DISSEMINATION PLAN

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Abbreviations

AAd	**Action Administrator (Natalie Hall)**
PM	**Project Manager (Naomi A. Fineberg)**
SCM	**Science Communication Manager (Julius Burkauskas)**
EM	**Evaluation Manager (Edna Grünblatt)**
SCo	**Scientific Coordinator (Silvia Alexe)**
NR	**National Representatives (MC group)**
WP	**Work Package**
WG	**Work Group (WG1, WG2, WG3, WG4)**

Document History

Date	Person	Action	Status	Circulation
January 2018	Julius Burkauskas, Lithuanian University of Health Sciences	Producing 1st draft version of dissemination plan	draft	PM
February 2018	Naomi A. Fineberg, Hertfordshire University	Producing 2nd draft version of dissemination plan	draft	PM
February 2018	Edna Grünblatt, University of Zurich	Producing suggestions to 2nd draft version of dissemination plan	draft	EM
February 2018	Joseph Zohar, Tel Aviv University Zsolt Demetrovics, Eötvös Loránd University	Update on the 2nd draft version of dissemination plan	draft	PM
April 2018	Julius Burkauskas, Lithuanian University of Health Sciences	3rd Dissemination Plan updated according to comments of external reviewers NF, JZ, ZD, EG	draft	WP1, WP2, WP3, WP4, Sco.
May 2018	Julius Burkauskas, Lithuanian University of Health Sciences	Final Dissemination Plan to be sent via the coordinator to the Sco and all members. Uploaded on to the website "Net&Me" and COST Action system.	final	WP1, WP2, WP3, WP4, open to all members.

1 INTRODUCTION AND STRUCTURE OF THE DISSEMINATION PLAN

The CA COST Action CA16207 European Network for Problematic Usage of the Internet dissemination plan outlines all major dissemination activities on a European, project and national level. Furthermore, it outlines the coordination of the dissemination activities with the evaluation team (WG4) and the scientific coordinator (SCo).

All envisaged dissemination tools (e.g. web site, e-newsletter, etc.) are described.

We also define the responsibilities that the Action Administrator (AAd), Science Communication Manager (SCM), Evaluation Manager (EM), National Representatives (NR) and Project Manager (PM) will undertake to facilitate efficient operation of the plan.

Advancing the understanding of problematic use of the internet

2 CONTEXT OF COST ACTION CA16207 EUROPEAN NETWORK FOR PROBLEMATIC USAGE OF THE INTERNET

2.1 MAIN AIMS OF COST ACTION CA16207

Problematic use of the internet (PUI) and its impact on the health and wellbeing of European citizens represents an emerging challenge for mental health research:

The COST ACTION CA16207 aim is:

To bring together a multidisciplinary and geographically diverse group of experts and opinion leaders under one European-led Network, to leverage the existing funded research into a more coherent programme to advance the understanding of PUI from a bio-psycho-social perspective, clarify the brain-based undergirdings and develop effective interventions.

The dissemination plan also defines the three identified dissemination levels (European, Project, and National level) and outlines the respective target groups.

WG1: Knowledge Creation and Exchange:	
Objectives, Activities and Deliverables	Establish multi-disciplinary, multi-stakeholder research network; Integrate scientific and technical advances; Address knowledge gaps; Identify the most promising research goals; Develop an open-access electronic research database (with WG2); Develop a platform of research tools and targets for onwards development
	Establish the Network (researchers, clinicians, PPI representatives, policy makers, health commissioners, SME / industry partners). Run WG meetings, and symposia to review current advances and create a list of active research projects. Run workshops, teleconferences to determine new research goals. Develop grant applications. Evaluate new findings to define a platform of tools and targets.
	Report on WG membership and activities (repeated annually); Consensus Statement on diagnosis of PUI (Report); Prototype clinical rating scale, for onwards validation (Report). Consensus Statement on cost and burden of PUI (Report). At least one networked grant application submitted. Validated rating scale (Report). At least one networked grant application submitted. Consensus statement on interventions for PUI (Report); International Conference 'State of the Art in PUI' (with WG3)
Dissemination Objectives	• Dissemination of Consensus statement and research findings in scientific literature as well as available media such as Actions Web page "Net&Me" and Facebook page, Twitter, Researchgate (+ update in Wikipedia).
	• Present findings in scientific conferences and meetings.

