

# CONTACT REPORT

PRIVATE AND CONFIDENTIAL

<b>Meeting name:</b>	IPCAA Council Meeting
<b>Meeting date / time:</b>	Friday, November 5, 2021
<b>Location:</b>	WebEx

<b>Attendees:</b>	<p><b>Pamela Avenoso</b> (BMS)</p> <p><b>Deborah Bouvier</b> (Merck KGaA)</p> <p><b>Melanie Fagan</b> (GSK)</p> <p><b>Friederike Hoffmann</b> (Boehringer Ingelheim)</p> <p><b>Magdalena Makiela</b> (MSD)</p> <p><b>Ingrid Marti</b> (Janssen)</p> <p><b>Manfred Piepenburg</b> (IPCAA)</p> <p><b>Christian-Claus Roth</b> (Novartis Pharma AG)</p> <p><b>Katherine Saab</b> (GSK)</p> <p><b>Nicky Simpson*</b> (Astellas Pharma Europe Ltd.)</p> <p><b>Angela von Bieberstein</b> (Bayer)</p> <p>*attended partly</p>
<b>Apologies:</b>	<p><b>Rita Gutzwiller</b> (IPCAA)</p> <p><b>Martin Hess-Janorschke</b> (F. Hoffmann – La Roche)</p> <p><b>Martin N. Jensen</b> (H. Lundbeck A/S)</p> <p><b>Camilla Mogensen</b> (H. Lundbeck A/S)</p>

Discussion Item	Action	Due
<p style="text-align: center;"><u>Note: all minutes should be read in conjunction with slides presented on the day.</u></p> <p><b>1) <u>Welcome and General Topics</u></b></p> <p>After a short welcome from Christian and an introduction round, the minutes of the last Council Meeting in May were anonymously approved.</p>		
<p><b>2) <u>IPCAA Membership update</u></b></p> <p>Christian went through the list of potential new Member Companies and reported on the different approaches to the companies by some Council Members. Deborah Bouvier has a new contact into Biogen. Angela and Deborah both have contacts within Pfizer and will liaise with each other to define the best approach.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> <li>• Deborah to send a message to her contact at Biogen (cc Rita).</li> <li>• Deborah and Angela to coordinate approach to Pfizer.</li> </ul>	<p>DB</p> <p>DB &amp; AvB</p>	
<p><b>3) <u>Financial Report</u></b></p> <p>The financial report has been sent ahead of the meeting. Ingrid informed the group that some of the money on our UBS bank account has been transferred to Basellandschaftliche Kantonalbank (BLKB) which is a local swiss bank. The reason for this is that UBS started to charge negative bank interests. With the new account we even get 0.1 % positive bank interest. The UBS account will still be used for all payments including membership fees.</p> <p>The IPCAA business year ends 31<sup>st</sup> of October and we will close books with a much lower loss than budgeted. Ingrid explains that the budget also included costs for f2f meetings which did not happen as well as a certain travel budget for PR activities which was not used due to travel restrictions.</p> <p>Activities for 2022 will be discussed later in this meeting and based on the decisions, a budget will be put forward to Council and GA for approval.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> <li>• Rita to create budget for 2022</li> </ul>	<p>Rita</p>	
<p><b>4) <u>IPCAA Website</u></b></p> <p>The current IPCAA website has been live for 5 years and needs to be redone as there are no more security updates available after November 2022. The guaranteed lifetime was 4 years.</p> <p>The mentioned amount of CHF 40'000 will include all functionalities we had so far and allow Rita to do a lot herself so the annual costs will remain the same. The Exec. Group will look into opportunities to combine existing plugins in order to bring costs down.</p> <p>Council approved the project with 10 votes in favour and 2 abstentions.</p>		

<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Exec. Group to continue planning and keep Council informed.</li> </ul>	EG	
<p><b>5) <u>IPCAA Leadership</u></b></p> <p>Nicky’s and Christian’s term as Co-Presidents is ending with the upcoming General Assembly. Christian informed that - as of today - it seems that both are available for a re-election.</p> <p>In addition, Angela von Bieberstein and Magdalena Makiela, will be available for election into Co-Vice-Presidency. Christian thanked both for this offer and underlines how important it is to have more manpower / womanpower in the Executive Group.</p> <p>This was for information only. Elections will take place in the Council Meeting prior to the General Assembly and will have to be confirmed by the GA.</p> <p>Christian went through the organization chart explaining the structure of IPCAA and the various activities as well as the different roles.</p> <p>All Council Members are invited to reach out to Rita in case they are interested to join the AM project group, moderate a Networking Call or send your ideas and input for the different activities/meetings.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• Council Members think about involvement in activities</li> <li>• Council Members to send their ideas/inputs for meetings e.g. Annual Meeting to someone in the Exec. Group</li> </ul>	All  All	
<p><b>6) <u>Working Group ‘IPCAA 2022 and beyond’</u></b></p> <p>This group was set up after the spring Council Meeting with the objective to look a) into IPCAA activities and how they can be best positioned throughout the year and b) to look into possibilities to enlarge IPCAA membership.</p> <p>a) <b>IPCAA activities:</b> Angela and Friederike went through the list of the various activities / meetings on slide no. 20. The group’s proposal is to hold the usual January <b>Council Meeting and General Assembly</b> as virtual events, and to combine the <b>Spring Council Meeting with the AM f2f in May/June 2022 in Europe</b>. The feedback of Council Members showed how important it is for people to exchange f2f again so we will plan for it and – if needed – change to virtual 4 to 6 weeks prior to the event. There was agreement on this approach with no objections.</p> <p>The group suggested to define the objective of the <b>Seminar on Compliance</b> to ‘enhancing the compliance related dialogue’ but Council feels that the broader aspect of our event makes it more valuable to participants and distinguishes the seminar from other compliance events. There was the suggestion to add an appropriate definition to the title of the Seminar so people better understand its remit.</p> <p>There was agreement that the focus of content of the seminar should remain unchanged and the two project groups for the AM and the CS should work tightly together in order to avoid any kind of overlapping content.</p>		

