

STEERING GROUP

Minutes



Date	Monday 25 th June 2018	Time	13.00 – 15.00
Chair	Catriona Matheson	Location	Iris Murdoch Building, University of Stirling

Membership

Name	Organisation	Attendance
Catriona Matheson (Chair)	DRNS Convenor	Y
Tessa Parkes	University of Stirling, Deputy Convenor	Y (phoned in)
Aileen O’Gorman	University of the West of Scotland	Y
Alexander Baldacchino	University of St Andrews and NHS Fife	Apols
Alex Dunedin	Ragged University	Y
Alison Munro	University of Dundee	Apols
Anne Whittaker	University of Stirling	Y
Betsy Thom	Middlesex University London	Y (phoned in)
Dave Liddell	Scottish Drugs Forum	Y
Duncan Hill	NHS Lanarkshire	Apols
Lauren Johnston	Renfrewshire Council	Y
Joe Schofield	DRNS Coordinator	Y
Thea House (minutes)	DRNS Administrative Assistant	Y

1 Membership

CM welcomed everyone to the meeting, especially new members AD and BT who are attending for the first time. AD has joined the steering group as an expert through experience. AD outlined his interest and involvement in drugs research and other academic and educational initiatives. BT is a Professor and Head of the Drug and Alcohol Research Centre at Middlesex University. She joins the group as the DRNS’ new Prevention Theme Lead.

2 Previous minutes

Minutes from previous meeting (27th April 2018) were agreed as an accurate record of the meeting.

3 Matters arising not covered elsewhere on the agenda

3.1 Baseline data survey

JS provided an update on the work to map drug-related research in Scotland conducted between TP’s 2016 Scoping Review and the launch of the DRNS; providing a baseline of activity pre-DRNS. Requests for submissions have been made via email, Twitter, and the Newsletter; however, so far only 22 research projects have been submitted. Most submissions have been made by early career and NHS researchers, so this may not have captured all drug-related research in Scotland.

JS will send a copy of responses received to **Steering Group members** who will then identify uncaptured work. Once Steering Group members have provided their feedback, the data will be recorded as the baseline for drug-related research conducting in Scotland before the launch of DRNS.

4 Steering Group

4.1 Key Performance Indicator (KPI) log

The group reviewed KPIs with an “Active needs monitoring” status.

- 1.5: Working Task Groups (TGs) agreed addressing: Communication strategy, Website, Sustainability, Knowledge-exchange (KE).

The group decided that working task groups are not currently required because group members have the capacity to cover the relevant work. This will be reviewed at the August meeting.

- 1.7: Undertake baseline data capture on TG members grant applications, successful grants, value, funding source.

The group discussed this KPI separately (see 3.3 below).

- 1.9: TG priority plans agreed with Steering Committee. incl. bids for seeding grants / PhD or masters by research fellowships etc; literature reviews, scoping and horizon scanning.

The group discussed how the DRNS 'menu' (see 3.3 below) would help to define levels of DRNS support/involvement for people wishing to conduct research in Scotland. AO suggested this should include linking potential PhD students and supervisors with each other and with sources of funding.

- 1.12: TGs report to Steering Committee on their proposed strategies for communicating with the wider network; website; sustainability; KE.

JS will work with **theme leads** to create a plan that outlines expectations for their projects, funding bids etc as well as a system for theme leads to communicate back to DRNS.

4.2 Annual Report to the SFC

JS/CM/TP to draft the annual report in early August. The aim is to finish the first draft by next Steering Group meeting (27th August 2018). The draft will then be circulated to Steering Group members for final revisions and approvals during September. The group agreed that a draft copy will also be sent to Dr Alan McNair at the CSO for comments.

4.3 Operational plan

As discussed at the last Steering Group meeting, **JS** is producing an operational plan to provide a more specific outline and timeline for DRNS activities. **JS** has sent an early draft to **TP** and **CM** that includes six delivery objectives: assess needs, build capacity, develop collaborations, secure funding, exchange knowledge, and evidence impact. Agreed this document should include: a list of services the DRNS can offer, a definition of what constitutes a DRNS-supported project, a description of membership criteria and benefits, and an outline of Steering Group member roles. **JS** to circulate a draft by 31st July.

4.4 Communications

JS provided update on DRNS monthly newsletter which currently has 135 subscribers. These subscribers now include all members from the old distribution list of researchers that contributed the initial formation of the DRNS.

The group discussed how Twitter could be used to share peer-reviewed work by Steering Group members/colleagues and **AD** offered to conduct interviews with Steering Group members to put on the DRNS and Ragged University websites.

4.5 Membership

JS provided an update on DRNS membership arrangements. The application form is now live on the website, and there is a need to define the benefits of membership before this is promoted more widely. Discussed benefits included a members-only section of website, access to papers, expert peer-reviewers, direct help with preparing grant applications etc. DRNS will also ask that individuals sign up for membership when requesting DRNS support. **JS** will progress and include information in the operational plan. Once finalised, **TH** will promote membership via the newsletter and Twitter.

