

INVOLVE work plan 2013 – 2016

Update August 2014

This document outlines the INVOLVE objectives for 2013 - 2016. This work plan has been added to and amended for 2014-2015 following discussions at INVOLVE Group meetings and the INVOLVE Advisory Board meeting in February 2014.

We have four Strategic Themes for INVOLVE:

1. Building and sharing the evidence base
2. Developing capacity and capability for public involvement in research
3. Influencing policy and practice
4. Leading on public involvement across the NIHR.

This work plan is divided into the first three Strategic Themes above, with objectives and activities related to each of these. The fourth Strategic Theme, 'Leading on public involvement across the NIHR' has developed into a cross-cutting theme. We have therefore not separated out work areas under this theme but have included them within the other 3 themes.

The objectives in this work plan address our Strategic Themes alongside delivering on our core contract to the Department of Health. Through delivery in these areas over the next two years we aim to facilitate greater strategic coordination and collaboration across the NIHR, and to raise both the quality of public involvement as well as awareness of the value and impact of public involvement and the work of INVOLVE.

Some of the activities are ongoing core work of INVOLVE and will span the entire period, others are specific projects and activities. This is a living document and additional activities for future years will be identified over time, building on the current work. These will be under one or more of the objectives and broad activity areas identified.

Strategic Themes

Building and sharing the evidence base

Objective:

- i) Communicating and reporting evidence, and generating debate on public involvement in research.
- ii) Building and developing knowledge and evidence on the nature, extent and impact of public involvement in research.

Developing capacity and capability for public involvement in research

Objective:

- i) Supporting learning and development across the NIHR.
- ii) Sharing awareness of public involvement activity.
- iii) Providing advice and support to researchers and the public involved in research.

Influencing policy and practice

Objective:

- i) Facilitating and leading on coordination of public involvement across the NIHR.
 - ii) Developing new and existing partnerships and alliances to promote public involvement in research.
 - iii) Improving accessibility of research to the public.
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Text highlighted below in blue, comic sans font, are updates on progress.

Activities marked with a red star * indicate where expenditure from the INVOLVE Group budget is anticipated.

Building and sharing the evidence base

i) Objective: Communicating and reporting evidence, and generating debate on public involvement in research

Activity	Ongoing	2013/14	2014/15
Reporting of public involvement in peer reviewed publications	<p>Promoting the reporting of public involvement and collaborating with partners in the development of reporting guidance.</p> <p>Annual review of the numbers of published articles reporting public involvement.</p>		Support the reporting of public involvement in NIHR funded publications.
Database of research projects involving the public	Ongoing maintenance and development of the database of research projects.	Updating, improving and raising awareness of the database of research projects.	
Evidence library *	Maintaining and updating a web based database of references on the nature, extent and impact of public involvement in research.		Produce annotated Bibliography Version 5 summarising new additions to the evidence library. (September 2014)
invonet	Ongoing work to maintain and develop a network of people interested in building the evidence of the impact of	invonet round table event to develop critical thinking on reporting and assessing the impact of public	Disseminate invonet roundtable report.

	public involvement in research.	involvement in research. Dissemination of examples from invoNET members on the impact of public involvement on the quality of research. <i>Completed</i>	<i>Completed</i>
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Building and sharing the evidence base

- ii) Objective: Building and developing knowledge and evidence on the nature, extent and impact of public involvement in research

Activity	Ongoing	2013/14	2014/15
Exploring nature and impact of involvement *		Examples of public involvement in designing research and on the quality of research. <i>Completed</i> Developing systems for reporting the impact of involvement - database of examples of public involvement.	Develop brief for the database and development of database / resource to share examples of public involvement. <i>Project started in 2013/2014 planned to continue into 2014.</i>
Exploring extent of public involvement in research		Repeat of National Research Ethics Service (NRES) / INVOLVE survey of public involvement in applications for ethical approval. <i>Data analysis and draft report completed.</i>	Dissemination of survey findings.

