



*National Institute for
Health Research*

INVOLVE

**Supporting public involvement in
NHS, public health and social care
research**

OPERATIONAL PLAN

2011/2012

April 2011

1. Background

This is the INVOLVE Operational Plan for 2011 / 2012. This plan was produced following discussions by the INVOLVE Group, the working group and main Group chairs, and Coordinating Centre staff.

In 2007 we published our Strategic Plan for 2007 – 2011 which has seven strategic priorities. Below is a summary of our plans to take forward these priorities in 2011 / 2012. Many of the activities fulfil more than one of our strategic priorities, however we have listed each activity under the priority that best matches the activity.

1. Influencing policy and practice

- Working with journal editors
- Representation on committees
- Responding to consultation documents
- Developing new and existing partnerships and alliances

2. Creating an environment that encourages involvement

- Promoting and supporting public involvement in the National Institute for Health Research (NIHR)
- Supporting individuals and organisations
- Including the views of groups and people who are often ignored or overlooked in mainstream society

3. Improving understanding of the extent, nature and effects of involvement

- Developing resources on the impact of public involvement in research
- Mapping and reporting public involvement in NIHR funded research
- Understanding behaviour and organisational change
- Developing invoNET forum membership and events
- Health Services Research / INVOLVE Research Programme

4. Encouraging further understanding of the value of genuine involvement

- Presentations at conferences and workshops

5. Increasing understanding of the practicalities and opportunities for public involvement

- Responding to enquiries to the INVOLVE Coordinating Centre
- Developing training and support resource

6. Developing our role as a conduit of expertise identifying and sharing good practice and increasing awareness of the remit of INVOLVE

- INVOLVE Conference 2012
- Disseminating INVOLVE publications
- Developing INVOLVE databases
- Publishing INVOLVE Newsletter

- Publishing current awareness bulletins
- 7. Regularly reviewing our processes to improve the work of INVOLVE**
- Improving accessibility of INVOLVE materials, processes and events

Sections 2 and 3 provide further detail of the proposed nature of the activities to be undertaken by the Group and the Coordinating Centre, as well as the estimated costs. Inevitably some unforeseen opportunities and activities will emerge during the course of the year however the Operational Plan outlines the main activities and associated costs. Many of the activities identified for 2011 / 2012 are either a continuation of, or building from, the activities of 2010 / 2011.

2. INVOLVE working group plans for 2011 / 2012

The work of INVOLVE is driven through the working groups and the Coordinating Centre. The main Group provides the opportunity for broader discussion, including developing policy as well as the opportunity for discussion on some of the activities of the working groups. The main Group of INVOLVE signs off the plans for the working groups which are then carried out by the INVOLVE Coordinating Centre.

2.1 Empowerment working group

A) Improving accessibility of INVOLVE materials, processes and events (£3,000)

This is an ongoing remit of the Empowerment working group aiming to ensure that the work and activities of INVOLVE are accessible to as wide a range of people as possible. Funds might be used, for example, for alternative versions of printed documents, facilitating access to events or processes for people with particular needs.

B) Developing training and support resource (£10,000)

This new resource will form a key part of the Resource Centre on the redeveloped INVOLVE website. It aims to provide guidelines and good practice information for developing training and support. This is supported by case studies of specific training and support examples and signposting to other information. TwoCan worked with us on the conceptual design and piloting of this resource. We expect to work with them to complete the next stage of the resource during 2011 / 2012. This will involve developing further content using the methods piloted in the initial stage. The content will focus on the good practice information for specific types of training for public involvement in research (for example: introduction to research; lay reviewing; being a member of an advisory group). Funding will cover external

consultancy work, advisory group costs and some contingency for graphic/web design.

