



Agenda and Minutes
ADVISORY BOARD MEETING
Monday 24 July 2023, 12.00 UTC

1. Welcome from the President to the Board members.

Approval of the Agenda and Previous AB Minutes from Monday, 20 March 2023

(AB Shared drive [EC AB Minutes 2022 2025](#))

2. ISoP 2024 Montreal
 - a) Scientific Committee nominations
3. Report from Chapters
 - a) LATAM Chapter MoU
 - b) Updates about election process in Chapters
4. Report from SIGs, update SIG guidelines
 - a) Report from the SIG's meeting with SIG leaders
 - b) New Oncology SIG (update and website content)
5. ISoP academic agenda, SEEDS and MedTextpert ADR projects
6. ISoP Fellowship applications & Honorary memberships 2023
7. Scientific Board (SB) updates, including GPPC
 - a) SB representative for Annual Meetings: role and responsibilities
8. ISoP members Survey Results
9. ISoP new website updates
10. AoB
 - a) Patient safety Day 2023
 - b) Mid-Year Symposium 2024 updates
 - c) Boston 2023
 - d) ISoP Zoom licenses & Teams
 - e) Next EC meeting (21 Aug) – AB meeting (18 Sep)

Draft MINUTES- ISoP Advisory Board meeting

Monday, 24 July 2023, 12.00 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: Sophie Spence

In attendance: Antoinette Ivins

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

1. Approval of the agenda and previous minutes

All Board members approved the proposed agenda.

Antoinette Ivins confirmed that Sophie Spence had sent out minutes from the previous AB meeting, with only Mira Harrison Woolrych providing comments, which were addressed. No additional comments were received. The minutes of the last meeting of the Advisory Board held in June 2023 were approved with Mira Harrison Woolrych's comments.

Action	Responsible	Deadline
Scheduled 2-hour AB & EC meetings in advance so attendees can plan accordingly	Antoinette Ivins/ Sophie Spence	After AB Meeting of 24 July 2023

2. ISoP 2024 Montreal

a. Scientific Committee nominations

Mónica Tarapués reported no updates regarding the scientific committee but knew that Maribel and Omar were compiling a potential members list. Maribel's chairing of the committee was discussed, with Monica tasked to follow up on this.

Actions	Responsible	Deadline
Maribel Salas's official appointment of the SC Chairperson	Mónica Tarapués/Sophie Spence	By next EC / AB Meeting

Participants were asked to suggest potential members for the scientific committee and considered delegating a member of the scientific board to the annual meetings. The group agreed to consult Veronique Kugener, Chair of the Scientific Board, about selecting one member from the Scientific Board

b. Report from Chapters

a) LATAM Chapter Memorandum of Understanding (MoU)

Mónica Tarapués reported no meeting regarding the MoU with the LATAM chapter and mentioned a draft budget sent to Patricia Zuluaga, coordinator of the upcoming Cartagena Symposium, with no response yet. Ghita Benabdallah, Academic coordinator, provided context about the MoU, the registration fee for the event, and the raised questions.

A discussion on the practice of including membership fees in registration fees for events ensued. The group considered making events exclusively for ISoP members, with Monica tasked to discuss this with Patricia Zuluaga and Francesco Salvo, ISoP Chapters coordinator.

The need for clear guidelines on including the membership fee in chapter activities was discussed, with plans to work on this with Omar Aimer. Ghita Benabdallah's preparations for a flow chart about the approval process (Paid and no-paid Chapters and SIG activities) was also noted.

The group also deliberated on whether webinars should be open to members only or non-members as well, with the decision left to the academic committee.

c. Updates about election process in Chapters

Francesco Salvo suggested a formal decision about the timeline and process for elections within chapters.

3. Report from SIGs, update SIG guidelines

a) Report from the SIG's meeting with SIG leaders

Nothing to report.

b) New Oncology SIG (update and website content)

Maribel Salas, ISoP SIGs coordinator, has contacted the proposer and will discuss the approval process with him.

Maribel also commented about her meeting with Rebecca Noss, who is interested in creating a SIG on community pharmacovigilance. Maribel Salas will contact Rebecca Noss for more information.

4. ISoP academic agenda, SEEDS and MedTextpert ADR projects

Ghita Benabdallah mentioned that webinars are planned for August, and the LATAM chapter has an on-site event (Cartagena). The South Asia chapters are organizing an event in India. The MetExpert ADR project is progressing well, with a webinar planned for 8th September. However, the SEEDS project is not progressing as expected. Ghita Benabdallah will inform about this project in the next AB meeting.

5. ISoP Fellowship applications & Honorary memberships 2023

The group deliberated over the issue of the ISoP Fellowship applications. No applications were received by the 31st May deadline, and therefore, they decided to extend the application period until 15 September and form a committee to handle the applications. Potential applications will need to be evaluated during September's last two weeks. Mónica Tarapués will chair the Fellowship Nominations Sub-Committee, and Brian Edwards and Li Zhang will collaborate in this task.

6. Scientific Board (SB) updates, including GPPC

Item not discussed

7. ISoP members Survey Results

Mayada Alkhakany, after reviewing the survey results, suggested that we encourage our chapters to host webinars to introduce themselves and ISoP to members and non-members. This is in response to feedback indicating a lack of awareness about our chapters and SIGs.

8. ISoP new website updates

Mónica Tarapués provided updates on the new ISoP website and requested AB members to reset their passwords and report any errors.

9. AoB

a) Patient safety Day 2023

b) Mid-Year Symposium 2024 updates

- c) Boston 2023
 - d) ISoP Zoom licenses & Teams
- Items not discussed

Next EC/AB meetings

The next EC meeting is scheduled on Monday, 21 August 2023 at 12.00 UTC (duration: two hours).

The next AB meeting is scheduled on Monday, 18 September 2023 at 12.00 UTC (duration: two hours).

Date: 18 September 2023



Angela Caro-Rojas
President



Mónica Tarapués
Secretary General