



Hatfield, May 16th , 2018

Subject | Minutes of the Second Management Committee Meeting of COST Action CA16207 “European Network for Problematic Usage of the Internet”

Cologne, Germany
22/04/2018

1. Welcome to participants

The participants were welcomed by Prof Naomi Fineberg (MC Chair). Prof Fineberg chaired the meeting, including the approval of minutes (**Annex 4**) and matters arising since the last meeting (**Annex 5**).

2. Establishment of quorum

Total number of COST Countries having accepted the MoU: 29 (**Annex 2 – Action Fact Sheet**)
The quorum (2/3 of COST Countries participating in the Action) was reached: 24 out of 29 Participating COST Countries attended the meeting.

3. Adoption of the Agenda

The agenda (**Annex 1**) for the 2nd Management Committee (MC) meeting was adopted.

4. Approval of matters and minutes arising of the last meeting.

The minutes from the previous meeting were approved (**Annex 4 – CA16207 1MCM Minutes**) and Tacit votes carried out in the last 6 months (**Annex 5 – Tacit votes**)

5. Update from the Action Chair

a. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 3 – Meeting Attendance List**.

b. Status of the COST Action

CSO Approval: 23/06/2017

Start of the Action: 23/10/2017

End of Action: 22/10/2021

Total number of COST Countries having accepted the MoU: 29 (**Annex 2 – Action Fact Sheet**)

It was proposed to reach out to a researcher in Korea. This is currently being investigated.

The Chair gave a presentation of the activities undertaken by the action in the last 6 months (**Annex 6**).

It was decided that a COST Grant proposal should include at least 2 members of the action from 2 different countries. For the purpose of Open access payments 3 institutions of the action need to be involved and members named as authors. A link to the database of contacts will be rolled out by the end of May.

c. Short Term Scientific Missions

Dr Martinotti our STSM Officer presented an update on the STSM's



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The COST Action has organised 2 STSS with Dr Jon Grant from the Dept. of Psychiatry and Behavioral Neuroscience at the University of Chicago. The approved grantees are Dr Konstantinos Ioannidis and Dr Mauro Pettorruso. The scientific reports for these will be distributed for the action once they have been completed. Dr Konstantinos Ioannidis has already carried out his placement, but as COST had not yet approved Dr Jon Grants institution for the STSM the University of Hertfordshire had covered the cost. Dr Mauro Pettorruso's STSM has been postponed until we have the required approval.

There was lots of interest in the ITC conference grant and we have approved three. The scientific reports for these will be available on the Action website once they have been completed.

6. Update of the Grant Holder Budget status

Ms Hall gave a presentation of the current Action Budget (**Annex 7**) and the dates for the submission of travel reimbursement.

Ms Voinova outlined the travel reimbursement procedure. Relevant information can be found on the COST website at <http://www.cost.eu> (**Annex 8**)

7. Update from the COST Association

Ms Voinova gave a presentation updating members on COST and giving feedback from Dr Mizera, who could not be here, on the draft for Period 2's budget. It was suggested that the main MC meeting be moved from April 2019 in Warsaw to Oct 2018 in Barcelona, that meetings taking place at the same time in the same place but encoded as 1 meeting and that the terminology that the action use be synchronised with the terminology used by COST. (**Annex 9**)

8. Monitoring of the Action

The Action will submit 3 scientific reports to COST throughout the grant timeframe. These will be at 12 months, 24 months and 48 months. This will be carried out by Prof Fineberg as the Action Chair and Scientific representative for the grant holder institution, and Ms Hall as the Grant holder manager.

9. Implementation of COST policies on

- a. Promotion of gender balance and Early Career Investigators (ECI)
- b. Inclusiveness and Excellence

The action has actively encouraged inclusion of members from ITC countries as well as the inclusion of female members. We currently have a higher ratio of MC members from ITC Countries (16 ITC countries: 13 non-ITC countries) and feedback from the online webinar indicated that 2/3 of attendees were female. (**Annex 6**)

10. Follow-up of MoU objectives: progress report of working groups

- a. Working group 1 Update – Dr Chamberlain (**Annex 10**)
- b. Working group 2 Update – Dr Corazza (**Annex 11**)
- c. Working group 3 Update – Dr Demetrovics
- d. Working group 4 Update – Dr Grunblatt (**Annex 12**)
- e. Dissemination planning (Publications and outreach activities) – Dr Burkauskas (**Annex 13**)

The dissemination plan prepared by Dr Burkauskas was approved via a majority vote.

11. Scientific planning

The Chair gave a presentation on the forward plan for the next grant period (**Annex 13**)

It was also proposed:

- a. That opportunities to network with clinicians should be explored.
- b. Face to face interview be carried out with centres.
- c. That national reps should identify clinicians in their country.

