

UKCRF NETWORK

Involvement Work Group Terms of Reference

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Introduction

A work group is a specialist group that have come together at the request of the UK Clinical Research Facility (UKCRF) Network (with the agreement of the Senior Management Team), with a specific area or piece of work in mind, which can be finite or ongoing. The main purpose of a work group is to develop and share best practice.

Objectives and Purpose

The Involvement Work Group was established and continues to support the UKCRF Network in achieving and build on our successful track record of supporting CRFs in collaboration and coordination of patient and public involvement, engagement (PPIE) and participation activities.

The primary purpose of the group is to share best PPIE practice, providing peer support and support the learning needs of CRF PPIE Leads. Each work group sets annual objectives, which are accessible to members via the Group's MS Team channel.

The Involvement Work Group is part of the UKCRF Network's Work Package (WP) for Involvement and Inclusion (WP4). More information about the broader objectives of this Work Package can be found on the [Network's website](#).

Scope of Work

- **Sharing Best Practice:** Facilitating the exchange of best practices of PPIE across CRFs.
- **Staff Networking and Development Forum:** Providing a platform for staff to discuss relevant topics through group meetings, online forums, and workshops.
- **Supporting UKCRF Network Conference:** using the expertise and connections of Work Group members to design and deliver engaging workshops.
- **Remaining Relevant and Responsive:** Liaising with relevant organisations to ensure that the work of the group is up to date, responsive and complementary to that of other key research organisations and structures.
- **Collaborating with Equality, Diversity and Inclusion (EDI) Leads:** Work together on shared objectives and projects to enhance the effectiveness of both groups.
- **Producing Case Studies:** Create case studies on successful projects, highlighting collaboration between CRF leads based on PPIE lead needs.

Responsibilities

Group Chair and Deputy Chair:

- Organise and facilitate group meetings, online forums, and workshops to encourage collaboration and knowledge exchange.
- Ensure members meet the membership criteria (by working with the Project Officer), and encouraging diversity where appropriate (e.g., geographically, professionally).
- Agree and deliver annual objectives for the group.
- Establish and oversee task-and-finish groups to deliver specific objectives.
- Promote a culture of collaboration and support in patient and public involvement, engagement and participation CRFs across the Network.
- Lead the development of conference workshops for public involvement.
- Ensure guidance documents and tools developed by the group are updated to reflect evolving standards and regulations.
- Work closely with the Inclusion Work Group. in topics such as barriers to research and reaching out to communities.

Group Members:

- Actively contribute to the group's objectives and attend scheduled meetings and events.
 - Members are encouraged to attend all meetings to ensure group cohesion and support group objectives.
 - While occasional absence is understood, members should, where possible, arrange for a suitable deputy or send their apologies.
 - Membership will be reviewed annually, considering membership criteria, attendance and contribution, and may be revised if necessary.
- Join task and finish groups to support the maintenance and development of tools, training resources, and guidelines.
- Share expertise, local practices and peer support with the group to promote shared learning.
- Promote group resources and key messages with colleagues at their respective CRF.
- Work in partnership with CRF EDI Leads where roles overlap.
- Share opportunities with CRF public contributors to encourage them to get involved with Network projects, meetings and/or attend the conference. Payment in line with NIHR guidance
- Obtain approval from their Line Manager or CRF Manager before joining.

Membership Criteria

The Involvement Group consists of representatives from various CRFs across the UK and Ireland who have expertise and experience in PPIE. Group Members should have PPIE in their role.

There is no restriction on the total number of members. Staff members who meet the above criteria are welcome to join.

The Chair may invite members from outside the CRFs if their expertise aligns with the group's purpose and areas of work, such as representatives from partner networks or research infrastructure.

The Operations Team manages the storage and sharing of group member details in line with the [UKCRF Network Staff Data Management Policy](#). Members' contact details will be shared with other members of the group via a private Google Sheet. Members can only access these details if they have a Google-linked account.

Meeting Management

The Group will meet quarterly via MS Teams including annual face-to-face meeting unless agreed otherwise with the WP Lead.

- The meeting must have a Chair or nominated deputy present.
- The meeting must have the Work Package Lead or Deputy Lead present.
- Agenda must be set no less than three working days prior to the meeting.
- Representatives from other parts of the infrastructure may be invited as guests when appropriate, and members should be notified in advance.
- Administrative support (agenda, notes/minutes) should be identified from an appropriate source.
- All virtual meetings will be recorded and stored on the MS Teams Group for members to access.
- Chairs should remind members at the beginning of each meeting that the meeting is being recorded.
- A summary of the key messages and actions should be shared with members within two weeks of the meeting date.

Dissemination and Outputs

The Chair will upload the following documents to the Group's MS Team:

- Meeting agendas
- Meeting summary and action list
- Annual objectives
- Terms of reference

All new projects and pieces of work should be submitted to the WP Lead, Deputy Leads and Operations Team for review using the UKCRF Network's New Project Request Form.

The Group's MS Team can be used to share CRF documents with the members, and for task and finish groups to collaborate on project outputs. The Chair will work with the Operations Team to provide all the required information for the promotion and dissemination of project outputs and updates through emails, social media, website, workshops, conferences.

Leadership and Accountability

The Group Chair is appointed by the WP Lead and Deputies in line with the UKCRF Network Role Selection Process (2023-2028).

Reporting

The Group Chair will provide updates on group achievements, challenges, and upcoming initiatives to the WP Leads, who will then present these updates at SMT meetings.

Group activity will also be summarised in the UKCRF Network annual report and submitted to the National Institute for Health and Care Research (NIHR), the UKCRF Network's funder.

Review

This document will be reviewed every three years by the Chair to ensure that it's still fit for purpose. Any amendments should be submitted to the WP Lead, Deputy and Operations Team.

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