WG 2: Training and Mentorship	
Objectives, Activities and Deliverables	Educational and training enterprises to fill gaps in scientific and technical skills and knowledge. Mentorship schemes; Research training for PPI representatives.
	Educational workshops, training schools, to fill knowledge and skills gaps and build capacity; Mentorship schemes for early-career scientists including low income countries; PPI reference group; PPI training; Build an open access database (with WG1); Run data-base training.
	Report on WG Membership and activities (repeated annually); Certified PPI training completed; Open-access database launched. Submit for peer review at least one scientific publication (poster, paper) from an early career scientist. Early career scientists' symposium at International Conference.
Dissemination Objectives	• Dissemination of available training activities (e.g. seminars, workshops, webinars) through media including Actions Web page "Net&Me" and Facebook page, Twitter, LinkedIn.
	• Dissemination of training opportunities supported by COST (e.g. ITC grants, Short Scientific Missions) and mechanisms by which individuals apply.
	• Dissemination of early career scientists works

WG 3: Dissemination, Impact and Exploitation	
Objectives, Activities and Deliverables	Create an effective working atmosphere and communication structure; Maximise impact with a modern and integrated communication system optimising equitable access to all groups; Reach the highest potential audience, update and inform them about the Network; Create awareness about the COST Action in the wider public domain; Consult with PPI representatives to tailor the Action to their needs; Popularise knowledge about COST Action and its benefits for Europe; Effective transfer and exploitation of insights arising from the Action into the scientific, biotechnology and health service arena; Advance health policy based on emerging findings.
	Develop Dissemination Plan; Meetings with Technology Transfer Office; Set up interactive website with links to social networking/ professional sites with areas for internal communication and public-accessible areas built according to search engine optimization to maximize exposure and meet the audience's (scientist, clinician, patient, public) needs; To include links to publications and updates in the field; Social media optimization on platforms such as Facebook, Researchgate, Twitter to increase public awareness; Plan symposia, training-schools, workshops, teleconferences with WG1, to publicise the work; Run Annual Scientific Meetings to disseminate findings, to which all participants will contribute; Publish outputs via open-access peer-reviewed publications to reach widest scientific and non-scientific readership and via interactive public podcasts and science fairs; Reach out to Health Commissioners to update them on treatment guidelines and clinical service standards.
	Deliverables: Year 1: Report on WG Membership and activities (repeated annually); Dissemination Plan (doc); Website launched; 1st Annual Scientific Meeting 'State of the Art and future of research in PUI'; 1st scientific paper, introducing the Action, and 2nd paper "Defining PUI" submitted to peer reviewed journal; Podcast (repeated annually). Year 2: Symposium at international meeting; 2nd Annual Scientific Meeting 'Cost and Burden of PUI a Cross National approach''; At least 2 papers submitted for peer reviewed publication. Year 3: 3rd Annual Scientific Meeting: Symposium proposal submitted: At least 2 papers submitted for peer reviewed publication. Year 4: Symposium at international meeting; Special journal issue (>=5 papers) submitted for peer reviewed publication; International Conference 'State of the Art in PUI' (with WG1).

WG 4: Management, Governance and Quality Assurance.	
Objectives, Activities and Deliverables	Establish sound management, governance and quality assurance procedures.
	Set up the Office, the WGs and the Management Committee (MC); Establish risk management plan. Monitor risk and report to chair and SC at quarterly intervals; Establish financial management plan; Set up 3-monthly WG teleconference, skype, and annual face to face meeting; Ensure periodic reporting from other WGs to this WG.
	Report on WG Membership and activities. Regulations and reporting ledger; Risk management and contingency plan; Quarterly reports concerning risk and management actions; Annual governance reports; Organise 2 MC meetings.
Dissemination Objectives	• Evaluation of dissemination activities

The high-level project objectives have been further translated into project dissemination goals, the specific outputs to be produced will be implemented by various measures.

3 SCIENCE COMMUNICATION MANAGER ROLE IN RELATION TO COST ACTION CA16207

The SCM has forwarded former draft versions of this dissemination plan to all COST Action CA16207 members to receive their feedback and input. The current version of the dissemination plan adheres to the dissemination principles outlined in the main COST Action CA16207 protocol. The exchange of documents has helped to synchronise the planned dissemination activities.

The SCM role involves:

- Building a communication strategy and planning for the Action
- Sourcing, proposing and writing content for the Action's communications channels (online – web + social media & print material) + the media, as the case may be.
- Staying in contact with COST Science Officer about the Action's communications activities or plans/ideas (events, interviews, media relations, press releases, success stories etc.). Some of this content will also be published on the COST website and on social media channels
- Informing COST Science Officer about any media contacts Action may have or plan to develop in the future
- Providing news to the COST Action's website and social media platforms
- Managing communication tools and channels: online and print, website, social media, video, infographics, brochure.
- Coordinating the possible Final Action Dissemination (FAD) Grant at the end of the Action

4 DISSEMINATION IN RELATION TO EVALUATION

A good exchange of information, knowledge and best practice is one of the main objectives of the COST Action CA16207 project. The exchange of evaluation results supports this objective and is considered to be crucial.

In this sense all dissemination activities on the project level will be evaluated and monitored. Therefore, a list of targets for each dissemination activity was defined with the support of the evaluation team of WP4. All targets will be evaluated on an annual basis by the WP4 team.

Furthermore, the evaluation results of the project will also form the main basis for some dissemination activities at the end of the COST Action CA16207 project (e.g. final brochure, final conference).