4.6 Role descriptions/expectations

Agreed that each Steering Group member will provide a brief report at each meeting detailing their DRNS-related work including: activities since the previous meeting and plans for the period before the next meeting.

TH will contact **Steering Group** members before each meeting to request brief written updates and agenda items. All Steering Group members are additionally encouraged to share updates on projects via email.

JS will include steering group role descriptions, based on those in the original DRNS proposal, in the draft operational plan and circulate for comments (action as 4.3 above).

5 Grants

5.1 Grant database

This will be a recurring item on the agenda and will involve a report being given by members based on a document containing grants in development, submitted, and funded.

JS will develop a grant table to record grants developed within DRNS and others we are aware of. **TH** will keep this database up to date and will circulate a copy to members before each Steering Group meeting.

The group discussed a range of grants submitted, those in development and areas for development into proposals.

5.2 Research questions and project ideas for discussion / development

This will be a recurring item on the agenda. **JS** updated group on prevention theme project development session with **BT**, **LJ**, and **Liz Aston** to be held on the 23rd Aug 2018. The session will be a half day event held in Stirling and will involve discussions of 3-4 rough areas that can be developed into projects. **JS** to start promoting.

- **AO** is involved in development of a new group called **PRAXXIS** which brings together academics with an interest in issues around women and drug use. **AO** agreed to liaise between DRNS and **PRAXXIS**.
- The group suggested that theme leads meet monthly to discuss their work and areas that are cross-cutting. **JS to organise with theme leads**. These meetings will be open to all Steering Group members to attend.

6 Knowledge exchange events

6.1 Delivered

JS provided an update on the Jane Buxton seminar held on the 18th of June in partnership with **GCU**. Approximately 70 people attended and once presenters have provided permission to share slides **JS** will upload to the website and promote to delegates.

6.2 Planned

- **DRNS** will partner with **SARN** to host an event covering gender, drugs & alcohol on the 10th September 2018 at Edinburgh University. **AW** suggested potential speaker who is presenting at Medical Sociology conference that month. **JS** and **AW** to liaise and follow up.
- **JS** updated on the **DRNS Conference** (28th November 2018, Glasgow), which has a few bookings mostly from non-academics and early career researchers. All **Steering Group members** are to promote to students and academic colleagues and should book a place to attend (unless speaking or leading a workshop).

Conference talks and workshops will be audio/video recorded and uploaded to **DRNS** website (and possibly **SSA** website). **TH** to check with speakers and workshop leads and to work with **AD** who can provide technical support.

7 Action Log Review

The report of the 7th Feb planning event can be circulated once information is available for all the theme groups. **AO** and **AM** to provide requested info to TH as soon as possible.

Theme leads to progress development of networking and collaborative research opportunities as before and participate in monthly meetings with **JS**. Initial discussions should be based around establishing networks that include researchers able to lead on development of bids and projects.

8 DONM

1.00– 3.00, 27th August and 31st October, University of Stirling.

Action Points	
1	JS will send a copy of mapping responses received to Steering Group members who will then identify uncaptured work. Once Steering Group members have provided their feedback, the data will be recorded as the baseline for drug-related research conducting in Scotland before the launch of DRNS.
2	JS will work with theme leads to create a plan that outlines expectations for their projects, funding bids etc as well as a system for theme leads to communicate back to DRNS.
3	JS/CM/TP to draft the annual report to the SFC, aiming to finish the first draft by next Steering Group meeting (27 th August 2018). The draft will then be circulated to Steering Group members for final revisions and approvals during September. A draft copy will also be sent to Dr Alan McNair at the CSO for comments.
4	JS to circulate a draft of the operational plan by 31 st July.
5	AD offered to conduct interviews with Steering Group members to put on the DRNS and Ragged University websites.
6	JS will progress with membership, including information from the operational plan. Once finalised, TH will promote membership via the newsletter and Twitter.
7	TH will contact Steering Group before each meeting to request brief written updates for circulation and agenda items. All Steering Group members are additionally encouraged to share updates on projects via email.
8	JS will develop a grant table to record grants developed within DRNS and others we are aware of. TH will keep this database up to date and will circulate a copy to members before each Steering Group meeting.
9	JS to promote prevention theme project development session (23 rd August 2018).
10	AO agreed to liaise between DRNS and PRAXIS.
11	The group suggested that theme leads meet monthly to discuss their work and areas that are cross-cutting. JS to organise with theme leads.
12	Once presenters from the Jane Buxton seminar have provided permission to share slides JS will upload to the website and promote to delegates.
13	JS and AW to liaise and follow up on potential speaker for the DRNS/SARN event on the 10 th September 2018.
14	All Steering Group members are to promote to students and academic colleagues and should book a place to attend (unless speaking or leading a workshop).
15	TH to check with conference speakers and workshop leads about audio/video recording and to work with AD who can provide technical support.
16	JS to circulate The Delivery of Psychological Interventions in Substance Misuse Services in Scotland Report and the Scottish Prison Service Prisoner Survey to the Steering Group.
17	AO and AM to provide requested 7 th Feb event info to TH.
18	Theme leads to progress development of networking and collaborative research opportunities as before and participate in monthly meetings with JS .