

NIHR Evaluation Trials and Studies Coordinating Centre

Reward and recognition for public contributors: a guide to honorarium, travel and subsistence payments

1. Principles of payment

NETSCC has a clear policy on payment that can be made to its public contributors. As a public contributor you will be offered a payment when we ask you to undertake a specific task or for attendance at board and panel meetings.

All payments offered for tasks or commitments to be undertaken are *honorarium payments*. They recognise the contribution that you as a patient, carer or member of the public make to our work. The payments are *not* based on an hourly rate for the tasks concerned and do *not* mean that you have a contract of employment with NETSCC or its programmes. We will make it clear to you what the payment will be at the time you are offered a task or appointed to a board or panel.

2. Who is eligible for payment?

If you *do not* receive a full time public sector salary you will always be eligible to receive these honorarium payments. If you *do* work full time in the public sector, you may still be entitled to these honorarium payments provided that:

- Your paid employment is totally unrelated to the activity being asked of you by NETSCC
and
- You intend to undertake the task for NETSCC in your free time, such as through taking annual leave or outside your normal working hours

If this applies to you, you will be asked to confirm that this is how you will get the task done.

3. Arrangements for payment

When you have completed your task, we will ask you to fill in and return a simple claim form which will be sent to our finance department. Payments will take approximately 4-6 weeks to be processed.

You are not obliged to accept the honorarium payment that is offered to you. If you prefer not to receive it, just tell the member of programme staff who has asked you to

The NIHR Evaluation, Trials and Studies Coordinating Centre (NETSCC), based at the University of Southampton, manages evaluation research programmes and activities for the NIHR

undertake the task. You may choose to have the honorarium payment made to a charity or organisation of your choice. Again, let the programme staff know.

4. Tax and National Insurance

If you do accept honorarium payments, these become part of your overall income and you are personally responsible for any income tax or National Insurance contribution liability. You will be reminded of this each time we ask you to undertake a task. NETSCC will never deduct tax or NI contributions from your honorarium payments.

5. Public contributors who receive benefits

If you are receiving any social security benefits, there may be implications for you if you accept any honorarium payments from NETSCC. Tell the programme staff if you are in this position and they will advise you.

6. Rates of payment

All the rates shown below are based on rates agreed by the Department of Health in 2009. The rates will be subject to review from time to time. You will always be offered and receive the up to date rate.

The categories of payment within NETSCC are:

Involvement in reviews:

Rate	Type of review
£50.00	For reviewing up to 50 pages (e.g. vignettes, outline proposals) in one round/cycle.
£125.00	For reviewing 51-200 pages. (e.g. full proposals) in one round/cycle.
£200.00	For reviewing large reports over 200 pages in one round/cycle.

Involvement in committees:

Rate	Type of meeting
£150.00	The usual rate for attending a board, panel or other formally constituted meeting (e.g. panels, PPI Reference Group). This includes preparation and attendance for

	one day. This daily rate would be paid for each day of a two day meeting.
£225.00	For attendance at meetings with considerable additional preparation and responsibility (usually funding board meetings). This includes preparation and attendance for one day. This daily rate would be paid for each day of a two day meeting.
£300.00	For attendance at meetings with extensive additional preparation for the meeting (e.g. a funding board with an exceptionally large number of proposals). This includes preparation and attendance for one day. This daily rate would be paid for each day of a two day meeting.
£450.00	For attendance at and preparation for meetings involving assessment of multi-stage, complex grant applications. This includes preparation and attendance for one day. This daily rate would be paid for each day of a two day meeting.

Involvement in other tasks:

Rate	Type of activity
£25.00	For small pieces of activity which require little preparation, e.g. short teleconferences, reviewing short documents for NETSCC which equate to approximately 1 hours' activity.
£50.00	For slightly larger pieces of activity which require some preparation, e.g. teleconferences, reviewing documents for NETSCC which equate to approximately 2 hours' activity.
£75.00	For a meeting or teleconference which involves preparation and/or equates to approximately half a day's activity.
£150.00	For all-day meetings that do not have a formal constitution or terms of reference (e.g. NETSCC training and development activities, focus groups, workshops).

If the requirements of the task we have asked you to undertake are reduced because of changes at the NETSCC end, we will honour the amount of honorarium payment we originally offered you. If the requirements of the task are greater than expected at

the time you were offered the task, the payment you receive will be increased as appropriate. Any changes of this type will be confirmed to you by e mail.

7. Travel

If you attend a meeting for the research programmes, all your travel costs for the trip will be covered by NETSCC. This is in addition to the honorarium payment for attending the meeting. Programme staff will offer you the option to have your train tickets booked in advance and paid for NETSCC. The tickets are then sent to you by post. If you have a network rail card, a disabled person's railcard or a senior citizen's railcard, please let the programme staff know, as the discount can be applied to your ticket. If you choose to book your own train tickets, you may use your discretion to get the best value for money, e.g. booking non-refundable fares or taking first class ticket options when these cost no more than the standard fare. Keep your receipts for train tickets you book yourself as these must be attached to your expenses claim form.

If you choose to drive to a meeting, you may claim reimbursement at the rate of 45 pence per mile plus any parking charges you incur. You will be asked to declare the mileage on your expenses claim form and to attach parking ticket receipts.

You may use taxis if no alternative public transport is available or if due to your disability or ill-health public transport would not be feasible. Claims for taxi or bus fares must be backed up with receipts.

8. Accommodation

If you need overnight accommodation before a meeting or between two nights of a two-day meeting, the programme staff will book this for you. Accommodation before a meeting will be provided if you would otherwise have to make an unreasonably early start. You will normally be booked into hotels convenient for the meeting on a bed-and-breakfast basis. You may then claim for an evening meal in accordance with the expenses rates listed on the expenses claim form.

9. Subsistence

If you attend a meeting organised by the research programmes or the coordinating centre, refreshments are always provided and lunch is provided for all-day meetings. If you need additional refreshments such as on a train journey home, you may claim for costs incurred according to the expenses rates listed on the expenses claim form.

10. Other costs

If you require hard copies of documents related to the task you are doing for NETSCC, programme staff will arrange to post these to you. If you need to print

documents at home, you must first agree this with programme staff and you may then claim for printing at the rate of 5 pence per A4 sheet.

NETSCC staff will call you or offer to call you back if you contact them so that you do not incur phone charges. If we ask you to join a teleconference we will always provide you with a BT dial-in number which will be free to you provide that you call from a landline, not a mobile phone.

If you need to post items to us, you may reclaim this cost on your next expenses claim. If in order to attend a meeting for NETSCC you need to be accompanied by a paid or unpaid carer, a personal assistant or a support worker the travel, accommodation and subsistence costs of this person will be met by NETSCC. Please discuss your needs with programme staff in advance.

If in order to attend a meeting for NETSCC you need to obtain carer cover for a person you normally care for, over and above the hours that you usually pay for, you may claim a reasonable hourly rate for the time that you need the additional cover. This includes care for children. Please discuss your needs with programme staff in advance.

11. Training and development

If you attend a training or development activity such as attending a course or conference, an honorarium payment will be made as follows:

If we ask you attend an event because it is essential for your role as a public contributor, we will pay for the fees of the event and your travel costs and subsistence *and* pay you a daily honorarium payment of £150.

If we agree that you may attend other, non-essential, events we will pay for the fees of the event and your travel costs and subsistence.

NETSCC PPI Team

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