The evaluation team is aware of this important task and cooperation between all WGs. A first line of communication is ensured by regular telephone conferences and e-mails attended and received by the SCM. Meetings between the WGs will be organised when considered necessary. This might be for example a joint meeting during certain events already planned for the COST Action CA16207 dissemination and/or exchange of information.

5 DISSEMINATION IN RELATION TO SCIENTIFIC COORDINATION

The SCM and the PM, Vice Chair of the Action, Science officer of the Action will work together closely through face-to-face meetings, telephone conferences and e-mail exchange. One of the main objectives of WG 1 – Research and Technological Development – is to establish multi-disciplinary, multi-stakeholder research network and integrate scientific and technical advances. To avoid double work and use the most efficient dissemination channels a strong cooperation for this task is envisaged. Some of the public documents will be put on the COST Action CA16207 website e.g. the Final Project Report.

6 DISSEMINATION PLAN

6.1 AIMS OF THE DISSEMINATION PLAN

The COST Action CA16207 dissemination plan is the key strategy paper for all dissemination activities within the project. It defines a clear strategy in terms of responsibility, dissemination tools and dissemination channels. Therefore, it will help to fulfil the outlined requirements in the most satisfactory and timely manner. More precisely the aims are:

- to describe and define dissemination activities to be performed,
- to describe the work division between and the responsibilities of different COST Action CA16207 WG and WP,
- to describe the work division between the different dissemination levels (European level, project level and national level),
- to specify dissemination means and communication channels.

6.2 DISSEMINATION LEVELS

COST Action CA16207 will use a multi-level approach including tailor-made dissemination tools and activities depending on the respective target audiences and their needs.

COST Action CA16207 has identified target groups on three different levels: **European level**, **project level** and **national level**. For all these target groups a full set of traditional dissemination tools accompanied by innovative dissemination activities will be carried out.

Each level will have two main subsections made for the purpose of reaching specific target audiences. The first section under each level will be scientific dissemination including sharing COST Action's CA16207 project scientific results. The second section will involve outreach activities including working with the media, reaching patient groups, policy makers, and other lay stakeholders.

6.2.1.1 *European Level*

We will address target audiences at all stages of the project to create a lasting impact on the field, the European economy and the public. We devote a WG to Dissemination and Exploitation, which, will establish a detailed Dissemination Plan to ensure the rapid internal and external transfer of information and findings to all relevant parties and sectors.

An interactive website will be launched for internal and external use including links to other social networking/professional sites.

Flyers, containing detailed information on the consortium and a programme of events will be developed in the first year and updated to raise scientific awareness of the Action.

The participants will take it as their duty to represent the Action at the most important and relevant scientific conferences (e.g. ECNP >5000 delegates), symposia and other scientific and non-scientific events. Therefore, we fully expect that the results will additionally be publicised through the existing repertoire of international scientific meetings of learned bodies and professional societies.

We plan at least one Annual Scientific Meeting, to which all partners will be invited and a well-publicised, International Conference devoted to showcasing the work to the wider scientific community, in Year 4.

The results will be made available to the widest global scientific and non-scientific readership via peer-reviewed publications in "Open Access" scientific journals. The results will also be used to update evidence-based clinical guidelines and on-line learning modules to which the partners actively contribute.

We will run training workshops and schools for early career scientists, aligned with existing ECNP activities to maximise cost effectiveness, at which the benefits of international collaborative research for European cutting edge science will be showcased.

We also ensure the findings are presented in an easily communicated, informative manner by service user organisations (e.g. OCD Action Annual Meeting), so that insights arising are made swiftly available to the general public.

We will commission a professional podcast production team to involve the public and patients in live discussions with experts on important aspects arising from the work. The Network will ensure the activities of COST Action and the role of the European Commission are publicized on a wider basis through the news media (e.g.), public science festivals and public meetings. Information will also be provided to stakeholders such as government bodies, consumer charities and advocacy groups, medical and other professional societies and patient groups. The Action will ensure effective onwards dissemination of the results in technical journals (e.g. Medical Image Analysis) or through exhibits at the numerous scientific fairs each year that these partners attend, e.g. Human Brain Mapping, Arab Health, through which tens of thousands of scientists can be reached.

Many Action members are currently contributing or have contributed to treatment guidelines, government policy and clinical commissioning that direct healthcare delivery. They will ensure the results inform guideline and policy development at an international level.

Scientific knowledge, skills and methods generated by the Action will serve as a basis for further internal and collaborative research. The ECNP, representing the foremost European provider of education brain sciences, will play a key role in the project's dissemination activities. Not only is ECNP's mission a perfect fit for these kinds of projects, but the skills and resources in the ECNP Office, the numerous meetings ECNP organises, along with the very wide network of researchers, industry professionals, regulatory officials, patient representatives, participation in the European Brain Council and press contacts that ECNP has access to, make it a strong disseminator.

All partners will be invited to join the ECNP-Networks which includes research networks devoted to Obsessive-Compulsive Disorders, Brain-Imaging, Child and Adolescent Psychiatry and Anxiety Disorder, thereby ensuring the impact reaches key researchers in the wider scientific field and offering exciting opportunities for new collaborative research initiatives to translate the results into clinical practice.

