

# INVOLVE

## OPERATIONAL PLAN 2005/2006

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### 1. Strategic Objectives

We have three strategic objectives to enable us to achieve our terms of reference. These are:

- to develop strategic alliances among key groups in order to maximise effective public involvement in NHS, public health and social care research
- to empower people to play an active role in research
- to monitor the advancement and assess the effects of, public involvement in NHS, social care and public health research.

To take forward these strategic objectives and to further the principles and direction of INVOLVE outlined in the Strategic Plan (2003), there are five strands of work that are undertaken by INVOLVE.

- Raising awareness about the work of INVOLVE and the value of public involvement in research through:
  - disseminating information that is produced about public involvement in research
- Developing and taking forward strategies for influencing policy and practice
- Providing advice and support for the public, researchers and research funders through:
  - providing links to share knowledge and experiences
  - producing guidance to facilitate greater understanding about public involvement in research
- Assisting in the development of an evidence base to monitor the advancement, and assess the effects of, public involvement in research
- Capacity development of INVOLVE – internal and external learning of INVOLVE.

## **2. Plans for 2005 / 2006**

The following sections outline the proposed operational plan for 2005 / 2006, for approval at the March 2005 Group meeting. This plan was produced following discussions by the INVOLVE sub-groups (October and December 2004) and a meeting of the Sub-group chairs (January 2005), to prioritise the work across the sub-groups.

The total estimated cost is £133,700. This is higher than our anticipated funding of approximately £125,000. However, inevitably some plans will get delayed or altered during the financial year. We also estimate that there is a considerable shortfall in the capacity of the Support Unit to undertake all of the work outlined, and thus there may inevitably have to be slippage in some of the activities proposed.

Sections 2.1 to 2.5 summarise the proposed activities for 2005 / 2006. Details of proposed budgets are included in Appendix 1.

(Letters in brackets refer to the relevant activities in Appendix 1).

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### **2.1 Raising awareness about the work of INVOLVE and the value of public involvement in research through:**

**- disseminating information that is produced about public involvement in research**

We will:

- Improve the accessibility of INVOLVE materials, processes and events (C)
  - Develop a strategy for the publication and dissemination of INVOLVE publications (S)
  - Widely promote and disseminate new and existing INVOLVE publications
  - Continue to develop the INVOLVE website
  - Publish a regular Current Awareness Bulletin for INVOLVE members
  - Make up to 20 presentations at conferences and workshops
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### **2.2 Developing and taking forward strategies for influencing policy and practice**

We will:

- Support public involvement in the work of the Public Health Research Consortium (M)
  - Work with the UK Clinical Research Collaboration to promote public involvement in research (B)
  - Work with the James Lind Alliance to promote public involvement in agenda setting in research (N)
  - Meet and further develop partnerships with other organisations and identify and make approaches to champions
  - Respond to consultation documents
  - Represent INVOLVE on various committees
  - Identify issues on which to take a public stand
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**2.3 Providing advice and support for the public, researchers and research funders.**

**i) Providing links to share knowledge and experiences**

We will:

- Initiate plans for the INVOLVE national conference 2006 (K)
- Organise a seminar to share the findings of recent research looking at the impact of public involvement (O)
- Organise a follow up training event for training providers (E)
- Develop plans for a forum for researchers with an interest in researching public involvement in research (to include website pages and workshop) (P)
- Explore the options for a computer based discussion forum, for individuals to develop or maintain an interest in public involvement (L)
- Publish our quarterly Newsletter
- Develop our web based databases (database of research projects and database of training providers)

**ii) Providing guidance to facilitate greater understanding about public involvement in research**

We will:

- Develop and publish guidance on public involvement in commissioning (I)
- Commission the development of a guide for involving service users in research ethics review bodies (J)
- Produce a brief leaflet for the public on involvement in research (D)
- Revise our guide for the public on getting involved in research (F)

- Explore ways of producing the guide for consumers in different media formats (G)
  - Produce a 'think piece' on the feasibility and appropriateness of developing a position statement on terms and conditions of public involvement in research (H)
  - Respond to enquiries to the Support Unit
  - Present at conferences and workshops (see 2.1)
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**2.4 Assisting in the development of an evidence base to monitor the advancement, and assess the effects of, public involvement in research:**

- **through undertaking or commissioning research**
- **encouraging others to undertake or commission research and**
- **monitoring public involvement in research**

We will:

- Commission a rapid literature review to look at public motivations to get actively involved in research(Q)
  - Commission a scoping study to explore and review the publication of articles about public involvement in research (R)
  - Monitor the work of the NHS R&D Programmes
  - Expand our database of research projects involving the public
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**2.5 Capacity development of INVOLVE – through internal and external learning**

We will:

- Continue to explore ways to increase public involvement in INVOLVE
  - Provide accessibility and disability awareness training for Group members and Support Unit staff (C)
  - Monitor the work of the Support Unit
  - Support Group members, in engaging with the work of INVOLVE
  - Meet and develop partnerships with other organisations.
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### **3. Potential additional activities for 2005 / 2006**

In February 2004, INVOLVE commissioned a piece of work to improve understanding of user controlled research. The Monitoring & Evaluation sub group suggested that INVOLVE should consider the possibility of a second stage of work which would produce a guidance document on user controlled research for research commissioners based on this initial work. Strategic Alliances sub group made a commitment to consider how best to take this forward once the initial work had been completed. However, due to delays in the submission of the final report, it was not possible to decide on plans for this work for 2005 / 2006. INVOLVE will consider the initial report and methods for dissemination in 2005 / 2006, as well as possible plans for taking this work further, either in 2006 / 2007 or in the latter stages of 2005 / 2006, if resources become available.

## Appendix 1: Operational Plan Budget for 2005 / 2006

**Main Group budget.      Chair : Nick Partridge**

<b>ACTIVITY</b>	<b>Areas of work</b>	<b>NHS Social Care Public Health</b>	<b>Estimated Cost</b>
A. Support Group members / Group meetings	2.5	All	£30,000
B. UK Clinical Research Collaboration	2.2 2.3	NHS and public health	£0
<b>TOTAL</b>			<b>£30,000</b>

**Empowerment sub-group.      Chair : Kate Sainsbury**

<b>ACTIVITY</b>	<b>Areas of work</b>	<b>NHS Social Care Public Health</b>	<b>Estimated Cost</b>
C. Improve accessibility of INVOLVE materials, processes and events	2.1 2.5	All	£12,000
D. Leaflet for the public on involvement in research	2.3 (ii)	All	£2,200
E. National training follow up event	2.3	All	£5,000
F. Public information pack - Phase 1 (dissemination and printing)	2.3 (ii)	All	£5,000
G. Public information pack – Phase 2 (exploring different media)	2.3 (ii)	All	£5,000
H. Think piece on INVOLVE developing position statements	2.3 (ii)	All	Support Unit
<b>TOTAL</b>			<b>£29,200</b>

**Strategic Alliances sub-group.**

**Chair : Stuart Eglin**

<b>ACTIVITY</b>	<b>Areas of work</b>	<b>NHS Social Care Public Health</b>	<b>Estimated Cost</b>
I. Guidance for commissioning research.	2.3 (ii)	All	£8,000
J. Guidance for ethics review bodies	2.3 (ii)	All	£12,000
K. INVOLVE conference	2.3 (i)	All	£10,000
L. Discussion forum	2.3 (i)	All	£2,500
M. Public Health Research Consortium.	2.2	Public Health	£10,000
N. James Lind Alliance	2.2 2.3	NHS and Public health	£0
<b>TOTAL</b>			<b>£42,500</b>

**Monitoring and Evaluation sub-group.**

**Chair : John Sitzia**

<b>ACTIVITY</b>	<b>Areas of work</b>	<b>NHS Social Care Public Health</b>	<b>Estimated Cost</b>
O. Seminar on the impact of public involvement	2.3 (i)	Social care NHS	(Separate budget £10,000)
P. Forum / network for researchers	2.3 (i)	All	£6,000
Q. Public motivations to get involved in research	2.4	All	£10,000
R. Publication of articles on public involvement	2.4	NHS	£10,000
S. Dissemination strategy	2.1	All	£6,000
<b>TOTAL</b>			<b>£32,000 (+ £10,000 separate budget)</b>

**TOTAL ESTIMATED COST**

**£133,700**

**(excluding separate budget for seminar on the impact of public involvement)**

N.B. The actual INVOLVE budget is likely to be approximately £125,000. It is assumed that a saving of approximately £8,700 will be made by not all initiative being undertaken or fully spent.

**Support Unit.      Director : Sarah Buckland**

<b>ACTIVITY</b>	<b>Areas of work</b>	<b>NHS Social Care Public Health</b>	<b>Support Unit Lead</b>
Develop INVOLVE website	2.1	All	Helen Hayes
Publish current awareness bulletin	2.1	All	Helen Hayes
Respond to consultation documents	2.2	All	Sarah Buckland
Representation on committees	2.2	All	Sarah Buckland
Publish INVOLVE Newsletter	2.3	All	Roger Steel and Helen Hayes
Develop databases - research projects - training database	2.3 2.4	All	Helen Hayes and Roger Steel
Respond to enquiries to Support Unit	2.3	All	Helen Hayes
Presentations at conferences & workshops	2.1	All	All
Developing partnerships	2.2	All	All