

STEERING GROUP

Minutes



Date	Friday 27 th April 2018	Time	13.30-16.00
Chair	Catriona Matheson	Location	Iris Murdoch building, University of Stirling

Membership

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

1 Previous minutes

Minutes from previous meeting (conference call on the 20th March) were agreed as an accurate record of the meeting.

2 Matters arising not covered elsewhere on the agenda

2.1 Printing

The Steering Group agreed that DRNS would not print agendas or minutes for future meetings to save paper.

2.2 MRC investigator eligibility

JS contacted the MRC to discuss eligibility requirements for co investigators who are from affected populations and/or unsalaried. The MRC confirmed that all investigators must have contracts of employment with Research Organisations before submitting a bid. Also, unsalaried investigators can be included, but no funds can be requested to pay for their time. It will therefore be challenging to include peer and other unsalaried investigators as investigators in any bids to the MRC.

2.3 DRNS support for research

AO suggested we develop guidance on what services the DRNS can provide to research projects, what these will cost, and when/how projects should reflect this input. **JS** to draft and distribute to Steering Group for comment.

3 Steering Group

3.1 DRNS Structure and governance

AW has contacted a potential candidate for the DRNS Prevention theme lead and has suggested that the candidate apply for the role. The candidate has expressed interest; however, they will not be able to confirm their commitment until the end of April due to potential job conflicts. **AW** to follow up. The Steering Group then discussed a second potential candidate and the possibility of the Prevention theme being co-led by both candidates. **CM** will reach out to the second candidate and suggest that they apply.

3.2 Key Performance Indicator (KPI) log

JS gave an update on DRNS in relation to its KPIs and reported that DRNS is currently ahead of its targets on research project development but needs to finalise steering group membership. The Steering Group

requested an annual workplan containing more specific targets/details that members could work towards. **JS** to produce draft plan by the end of May.

3.3 Lived Experience and Family member (LEAF) involvement

- **Policy:**
JS provided update on the policy draft which is now ready to go online as a final document. **JS** to upload to website.
- **Expert reference group:**
JS and TP are establishing an advisory group of LEAF members to advise on the development of involvement activities. JS and TP have approached people and have received a lot of positive interest and some confirmed responses; however, currently membership is majority male and people with prior experience of drug use. **JS** to progress the group, ensuring better representation from women and people currently using drugs.
- **Involvement in current/planned projects:**
The Steering Group discussed how to involve LEAF members in projects that are currently underway or being planned. Agreed that Principal Investigators should be sent a copy of the LEAF policy and asked if members of the expert reference group can be invited to planning meetings. This would provide members with experience of research development and delivery, which will support their development as future Co-Investigators.

3.4 Communications

- **Distribution list:**
The Steering Group discussed how the DRNS can reach more people. JS and TH are currently formulating a DRNS distribution list of researchers who have produced work relating to drug use in Scotland. **JS** will write to members of the group involved in developing the original DRNS proposal, inviting them to join the distribution list and consider applying for DRNS membership.
ALL Steering Group members are to recommend DRNS to potential collaborators and invite people to join – thinking broadly and looking to other departments using innovative methodologies. **JS** will contact University Directors of Research and **TH** will scope out opportunity to utilise PURE research (as used by University of Edinburgh, University of St Andrews, and University of Dundee).
- **Working Group:**
DH and **JS** are meeting on the 7th May to begin development of the DRNS communication strategy. **TH** to upload available Steering Group bios and photos to website (**AM**, **AB**, and **LJ** to respond to **TH**'s email regarding photo and bio confirmation).

3.5 Membership

Agreed to take an inclusive approach to DRNS membership to engage with a wide range of stakeholders interested in Scottish drugs research. **JS** will circulate the draft online membership application form for comment before uploading to the website.

3.6 Theme-based project developments

- **7th Feb summary:**
Theme leads fed back on the 7th Feb event and reported that the event was useful for knowledge exchange, networking, and generating ideas; however, there were not enough academics at the event who were able to develop these ideas into research projects. **AO**, **AM**, and **AW** to refine summaries and rewrite as “topics of interest to take forward”. Theme leads suggested that next steps should include developing academic involvement in the DRNS, and hosting knowledge exchange and capacity building events aimed at PhD students and early career researchers. **JS** to help progress those already underway, and to reflect these points in the DRNS workplan.
CM to write a “next steps” section for the 7th Feb report, outlining the direction of travel. Once the “next steps” section and “topics of interest to take forward” are complete **JS/TH** will distribute to event attendees.