Wherever possible, the ECNP, with its large and active network of clinical-preclinical scientists, will take the lead in developing the outputs in future studies of international status e.g. multicentre clinical trials for new interventions, machine learning of group-level multimodal data to develop individualised biomarkers, field-testing of biomarkers among relevant clinical groups.

Transfer Office whose role is to systematically engage with academics to patent/protect innovative disclosures, advise and support development and eventual commercialisation. Business/technology networks will be used to identify collaborative partners alongside posting on technology platforms viewed by major investors in the field.

Scientific dissemination	**Outreach activities**
- Dissemination plan	
- Website	
- Scientific conferences	- Flyers
- Annual Scientific Meeting	- Science Media Centre
- "Open Access" scientific journals	- Attendees of well-known international events in the field of PUI and related fields
- Training workshops and schools for early career scientists	- Podcasts
- Scientific fairs	-
- Joining ECNP and other science networks	-
- ResearchGate	- Facebook and Twitter

6.2.1.2 *Project Level*

Dissemination of information at project level ensures quality information exchange on the implementation progress, barriers and drivers, experiences, results and outcomes, gathered and identified in the preparation and implementation phases. Mainly, the WP4 team will be responsible for monitoring the quality of this activity.

The WP4 team will provide information to the SCM, Chair of the Action, Vice Chair of the Action.

Clear coordination by the SCM and strong involvement of WG WP is of key importance, with a closed information loop to provide feedback information about the on-going dissemination process. Therefore, a regular update on information to be disseminated will be collected via the file sharing system incorporated into website of the Action.

Each nominated national representative (NR) (see 6.2.1.3) will get a link to the main website of the Action folder with three sub-folders for disseminating news at the European, Project and National level. File sharing services will make it easier to search for news and Actions activities. A certain file – or even a certain word or phrase within a file could be easily reached by the Search tool.

The SCM will see what files and folders have been recently updated in the NR website account and will disseminate this info via "Net&Me" website and other relevant media.

Scientific dissemination	Outreach activities
- File sharing platform	

6.2.1.3 *National Level*

The PM and SCM will support NR promoting COST Action CA16207 on the national level. National activities to disseminate knowledge about COST Action CA16207 are of high importance. The opportunity to talk to national target groups in their mother tongue is highly appreciated. We therefore envisage setting up 'so called' National Task Forces for each country participating in the project.

The aim of National Task Forces led by NR is to create partnerships between public/ semi-public institutions that would promote COST Action CA16207 at a national level. The main objective of NR will be to inspire potential institutions to join the COST Action CA16207 community and participate in national events.

National Task Forces will act to promote the COST Action CA16207 ideas on the local level by disseminating the aims of the COST Action CA16207 towards the local patient representatives groups, policy makers or experts in the field in at least one planned local event.

In order to set up the National Task Force, we will ask each Member country to nominate a National Representative (NR) from among their MC members. The job of the NR will be to interface with the MC and SCM and to co-opt a national Task Force of active individuals to take forward the Dissemination plan at a National level. The NR will have an opportunity to report the plans and activities of the National task Force at MC meetings.

We expect that National Task Forces will make their national dissemination plan and work together with local media (daily newspapers, magazines) to ensure that COST Action CA16207 gets well-known at the local level. National Task Forces will be responsible for translating documents into the local language and publishing main documents and guidelines, comprising the main relevant facts.

Responsibility of NR:

- Design national COST Action CA16207 dissemination plan
- Create synergies with potential partners (e.g. Ministries, NGOs and everybody with a possible interest in COST Action CA16207 and its subject matter)
- Contact potential partners and create a platform or network
- Invite partners to COST Action CA16207 workshops, local activities, etc.
- Transfer the COST Action CA16207 knowledge to local communities in their country

Scientific dissemination	**Outreach activities**
- National dissemination plan	
- National Task Forces	
- National scientific conferences	- Reaching out to local media
- National network	- National podcasts
- Partner invitation to COST Action CA16207 workshops, local activities	
- Identify clinical services in the field	

6.3 OBJECTIVES

The COST Action CA16207 Dissemination Plan will ensure effective dissemination of COST Action CA16207 outcomes and raise awareness about Problematic Usage of the Internet. It will establish an intensive process of experience exchange with regard to COST Action CA16207 on all three dissemination levels. In order to ensure a facilitated and targeted approach for each of the three dissemination levels own objectives were outlined and described.

6.3.1.1 European Level

The main dissemination objectives for COST Action CA16207 on the European level are:

- to establish and further extend links with strong partners in the Problematic Usage of the Internet and related fields
- to provide high quality contributions to the dissemination of the project via media and scientific as well a lay publicity
- To generate scientific knowledge, skills and methods for further internal and collaborative research
- to disseminate COST Action CA16207 at international events.

