



1. Welcome from the President to the Board members.
2. Approval of the Agenda and Previous AB Minutes from Monday, 24 July 2023
(AB Shared drive  [EC AB Minutes 2022 2025](#))
3. ISoP 2023 Bali (6-9 November 2023)
 - a. Report
 - b. General Assembly
4. ISoP 2024 Montreal (30 Sept- 3 Oct 2024)
5. Mid-Year Symposium 2024
6. Boston 2023
7. ISoP Fellowship Applications & Honorary Memberships 2023
8. Report from Chapters
 - a. Updates from Chapters
 - b. Updates about Election Process in Chapters
 - i. Formal decision on the timeline and process for elections within chapters.
 - ii. Discussion on making elections mandatory and its implications.
9. Report from SIGs
 - a. Updates from SIGs
10. Academic agenda: updates on upcoming webinars and events organized by Chapters and SIGs.
 - a. ISoP Educational Events organised by Chapter/SIG (AB Shared Drive: [ISoP Chapters-SIGs events guidelines MA.docx](#))
11. Scientific Board update and GPPC
12. AOB
13. Next EC/AB Meetings
 - a. Next EC Meeting – Monday, 16 October 2023 at 12:00 UTC
 - b. Next AB Meeting – Tuesday 7 November from 18:30 to 20:30 WITA (in Bali)

Monday, 18 September 22023, 12:00 UTC

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

Apologies: Francesco Salvo & Mayada Alkhakany

In attendance: Sophie Spence and Antoinette Ivins

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

2. Approval of the agenda and previous minutes from Monday, 24 July 2023

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

All Board members approved the proposed agenda.

Sophie Spence had sent out minutes from the previous AB meeting, with only Omar Aimer providing comments.

Omar Aimer added a point about membership fees for the next year. A discussion on the technicalities of increasing membership fees took place, with an agreement to increase them for new members starting January 2024. Existing members with at least three months of membership will retain current fees. No additional comments were received. The minutes of the last meeting of the Advisory Board held in July 2023 were approved with Omar Aimer comments.

3. ISoP 2023 Bali (6-9 November 2023)

Details about the conference, such as accepted abstracts, sponsorships, and financial requirements, were discussed.

a. Report

A report on the Bali conference was presented, including information on accepted abstracts and sponsorships. A need for an additional 100 paid participants and more sponsors was emphasized. Four pre courses will be offered before the conference. A welcome reception and social networking dinner were announced.

Action	Responsible	Deadline
All AB members to keep sending out personalised emails to all their contacts to improve on number of registrations	All AB Members	ASAP

b. General Assembly

4. ISoP 2024 Montreal (30 Sept- 3 Oct 2024)

During the AB meeting, several key topics were addressed within the committee. Firstly, concerns were raised regarding the committee's size and its potential impact on the financial aspects and overall management of the upcoming annual meeting. It was emphasized that ensuring committed attendance from invited members is crucial to the meeting's and ISoP's success. Additionally, the committee acknowledged the current bi-weekly meeting schedule and discussed observations related to attendance and turnout. Financial considerations were a significant part of the conversation, encompassing event organization costs such as registration fees and travel expenses. Furthermore, the committee highlighted the importance of involving the Pan American Health Organization in our network through sponsorship. Lastly, we introduced the concept of creating live streams for ISoP's events, which

received a positive reception from the committee. These discussions collectively contribute to the planning and success of ISoP 2024 Annual Montreal meeting, scheduled for September 30th to October 3rd, 2024.

5. Mid-Year Symposium 2024

The committee talked about future event planning, including a call for potential hosts for the mid-year symposium. The full financial responsibility of the budget lies with ISoP, and clarity is needed in communications with partners and sponsors. Long-term planning with regards to the future events and chapter partnerships were discussed for future events.

6. Boston 2023 – 4 to 6 December 2024 – No further updates

7. ISoP Fellowship Applications & Honorary Memberships 2023

Fellowship Applications: Monica Tarapues reported on the fellowships 5 applications that was received and suggested changes to the committee structure. The need for a comprehensive committee guideline for the future fellowship committee was emphasized.

Action	Responsible	Deadline
Sophie Spense was tasked to schedule a meeting to discuss a comprehensive committee guideline and structure with Monica Tarapues	Sophie Spense / Monica Tarapues	By 29 September 2023

8. Report from Chapters

a. Updates from Chapters – no further updates

b. Updates about Election Process in Chapters

The meeting discussed the need for clear election guidelines for different chapters.

- i. Formal decision on the timeline and process for elections within chapters.
- ii. Discussion on making elections mandatory and its implications.

9. Report from SIGs

a. Updates from SIGs - Progress of various SIGs was discussed.

10. Academic agenda updates on upcoming webinars and events organized by Chapters and SIGs.

Antoinette Ivins to set up regular meetings between Ghita Benabdallah, Omar Aimer, Francesco Salvo & Maribel Salas to assist with a stronger communication between the different parties.

Action	Responsible	Deadline
Antoinette Ivins to set up regular meetings to improve on the communication between the above parties	Antoinette Ivins / Ghita Benabdallah	By next AB Meeting

11. Scientific Board update and GPPC

Financial Challenges: The AB discussed the financial challenges facing ISoP and possible strategies for mitigating them. Collaboration Opportunities: Potential collaborations with other organizations were discussed to broaden the financial base.

12. AOB

AB Members were urged to update the strategic plan with their activities regularly.

Action	Responsible	Deadline
AB members must update the Strategic plan with their activities.	All AB Members	By next AB Meeting

Next EC/AB meetings

The next EC meeting is scheduled on Monday, 16 October 2023 at 12.00 UTC (duration: two hours).

The next AB meeting is scheduled on Tuesday, 7 November 2023 at 18:30 WITA (in Bali) (duration: two hours).

Date: 7 November 2023



Angela Caro-Rojas

President



Mónica Tarapués

Secretary General