Activity	Ongoing	2013/14	2014/15
Use of routine data on the nature and extent of public involvement in research		Facilitate the development of shared metrics for public involvement across the NIHR research programmes. <i>Ongoing discussions with colleagues in the Department of Health and Research Programmes.</i>	Support the monitoring and reporting of public involvement across the NIHR.
INVOLVE / Health Services & Delivery (HS&D) Research Programme	Assisting the Health Services and Delivery Research Programme in monitoring the funded projects. Supporting sharing of knowledge between projects as well as through wide dissemination.		Raising awareness of findings from funded studies.

Developing capacity and capability for public involvement in research

i) Objective: Supporting learning and development across the NIHR

Activity	Ongoing	2013/14	2014/15
NIHR wide development of support for learning and development *		<p>Establish time limited working group to develop NIHR wide approach for learning and development.</p> <p>6 meetings held. Draft outline report. Initial drafts of documents produced.</p>	<p>Completion of work by Learning and Development working group. Including:</p> <ul style="list-style-type: none"> Final meeting (June 2014). Dissemination of outputs and report of work to Department of Health and wider audiences. Identify potential future areas of work (part of NIHR VSAM for public involvement).
Evaluating and revising INVOLVE resources	Ongoing.		<p>Update online Briefing Notes for Researchers.</p> <p>Review and evaluation of training web pages.</p>
Payment for involvement *		<p>Budgeting tool for public involvement (with Mental Health Research Network). Completed.</p> <p>Revising guidance for payment for involvement in research (including changes to benefit regulations).</p> <p>Scoping survey on a specialised welfare benefits helpline to support involvement and</p>	<p>Revising guidance for payment for involvement in research - continued.</p> <p>Raising awareness of payment issues within organisations (part of VSAM to develop frameworks to support involvement).</p> <p>Development of welfare benefits advice helpline (Bedford Citizen's Advice Bureau).</p>

		participation. Completed.	
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Developing capacity and capability for public involvement in research

ii) Objective: Sharing awareness of public involvement activity

Activity	Ongoing	2013/14	2014/15
invodIRECT	Development and maintenance of an interactive map - invodIRECT which is a directory of local and national networks, groups and organisations that support public involvement in research.	Continued promotion and support of the resource.	Evaluation of the resource.
People in Research	Maintaining and updating entries to the website, for people to identify opportunities to get involved and for researchers and research commissioners to advertise	Redevelopment of People in Research website. Completed - redeveloped website launched in March 2014.	

	<p>opportunities.</p> <p>Raising awareness of the existence and content of the website.</p>		
Putting into practice database	<p>Maintaining and adding to the web based database which provides published guidance and reports on the practical aspects of public involvement.</p> <p>Raising awareness of the existence and content of the database.</p>		
INVOLVE biennial conference 2014 *		Planning INVOLVE Conference (aims, content, venue).	Delivery of INVOLVE conference, 26-27 November 2014, Birmingham National Exhibition Centre (NEC).

Developing capacity and capability for public involvement in research

iii) Objective: Providing advice and support to researchers and the public involved in research

Activity	Ongoing	2013/14	2014/15
Responding to enquiries	Responding to enquiries received by the Coordinating Centre.	Review of enquiries and existing information on frequently asked questions. <i>Completed.</i>	Develop information sheets on frequently asked questions. Expand questions on website.
Awareness raising of the work of INVOLVE and the value of public involvement across the NIHR *	Disseminating publications. Improving accessibility of materials produced by INVOLVE. INVOLVE newsletter, email alerts and current awareness. INVOLVE website and social media. Presentations and stands at events and conferences.	Developing initiatives or resources to raise awareness of INVOLVE and public involvement. <ul style="list-style-type: none"> • Introductory leaflet for INVOLVE. <i>Draft produced.</i> • Project - whiteboard animation to raise awareness of public involvement. <i>In progress.</i> • Project - Guidance on use of social media for public involvement in research. <i>In progress.</i> • Project - getting message out to students and early career researchers. <i>In progress.</i> 	Further development of initiatives or resources to raise awareness. <p>Projects</p> <ul style="list-style-type: none"> - whiteboard animation - guidance on use of social media - getting the message out to students and early career researchers. <p><i>All started in 2013/2014 planned to continue into 2014.</i></p>