- d. That the action should seek to enable research capable clinicians to write/apply for grants.

12. Draft Work and Budget (W&B) Plan for the second Grant Period (GP)

The Chair (NF) presented the initial network goals and workplan activities for the first financial period. These were based on the MoU and included the following.

- Continue the development of the network and take forward the work plan for grant period 2, monitored by WG 4.
- Confirm and review the growth of membership and development of activities of all the workgroups covering the previous financial period, monitored by each WG lead.
- Establish a PPI reference group and confirm a PPI training process.
- Continue the development of a mentorship scheme, to train early career researchers. Led by WG 2.
- Foster and promote, easy and accessible contact between Action Members and other interested parties. Led by WG 3.
- Develop a research database for the use of the network.
- Take forward the dissemination plan, led by workgroup 3 and national representatives.
- Establish a dissemination network to utilise national level dissemination possibilities for the Action.
- Develop and disseminate training activities in PUI

The Chair (NF) presented the work and budget plan summary; total grant 146000 euros (approx.) for the initial period.

Budgets were considered and the following meetings planned:

- x5 face to face Workgroup Meetings and x4 teleconference WG meetings- Details TBC
- x1 MC Meeting and Action Conference – Warsaw, Poland 10th – 11th April 2019 (alongside EPA Conference 6th – 9th April 2019 <https://epa-congress.org/2019#.WtSu7Yjwbc>)
- x1 MC meeting by Teleconference
- x1 WG meeting and Workshop - Barcelona, Spain 10th – 11th Oct 2018 (alongside ECNP congress Conference 6th – 9th Oct 2018 <https://2018.ecnp.eu/>)
- x1 Database workshop – Details TBC
- x1 Dissemination meeting, for 2 speakers to attend an international conference
- x1 PPI Training workshop for PUI
- x1 Webinar “PUI – An Update”

It was agreed that there needed to be some flexibility to the workplan as unforeseen opportunities may arise. The MC agreed that changes to the initial workplan (such as titles, dates, locations and budgets for meetings) may be decided by the Chair and that major changes (such as new meetings) could be resolved by an electronic vote of the MC based on a majority verdict and the principle that tacit approval was assumed if a representing country did not respond to the vote within a reasonable period of 7 days.

The meeting discussed budget for ITC conference grants –It was agreed that the number of ITC grants awarded and the grant amount needed to be flexible. It was agreed that amendments to the number of ITC grants awarded and the budget following available funds may be decided by the chair. This motion was passed by vote. The following budget proposal was agreed and approved.

A. COST Networking Tools EUR

- (1) Meetings 113 790
- (2) Training Schools 0.00
- (3) Short Term Scientific Missions (STSM) 5,000.00
- (4) ITC Conference Grant 4,000.00
- (5) COST Action Dissemination 2,200.00
- (6) Other Expenses Related to Scientific Activities (OERSA) 2,000.00

B. Total Science Expenditure (sum of (1) to (6)) 126,990.00

C. Financial and Scientific Administration and Coordination (FSAC) (max. of 15% of B) 19,048.50

Total Grant (B+C) 146,038.50

13. Any Other Business (AOB)

14. Summary of MC decisions

- a. The Tacit votes carried out in the last 6 months were approved.
- b. The dissemination plan prepared by Dr Burkauskas was approved.
- c. That changes to the initial workplan (such as dates, locations and budgets for meetings) may be decided by the chair.
- d. That major changes (such as new meetings) could be resolved by an electronic vote of the MC
- e. That amendments to the number of ITC grants awarded and the budget following available funds may be decided by the chair.
- f. The Proposed Workplan and Budget for period 2 was approved.

15. Location of the next meeting

Oct 11th 2018, Barcelona, Spain.

16. Closing

Dan Stein Our International Observer from South Africa closed the meeting, and expressed how important this network could be for the advancement of the field of problematic internet usage.

List of Annexes

Annex 1 - Agenda



Microsoft Word 97
- 2003 Document

Annex 2 - Action Fact Sheet



Microsoft Word 97
- 2003 Document

Annex 3 - Attendance list



Adobe Acrobat
Document

Annex 4 – Last meeting Minutes



Microsoft Word 97
- 2003 Document

Annex 5 – Tacit votes carried out between 23/10/2017 – 22/04/2018



Microsoft Word 97
- 2003 Document

Annex 6 – Chairman's update



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Annex 7 – Grant period 1 budget presentation



COST Period 1
budget presentatiør

Annex 8 –Reimbursement rules



CA16207 COST
presentation.PPTX

Annex 9 – Updates from COST



CA161207 MC2 AO
presentation.pptx

Annex 10 – Update from Working group 1



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presentation2_v1.1.i

Annex 11 – Update from Working group 2



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Annex 12 – Update from Working group 4



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Annex 13 – Update from Dissemination officer





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