



ADVISORY BOARD MEETING
TUESDAY 7 NOVEMBER 2023
From 19.30 to 22.00
Venue: Sanur Prime Plaza Hotel – Bali

Agenda:

Welcome from President Angela Caro-Rojas to the Board members.

1. Approval of the Agenda and Previous AB Minutes from 18 September 2023
2. ISO P 2023 report
3. Financial report
4. GPPC and Scientific Board relationship
5. ISO P alliances
6. Professional Conference Organiser (PCO) for future annual meetings
7. General Assembly



Draft Minutes – ISoP Advisory Board meeting

Tuesday 7 November 2023, 19:30 WITA

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

In attendance: Sophie Spence and Antoinette Ivins (Zoom participation)

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

1. Approval of the agenda and previous minutes from 18 September 2023

All Board members approved the proposed agenda.

The minutes of the last meeting of the Advisory Board held in September 2023 were approved.

2. ISoP 2023 report

Mira Harrison-Woolrych, Chair of the ISoP 2023 Scientific Committee (SC), thanked Grace Wangge Chair of Local Organising Committee (LOC), and reported back on the preparations of the Bali annual meeting with the following highlights:

- **General Impressions:** Positive feedback on the Bali meeting's progress, but challenges with administrative support were noted,
- **Responsibilities:** It is important to well define responsibilities in the LOC and SC with clear communication
- **Financial Aspects:** Discussion led by Omar Aimer on financial status, vendor communication issues, and the financial negotiations with local vendor.
Decision made to record the sessions and offer online viewing post-meeting (subject to a fee) with the intention of increasing revenue.
- **Positive outcomes and Teamwork:** Acknowledgement of team efforts in overcoming obstacles by the local vendor and LOC.

President Angela Caro-Rojas explained that a debriefing meeting took place in Bali between ISoP and the chairs of the SC and LOC on the lessons learned from the organisation of the Bali meeting, and she mentioned that the EC advised contracting a Professional Conference Organiser (PCO) for the organisation of future ISoP annual meetings.

3. Financial report

Omar Aimer, ISoP Treasurer, presented his treasury report as of 2023-09-30 showing a deficit of (-EUR 20'038) and a total asset of EUR (242,419 EUR). He outlined the following points:

- Rising costs due to inflation and payroll expenses, including the hiring of additional staff and website development costs. It is important to note the challenge of rising inflation, which the Society has encountered and managed successfully.
- Increase in income attributed to higher membership and training income.
- The Boston and Leiden meetings have been successful thanks to Jan Petracek and Lareb.
- As agreed, new membership's fees effective January 2024. Current membership fees will remain for our members providing the renewal within the 3-month deadline.

Standard membership currently 215.00 was changed to 241.00

Reduced membership currently 75.00 was changed to 91.00

Special Reduced membership currently 35.00 was changed to 41.00

(+ 8 EUR bank charges)

Omar Aimer expressed confidence as the EC's strategic objectives have led to increased membership fees, a growing number of members, and the implementation of transparent and straightforward processes.

Omar Aimer also presented the budget for 2024 with a provisional travel fund to accommodate global leaders' attendance to events.

Provisional budget 2024

Income (EUR)	2024	
Membership fees	55'000	
Discounted membership fees	33'000	
Total membership fees	88'000	Stability in membership with a slight increase of the fees for new comers
Training income	33'000	Increase of income from trainings (AM2P, Mid-Year Symposium, Boston)
Conference	-	No profit expected and/or possibly deficit from the Bali meeting
Other income	2'000	
Total income	123'000	
Expenses (EUR)	2024	
Payroll	57'000	Increased payroll : Antoinette + Gabriela
Subscription Drug Safety	34'000	Increased payment for Springer
ISoP Secretariat	5'000	
Legal and Professional	10'000	
General and Administrative	7'000	more general and admin expenses: no website expense
Travel funds	10'000	Support of ISoP leaders in regional events to increase visibility
Depreciation	2'950	depreciation
VAT on expenses	4'000	VAT
Loss/(gains) exchange rates	1'000	Loss in exchange rates
Bank charge	50	
Total Expenses	131'000	

The AB discussed the financial challenges and possible strategies for mitigating them such as:

Collaboration Opportunities: Potential collaborations with other organizations to broaden the financial base.

