

Meeting- WG4: Management, Governance and Quality Assurance

Lead: Edna Grünblatt (EG)

Co-Lead: Jose Menchon (JM)

Observer: Eric Hollander (EH)

Present: EG, JM, EH, Naomi Fineberg (NF)

Apologies: Natalie Hall (NH)

Agenda points and discussion:

Comments / tasks

- | | |
|---|---|
| <p>1) Set up the office- update by NF: The office was set, and NH is the administrator, coordinating the COST-PUI project, doing secretarial work and help desk. Just recently, NH took an eCOST training in Brussels to learn the use of the eCOST tools. Julius Burkauskas (JB; Lithuania) is setting up the website for the COST-PUI together with NH, soon to be launched. Sevtlana Voinova (SV; COST EU office) acts as our Administrative office support for any further questions and needs.</p> | |
| <p>2) External advisory board will be selected from the current non-EU observers members in the COST-PUI – one of their task will be to judge and select who will receive travel grants/ workshops etc in an unbiased manner following agreed criteria e.g. according to excellence in the field, age, gender balance, and country balance.</p> | <p>NH will provide the list of non EU observers, in order to WG4 to select and external advisory board</p> |
| <p>3) Status of WG1 to WG3</p> <ul style="list-style-type: none"> • WG1 (lead- Sam Chamberlain; knowledge creation and exchange) has distributed their minutes from 10.11.2017- suggested several subprojects, e.g. consensus statement (review), review of neuroimaging findings in PIU, review of cognitive findings in PIU and meta-analysis, existing treatments, societal and public health impact on PIU, impact of technology, age and gender on PIU.... • WG2 (lead- Ornella Corazza; Training and mentorship)- NF reported that a Master Class training in Hertfordshire is planned for 29th March 2018. Furthermore a call for ITC travel grants will be launched to be able to attend the April meeting (adjacent to the IBAC conference) together with 3x grants for this meeting so young scientists will have the opportunity to present. The advertisement will be conducted via email to all members of the ITC countries. | <p>NH will circulate the latest telecom minutes/action points for WG1</p> <p>NH will circulate the latest telecom minutes/action points for WG2</p> <p>Ornella & Giovanni- whether they agree to an external advisory board to judge and select in a fair way who receives the support.</p> |
| <ul style="list-style-type: none"> • WG3 (lead Zsolt Demetrovicz; Dissemination, Impact and Exploitation)- NF reported that the first 6 months dissemination will be at the ICBA congress in Cologne-Germany March 2018. Some ideas for the next period are the APA in NY, CINP in Vienna and ECNP in Barcelona. In was discussed that | <p>NH will circulate the latest telecom</p> |

ICOCS meeting should be kept independent to the COST-PUI meeting. EH suggested applying to support from some organisations to be able also to support the non-EU COST members.

minutes/action points for WG3

EH- will provide NH and NF with the information on the grants.

- 4) Financial report- NF reported that at the moment only some of the administration costs were used, however no other costs has been conducted. The current financial plan for the first 6 months budget is as follows:

NH needs to deliver

Work and Budget Plan Summary

- **A. COST Networking Tools** EUR
- (1) Meetings 41,970.00
- (2) Training Schools 0.00
- (3) Short Term Scientific Missions (STSM) 5,000.00
- (4) ITC Conference Grant 3,000.00
- (5) COST Action Dissemination 3,000.00
- (6) Other Expenses Related to Scientific Activities (OERSA) 3,000.00
- **B. Total Science Expenditure (sum of (1) to (6))** 55,970.00
- **C. Financial and Scientific Administration and Coordination (FSAC) (max. of 15% of B)**
- **Total Grant (B+C)**

A final financial report should be prepared for the 6 months reporting.

NH and EG will prepare the report together.

- 5) Risk management plan

NH will send a draft of risk management aspects.

Ask Svetlana for templates from other COST projects.

- Monitoring the fairness of distribution of travel grant and young investigators support- setting criteria for selection of whom will receive the above. e.g. according to excellence in the field, age, gender balance, and country balance (means e.g. not more than two persons per country).

JM will send a draft for suggested criteria by end of this year.

- 6) Quality assurance measures

- In order to assess the quality of workshops, conferences and training- a requirement will be set to fill in satisfactory questionnaires to the quality of the presenters, of the content, of the venue and of the organization of workshop/conference/training, and a field in which improvements suggestions may be added.