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Influencing policy and practice

i) Objective: Facilitating and leading on coordination of public involvement across the NIHR

Activity	Ongoing	2013/14	2014/15
<p>Facilitating NIHR wide co-ordination of public involvement in research</p> <p>*</p>	<p>Facilitating shared forums within and across the NIHR. (e.g. CLAHRCs, Research Design Services (RDS) and Research Programmes).</p> <p>Regular meetings with key partners within the NIHR.</p>	<p>NIHR wide public involvement strategy meetings to discuss public involvement, NIHR VSAM (Vision, Strategy Activities and Metrics) and NIHR wide strategic coordination.</p> <p><i>Three meetings held.</i></p> <p>Reviewing literature to identify examples of standards for involvement. Assessing potential and feasibility for shared core standards for public involvement.</p> <p><i>Full and Summary reports produced. Initial discussion and first meeting of advisory group.</i></p>	<p>Continuation of NIHR wide public involvement strategy meetings (3 meetings).</p> <p>Meeting of public involvement leads across NIHR (part of NIHR VSAM for public involvement).</p> <p><i>Event held 22 July 2014. Report of event available on INVOLVE website.</i></p> <p>Developing framework based on review of values, principles, and standards for public involvement.</p>

Influencing policy and practice

ii) **Objective: Developing new and existing partnerships and alliances to promote public involvement in research.** (Both identifying and responding to relevant opportunities to work in partnership with other organisations.)

Activity	Ongoing	2013/14	2014/15
Identifying partners and areas for joint working. *		Develop webinar series with the School for Social Care Research. First two joint webinars held.	Further webinars undertaken with School for Social Care Research 2014. Work to support involvement of young people in research. Improving strategic coordination of public involvement at a local level (part of NIHR VSAM for public involvement).
Developing partnerships and alliances.	Representation on committees. Responding to consultations. Developing partnerships and alliances. For example with: <ul style="list-style-type: none"> • Biomedical Units and Centres. • Health Research Authority. • Research Councils. 	Develop support for Biomedical Units and Centres. Ongoing. Contribute to Health Research Authority strategy for public involvement. Completed. Respond to NHS England research and development	Dissemination of NIHR Senior Investigators patient and public involvement examples document. Completed.

	<ul style="list-style-type: none"> • Social Care Institute for Excellence. • Academic Health Science Networks (AHSNs). • NHS Trusts. 	<p>strategy consultation. Completed January 2014.</p> <p>Senior Investigators - examples of public involvement practice amongst NIHR Senior Investigators. Document completed.</p>	
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Influencing policy and practice

iii) Objective: Improving accessibility of research to the public

Activity	Ongoing	2013/14	2014/15
Plain English summaries for NIHR funded research *		Implementation of guidance on plain English summaries across NIHR Research Programmes - including campaign to promote value of plain English summaries. <i>Guidance agreed.</i>	Support implementation of guidance for plain English summaries including campaign to promote value. <i>Launch May 2014.</i>
Disseminating research findings to the public in accessible formats	Supporting work to improve accessibility of research to the public. For example the Adding Value in Research initiative led by the NIHR Evaluations, Trials and Studies Coordinating Centre (NETSCC). <i>Ongoing work with NIHR Adding Value group.</i>		

Other

Support for INVOLVE and Group members

Activity	Ongoing	2013/14	2014/15
Diversity and inclusion *		Exploring options for a single equality scheme for INVOLVE to increase the inclusiveness of INVOLVE processes and procedures. Diversity and inclusion workshop held March 2014.	Explore recommendations for INVOLVE to increase diversity and inclusion.
Group meetings and advisory groups and supporting group members *	Venues for Group meetings. Travel and attendance fees for members. Training and support for members. Developing network of associate members.		Develop plans for new annual recruitment process for INVOLVE members 2014.

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