

## WHO-INEBRIA

[International Network on Brief Interventions for Alcohol Problems]

### Meeting of Steering Committee Kolping Tagungshotel, Muenster, 17.00-19.00, 14 September, 2005

## MINUTES

### Present

Prof. Nick Heather (Chair)

Dr. Peter Anderson

Dr. Tom Babor

Dr. Toni Gual

Dr. Isidore Obot

Dr. Fred Rist

Dr. Ralf Demmel

Ms. Lidia Segura (Minutes)

### Apologies

Dr. Joan Colom

### **1. Minutes of previous meeting (19/10/04)**

The minutes of the last Steering Committee meeting were agreed as a true record.

### **2. Matters arising**

There were no matters arising.

### **3. Chair's report (NH)**

The main achievements were outlined. These included:

-The current conference, for which the chairman expressed his thanks to the organizers.

-The preparation of the constitution documents by the Catalan group.

-The development of the website, with some links having been provided (Survey on SBI, Alcohol and Injuries conference, etc.)

It was stated that the following still remained to be done:

-To contribute more to the dissemination of SBI around the world. Some examples we might learn from, without forgetting that we are a scientific organization, are:

-Ketil Bruun Society

-Motivational Interviewing Trainers Network (MINT)

-Very active.

-USA/Europe meeting model (changed each year)

-Around 500 members.

-Every year a training of new trainers.

-A newsletter 3 times a year.

Nick raised the issue of his retirement from the Chair of INEBRIA and the fact that Peter had expressed a willingness to take over as Chair. Nick would propose Peter as Chair at the forthcoming AGM/

All SC members were encouraged to circulate information about the Network to the people they knew.

#### **4. Secretary's report (LS)**

The following were raised as matters for concern:

- The need for more marketing strategies to achieve more registrations. What do we offer?
- The need to establish a formal procedure in order to decide who is finally accepted as member and who not.
- An e-mail of welcome will be needed.
- Regular communication with the members.

#### **Membership**

Session chairs at the Conference should be requested to remind everyone to fill in the registration form. The member's list will be prepared and circulated to the SC members to make decisions on acceptance.

It was agreed that the Secretariat will have to thank everyone for sending the application, provide information about the Network and tell everyone to take a look at the website.

The issue was raised of a standard response for members when accepted.

The benefits of membership were discussed. It was agreed that Tom Babor would work with the Secretariat on this issue.

#### **ACTION: TB, LS**

#### **Newsletters**

It was decided that a newsletter would be circulated every 6 months, at least between the Annual Conference. Authors could provide discussions, columns, articles, etc. However, it was noted that this would be difficult because of the lack of time.

Toni Gual agreed to take a look at the MINT newsletter and provide an overview.

#### **ACTION: TG**

Isidore Obot agreed to provide some overview and examples of the KBS newsletters (agenda subgroup, etc.).

**ACTION: IO**

It was decided that the people who wish to work on the newsletter would have to be identified and a form would have to be prepared. Nick said that the SC would have to contribute at the very beginning and an Editor would be necessary.

**ACTION: ALL****List Serve**

It was agreed that a mailing list for all members would have to be organized, and that the Australian group would check the contents of this. This will have to be raised at the AGM and considered.

**ACTION: LS to contact Australian colleagues**

Toni Gual mentioned that the secretariat would look into the Catalan Government facilities.

**ACTION: TG****Links**

Some links can already be established:

-PHEPA

-NIAAA

-WHO-AUDIT Manual (for non-commercial purposes)

**5. INEBRIA constitution**

It was agreed that the AGM could change the statutes and that the next AGM will have to decide on them.

It was mentioned that the Network has been constituted under the Catalan Law.

Membership is restricted to people who follow the aims of the Network.

It was stated that the network would not accept funding from the alcohol industry.

To amend the constitution a third of the members would be needed.

**6. Proposals for office-bearers (to prepare for INEBRIA AGM, 15/9/05)**

It was stated that Office Bearers would serve for three years and could be re-elected at the end of 3 years.

We have to be sure about the re-election time:

-3 will be re-elected after 3 years

-3 after 2 years

-3 after one year.

The duration of office will be as follows:

3 years (President)  
2 years (Secretary and Vice-President)  
1 year (Treasurer)

Founding members are restricted to EU members and will be Nick, Peter, Toni, Lidia and Joan.

A decision was taken to circulate a clean copy of the by laws to everyone. The copies will be checked and the pages will be signed. Copies of the passports of the founding members will be added.

Proposals for office-bearers at the AGM were agreed as:

-President - Peter  
-Vice-President - Toni  
-Secretary – Lidia  
-Treasurer – Ralf

A Network bank account has been opened at the Deutsche Bank

### **Ordinary members**

Ordinary members are to include representatives from all continents. Tom Babor or John Higgins-Biddle would be willing to participate. It was agreed that there should be gender balance. It would be necessary to wait and see who attends the AGM tomorrow. There should be 5 ordinary members. WHO and GENCAT representatives were permanent members of the SC.

## **6. INEBRIA funding**

Some profit may arise from the Conference registration fees.

It was mentioned that when we are officially constituted, we will be able to raise some money.

It was decided that the Treasurer will have to show the accounts once a year during the AGM, and that an external auditor will check the accounts to show that the books are correct.

The need to raise additional money was mentioned, and the possibility of introducing a fee for membership.

It was stated that local organizers have to raise money to organize the Conference but this can be always reconsidered.

## **7. Plans for annual meeting 2006 and future meetings**

It was proposed that the 2006 meeting would be organised in conjunction with Phepa II.

The 2006 meeting might take place in another continent and the 2007 meeting in Europe.

TB mentioned the CSAT which was independent of NIH and the implementation branch for mental health and substance abuse. This body is planning very large demonstration projects on SBI and referral to treatment. They considered co-sponsoring an international conference with NIAAA and NIH designed for policy makers and for translation into practice. Everyone will be brought to Washington. It is possible that INEBRIA could be included in this conference.

### **ACTION: TB**

Erikson Furtado had discussed with Nick the possibility of having a meeting in Sao Paolo. This possibility should be further considered.

### **ACTION: LS when new Committee has been elected**

It was agreed that we would try to have a meeting in a low-income country and that exceptional meetings could be arranged to make this possible.

At the beginning of October we should be aware of the reasonable options. We could link one of the INEBRIA meetings with PHEPA.

It was mentioned that a lot of time is needed to organise meetings properly. If we leave it to Phepa again, this would not be a problem.

It was decided that Dr Leo Pas and Dr. Bart Garmyn could be approached regarding a meeting in Brussels. If the Brussels idea does not prosper, we will go for the PHEPA meeting in 2007.

It would be good to have a meeting in USA in the next few years. It was agreed that NIAAA should be approached through Dr. Mark Willenbring. Tom said that if the Network expanded to cover tobacco and other substances NIDA as well as NIAAA could be engaged.

### **ACTION: TB, PA, AG**

**8. Other network activities.** There were no other network activities for discussion.

**9. Any other competent business.** There was no other competent business for discussion.