

Copenhagen, September 12, 2019

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

Copenhagen, Denmark 12/09/2019

1. Welcome to participants

The participants were welcomed by Prof Naomi A. Fineberg (MC Chair). Prof Fineberg chaired the meeting, including the approval of the minutes of the fourth MC meeting Warsaw, Poland 04/10//2019 (**Annex 1**).

2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum

The quorum (2/3 of COST Countries participating in the Action) was not reached: 16 out of 31 participating COST Countries attended the meeting. It was decided that MC decisions will be taken by online voting.

3. Adoption of the Agenda

The agenda (**Annex 2**) for the 5th Management Committee (MC) meeting was adopted.

4. Approval of minutes and matters arising of last meeting

The minutes from the previous meeting were approved (**Annex 1**). There was agreement there had been no matters arising needing discussion since the last meeting.

5. Update from the Action Chair (Annex 3**)**

a. Status of Action: start and end dates of Action, participating COST countries, participating NNC/IPC institutions and Specific Organizations.

- WPB approved: 27 June 2019
- GP start date: 1 May 2019
- GP end date: 30 April 2020
- Number of Parties: 31
- Grant Holder: Fundacio Institut D'Investigacio Biomedica de Bellvitge in Barcelona (IDIBELL)
- Grant Holder Manager: Ms Sandra Gaite aided by Ms Natalie Hall
- The action will end on Friday, October 22, 2021

MoU CA 16207: MoU objectives and Grant Agreement Period Goals and Activities were reminded (**Annex 4**). Action remains to have 39 countries involved including 146 members/observers. Cuba (Valdes-Sosa, Hernandez), Mexico (Nicolini), Kosovo (Gerguri), Morocco (Nafil) are currently going through approval process.

b. ITC Grants and Short Term Scientific Missions (STSM): review of completed reports and new applications by Prof Giovanni Martinotti

Since the meeting in Warsaw Action received two ITC (Inclusiveness Target Countries) grants proposals.

There was a mistake in a slide 14th. 1st project (by Dr Octavian Vasciliu) was presented as granted, although it was rejected by ITC internal evaluation committee.

Possible further conferences available to be funded through ITC grants were discussed.

Action has also received and granted one STSM application for Grant period 3. Prof Pau, Title: Ontology of PUI – starting Danish-Georgian cooperative project regarding PUI terminology and mapping. Due to changes that COST have initiated, capping the maximum travel amount to 300 euro, this STSM was no longer viable. These changes will have an effect on future STSM's, limiting travel options and destinations.

6. Update from the Grant Holder: Action budget status (Annex 3)

Prof Fineberg gave a presentation of the current Action Budget.

Due to unforeseen circumstances the grant holder was changed in July 2019, from the University of Hertfordshire to IDIBELL, Barcelona. As a result there was a delay in approving and opening the budget for the grant period 3. As a result of that some planned activities (including 2 ITC grants and a conference) could not be funded.

There was a mistake on the lines 3rd and 4th in 3rd column (**Annex 3, slide 22**).

7. Monitoring of the Action (Annex 3)

Deliverables were summarized and further work plans discussed including completion of the development of an open-access database. Completion of a certified PPI research training for PPI stakeholders in the Action. Action has not organized the 2nd Annual Scientific Meeting "Cost and burden of PUI a Cross National Approach", but the Action will use its academic program for the training school in Budapest.

- **Voting! There was a proposal to amend item 19 (Slide 29).** As several rating scales have already been used to assess PUI, it was proposed to change the deliverable 19 from "to develop and validate a new rating scale for PUI in the form of a Report" to "Identify the best rating scale for PUI in the form of a Report"
- Rating scales and brief CBT interventions to tackle PUI were planned to be introduced at the upcoming workshop in Budapest.
- **Voting will be needed to approve the payment of translation of the Brief CBT intervention for PUI into English.** Action will then put the intervention protocol on the official website
- **Voting was suggested to remove Science Fair from the deliverables list and include book project led by Bernardo Dell-Osso in collaboration with WG5.**
- It was agreed that podcasts has to be submitted before upcoming MC meeting in Vienna.

Second progress report will be submitted by Action chair 22-11-2019

8. Implementation of COST policies

- **Promotion of gender balance and Early Career Investigators (ECI)**

Possibilities to develop and implement a plan to significantly improve ITC and female participation, also at leadership levels, and to maintain the ECI involvement were discussed.