EG will construct a simple template of a questionnaire (NF sent an example- see Annex)

Filling such feedback questionnaire will be a requirement and be linked to receiving attendance certificate.

NF will ask Julius if he could set this accordingly.

May be such feedback questionnaire could be set on an online system with a link to the delegates that attended? In this was also the statistical analysis of each event would be easier to do.

- To assess dissemination quality- (a) compile a list of all existing scientific publication. (b) compile a list of all dissemination activities including media activities (reports, newspapers, Tweets, etc.) that take place under COST

NF will ask Zsolt whether he will be able to compile such lists and put then regularly on

- 7) Setting next meeting for WG4 and deliveries of the above tasks.

our website (with
the help of Julius)

Next TC will be on
the **12th February
2018 19:00** Swiss
time (UK 18:00;
USA-NY 13:00)

Annex:



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BAP MASTERCLASS IN CLINICAL PSYCHOPHARMACOLOGY
DAY C: DEPRESSION/ANXIETY/SLEEP
FRIDAY 28TH APRIL 2017
EVALUATION

Number of Delegates registered: → 72
Number of Delegates attended: → 71
Number of forms received: → → 44

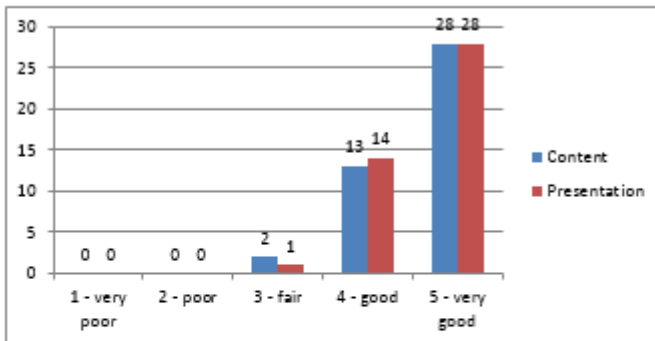
How did you hear about the course?

BAP Mailing: → → 02
BAP Website: → → 14
Colleague: → → 18
BJP: → → → 00
Previous Attendance: → 00
CMHP: → → → 01

Are you subscribing to the BAP CPD Online Resource?

Yes: → 02
No: → 14

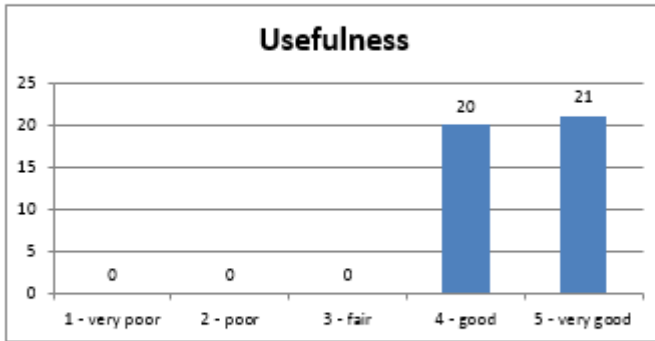
CLINICAL ART OF PRESCRIBING IN ANXIETY AND OBSESSIVE-COMPULSIVE DISORDERS—NAOMI FINEBERG



Comments:

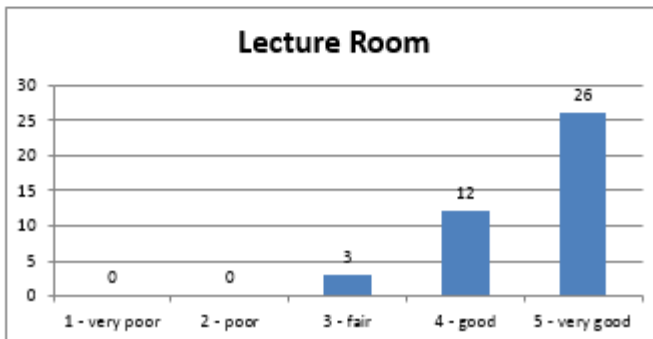
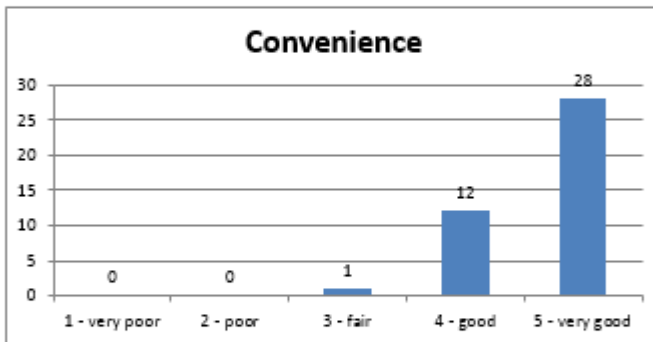
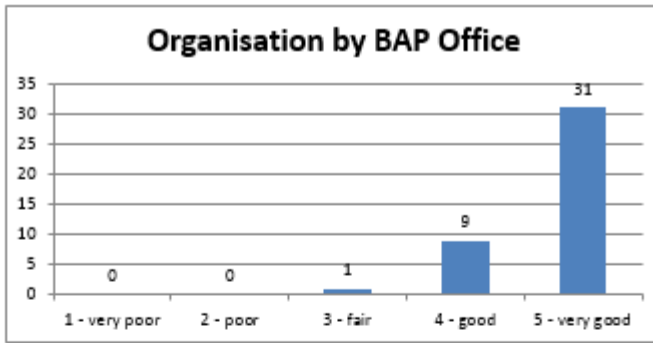
- Presentation was well-paced with useful clinical examples. Unhelpful apparent conflation of CBT and other psychological interventions. Not enough mentions of personality disorder in comorbidity—no helpful reflection on how this impacts on treatment. Real short-coming in the whole topic by both clinical presenters
- Slides were extremely useful, and the information on what does not work was helpful
- Great use of case
- Excellent—good to have a clinical scenario in presentation
- More about PD links please!
- Superb

PANEL QUESTIONS/DISCUSSION—JOHN ATACK, DAVID BALDWIN, NAOMI FINEBERG

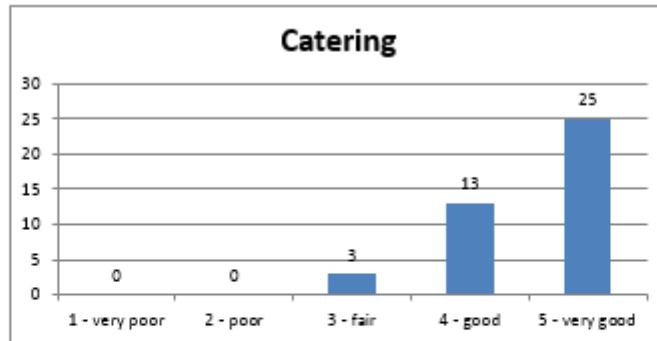


Comments:

- Response to complex PTSD was not particularly comprehensive or informed. Agomelatine discussion was really useful and the clarification of OCDP was particularly helpful
- Excellent panel—answered all my queries



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Comments:

- Would be really useful for inclusion of neurological changes secondary to psychotherapy to sit alongside understanding of pharmacological treatment resistance/failure. ¶
- The coffees were not hot enough ¶
- A session on organic personality change, neuropsychiatric symptoms and acquired brain injury patients would be helpful — as would highlighting key points in all presentations. In hindsight, the last two days were more useful than day one, but thank you for high educational value masterclasses over all three days ¶
- The organisation was brilliant. However, the tables were too close together and some people were knocking over other people's water to get to their seats. The BAP courses are fantastic, thank you. ¶
- Day three was excellent and so informative ¶
- The sleep physiology lecture is very superficial, need to focus more on the sleep pattern in different psychiatric illnesses and how sleep affects mental illness ¶
- Excellent communication and organisation beforehand and on the day ¶
- The slides taken from research papers are unreadable as the print is too small ¶
- The venue has been very good but with a full room became very warm! It was better in the afternoon ¶
- A clear structure and sequence in prescribing would be helpful in anxiety disorders ¶
- Excellent overall. However, I would like longer panel discussion and shorter science lectures — clinical applications are most relevant and interesting to most of us ¶
- Please switch the lights on when it is cloudy outside ¶
- Very informative course. Good input from presenters, particularly Dr. McAllister-Williams and Dr. Talbot ¶
- Electronic copies of the handouts would be invaluable. Many of the slides are so detailed they are impossible to read on the projectors AND handouts. It would also help if the presenters could be consistent in their use of abbreviations/acronyms, and if using these in their slides then be sure to define it ¶