C) Including views of people and groups often overlooked (£3,500 plus Coordinating Centre staff time)

In 2011 / 2012, we will undertake work to map opportunities to link with a range of national organisations which work to promote the voices of groups and people often overlooked or ignored by mainstream society in research. The purpose of the mapping work is to seek opportunities for INVOLVE representation/collaboration at relevant events (e.g. conferences, seminars, workshops) to promote active involvement by groups and people in health, public health and social care research. The mapping work will be undertaken by Coordinating Centre staff. Group members will have opportunities to participate in the events. Up to five events will be prioritised in 2011 / 2012. Funding will cover the costs of attending events (registration/exhibition stand fees, expenses and INVOLVE members' participation).

D) Supporting individuals and organisations (£7,500 each from Empowerment and Strategic Alliances working groups)

Strategic Alliances and Empowerment working groups plan to jointly commission an external consultant to develop an action plan on how to further support individuals and organisations involved in public involvement in research. The development of the action plan is expected to involve preparing some background papers and consideration of possible models of support. We expect this action plan to result in both working groups agreeing to implement specific initiatives by one or other of the working groups. Funding will cover the development of the action plan, including external consultant and preparation work, piloting of one or more of the agreed initiatives as well as advisory group costs / members' time.

2.2 Strategic Alliances working group

E) INVOLVE Conference 2012 (£10,000)

Every two years INVOLVE holds a national conference which aims to provide a forum for people who are interested in promoting and supporting public involvement in research, to learn reflect and network. Pending agreement from the National Institute for Health Research (NIHR), our eighth conference will take place in late 2012. This year's funding will cover the deposit for the venue, conference planning group costs, preparation activities and materials.

F) Journal editors project (£8,500)

The overall purpose of this project is to help inform INVOLVE's long term aim of influencing journal reporting of public involvement in research studies and has members from all three working groups on its advisory group. In 2010 /

2011 we commissioned work to collect information on journal editors' views of reporting public involvement in research (phase one). In 2011 / 2012, phase two of this project will actively engage with academic journals. This will include presentations to editorial boards, placement of articles and attendance at key events where editors come together. We will also participate in work underway to develop reporting guidelines on public involvement. Funding will cover dissemination of the phase one report on journal editors, costs of attendance and presentations at relevant events as well as advisory group costs/ members' time and production of a final report for the project advisory group in March 2012.

G) Supporting individuals and organisations (£7,500 each from Strategic Alliances and Empowerment and working groups)

See D, under Empowerment working group.

2.3 Evidence, Knowledge and Learning (EKL) working group

H) invoNET forum (£8,500)

invoNET is a forum for people with an interest in researching and building an evidence base on active public involvement in research. A sixth annual event for invoNET members will be held in 2011 / 2012 and consideration will be given on how best to bring the knowledge and learning from the event to a wider audience and raise the profile of invoNET. The new INVOLVE website will continue to facilitate networking opportunities for invoNET members. Development of the evidence library will continue. Funding will cover the costs of the invoNET event and development of the evidence library.

The work Strategic Alliances are carrying out with journal editors on reporting public involvement in research will contribute to the knowledge of invoNET and previous discussions on how best to work with journal editors. The reporting and mapping of public involvement in research will also contribute to the evidence base – see section L below.

I) Dissemination of INVOLVE publications (£6,000)

During 2011 / 2012 there will be ongoing dissemination of recently published reports as well as dissemination of new reports published in 2011 / 2012. Funding will cover the costs of producing and disseminating publications.

J) Resources on the impact of public involvement in research (£10,000)

Work will continue on the development of practical resources from both the Exploring Impact study and the articles identified during the ongoing building of the evidence library. This will both strengthen the evidence base and

continue the dissemination of the knowledge identified in the Exploring Impact study.

A supplement for the new edition of the Briefing Notes for researchers will be developed outlining specifically for researchers evidence of the benefits of public involvement in research. This will be helpful for researchers in their own work and also for influencing colleagues.

A series of information sheets will be developed on what is known about the impact of public involvement for specific activities or groups. These will consider how public involvement enhances the quality, relevance and acceptability of research. This will support the work of Strategic Alliances and Empowerment on supporting individuals and organisations in public involvement in research. Funding will cover the costs of writing and producing the supplements and information sheets.

