

Proposal for the establishment of a Public Engagement and Involvement Forum: Briefing pack for Workshop on 26 January 2021

This document is intended to provide information to workshop attendees on the proposal to establish a Public Engagement and Involvement Forum, addressing Focus Area 1 of the 'Discover Your Role in Health and Social Care Research' Action Plan.

There will be an opportunity during the workshop to hear more about this proposal and share your views.

Background

Health and Care Research Wales believe that meaningful public involvement is important for undertaking good, safe and ethical research and should be a routine and normal part of the research process.

Over the last 12 months, we have worked via 'community of practice' events and online surveys to gather views and build consensus on the ambitions for public engagement and public involvement in health and social care research in the coming years.

These ambitions, and the areas of focus necessary to achieve them, have been captured in the ['Discover your role in Health and Social Care Research' Action Plan](#).

Discover Your Role in Health and Social Care Research: Agreed Focus Areas

This proposal addresses **Focus Area 1:**

“Create a more coherent network for public involvement discussions, peer support and sharing good practice.”

Feedback to date on Forum requirements

A Forum should offer:

1. “Already lots of great activity, but needs to be better connected”
2. “A space for working together and sharing knowledge”
3. “Something open and inclusive, that is simple to join and participate”
4. “The opportunity to ask questions and shape decisions and activities”
5. “Bringing public, researcher and policy views together in one place”

Proposed Model for the Forum

Engagement and Involvement Forum

- 2 or 3 meetings per year
- Conference style, open invitation
- Updates, debate and priority setting

Forum Working Parties

- Task specific, time bound groups
- Priorities driven by Forum consensus
- Shared goals, shared work, shared leadership

Key Features: The 'Forum' and the Working Parties

Engagement and Involvement Forum

A community of individuals seeking to influence and support the continuous improvement of public engagement and public involvement activities across health and social care research in Wales

- Multi-purpose: hear about latest developments; raise questions and debate hot topics; vote on priorities; network with public contributors and researchers; join working parties
- 'Discover Your Role in Health and Care Research' Action Plan provides initial framework for focus and activities, but Forum not limited to what is in the plan - new ideas and priorities can be raised
- Agenda set by consensus of the Forum (via voting or similar method)
- Administered and coordinated by Health and Care Research Wales
- Virtual meetings at first, potential for in-person (or mixed model) in future
- Potential to be held 'outside of normal business hours'

- Open invitation to attend and easy to join - no set numbers for attendance, no prior knowledge or experience required
- Expected attendance from relevant Welsh Government, Health and Care Research Wales Support and Delivery Centre, and Research Infrastructure Group staff

Forum Working Parties

Working together to shape activities and develop proposals to address key issues that can advance public involvement and engagement agenda in health and social care research in Wales

- Groups of interested individuals, working on specific task(s) that contribute to priorities agreed in the Engagement and Involvement Forum
- Defined objectives with agreed timescales
- Groups may be chaired by any interested individual, with support provided by Health and Care Research Wales Support and Delivery Centre. Honorarium and expenses available for public contributors, as appropriate to the task

- Multiple working parties could be operating in parallel
- 'Discover Your Role in Health and Social Care Research' Action Plan provides initial set of activities that can be focus of working parties, but other issues can be addressed where there is consensus in the Forum that it is a priority

Working Party: Example 1

Forum Working Party on Payment for Time of Public Contributors*

What

Develop a statement outlining expectations for management of payment for involvement activities of public contributors by universities (addressing Focus Area 5 in Action Plan)

Who

Welsh Government (lead), Health and Care Research Wales Support and Delivery Centre, Research Involvement Leads, Public Contributors, plus partners from other UK nations

When

Draft Statement by January 2021, endorsement by relevant organisations and issued by end February 2021

* Real example of work already underway

Working Party: Example 2

Forum Working Party on promoting public involvement as part of undergraduate and postgraduate education*

What

Design, issue and analysis of a survey to identify best opportunity and method to promote value of public involvement in research as part of relevant courses (addressing Focus Area 2 in Action Plan)

Who

Research Involvement Leads (lead), Public Contributors, Health and Care Research Wales

When

Design and issue survey by March 2021

Analysis of results and proposal for action by May 2021

* Made up example, for demonstration purposes

Seeking your views

The Forum workshop will provide an opportunity to share your views on this proposal. Some of the questions we will be posing to participants include:

- How would you want to engage with the Forum and working parties if it was structured in the way outlined in this proposal?
- Are there any practical issues that need to be clarified about the role and operation of the Forum as proposed?
- How should we promote the existence of the Forum to reach beyond the 'usual suspects'.
- With face-to-face meetings unlikely in the near future, are there specific issues that we should be considering to ensure that events are inclusive and engaging?

How to share your views

Attend the Forum workshop on 26 January 2021.

If you are unable to attend the workshop, you can email your views to:

Research-involvement@wales.nhs.uk

A summary of the workshop discussions will be published after the event. Voting on priority topics for future meetings will also be available after the event.