6.3.1.2 Project Level

The main dissemination objectives for COST Action CA16207 on the project level are:

- to support local dissemination
- to provide quality assurance for local dissemination
- to ensure empowerment of COST Action CA16207 working staff
- to effectively disseminate achievements of the project at international and national levels
- to support the branding of COST Action CA16207

6.3.1.3 National Level

The main dissemination objectives for COST Action CA16207 on the national level are:

- to establish National Task Forces
- to provide a national dissemination plan (such as training events, symposia, workshops, podcasts)
- to cooperate with strong national networks and stakeholders
- to support translation of COST Action CA16207 -related information into local languages
- to ensure visibility of COST Action CA16207 for the target patient groups and scientists
- to ensure that COST Action CA16207 is well-known nationally

- to support the branding of COST Action CA16207

6.4 TARGET GROUPS

6.4.1.1 *European level*

European target groups		Ways To Reach Target Audience
Potential partners	- Experts in the field of PUI and related fields	- Joining science networks
European, regional and national bodies	- Decision-makers on EU, regional and national level (e.g. experts working on prevention.	- Open statement
	- International public organizations (practitioners, researchers, planners, ...)	- Contacting via LinkedIn, personal e-mail, or advertising in social media, e.g. ResearchGate, LinkedIn
	- Technology providers	- Science Networks, Scientific Fairs
	- International media	- Contacting directly via e-mail
	- Internet users	- Social Media platforms such as Facebook and Twitter, Podcasts
International conferences attendees	- Attendees of well-known international events in the field of PUI and related fields	- Flyers

6.4.1.2 *Project level*

Project target groups		Ways To Reach Target Audience
all COST Action CA16207 partners	All COST Action CA16207 partners and associated partners	Websites file sharing system

6.4.1.3 *National level*

National target groups		Ways To Reach Target Audience
Potential COST Action CA16207 partners	- Decision-makers	- Open Statement
	- National practitioners	- National scientific conferences
	- Teachers	- Social media
National bodies	- Decision-makers on national level (e.g. experts working on prevention)	- Direct contact via e-mail, LinkedIn etc. - National scientific conferences
	- National authorities (e.g. governmental bodies, professional institutions, NGOs)	- Direct contact via e-mail, LinkedIn etc.
	- University centres/ research centres/ Researchers and students	- E-mail, social media, request to join collaborative network
	- Patient representative groups	- Social media
	- Final Users of the web platform	- Social media
	- Newspapers and professional magazines	- Contacting directly via e-mail
	- Internet users	- Social Media

7 DESIGN/IDENTITY

The Action CA16207 logo was recently approved by COST organization on 2018 January 10th.
The Net&Me logo was developed to be modern. It is an individual mark that seeks to present a forward-thinking COST action community aiming to advance the understanding of problematic usage of the internet from a bio-psycho-social perspective, clarify the brain-based undergirdings and develop effective interventions.

The logo reflects the subject matter and will work across a range of media types. The '@' element is designed to complement and enhance the logo. The colour and typeface is chosen to reflect the main COST theme (using the same colour pallet) as it neither dominates nor becomes insignificant symbolising quality of the professional team.

It is now possible to use this logo for all web, digital or printed material. The recommendation is to always leave the logo some space to breathe and use it on white or neutral backgrounds.

8 DISSEMINATION TOOLS

8.1.1 Project Website "Net&Me"

An interactive website with links to social networking/ professional sites with areas for internal communication and public-accessible areas built according to search engine optimization to maximize exposure and meet the audience's (scientist, clinician, patient, public) needs will be established.

The design of the website will be created to be easily adjusted to the need of localization. It will be ready to accommodate new languages and visual norms. Localized versions will be created as a subfolder of current site, or a subdomain.

National representatives will be responsible for translating the main content of the Action website to make sure that localized sites get the same attention as the main site by providing the most up to date information available.

A "media corner" will be built the COST Action CA16207 website. Information should include a clearly identified link called "newsroom" or "media corner" or "press" on the homepage, direct access (one click) to media releases, contact information, full media kit information (fact sheets, bios, questions and answers, COST Action CA16207 milestones/ historical timeline, COST Action CA16207 summary of achievements), etc.

Responsibility of SCM:

- Provide up to date information to the project website (using weekly information collected from the national representatives and WG leaders)
- Produce project-related news

Responsibility of PM:

- Provide a platform for web page translation

Responsibility of WG2:

- Provide timely information on training activities for dissemination.

Responsibility of NR:

- Translate website into local language
- Provide up to date information on activities in the respective country
- Provide podcasts on suggested themes

8.1.2 Project Brochure

Action CA16207 will produce two brochures during the lifetime of the project.

The first introductory brochure will consist of a short description of the project. The second brochure will be produced in the last month of the project and it will contain main results, recommendations, lessons learnt and achievements of the project.

Both brochures will be produced in English and will be forwarded to the NR for their distribution. Both brochures will be posted on the project website and will be available to download as a paper version. The first brochure is already uploaded.

