



DESCRIPTION OF WORK PACKAGES: WP 7: GUIDELINES

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Work package specifications

Specification	
Starting date (project month)	28
Ending date (project months)	32
Associated partners	<ul style="list-style-type: none"> •UKE (Centre for Interdisciplinary Addiction Research-CIAR), Hamburg, Germany •FCRB (Fundacio Clinic per a la Recerca Biomedica), Barcelona, Spain •UNEW (University of Newcastle upon Tyne), Newcastle upon Tyne, UK •NIPH (National Institute of Public Health), Prague, Czech Republic •IDT (Institute on Drugs and Drug Addiction), Lisboa, Portugal •GENCAT (Generalitat de Catalunya), Barcelona, Spain
Collaborating partners	PHEPA, INEBRIA, AMPHORA, EWA, CI, MHH



Description of the WP7 plan of work

- The main purpose of WP7 is the preparation of **guidelines** for future development of BI tools, materials & methods, and their implementation in specific contexts.
- The resulting guidelines will integrate the results of BISTAIRS work packages activities devoted to:
 - the analysis of the current implementation status (WP 4)
 - the assessment of successful implementation strategies (WP 5).



WP7 and project phases

- The BISTAIRS project implementation will be applied by a multi-method approach while each method used corresponds to scientific standards and is adequate to achieve its specific objective.
- The BISTAIRS activities can be separated in project phases:
 - ✓ Phase I: Secondary analyses & identification of good practice
 - ✓ Phase II: Scientific board meeting I & field tests
 - ✓ **Phase III: Guideline preparation & Scientific board meeting II**
 - ✓ Phase IV: Dissemination



The process for preparing the guidelines

- Proposals will be prepared both for guidelines and recommendations on BI that will be presented and discussed during a scientific board meeting.
- Group consensus finding will be carried out by means of a standardized group decision making process (DELPHI method).
- Guidelines will be jointly approved and finalized for dissemination.



The Delphi Method

- The Delphi Method is a group decision process about the likelihood that certain events will occur.
- Today it is also used for environmental, marketing and sales forecasting.
- The Delphi Method uses a panel of experts.
- Expert responses to a series of questionnaires are anonymous.
- Each round of questionnaires results in a median answer.
- The process guides the group towards a consensus.



Delphi technique

- The Delphi technique was invented by Olaf Helmer and Norman Dalkey of the Rand Corporation in 1953 for the purpose of addressing a specific military problem.
- The object of the Delphi method is to obtain a reliable response to a problem from a group of experts.
- In a Delphi study, the participants do not interact with one another



Qualitative Forecasting: Data From Expert Opinion

The Delphi Method: drawing upon the group's expertise by getting individual submissions, without the drawback of face to face meetings.

The Delphi Method is named after a famous Oracle who prophesied in the ancient Greek city of Delphi. An Oracle (wise person) interceded between men and gods.





DELPHI METHOD PROCESS

Fowles (1978) describes ten steps for the Delphi method:

1. Formation of a Delphi team to undertake a Delphi on a subject.
2. Selection of expert panel(s).
3. Development of the first round questionnaire
4. Testing the questionnaire for proper wording.
5. Transmission to the panelists.
6. Analysis of 1st responses
7. Preparation of 2nd round.
8. Transmission of 2nd round questionnaires to the panelists
9. Analysis of the 2nd round responses (“n” rounds may be repeated to get consensus)
10. Preparation and presentation of report



WAY OF COLLECTION

- Questionnaire
- Excel file
- Web tool
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Specific objectives & deliverables

Specific objectives

- To compile guidelines for the development of tailored brief intervention approaches for different settings.

Deliverables

- Guidelines for the development and rolling out tailored BI in the EU.



Milestones

No	Milestone title	Month of achievement
1	Draft recommendations for the development & rolling out of tailored BI in the EU member states	27
2	Scientific board meeting II incl. consensus finding processes	28
3	Guidelines for the development of tailored BI tools, materials & methods, and rolling out in the EU member states	32