Risk management plans were discussed.

Identified risk to underspending of the budget was discussed providing several possible solutions:

- Approved Activities and spend approved by MC, which are held in reserve, should we have an underspend in the budget.
- Ensure meetings are as well attended as possible through efficient admin and convenient timings/location
- Overspending and Underspending should be well monitored and planned ahead.
- 2 ECI Members to represent the Action, as a dissemination meeting, at the up and coming Lisbon Addictions Conference (23rd – 25th Oct)

Several activities were planned for the upcoming period.

1. Filming and editing of the next training school (planned for either the end of this financial year or beginning of next; venue Budapest). Tentative costing approx. 12,000 euros. **Voted positively but requires confirmation by a quorum.**
2. Companion guide to PUI to be published as a popular e-book on our website, to be written and lead by Bernardo Dell-Osso in collaboration with WG5. Tentative costing approx. 2,000 euros. Will represent a very useful informative tool for patients and families in which we cover aspects of our manifesto with a more patient oriented approach and language along with many figures. Particularly the phenotypes issue more in detail (gaming, web surfing, gambling, shopping, cyberpornography, cyberbullying, cyberchondria etc) and essential information on epidemiology, diagnostic instruments, comorbid conditions and potential therapeutics. The costing of 2000 Euros would be for the graphic and for the illustrator (1000 each). The writing would be done by COST members at no expense. **Voted positively but requires confirmation by a quorum.**
3. Documentary about living with PUI. With WG5. Costing to be provided by Ornella before voting.

VOTE on which to adopt immediately.

8. Administrative Update

Prof. Fineberg went over the travel reimbursement rules and the dates for the submission of travel reimbursement. Relevant information can be found on the COST website at <http://www.cost.eu> (**Annex 3, Slides 23-47**)

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

a. Working group 1 Update – Dr L Carmi (**Annex 3**)

b. Working group 2 Update – Dr L Carmi (**Annex 3**)

VOTE for Dr Biljana Gjoneska to take the role ITC conference grant Coordinator.

c. Working group 3 Update – Dr Burkauskas (**Annex 3**)

d. Working group 5 first report – Dr Célia Sales

e. Working group 4 Budget Update – Dr Chose Menchon (**Annex 3, Slides 44-57**)

Mistake in slide 93. WG 5 should be included.

Mistake in slide 93. *“at least 3 COST members as co-authors, from different countries; manuscript published or accepted for publication in a peer-reviewed journal” should be changed to “at least 3 COST members as co-authors, from 2 different countries; manuscript published or accepted for publication in a peer-reviewed journal”*

Proposal for quarterly reports by each WG lead was approved.

10. Scientific planning

WG1 will focus on reaching agreement on Prototype Clinical Ratings Scale – for reports, training and implementation. WG1 will also focus on new grant submissions and 2nd and 3rd Scientific Meeting (with WG3) alongside planned workshop in Budapest, Hungary.

WG2 will be responsible for development of an open-access database; Clinical and preclinical workshops; Case studies collection: three books to be published by Cambridge University Press (Editors

Dr Bowden-Jones; Dr Corazza; Prof Fineberg); 2 STSM and more ITC grants; Training School: to be organised with WG 3 in Budapest in Spring 2020 (to include rating scales and CBT intervention); Next meeting will be held in October 2019 in Lisbon, Portugal during PUI Workshop and conference presentation

WG3 will focus on Podcasts of National Representatives. Symposium proposals, Scientific Publications 3rd Scientific Meeting, Updating the Website. Help with the website administration was offered by Dr. Artemisa Dores PhD student.

WG4 will be responsible for quality and assurances review and reporting.

WG5 will focus on identifying existing PPI groups, creating lay summary materials, arranging PPI meetings, training activities and focus groups.

11. Any Other Business (AOB)

Invitation to the meeting in *Lisbon, Portugal 22/10/2019* will be sent as soon as possible.

13. Location of the next meeting

WG 3 & 5; Lisbon, Portugal 22/10/2019

Whole Action - Budapest, Hungary (March, Venue TBC)

14. Closing

Prof Fineberg closed the meeting and concluded that a great progress was made over the period.