

NorPEN EC meeting September 9, 2024

Chair: Maarit

Note taker: Kristine

Present at the meeting: Carolyn, Maarit, Saad, Chaitra, Jackie, Heidi, Mika, Kari, Maurizio, Alexis, Kristine

Absent: Larus, Miia

1. Welcome

- Thanks to Chaitra Srinivas for her work on the EC committee and welcome to the new student representatives Saad Hanif Abbasi (regular member) and Alexis Carson (substitute).

2. Approval of minutes from last meeting

Approved

3. Orientation from chair and co-chair (Carolyn and Jackie)

a. New NorPEN Logo

- The new logo is approved, and Carolyn will share it by e-mail with the group

b. Upcoming election: timeline and procedures

- Carolyn will make a short nomination form (name, institution, research group, interest in main or substitute position, CV, experience with NorPEN and short vision).

- Timeline

September 19: Carolyn sends out an e-mail explaining the election procedure. The upcoming election is also announced at the NorPen website (Jackie to arrange).

Early /mid October: EC members to remind research groups about the nomination – Carolyn to send a reminder to EC members to do this on Oct 1, including email list

November 5: Deadline for nomination, nominations will be compiled by Carolyn and sent to EC.

November 19: Election takes place at the hybrid EC meeting in Copenhagen followed by announcement of results during the NorPEN annual meeting

c. Continued discussion on shared folder options

- Now, we have a Team folder where Jackie and Carolyn have access. Carolyn and Jackie will investigate whether it is possible to have a password protected folder at the NorPEN webpage accessible to all EC members.

- Carolyn and Jackie will make a list of responsibilities of the chair and co-chair

- Jackie is the point of contact for updates for the NorPEN webpage

4. CDM sub-committee: Update on the survey (Maurizio)

- A draft of the survey has previously been distributed to the group. Maurizio takes us through the latest version of the survey and receives a few suggestions for edits. Carolyn will send the list of NorPEN e-mails to Maurizio who will send out the survey after revising the survey according to the suggested edits. [post meeting: it was decided that Carolyn would send it to the NorPEN member group representatives]

- We may also do a mini survey on AI educational activities as the next NorPEN meeting will focus on AI. Maurizio will work in this. The educational e-mail list should be used for this purpose.

5. Update on NorPEN meeting 2024 (Maurizio)

- As of today, there are 10 registrations. Please share information about the meeting. Maurizio has made a LinkedIn post, please repost if possible.

- EC meeting in person / Teams September 19, 9.00-10.30. Maurizio will send a calendar invitation and make a room booking.

6. Update from Edugroup (Carolyn)

No updates (the Edugroup will meet this afternoon)

7. Discussion of incoming applications (if any)

No applications.

8. Update from members of EC

- NorPEN meeting 2025 will likely take place in Uppsala

- NorPEN meeting 2026 will take place in Norway in collaboration with NordicEpi. Jackie and Angela will work on this.

9. AOB

None.

10. Next meeting

Chair: Maurizio. Maurizio will send out a doodle for a meeting before NorPEN

Rotation of the Chairmanship: DK, NO, IS, SE, FI, societies, register holders.