Figure 1. Action CA16207 will produce brochure sample

Responsibility of SCM:

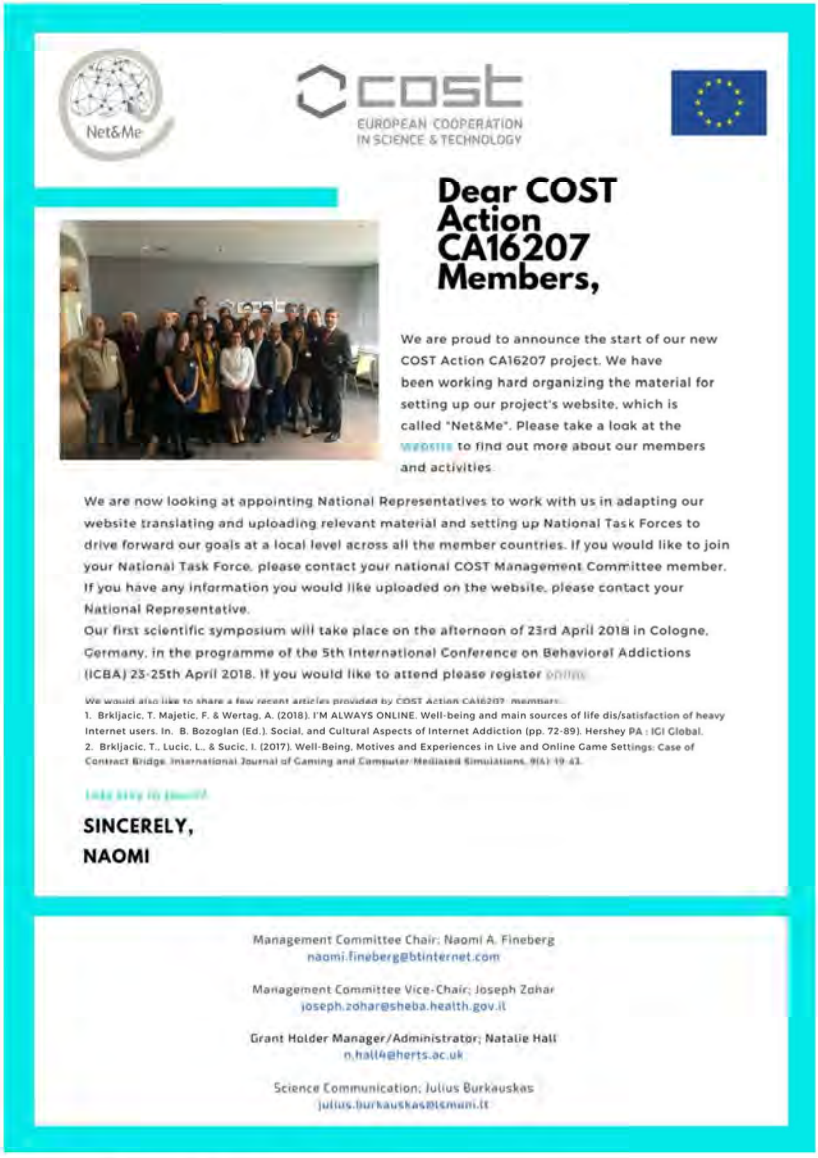
- Develop concept of brochure
- Produce first draft version of brochure

8.1.3 Electronic Newsletter

The COST Action CA16207 e-newsletter will contain news about the project and workshops. It will be mainly generated by news published on the Net&Me website. News will be generated by the SCM and updated and double-checked by PM.

The main target group will be national COST Action CA16207 representatives. The used language will be English. The SCM will produce a template facilitating the translation of the e-newsletter into local languages. Therefore, national representatives will be able to translate the e-newsletter and forward it to their local target group, if the need for that is identified.

Please find below a draft of the first newsletter:



Dear COST Action CA16207 Members,

We are proud to announce the start of our new COST Action CA16207 project. We have been working hard organizing the material for setting up our project's website, which is called "Net&Me". Please take a look at the website to find out more about our members and activities.

We are now looking at appointing National Representatives to work with us in adapting our website translating and uploading relevant material and setting up National Task Forces to drive forward our goals at a local level across all the member countries. If you would like to join your National Task Force, please contact your national COST Management Committee member. If you have any information you would like uploaded on the website, please contact your National Representative.

Our first scientific symposium will take place on the afternoon of 23rd April 2018 in Cologne, Germany, in the programme of the 5th International Conference on Behavioral Addictions (ICBA) 23-25th April 2018. If you would like to attend please register online.

We would also like to share a few recent articles provided by COST Action CA16207 members:

1. Brkljacic, T. Majetic, F. & Wertag, A. (2018). I'M ALWAYS ONLINE. Well-being and main sources of life dis/satisfaction of heavy Internet users. In. B. Bozoglan (Ed.). Social, and Cultural Aspects of Internet Addiction (pp. 72-89). Hershey PA : IGI Global.
2. Brkljacic, T., Lucic, L., & Sucic, I. (2017). Well-Being, Motives and Experiences in Live and Online Game Settings: Case of Contract Bridge. International Journal of Gaming and Computer-Mediated Simulations, 9(4): 19-43.

