggested hybrid events for academic gatherings to ensure accessibility to valuable information for all.

The new European Chapter was launched in Leiden on 1 June (presented by Marco Tuccori).

President Angela Caro Rojas congratulated the team and extended thanks to Lareb for organising this successful in-person meeting.

Actions	Responsible	Deadline
Send thank you note to Lareb	Angela Caro Rojas	7 June 2023
Provide final budget figures of the ISO P Mid-Year Symposium in Leiden to Omar Aimer	Sophie Spence	First week of July

(Francesco Salvo left)

4. ISO P bid proposals for ISO P 2024

a) Check-list criteria for Annual Meeting bid selection and revised guidelines
Mónica Tarapués informed the AB that the Check-list criteria for Annual meeting bid selection and guidelines with more detailed information can be found under the "Meeting Events and Guidelines" section of the Shared Drive. The scoring criteria for evaluating the bid proposals were also thoroughly reviewed.

b) ISO P Canada/Montreal and Cairo/Egypt bid- Check list
Mónica Tarapués led the discussion on the bid proposals for hosting the next ISO P Annual Meeting in 2024 and 2025.
The Executive Committee received two excellent and professional bid proposals within the deadline from:

1. The North America Chapter (Montreal)
2. The Egypt Chapter (Cairo)

Mónica Tarapués highlighted key points for potential hosts of the annual meeting using the check-list criteria based on the guidelines. The scoring criteria for evaluating the proposals were thoroughly reviewed by the AB members who discussed the two proposals.

In highlighting Egypt's experience in organizing large events, the importance of avoiding past issues with local vendors was emphasized, and efforts should be made to secure support from regulators and universities. Angela Caro Rojas shared her perspective on the two options and the Executive Committee (EC) suggested Montreal for 2024 and Cairo for 2025, allowing sufficient preparation time for each country (Omar Aimer was asked not to participate in the discussion due to a potential conflict of interest).

The AB supported the EC's decision and approved Montreal as the host of the next ISO P Annual meeting in 2024 and Cairo in 2025.
The chairs of the Scientific Committee for Montreal will be nominated at the next EC meeting on 19 June 2023.

Actions	Responsible	Deadline
Send official confirmation/communication to announce the selection of Montreal (ISO P 2024) and Cairo (ISO P 2025) as future Annual Meetings venues.	Sophie Spence, Angela Caro Rojas	22 June 2023
Establish the scientific committee and leader of the scientific committee	Omar Aimer with the EC	Next EC meeting (19 June 2023)
Prepare table with LOC task distribution and contacts/names	Sophie Spence	Next EC meeting (19 June 2023)

5. Review of the Strategic plan for Advisory Board (AB) 2022-2025

5.1. Long-term financial and organizational sustainability and stability of ISO P (Goal 1)

Treasurer Omar Aimer informed the group that he met President Angela Caro Rojas last week to discuss the ISO P budget and presented the long-term financial and organizational sustainability and stability of ISO P.

He mentioned that he would cover all the agenda points, starting with the proposal to increase income from membership fees.

a) Membership fees for 2024

Considering the rising service costs and inflation, Omar Aimer suggested a 10% increase in membership fees. Effective from January 2024, the proposed fees for 2024 (without bank charges) would be:

- 235 Euros for Private sector, regular members, HIC (currently 215 Euros)
- 85 Euros for Public sector, reduced rate, HIC and Private sector, LMIC (currently 75 Euros)
- 40 Euros for Public sector, LMIC (currently 35 Euros).

Membership fees have not been increased for over five years, and this adjustment is expected to result in an estimated income increase of approximately 4000 Euros.

Omar Aimer also mentioned that the anticipated increase in membership fees would be effective from January 2024, and it should be communicated to the General Assembly during the first week of November in Bali.

In case the fees are increased, members will need to manually renew their membership, unlike the current automatic renewal process. Sophie Spence added that members will have to reapply with the updated fee and consent to the increase. Unfortunately, there is a possibility of losing some members due to this change.

Angela Caro Rojas acknowledged the risk of missed renewals and the potential for members to forget to re-subscribe. She emphasized the need for increased funds to cover growing costs like website services and event organization, making this fee increase necessary. To mitigate the risk of lost renewals, a strong communication plan is essential. Utilizing platforms like Mailchimp and social media, members should be informed and encouraged to renew their membership.

A meeting is proposed to strategize and address technical challenges, including discussions with the ISoP webmaster regarding the technical aspects.