K) Behaviour and organisational change (£3,000)

This will be a small piece of work carried out by members of Evidence, Knowledge and Learning working group. A short discussion paper/think piece will be developed to review the evidence around public involvement and behavioural and organisational change. It will consider the complex issues around understanding different contexts and how best to influence and facilitate change. This work will link to the work of Strategic Alliances and Empowerment on supporting organisations and individuals. Funding will cover the costs of INVOLVE members' participation at meetings.

L) Mapping and reporting of public involvement in National Institute for Health Research (NIHR) funded research (£2,000)

We will continue to explore with the research programmes of the National Institute for Health Research the feasibility of mapping information routinely collected on public involvement in NIHR funded research. Work will also continue with the Programme Managers of the NIHR and researchers to identify ways to encourage reporting of public involvement by researchers throughout the research process. This will also link with the work with Journal editors and invoNET.

M) Health Services Research and INVOLVE Research Programme (separately funded by the National Institute for Health Research)

A joint funding call on public involvement in research funded by the National Institute for Health Research (NIHR) through INVOLVE, and delivered by the NIHR Health Services Research (HSR) programme managed by the NIHR Evaluations, Trials and Studies Coordinating Centre (NETSCC) was announced during 2010. Projects were selected for funding at the HSR Board meeting in February 2011 and contracts are currently being finalised.

The three key aims of the call were to collect evidence on:

- **Impact:** to increase knowledge and understanding of the impact of public involvement in research
- **Evaluation:** to identify methods of evaluating public involvement in research
- **Implementation:** to identify effective ways of involving the public in research

INVOLVE is working with the HSR team to plan the monitoring of public involvement throughout the different stages of the funded projects and in the final reports.

The following is an additional potential area raised by EKL working group members which will be discussed during 2011 / 2012 for possible future development:

- Public involvement in Patient Reported Outcome Measures (PROMs)

2.4 Main Advisory Group

N) Support Group members / Group meetings (£35,000)

We will continue arranging and providing secretariat support for both main Group and working group meetings. This includes identifying and booking venues, arranging payments of members travel expenses and attendance allowances, as well as any training required. We will also undertake a survey of INVOLVE members views to assess the quality of support received and areas for improvement.

O) INVOLVE Strategic Plan (£3,000)

Our current INVOLVE Strategic Plan runs from 2007 – 2011. In 2011 we will be producing a new Strategic Plan to take us forward from 2012 – 2015. To develop the Strategic Plan we have sent out a survey to all those interested in the work of INVOLVE and public involvement. This will be followed by discussions with key stakeholders as well as INVOLVE Group members. The final version of the Strategic Plan will be discussed at the INVOLVE awayday in September 2011.

P) Recruiting new members (£18,350)

In the summer of 2011 we will be publicly advertising for new members to join INVOLVE. We are looking to recruit approximately 15 new members. As part of the recruitment process we will be holding regional events to enable potential applicants to meet INVOLVE members and find out more about INVOLVE as well as to receive advice and support on the application process.

Interviews will be held in September 2011. Funding will cover the costs of venues for the regional events and interviews, as well as expenses for applicants and Group members.

3. INVOLVE Coordinating Centre plans for 2011 / 2012

The work of the INVOLVE Coordinating Centre complements and supports the INVOLVE working group plans for 2011 / 2012. The plans for the INVOLVE Coordinating Centre in 2011 / 2012 include delivering on core activities as well as responding to new initiatives relevant to our overall strategic priorities.