Like this to share?

SINCERELY,
NAOMI

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Figure 2. Action CA16207 e-newsletter sample

Responsibility of SCM:

- Produce design of e-newsletter
- Provide news on project
- Distribute e-newsletter
- Create a platform on the Web page "Net&Me" to sign-up for receiving a e-newsletter

Responsibility of PM:

- Provide news at Project level and European level

Responsibility of NR:

- Respond to the tasks provided by PM in the e-newsletter

8.1.4 COST Action CA16207 meets Facebook

The online platform Facebook will play a crucial rule in COST Action CA16207. It is planned to establish a COST Action CA16207 page on Facebook, where people will be able to discuss issues, get information about planned activities and events.

Responsibility of SCM:

- Create a Facebook (English) page
- Provide input for Facebook and invite other potential COST Action CA16207 users to join.

Responsibility of NR:

- Promote Actions Facebook page on a national level.
- Provide input for Facebook via Actions website "Net&Me" file sharing system.

8.1.5 COST Action CA16207 and Twitter

COST Action CA16207 will use Twitter as a platform for communication.

Responsibility of AAd:

- Create a Twitter (English) page
- Provide input for Twitter.

Responsibility of national representatives:

- Promote Actions Twitter page on a national level.
- Provide input for Twitter via Actions website "Net&Me" file sharing system.

8.1.6 COST Action CA16207 and ResearchGate

The online platform of ResearchGate will be used by COST Action CA16207 to generate main documents of the Action into one online platform.

Responsibility of AAd:

- Create a Researchgate page
- Provide input for Researchgate and invite other potential COST Action CA16207 users to join.

8.1.7 COST Action CA16207 and LinkedIn

The LinkedIn will be used by COST Action CA16207 to announce important events and make contacts with experts in the field.

Responsibility of SCM:

- Create a LinkedIn page
- Provide input for LinkedIn and invite other potential COST Action CA16207 users to join.

Responsibility of NR:

- Provide input for LinkedIn and invite other national authorities' users to join.

8.1.8 COST Action CA16207 meets Wikipedia

Wikipedia is written collaboratively by volunteers; the vast majority of its articles can be edited by anyone with access to the Internet. Currently, no COST Action CA16207 entries can be found on Wikipedia. An update on problematic use of the internet will be uploaded on Wikipedia citing Actions website.

Responsibility of SCM:

- Provide a short update in Wikipedia on problematic use of the internet citing Actions website

Responsibility of NR:

- Translate Wikipedia page on Internet Addiction into local language

8.1.9 Scientific publications

Scientific publications are a crucial elements to ensure the goals of COST Action CA16207reach their target audience. We aim to produce various types of scientific publications, including written such as books, chapters, research articles, oral such as lectures, podcasts, and multimedia such webinars etc. In order to optimise the dissemination of these activities, our Action will promote open journal access to research articles, will promote shared access to databases according to agreed principles, and open access where possible to educational resources.

Responsibility of SCM and AAd:

- To support the dissemination of scientific publication materials using all relevant available tools.

Responsibility of NR:

- To gather together relevant national publications to present to the SCM and AAd for dissemination.

9 RESPONSIBILITIES

9.1.1 Responsibilities of the SCM

1. Produce project-related news for the "Net&Me" website
2. Produce first draft version of Action logo
3. Carry out concept of brochure
4. Provide input for main parts of the brochures
5. Produce first draft version of brochures
6. Produce design of e-newsletter
7. Stimulate the process and the creation of National Representatives Task Forces
8. With the help of AAd create a Facebook, Twitter, LinkedIn and Researchgate pages
9. Provide input for Facebook and LinkedIn and invite other potential users to join
10. Make a Wikipedia content linking it with COST Action
11. Participate in trainings organised by COST
12. Use the provided tools and presentations of COST
13. Communicate closely with the PM and AAd to further all the dissemination activities of the Action
14. Communicate closely with the NRs to further the dissemination of the local activities of the Action

10 MONITORING AND EVALUATION

10.1.1 Overview

All dissemination activities on project level will be evaluated and monitored. Each dissemination activity at the project level will be assigned numerical targets, which will mainly be evaluated on an annually basis by WG4 and the numbers of targets met/not met will be reported to the MC. We will also monitor quality using additional metrics depending on the activity e.g. number of website hits. This will ensure that real figures and estimated figures can be compared and interventions can be introduced easily.

10.1.2 Numerical targets

10.1.2.1 Project Web site (EM will ensure the quality of the website)

Update Frequency: Target - Information will be updated once a week by the AAd.