- **Developing research projects:**
Theme leads will progress a range of collaborative projects and bids with support from JS & TH. AO, AM, and AW provided brief summaries of their current research projects.

4 DRNS Annual Conference update

CM provided an update on development of the first DRNS Annual Conference. TH produced a draft programme which can include an additional afternoon workshop. Ideas included:

- SSA session on funding for studentships/fellowships
- Meet the expert: mentoring/career development sessions where conference attendees can 'meet the experts'
- Case studies of research impact: SDF session discussing how research can change policy.

CM, JS, TP, & TH to take forward.

5 Research activity updates

- Pilot RCT on take home naloxone for people at risk of prescription opioid related overdose [AB]
- Pharmacy based project studying people who are at risk of dropping out of treatment [CM]
- Feasibility study on children who are at risk of neonatal abstinence syndrome [AW]
- Qualitative project researching older people who use drugs to investigate their experiences with pharmacy engagement [JS, CM, & Hector Williams at RGU]

Agreed to share information on other drugs-related research that members are aware of at future meetings.

6 AOCB

Future DRNS events:

- 18th June 2018: DRNS and Glasgow Caledonian University are organising an international harm reduction seminar featuring guest speaker Prof. Jane Buxton from British Columbia, Canada. TP & JS are progressing with Andy McAulay from GCU.
- 10th September: DRNS/SARN event on Drugs, Alcohol & Women hosted in either Glasgow or Edinburgh.

7 DONM

The next Steering Group meeting will take place around the end of June and following meetings will take place every 2 months. JS to send out Doodle poll.

8 Action Points

ALL

- All Steering Group members are to recommend DRNS to potential collaborators and invite people to join – thinking broadly and looking to other departments using innovative methodologies.

JS

- JS to draft and distribute 'DRNS support for research' to Steering Group for comment.
- JS to produce a draft an annual work plan of specific targets for the Steering Group by the end of May.
- JS to upload LEAF policy as final online document.
- JS to progress the expert reference group, ensuring better representation from women and people currently using drugs.
- JS will write to members of the group involved in developing the original DRNS proposal, inviting them to join the distribution list and consider applying for DRNS membership.
- JS will contact University Directors of Research, inviting them to join DRNS and asking them to recommend DRNS to potential collaborators.

- DH and JS are meeting on the 7th May to begin development of the DRNS communication strategy.
- JS will circulate the draft online membership application form for comment before uploading to the website.
- JS to help progress research events already underway, and to reflect the 7th Feb event points in the DRNS workplan.
- JS/TH to distribute 7th Feb event summary to event attendees (including theme leads' "topics of interest to take forward" and CM's "next steps").
- CM, JS, TP, and TH to continue planning DRNS Annual Conference
- JS to send out doodle poll for next Steering Group meetings

AW

- AW to follow up Prevention theme lead candidate who has not yet confirmed their commitment to the role.
- Theme leads to refine 7th Feb event research project summaries and rewrite as "topics of interest to take forward"
- Theme leads to progress a range of collaborative projects and bids with support from JS & TH

CM

- CM to reach out to the second potential Prevention theme lead candidate and suggest that they apply.
- CM to write a "next steps" section for the 7th Feb report, outlining the direction of travel.
- CM, JS, TP, and TH to continue planning DRNS Annual Conference

TH

- TH to scope out opportunity to utilise PURE research (as used by University of Edinburgh, University of St Andrews, and University of Dundee).
- TH to upload available Steering Group bios and photos to website
- JS/TH to distribute 7th Feb event summary to event attendees (including theme leads' "topics of interest to take forward" and CM's "next steps").
- CM, JS, TP, and TH to continue planning DRNS Annual Conference

DH

- DH and JS are meeting on the 7th May to begin development of the DRNS communication strategy.

AM

- AM, AB, and LJ to respond to TH's email regarding photo and bio confirmation.
- Theme leads to refine 7th Feb event research project summaries and rewrite as "topics of interest to take forward".
- Theme leads to progress a range of collaborative projects and bids with support from JS & TH.

AB

- AM, AB, and LJ to respond to TH's email regarding photo and bio confirmation.

LJ

- AM, AB, and LJ to respond to TH's email regarding photo and bio confirmation.

TP

- CM, JS, TP, and TH to continue planning DRNS Annual Conference.

AO

- Theme leads to refine 7th Feb event research project summaries and rewrite as "topics of interest to take forward".
- Theme leads to progress a range of collaborative projects and bids with support from JS & TH.