<p>Magda informed Council about the group using MS Teams to share all working documents and the intention to extend on other IPCAA activities/projects.</p> <p>b) <b>IPCAA Membership:</b> the second objective of the working group was to investigate the possibilities to enlarge IPCAA Membership. There were various ideas and discussions in the group and this specific proposal to Council was presented: offer 'IPCAA Associated Member' status to non-pharmaceutical companies and other Associations as described on slide no. 22.</p> <p>Council agreed that the group should continue to develop that new status e.g. reach out to potential associated member to find out what benefits they are looking for.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Start planning of CM/GA, spring CM and AM</li> <li>• Work out a description/add-on for the Seminar on Compliance</li> <li>• Continue to develop 'Associated Member' status e.g. define 'closer collaboration with IPCAA', think about benefits and get into dialogue with potential associated members.</li> <li>• Invite Manfred, Ingrid and Bénédicte to join future calls on 'Membership structure'</li> </ul>	<p>EG</p> <p>EG</p> <p>WG</p> <p>Rita</p>	
<p><b>7) <u>Medical Congress Roundtable</u></b></p> <p>Christian reported on the first meeting of this group (slide 24) which consisted of representatives from IFPMA, EFPIA, MedTech Europe, AC Forum and IAPCO.</p> <p>He mentioned that it would be of help to everyone in the group to have a common definition of 'hybrid', but it is very difficult to define it. Move the education of HCPs to a next level, the future of medical congresses and how can the requirements of all stakeholders be met are other areas of interest that came up. There also is the intention to act proactively on certain topics.</p> <p>Christian mentioned that if it comes to discussions around Med. Societies or HCPs, people often refer to IPCAA as we are seen to be the partner between those parties.</p> <p>Minutes of the meetings will be shared with participants, and we still must define what and how we share within IPCAA.</p> <p>The next meeting will take place in November 2021.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Work on distribution of outcomes within IPCAA</li> </ul>	<p>Rita</p>	
<p><b>8) <u>Big Bang Collaborative</u></b></p> <p>IPCAA has been approached by the founders of the Big Bang Collaborative some weeks ago. Angela gave an introduction into the initiative (slide 35 – 39) which now moves from an US focus to a European range.</p>		

<p>The Executive Group recommends that IPCAA is joining the collaborative as an association but also Member Companies are free – if they wish – to join on an individual basis. The group welcomes the initiative and agrees that IPCAA should join the discussions.</p>		
<p><b>9) <u>Regulatory and Compliance</u></b></p> <p><b><u>IFPMA:</u></b>  The updated draft version of the ‘<b>Joint Guidance on Virtual International Medical Congresses Impacted by COVID-19</b>’ has been finalized and recently been presented at the IPFMA eBic Working Group meeting. It now needs to get endorsed by EFPIA and PhRMA before it gets communicated together with an updated FAQ document and updated case study slide deck and two big presentations to IFPMA Members and interested stakeholders.</p> <p><b>Chief Ethics and Compliance Officers (CECO) Roundtable:</b> all Compliance Officers of IFPMA member companies come together and discuss on a very top-line level the future e.g. what is the role of our industry, what is the role of industry in context with education, sponsorships around congresses aso. Christian co-presented the “HCP Sponsorship to Medical Congresses” proposal and will keep IPCAA up to date end encourages Council Members to reach out to their Chief Compliance Officers to understand their view and position around the topics discussed.</p> <p><b>There is an IFPMA Code update coming.</b> They are looking into the code and to what extent Notes of Guidance, position and white papers could be transposed into the code. The idea is to keep the documents alive as a reference to how things should be executed.</p> <p><b><u>EFPIA:</u></b>  Christian is part of the EFPIA working group ‘Medical Education’ which is in relation of Art. 16 of the current EFPIA code on quality framework of Medical Education. The revision of this article is now up for endorsement and should be released soon.</p> <p><b>Country Code Update:</b>  Angela has been in contact with Christelle Marechal from Leem for a follow-up call on France. We have been in touch with PhRMA and will distribute a summary of the upcoming code changes very soon via members e-news. In case needed, we will then set up a webinar with PhRMA for detailed questions.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Reach out to your Chief Compliance Officer to understand their view/position.</li> <li>• Send summary of code changes via members e-news</li> </ul>	<p>All</p> <p>Rita</p>	
<p><b>10) <u>Alliances and Partnerships</u></b></p> <p>In absence of Martin Jensen Angela spoke about IPCAA’s participation in the recently held ICCA World Congress. Angela and Martin H. presented in a live session about the future of congresses (see slide 51).</p>		
<p><b>11) <u>Past Speaking Engagements</u></b></p> <p>Christian gave some background information about the different speaking engagements which all were well received.</p>		