
INVOLVE

Minutes of the Evidence, Knowledge and Learning Sub-Group Meeting

Thursday 14 June 2007

Present: Peter Beresford, Alison Faulkner, Helen Hayes, Maryrose Tarpey

1. Welcome, apologies, introductions, declarations of conflicts of interest and ground rules

Apologies: these were received from Sarah Buckland, Vanessa Pinfeld, John Sitzia (Chair), Sophie Staniszewska and Tracey Williamson.

Conflict of interest: No conflicts of interest were recorded.

Change of name:

Members were advised that it had been agreed by the Chairs to change the name of the sub-groups to working groups. It was felt that this title more accurately reflected the purpose and work of the groups. All paper work will in future refer to working groups, rather than sub-groups.

2. Notes of meeting held on 21st March 2007

These were agreed.

3. Matters arising

a) New members

It was noted that this item was covered in the 'matters arising' in the main Group papers.

b) Public involvement in the new National Institute for Health Research (NIHR) Biomedical Research Centres

This was discussed under agenda item 6d.

c) Evidence, Knowledge and Learning Position Paper

The amendments discussed at the last meeting have been incorporated into the discussion paper which will be placed on the invoNET website.

4. Budget 2007/2008

This was noted.

5. Brief update on Operational Plan 2006 / 2007

a) Identification and collection of articles demonstrating the impact and difference public involvement makes to research – annex J

This work has now been completed and 86 articles within the agreed criteria have been included in the invoNET library. The articles all have a short, plain English summary and link to either the reference, summary or full text of the report. The articles can be searched under author, title, year of publication, and freetext. They can also be searched under category such as whether they demonstrate nature and extent of public involvement in research, impact of public involvement or if they are reflecting on public involvement in research.

The next stage of this work is to pilot the website which will take place in the next couple of weeks and working group members will be included in the pilot phase. The library will then be incorporated into the invoNET section of the INVOLVE website.

6. Operational plan – 2007 / 2008

a) invoNET

It was noted that the date of the next invoNET annual event has been agreed as Wednesday 13th February 2008. The project group will be meeting on 20th June 2007 to start to discuss plans for the event.

b) Dissemination of publications

Members were pleased that the dissemination of the Public Information Pack was progressing well and felt that the postcard was a useful format to advertise the publication.

c) Identification and collection of articles demonstrating the impact and difference public involvement makes to research

A Senior Researcher position to work within the Support Unit to carry out this piece of work was advertised on 23 May 2007 with a closing date of 13 June 2007. Interviews will take place on 04 July 2007 and Peter Beresford and John Sitzia will interview with Sarah Buckland and Maryrose Tarpey from the Support Unit.

The formation of the project advisory group was discussed and the following points were agreed:

- Members of the working group should be asked if they would like to be a member of the Research Project Advisory Group but the Group should not be too large.
- The Advisory Group meetings will take place separately from the Evidence, Knowledge and Learning working group meeting.
- Maryrose will report on progress with the research at the regular Evidence, Knowledge and Learning working group meetings.
- It is important to ensure that the advisory group has expertise to draw on around equality issues and strong policy links.

The terms of reference for the Advisory Group were discussed and examples from other research projects viewed. Suggestions were incorporated into a draft terms of reference. It was agreed that as there were only two members of Evidence, Knowledge and Learning present at the meeting further discussion would be required on both the formation of the Advisory Group and the terms of reference.

The following action points were therefore agreed:

Support Unit to:

- i) circulate a draft terms of reference for the Advisory Group for comment from working group members.
- ii) organise a teleconference for either 26 July 2007 or 27 July 2007 to discuss the following issues:
 - Finalise draft Terms of Reference
 - Agree a Chair for the Advisory Group
 - Agree how to ensure the Advisory Group has the expertise it requires

- Agree a date for a first meeting of the Advisory Group in September with the new Researcher
- Agree the agenda for the meeting in September and set key dates within the project for the Advisory Group meetings.

d) Mapping of public involvement in research in commissioning and funding bodies

Members were pleased to hear that the Support Unit is going to be working with the Department of Health in developing the questions around public involvement in research, in the monitoring forms for the new National Institute for Health Research (NIHR) Biomedical Research Centres.

A member of the Support Unit will be visiting the National Institute for Health Research (NIHR) Programmes to discuss their public involvement and to find out if there are specific areas of support that they require. It was noted that an update on this work will be produced for the December working group meeting.

Action: Support Unit to report on the work with the NIHR Research Programmes to support and develop public involvement to be presented at the December 2007 working group meeting.

7. Any other business

At the end of the meeting members and the Support Unit had an informal information sharing session which both found very helpful. It was suggested that it would be useful to introduce this as a regular agenda item.

Action: Support Unit to include information sharing as a regular agenda item.

Table of actions from Evidence, Knowledge and Learning (EKL) working group meeting 14th June 2007.

Agenda item	Action	By whom
6c	<p>i) circulate a draft terms of reference for the Advisory Group for comment from working group members.</p> <p>ii). organise a Tele conference for either 26 July 2007 or 27 July 2007 to discuss the following issues:</p> <ul style="list-style-type: none"> • Finalise draft Terms of Reference • Agree a Chair for the Advisory Group • Agree how to ensure the Advisory Group has the expertise it requires • Agree a date for a first meeting of the Advisory Group in September with the new Researcher • Agree the agenda for the meeting in September and set key dates within the project for the Advisory group meetings. 	<p>Support Unit</p> <p>Support Unit and EKL members involved in teleconference call</p>
6d	<p>Report on the work with the NIHR Research Programmes to support and develop public involvement to be presented at the December 2007 working group meeting.</p>	<p>Support Unit</p>
7	<p>Information sharing to be incorporated as a regular item on the EKL working group agenda</p>	<p>Support Unit</p>