Action	Responsible	Deadline
Draft a strong communication plan to be announced	Sophie Spence, Mónica Tarapués, Mayada Alkhakany and Gabriela Duran	October 2023 Launching November 2023

b) Sponsorship guidelines

For the upcoming annual meeting in Bali in November, the expected turnout is uncertain, but historically, membership tends to increase during these events. To manage this, a sponsorship policy was drafted by Omar Aimer and will be reviewed by the Executive Committee (EC). Emphasizing the importance of collaboration, Omar Aimer mentioned plans to form alliances with organizations like the World Health Organization, Melinda and Bill Gates Foundation, pharmaceutical companies, and others while ensuring alignment with ISoP's values and bylaws. Strategic collaborations and research projects with organizations such as UMC, ISMP, Institutes of Health, DIA, and EU2P are also in progress.

c) Possible financial sources

Merchandising

Regarding merchandising, the idea of selling ISoP goods like t-shirts and mugs during events was discussed. Sophie Spence raised concerns about worldwide shipping, to which Angela Caro Rojas suggested engaging specialized merchandising and distribution companies.

Special projects

Special projects are underway, including discussions on the financial benefits of the partnership with the Institute of Pharmacovigilance. Omar Aimer stated that the focus is on creating applications that generate additional revenue and ensure long-term sustainability, with ongoing discussions and plans in progress.

However, further clarity is needed regarding the involvement of ISoP members, as highlighted in conversations with Angela Caro Rojas. While anticipated benefits from the Global Pharmacovigilance Professional Certification (GPPC) have been mentioned, the specifics are still uncertain as it has not yet been launched. Communication with Jan Petrcek and Jean Christophe Delumeau is ongoing to gain more insight.

Omar Aimer also mentioned previously signed Memorandum of Understanding (MoU) with EU2P, carried out by the previous Executive Committee, and a new MoU for the AM2P project with EU2P signed by the current Executive Committee. The partnership with EU2P has been successful, generating a profit of over €6700 in 2022, serving as an example for other chapters.

Additional income could potentially be generated through local, paid training events, benefiting both the chapters and ISoP overall. Omar Aimer asked for budget clarifications regarding the upcoming 6th ISoP Latam symposium, organised by the Latam chapter in August.

The ISoP Mid-Year Symposium in Leiden aimed for a target budget of €8000, and Sophie Spence will provide the final budget details soon.

ISoP 2023 Bali

Omar Aimer mentioned the challenges in participant numbers based on the submitted abstracts for the Bali Annual Meeting. Finalizing the host city for the annual meeting earlier would be beneficial for securing sponsorship and better event organization. Positive developments include the Medtech pre-clearance, which may significantly impact the organization and budget of the Bali event. There are discussions with the Local Organising Committee (LOC) about the possibility of having the conference dinner sponsored by the governor.

While cost-saving measures like not paying for speakers' travel are being implemented, expenses related to lunch and venue maintenance could still accumulate, considering the expected 75 speakers and free registration. ISoP needs to heavily promote the event and make wise financial decisions.

The AB noted the low number of abstracts submitted so far which may indicate a reduced participation and discussed the issue, questioning the low number of abstract submissions for this year's event. It was noted that the submission deadline has passed (2 June) and the deadline was extended until 12 June (final deadline).

Angela Caro Rojas emphasized that the problem in Bali was the late start of the scientific committee in January. It is crucial to discuss the location for two years from now, allowing the scientific committee to begin its work in August or September, and enabling ISoP to open abstract submissions in January or February. Angela Caro Rojas agreed with Sophie Spence's perspective and appreciated the comments. However, it's important to note that decisions are not based solely on what we want, for next year's meeting, but she suggested reviewing the process and timelines with the journal *Drug Safety*.

The group agreed that finalizing the host city for the annual meeting earlier would be beneficial for securing sponsorship and better event organization.

d) Economic support for ISoP representatives at academic events 2023

Omar Aimer pointed out the importance of supporting key representatives, especially ISoP leaders in different regions. This was discussed with Angela Caro Rojas during the budget projection for 2023, and an estimated amount of around €10,000 was proposed. This rough estimate translates to approximately €500 per representative and aims to support their participation in significant non-ISoP events in their respective regions. This financial support would help enhance the visibility of ISoP outside of ISoP events.

Action	Responsible	Deadline
Draw up an ISoP representatives budget document for AB approval to be implemented	Omar Aimer	Next AB meeting

The meeting concluded with the suggestion of scheduling another two-hour meeting in either June or July to cover the remaining agenda items.

Reports about chapters and SIGs should be sent by email to the AB.

Action	Responsible	Deadline
Write reports (or informative emails) about Chapters and SIGs updates.	Francesco Salvo and Maribel Salas	End of June

All EC/AB documents, including the strategic plan are posted on SharePoint at ISoP Advisory Board 2022-2025_Documents.

The attendees expressed their gratitude for the productive meeting.

Next EC/AB meetings

The next EC meeting is scheduled on Monday, 19 June 2023 at 12.00 UTC.

The next AB meeting is scheduled on Monday, 24 July 2023 at 19.00 UTC.

The meeting closed at 14.15 UTC.

Date: 24 July 2023



Angela Caro Rojas
President



Mónica Tarapués
Secretary General