

INEBRIA

[International Network on Brief Interventions for Alcohol Problems]

Meeting of the Steering Committee Barcelona, 19 October 2004

Minutes

Present

Prof. Nick Heather (NH) (Chair)

Dr. Isidore Obot (IO)

Dr. Peter Anderson (PA)

Dr. Antoni Gual (AG)

Dr. Joan Colom (JC)

Dr. Fred Rist (FR) (Observer)

Lidia Segura (LS) (Minutes)

1. Minutes of previous meeting (15/03/2004)

Minutes were accepted since they had already been agreed by e-mail

2. Matters arising

- NH said that he had not received an answer to his letter of 5/4/04 addressed to Dr. Poznyak regarding the relationship of WHO to INEBRIA. IO replied that he had discussed the letter with Dr. Poznyak and would reply following this meeting.

ACTION: IO

- LS reported that the INEBRIA mailing list currently consisted of a database with approximately 190 records but that it would be updated after the INEBRIA conference.

ACTION: LS

3. INEBRIA organisational structure/office bearers etc.

NH had read a paper on the Kettil Bruun Society published in *Addiction* (vol. 99, pp. 161-4, 2004) and suggested that this society could serve in some ways as a model for the organisation of INEBRIA. After discussion, the following was agreed:

Structure

- There will be a permanent Coordinating Committee (CC) consisting of a Chairperson, one or two Secretaries (e.g. a main secretary and a membership secretary), a Treasurer, a representative of the Catalan Government, a representative of WHO, and other members, with the main organizer of the forthcoming annual INEBRIA meeting co-opted during the period in which the meeting was being organized;

- There will also be a Scientific Committee (SC) responsible for drawing up the programme on behalf of the CC for each annual conference, with the local organizer of the annual meeting as chair. This SC will report regularly to the CC. The SC may establish a local Conference Organizing Committee within its own structure.

Organization

The CC will identify the chair of the local committee and will decide the broad outline of the conference (e.g. theme, invited speakers, etc.) but leave the details to the local SC.

Officer-bearers

NH said that he had received no responses to his email of e-mail of 6/10/04 regarding suggestions for Office-bearers, except that PA had expressed an interest in being proposed as Chair following the annual meeting of 2005. This expression of interest was most welcome to NH.

It was clarified that, at the 2005 meeting the current Steering Committee would be dissolved and elections for the first CC would be held. NH raised several questions in need of clarification:

Who can be member of the CC?

How long will the tenure of a member of the CC last?

In particular, for how long can the Chair remain in office before having to stand down?

In regard to the last question, it was suggested that 3 years would be a suitable period in order to allow the Chair sufficient time to develop the network. However, this and the other questions above were matters that should be raised for discussion at the forthcoming INEBRIA Business Meeting on 21/10/04.

JC suggested administrative support for INEBRIA should remain in Barcelona. The Catalan Government (CG) would be recognised as the host organisation of INEBRIA and the CG would have a permanent representative on the CC.

It was suggested that Dr. Tom Babor should be invited to join the Steering Committee, initially to represent North America and possibly as Treasurer. PA agreed to approach Dr. Babor about this and to ask him to suggest someone else if he declines to join the Steering Committee.

Provisional list of officers for discussion at INEBRIA Business Meeting:

Chair

Secretary

Treasure

Ordinary members (i.e., experts on brief interventions [BI])

WHO representative

CG representative

Chair of SC for each forthcoming annual conference (temporarily co-opted)

2nd Secretary (e.g. membership)

4. INEBRIA funding and membership

After some discussion, it was agreed that a small membership fee, similar to that levied by the Kettil Bruun Society, would probably cost more to administer and collect than it would produce in revenue. It was therefore agreed to recommend to the Business Meeting that there should be no membership fees, although this possibility could be revisited at a later date.

A membership form will be developed and circulated to everyone on the INEBRIA list and to possible new contacts. This list would ask for details of involvement in brief intervention research and implementation. IO said that he could provide the KBS membership form to be used as model.

ACTION: LS & IO

5. Conference 2005

FR presented some background information on his research group and a description and some calculations regarding facilities for the organization of the 2005 Conference in Muenster.

The CG agreed to help and support the organizers in all possible ways as requested in order to facilitate the conference arrangements. The inclusion of attractive speakers such as Dr. Tom Babor and Dr. Steven Rollnick was suggested.

The SC for the conference will be chaired by FR and will consist of FR, Dr. Ralf Demmel, NH, PA, AG, plus any other local personnel FR wishes to include.

It was agreed that there was an urgent need to prepare a Call for Papers and send this to all INEBRIA members in the near future. The call would also be placed in relevant journals etc.

ACTION: LS, FR & PA

The meeting will be held over 2 full days, preferably Thursday and Friday, 14-15 September 2005.

Proposals for the programme included a workshop(s) on PHEPA products (clinical guidelines and training manual).

The official INEBRIA objectives should be kept in mind when preparing the programme (e.g. integration of BI with other preventive policies, special attention to young people).

It was agreed that the programme must be finished by the end of February, 2005.

ACTION: FS, NH and ALL

A Poster Session should be linked to a social event (e.g., breakfast) to attract participation.

6. Other network activities

The following were suggested, in addition to the INEBRIA annual conference, as activities the Network might engage in:

Thematic meetings held among members in single countries for BI experts only
International research collaborations between members
Production of books or journal papers through collaborations between members
A website with information and exchange of experiences
Promotion of BI guidelines etc.
A list of members' special interests and projects

Of these, the most urgent priority was the setting-up of an INEBRIA web site.

ACTION: LS and ALL

7. Any other competent business

There was no other business.