Industry Partnerships: Exploration of potential conflicts of interest in partnerships and strategies for engagement with industry/association partners.

Global Alliances: Consideration of forming alliances in various regions to enhance the organization's international impact.

Training and Educational Initiatives: Focus on delivering high-quality training sessions and exploring opportunities for collaboration in education and safety.

Angela Caro-Rojas and AB members thanked Omar Aimer for his report acknowledging that even if there are challenges this year, the Society is doing well in terms of membership.

The budget was approved by the Board.

Action	Responsible	Deadline
Finishing the proposal for industry/association partners	Monica/Mayada/Brian	January 2024

4. GPPC and Scientific Board relationship

Brian Edwards gave an update of the Global Pharmacovigilance Professional Certification Programme (GPPC) which is now ready to be launched as a pilot programme in 2024. The GPPC is supported by the Global Pharmacovigilance Professional Certification Supervision Task Force (GPPC-STF) who are assessing and validating the MCQ questions.

There have been several different meetings related to the coordination between the Scientific Board (SB), the GPPC, and Institute of Pharmacovigilance (IPV) between Veronique Kugener (SB), Marco Tuccori (SB), Thamer Alshammary (GPPC-STF) Jean-Christophe Delumeau (IPV), Jan Petracek (IPV), and the EC. Angela Caro-Rojas informed the AB about the current status quo situation, explaining communication, operational and financial issues with the SB and GPPC project.

She also reported back discussions about a possible need for setting-up a system capable of delivering affordable online pharmacovigilance training to facilitate the uptake of ISoP certifications (a Collaborative training platform has been proposed by Jean-Christophe Delumeau).

The Board then discussed the future of the Scientific Board (SB), and in summary, the views of the Board are as follows:

- It is important to have information on what the SB has achieved since its creation and clarification whether the SB is still involved in the GPPC after the discontinuation of the collaboration announced by the Institute of Pharmacovigilance and its impact on the GPPC.
- The relationship between the SB, GPPC-STF, and the PV Professional Qualification Framework SIG within ISoP needs to be well defined and understood.
- Clear information and timeline about the new pilot programme with the LATAM Chapter (as proposed by Jan Petracek) are needed to engage all parties as soon as possible.

As proposed by Angela Caro-Rojas, the Board decided to schedule a meeting with all SB and EC members after Bali to address the outlined challenges and propose solutions.

Action	Responsible	Deadline
Arrange SB/EC meeting	Antoinette Ivins	21 November 2023

5. ISoP alliances and partnership

As part of the strategic plan, to increase ISoP's visibility and joint-activities, Angela Caro-Rojas was proud to announce that ISoP has close ties with the following organisations:

- International Ergonomic Association (IEA)
- Council for International Organizations of Medical Sciences (CIOMS) - Manal Younus, Executive Committee and ISoP representative
- World Health Organization (WHO) – pending registration with the WHO Coalition of Interested Partners (CIP) Task Force for regulatory systems strengthening.
- Institute for Safe Medication Practices (ISMP)
- Uppsala Monitoring Centre (UMC)
- Institute for Healthcare Improvement (IHI)
- EU2P: Memorandum of Understanding signed, Collaboration in the AM2P initiative from NASoP
- European Network of Centres for Pharmacoepidemiology & Pharmacovigilance (ENCePP) Steering Group: Gianluca Trifirò, ISoP representative
- ISPE International Society for Pharmacoepidemiology

The AB members look forward to closer relationships with other scientific societies that share similar aims to ours, such as the ARCS Australia, and other organisations to expand our visibility such as the World Drug Safety Congress.

