



## NORA Advisory Board Minutes 26th August 2021

**Attending:** Cass Bromley, Pierre Boudry, Kruno Bonačić, Joanne Preston, Hein Sas, Bill Sanderson, Henning von Nordheim, Boze Hancock, Philine zu Ermgassen

**Apologies:** Tristan Hugh-Jones, Alison Debney

**Chair:** Pierre Boudry

### Agenda

- 1) General remarks
- 2) Approve minutes from June/July meetings
- 3) NORA 4 – update on Covid-19 rules and in person conference planning (Hein Sas)
- 4) Discuss and approve draft letter to the NORA community (Joanne Preston)
- 5) Draft NORA Advisory Board Structure and Composition (Boze Hancock)
- 6) Any other business
- 7) Time and duration of the next meeting

### Minutes

#### 1) General remarks

The NORA Advisory Board agreed on the following points in future protocols:

- The first item on all future agendas will be approval or amendment of the proposed agenda. Agreement will be sought at the start of the meeting on the agenda.
- Identified actions will be identified with the full name of the responsible NORA Advisory Board or NORA Secretariat member.
- Draft documents being prepared for or by the NORA Advisory Board will now be shared through an online file sharing programme to allow for live and rapid editing.
- Members of the Advisory Board and the Secretariat commit to addressing actions in a timely manner and the Secretariat commit to prompt distribution of minutes after Advisory Board meetings.

#### 2) Minutes from the meetings

The minutes from June and July 2021 were not distributed in sufficient time before the meeting to be approved. An online version will be shared with the Advisory Board, which can be amended and brought forward for approval at the next Advisory Board meeting.

#### 3) Update on status of NORA 4 in November

Regulations regarding social distancing in The Netherlands would prohibit the running of the conference as the number of potential participants would be capped at 75. Max capacity in the venue (without social distancing) is 250. Government guidance on Covid-19 regulations for the autumn in The Netherlands will be announced on September 13.

It is also possible that regulations requiring participants to be tested, immunized or recently recovered may be brought into force. The venue has agreed to provide supporting infrastructure to apply such regulations, which would have to be communicated to the participants.

The Advisory Board agreed to take a final decision on whether NORA 4 in November can go ahead in person after the Dutch regulations for the autumn have been announced. Hence, the AB will meet to discuss the situation on September 14th. Hein will provide information about the state of affairs in the Netherlands as soon as available, but at the latest on September 13th.

The Advisory Board agreed that if social distancing should still be in place at the time of the decision, then NORA 4 should not go ahead in person, but should take place as an online event.

NORA does not have sufficient resources to support -as an alternative- a fully hybrid conference, but presentations can be streamed and accessed online, live.

It is acknowledged that there are risks associated with an in-person conference as regulations are changing all the time. The majority of members of the Advisory Board would still prefer an in person meeting, if the conditions in November allow for it.



#### **4) Draft letter to the NORA community (Joanne Preston)**

A draft of the letter prepared by Boze Hancock, Joanne Preston and William Sanderson was shared. Principal necessary edits agreed: mention the principal reason for the letter, i.e. fund raising, at the beginning of the letter. NORA achievements possibly to be mentioned in an appendix, to keep the letter as brief as possible. The document will be added to the google drive such that Advisory Board members can make their own edits. Final edits are due on 10<sup>th</sup> September. The final version will be brought to the next Advisory Board meeting, i.e. September 14<sup>th</sup>, for approval. Boze will coordinate the drafting process.

#### **5) Draft NORA Advisory Board Structure, Composition and working procedures (Boze Hancock)**

A draft proposal outlining potential mechanisms for selecting future NORA Advisory Board members, outlining their role and selected working procedures of the AB and proposed changes was reviewed. The draft version is to be circulated online to the Advisory Board and future iterations will be tabled at upcoming Advisory Board meetings. A deadline of late October was agreed for having a draft which can be taken forward to NORA network members for comment e.g. at the NORA 4 conference. Hein will coordinate the drafting process.

#### **6) Any other business**

No further matters were raised.

#### **7) Time and duration of the next meeting.**

It was agreed that the next meeting should take place on September 14<sup>th</sup>. A two hour duration for the meeting was agreed. However, it was suggested and discussed, that future meetings should be organized with longer duration, particularly if the NORA structure, organisation of work, financing and scientific aspects of individual NORA groups should be tackled in an appropriate depth.

The Secretariat will organize a meeting at the end of October, to discuss NORA organisational structure.