Numerical targets = 1 per week

Additional subject for evaluation:

We will gather the following information, mostly accessed by using Google Analytics, four times per year:

- Users per month i.e. number of users clicking on the project web site per month, as a measure of website penetrance
- The extent to which "the most required files" (* see below) are actually uploaded onto the website, as a measure of website relevance

*10.1.2.2 * Project Logo*

Frequency: Creation at the very start of the project

Numerical target = one

*10.1.2.3 *Project Brochure*

Frequency: The Action will produce two project brochures during the lifetime of the project. The first brochure will be produced at the beginning and the second brochure at the end of the project.

Numerical target = Twice in the lifetime of the Action

Additional subject for evaluation = content relevance

*10.1.2.4 * E-newsletter*

Frequency: 3 times a year.

Numerical target = 3 per year

Additional subject for evaluation

- Number of contacts receiving the e-newsletter on Project level.
- Number of contacts receiving the e-newsletter on local level.
- Number of contacts signed in to receive the the e-newsletter via Web page
- Content relevance

10.1.2.5 Action meets social media

Facebook:

Frequency: Information to be updated twice a week.

Numerical targets = 2 per week

Additional subject for evaluation

- Number of followers of Facebook page per year

Twitter:

Frequency: Information to be updated once a week.

Numerical target = 1 per week

Additional subject for evaluation

- Number of followers of Twitter account per year

Wikipedia:

Frequency = Information uploaded in the Wikipedia page on Internet addiction as required.

Researchgate:

Frequency; Information uploaded in the Researchgate profile as required.

LinkedIn:

Frequency: Information update once a month.

Numerical targets = *1 per month*

Additional subject for evaluation

- Number of LinkedIn contacts per year

10.1.2.6 National Task Force Activities – National Event

Numerical targets*: at least one national event in the lifetime of the project*

Additional subject for evaluation

- Number of local, regional or national events where Action was presented.

10.1.2.7 Representation of the COST Action in international conferences

Numerical Target: At least one a year

Additional subject for evaluation

- Number of international events where the Action was presented

10.1.2.8 Science Media Centre UK (or equivalent)

Frequency: Once during the project

Numerical target

- By the end of the third year the Science Media Centre (or equivalent) will have been contacted to disseminate all relevant information on the project.

10.1.2.9 Scientific publications

Frequency: Will depend on the type of publication, please see below.

Annual Reports

Works consisting of annual statements concerning the administrative and operational functions of an institution or organization.

Numerical target = 1 per year

Bibliography

A summative work consisting of a list of books, articles, documents, publications, and other items, usually on a single subject or related subjects.

Numerical target = 1 per lifetime of the project

Congress Proceedings at which COST activities feature

Published records of the papers delivered at or issued on the occasion of individual congresses, symposia, and meetings; abstracts of papers delivered at such congresses; reports of the officers and delegates of such congresses; combinations of the foregoing; or proceedings of the conference of a society if they are not limited to matters of internal organization.

Numerical target = 1 per year

Consensus Statements

Official statements of the finding or recommendations expressing opinion.

Numerical target = 1 per lifetime of the Action

Database

Work consisting of a structured file of information or a set of logically related data stored and retrieved using computer-based means.

Numerical target = 1 per lifetime of the Action

Editorial

Work consisting of a statement of the opinions, beliefs, and policy of the editor or publisher of a journal, usually on current matters of medical or scientific significance to the medical community or society at large.

Numerical target = 1 per lifetime of the Action

Guidelines

Work consisting of a set of statements, directions, or principles presenting current or future rules or policy.

Numerical target = 1 per lifetime of the Action

Textbooks or Handbooks

Books intended for use in the study of specific subjects, containing systematic presentation of the principles and essential knowledge of the subjects, or works consisting of concise reference works in which facts and information pertaining to a certain subject or field are arranged for ready reference and consultation rather than for continuous reading and study.

Numerical target = 1 per lifetime of the Action

Peer Reviewed Journal Article

The predominant publication type for articles and other items indexed for NLM databases.

Numerical target = 5 in a lifetime of the Action

Manuscripts

Works prepared by hand including handwritten or typescript drafts of pre-publication papers or works not otherwise reproduced in multiple copies.

Numerical target = more than *5* in a lifetime of the Action

Meeting Abstracts

For individual abstracts of presentations at meetings, congresses, conferences, symposia, colloquia, seminars, workshops, round tables, and other professional gatherings.

Numerical target = 4 in a lifetime of the Action

Newspaper or Society Newsletter Articles

Numerical target = 2 per year

Practice Guideline

Work consisting of a set of directions or principles to assist the health care practitioner with patient care decisions about appropriate diagnostic, therapeutic, or other clinical procedures for specific clinical circumstances.

Numerical target = 1 per lifetime of the Action

*10.1.2.10 *Podcasts*

Frequency: Two in a year (for each National Representative).

Numerical target = 2 per year

Additional subject for evaluation

- Number of podcasts given

*10.1.2.11 *Open statement*

Frequency: Once or twice during the whole project upon agreement of MC

Numerical targets = *2 in the lifetime of the Action*

Additional subject for evaluation

- Number of open statements in four years