Angela Caro-Rojas invited all AB members to send their comments or suggestions for other scientific societies to partner with.

6. Professional Conference Organiser (PCO) for future annual meetings

Sophie Spence informed the Board that she contacted three Professional Conference Organisers (PCO) for the organisation of the future annual meetings and was awaiting approval/selection.

- PCO Performance and Challenges: Issues with the current PCO highlighted, necessitating the drafting of formal letters outlining risks.
- Future PCO Engagement: Discussions on engaging a more experienced PCO for future events to ensure efficient event management.

Action	Responsible	Deadline
Finalize decisions regarding the selection of a PCO for future events.	EC and Sophie Spence	18 December 2023

7. General Assembly

Angela Caro-Rojas and Mónica Tarapués will chair the ISoP General Assembly, and the final agenda is as follows:

20231108 GA Agenda Topic	Speaker
1. Welcome, introductions, housekeeping	<i>Angela Caro-Rojas (President)</i>
2. Approval of Agenda	<i>Mónica Tarapués (Secretary-General)</i>
3. Approval of Minutes GA 2022	<i>Mónica Tarapués (Secretary-General)</i>
4. Overview of the ISoP Strategic Plan	<i>Angela Caro-Rojas (President)</i>
Introduction	
4.1. Goal 1 - Long-term financial and organisational sustainability and stability of ISoP	
4.1.1. Administrative Report	<i>Angela Caro-Rojas (President)</i>
4.1.2. Financial Report	<i>Omar Aimer (Treasurer)</i>
4.1.3 Membership Report	<i>Mónica Tarapués (Secretary-General)</i>
4.2. Goal 2. Create and build a community for optimising the safer use of medicine	
4.2.1. Overview of ISoP activities 2023	<i>Ghita Benabdallah (Academic Coordinator)</i>
4.2.2. ISoP Survey	<i>Mayada Alkhakany (Strategy and Innovation Coordinator)</i>
4.2.3. Communication Team Report	<i>Mónica Tarapués (Secretary-General)</i>
4.2.4. Partnership and Alliances	<i>Angela Caro-Rojas (President)</i>
4.3. Goal 3- Maintain and enhance scientific knowledge and competencies in the global pharmacovigilance community	
4.3.1. Report from Chapters	<i>Francesco Salvo (Chapters Coordinator)</i>
4.3.2. Report on SIGs	<i>Maribel Salas (SIGs Coordinator)</i>
4.3.3. New Student Community	<i>Manal Younus (Student Group coordinator)</i> <i>Brian Edwards (Vice-President)</i>

4.3.4 Report from the ISoP Scientific Board and Global Pharmacovigilance Professional Certification programme (GPPC)	<i>Mónica Tarapués (Secretary-General)</i>
4.3.5. Fellowship Awards 2023	
5. Looking forward	<i>Angela Caro-Rojas (President)</i>
5.1 Planned events in 2024	
6. Q&A	

Action	Responsible	Deadline
Invite all AB Members to review the draft presentation prior to the General Assembly	AB Members	8 November 2023

8. AoB

Discussion about taking over from Prof. Jeff Aronson the management of annual supplements to the future editions of Meyler's International Encyclopedia of Adverse Drug Reactions and Interactions.

The President thanked all AB members warmly for their support and participation in the meeting.

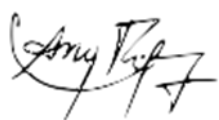
The meeting closed at 22.00 WITA

Next EC/AB meetings

The next EC meeting is scheduled on Monday, 18 December 2023 at 12:00 UTC (duration: two hours).

The next AB meeting is scheduled on Monday, 15 January 2024 at 12:00 UTC (duration: two hours).

Date: 30 November 2024



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Angela Caro-Rojas
President



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Mónica Tarapués
Secretary General