Areas of ongoing and developing work:

- **Developing and maintaining partnerships with organisations**
 - **Promoting and supporting public involvement in the NIHR**
 - **Representation on committees**
 - **Publishing the INVOLVE newsletter**
 - **Publishing current awareness bulletins**
 - **Responding to consultations**
 - **Responding to enquiries to the Coordinating Centre**
 - **Presentations at conferences and workshops**
 - **Maintaining and developing the INVOLVE website**
 - **Maintaining and developing INVOLVE databases (including People in Research website)**
 - **Project managing work commissioned by INVOLVE**
 - **Supporting the INVOLVE Advisory Group and working groups**
-

Appendix 1: Operational Plan Budget for 2011 / 2012

The total estimated cost for the activities outlined is £135,850. This is slightly higher than our funding of £129,000. However, these costs are an estimate and will be monitored during the financial year once the details of the activities are further developed. We anticipate that total expenditure will be within budget.

INVOLVE strategic priorities:

1. Influencing policy and practice
2. Creating an environment that encourages involvement
3. Improving understanding of the extent, nature and effects of involvement
4. Encouraging further understanding of the value of genuine involvement
5. Increasing understanding of the practicalities and opportunities for public involvement
6. Developing our role as a conduit of expertise identifying and sharing good practice and increasing awareness of the remit of INVOLVE
7. Regularly reviewing our processes to improve the work of INVOLVE

(N.B. Numbers highlighted in bold in the summary tables are the main focus of the activity).

Empowerment working group

Chair: David Evans

ACTIVITY	Relevance to strategic priorities	Areas covered: NHS Social Care Public Health	Estimated cost
A. Improving accessibility of INVOLVE materials, processes and events	7	All	£3,000
B. Developing training and support resource	5,6	All	£10,000
C. Including views of people and groups often overlooked	2	All	£3,500
D. Supporting individuals and organisations	1,2	All	£7,500
TOTAL			£24,000

Strategic Alliances working group
Chair: Stuart Eglin

ACTIVITY	Relevance to strategic priorities	Areas covered :NHS Social Care Public Health	Estimated Cost
E. INVOLVE conference 2012	1,2,3,4,5,6	All	£10,000
F. Journal Editors project	1, 2, 3,4	All	£8,500
G. Supporting individuals and organisations	1, 2	All	£7,500
TOTAL			£26,000

Evidence, Knowledge and Learning working group
Chair: Sophie Staniszewska

ACTIVITY	Relevance to strategic priorities	Areas covered: NHS Social Care Public Health	Estimated Cost
H. invoNET forum	3,4,6	All	£8,500
I. Dissemination of INVOLVE publications	3,5,6	All	£6,000
J. Resources on the impact of public involvement in research	3,4	All	£10,000
K. Behaviour and organisational change	3	All	£3,000
L. Mapping and reporting of public involvement in NIHR funded research	1,3,4	All	£2,000
M. Health Services Research and INVOLVE Research Programme	3,4,5	All	-
TOTAL			£29,500

Main Advisory Group budget
Chair: Nick Partridge / Simon Denegri

ACTIVITY	Areas covered: NHS Social Care Public Health	Estimated Cost
N. Support Group members / Group meetings	All	£35,000
O. INVOLVE Strategic Plan	All	£3,000
P. Recruitment of new Members	All	£18,350
TOTAL		£56,350

TOTAL ESTIMATED COST:	£135,850
------------------------------	-----------------

**Appendix 2: INVOLVE Coordinating Centre
Director: Sarah Buckland**

ACTIVITY	Relevance to strategic priorities	Areas covered: NHS Social Care Public Health
Developing and maintaining partnerships	1,2,5,6	All
Promoting and supporting public involvement in the NIHR	1,2,4,5,6	All
Representation on committees	1,2,5,6	All
Publishing INVOLVE Newsletter	5,6	All
Publishing current awareness bulletin	3,6	All
Responding to consultations	1	All
Responding to enquiries to Coordinating Centre	2,4,5,6	All
Presentations at conferences and workshops	1,2,4,5,6	All
Maintaining and developing the INVOLVE website	2,3,4,5,6	All
Maintaining and developing INVOLVE databases	3,4,5,6	All
Project managing work commissioned by INVOLVE		
Support for the INVOLVE Group and working groups		