

**Research Design Service North West (RDS NW) Public Involvement (PI) Work Plan  
- 2018 to 2021**

Objective	Work Plan 2018 to 2021	Actions	Measures /evidence
<p><b>1. Culture</b></p> <p>Local</p>	<p>To embed a culture of PI in the RDS NW and within the Health and Social Care researcher community</p>	<p>a. Embed values outlined in INVOLVE's Public involvement in research: values and principles framework (2015)</p> <p>b. Ensure PI induction of new RDS NW staff</p> <p>c. Regularly update core PI Team staff and Adviser Induction programmes</p> <p>d. Undertake regular training needs analysis with frontline advisers</p> <p>e. Contribute to RDS NW staff development days/ activities</p> <p>f. Support advisers with their PI advice</p>	<ul style="list-style-type: none"> <li>• Awareness of value statement (put on RDS NW website)</li> <li>• Core Induction programmes</li> <li>• New advisers inducted within 6 to 12 weeks of appointment and PI Team staff inducted within six weeks of appointment</li> <li>• Repeat online RDS NW adviser survey every two years</li> <li>• Log of PI advice given directly/via advisers</li> </ul>

		<p>on a case by case basis</p> <p>g. Contribute to RDS NW research design and support workshops/activities e.g. NIHR Research for Patient Benefit (RfPB) Programme events</p>	<ul style="list-style-type: none"> <li>• Documentary evidence of contribution at all events, logged at team meetings</li> </ul>
National		<p>h. Where appropriate contribute to PI developments with other Research Design Service (RDS) regions</p> <p>i. Contribute to national RDS Public Involvement Community (PIC) activities</p>	<ul style="list-style-type: none"> <li>• Documentary evidence of input/leadership for PI development/work streams</li> </ul>
<p><b>2. Communication</b></p> <p>Local</p>	<p>To communicate effectively internally and externally to the RDS</p>	<p>a. PI specialist advisers to meet local RDS NW teams for Full Meetings and ad-hoc Local Meetings</p> <p>b. Contribute to RDS newsletters and news processes</p> <p>c. Contribute to RDS NW events and outreach</p> <p>d. Ensure PI team have knowledge of RDS NW</p>	<ul style="list-style-type: none"> <li>• PI team presence at all Full Meetings and most Local Meetings</li> <li>• PI as a standing agenda item</li> <li>• PI item in all RDS NW newsletters</li> <li>• Regular flow of PI related info via RDS NW web pages</li> <li>• PI advisers on programmes of North West events</li> <li>• membership of committee</li> </ul>

		Communications Plan	
National		e. Contribute to national RDS events	<ul style="list-style-type: none"> <li>PI advisers on national events programmes, where relevant</li> </ul>
<b>3. Connectivity</b> Local	To connect with non-RDS organisations	<p>a. Identify organisations we wish to connect with or influence</p> <p>b. Work with RDS stakeholders</p>	<ul style="list-style-type: none"> <li>Evidence of presence at ad hoc non-RDS events with requests for PI input, quarterly</li> <li>Review opportunities for targeting events to have a PI presence at</li> <li>Evidence of involvement e.g. RDS stand</li> </ul>
National		c. Identify non-RDS events to have a presence at	<ul style="list-style-type: none"> <li>Documentary evidence of attending non-RDS events</li> </ul>
<b>4. Co-production</b> Local	To develop co-production activities to enhance PI in the RDS	a. Develop online and offline PI resources	<ul style="list-style-type: none"> <li>Evidence of planning and creation of resources</li> <li>Good practice guidelines and information on website</li> </ul>
National		b. Contribute to national RDS co-production and development workstreams	<ul style="list-style-type: none"> <li>A member of team to attend all PIC meetings and evidence contribution</li> <li>Map and obtain relevant organisation's PI strategies through meetings and/or requests for paper copies</li> </ul>

		<p>c. Explore co-production activities/ workstreams with other relevant organisations</p> <p>d. Oversee Public involvement funds (PIF)</p>	<ul style="list-style-type: none"> <li>• Evidence of exploration of co-production opportunities</li> <li>• Regularly review PIF and how it functions – update if necessary</li> </ul>
<p><b>5. Coordination</b></p> <p>Local</p>	<p>To coordinate PI team activities efficiently and effectively</p>	<p>a. PI Team to meet face-to-face or virtually 4 times a year</p> <p>b. PI Team to input at key RDS MW meetings: Regional Executive Team (RET), Communications; Proposal Development</p> <p>c. Regularly update a PI Work Plan</p> <p>d. Fully utilise NIHR HUB for coordination of activities</p>	<ul style="list-style-type: none"> <li>• Documentary evidence of planned meetings, minutes, good attendance</li> <li>• Evidence of attendance and input at key meetings</li> <li>• PI Work Plan revision to be signed off by RET</li> <li>• Evidence of PI team having completed HUB training</li> </ul>
<p>National</p>		<p>e. PI Team to contribute to important local/national consultations, campaigns and initiatives</p>	<ul style="list-style-type: none"> <li>• Documentary evidence of appraising consultations, campaigns and initiatives and action taken</li> </ul>
<p><b>6. Continuous improvement</b></p> <p>Local</p>	<p>To continually reflect, review, maintain and improve PI</p>	<p>a. Maintain an updated PI Work Plan</p>	<ul style="list-style-type: none"> <li>• Evidence of PI Work Plan being reviewed according to review dates</li> </ul>

	team performance in line with four Rs Reach Refinement Relevance Relationships	<p>b. Review PIF applications and guidance</p> <p>c. Identify and review case studies exemplifying PI</p> <p>d. Effective use of PI financial resources</p> <p>e. Annual review of PI Team training/development needs</p> <p>f. Identify and seek avenues to address PI Team staff training and development needs</p>	<ul style="list-style-type: none"> <li>• Evidence of PI Work Plan targets being met to time</li> <li>• Report any ongoing issues</li> <li>• Evidence of an expanding set of case studies</li> <li>• Standing item discussion at PI team meetings e.g. PIF, general activity against budget</li> <li>• Evidence of discussion/ action planning of individual and group development needs</li> <li>• Reports of feedback/ findings of surveys to RET</li> </ul>
National		g. Share learning with wider RDS	
<b>7. Community</b> Local	To act as 'one NIHR' and foster a sense of community with NIHR colleagues and the wider PI community	a. Explore a PI publication for a journal based on NW RDS PI experience	<ul style="list-style-type: none"> <li>• An article is successfully published</li> </ul>

National		<p>b. PI Team representation at national RDS development days</p> <p>c. Be active contributors and participants in INVOLVE partnership</p> <p>d. PI team to gain experience of the conduct of research funding panels</p> <p>e. PI Team to contribute to relevant communities of interest</p>	<ul style="list-style-type: none"> <li>• Evidence of attendance and feedback from national RDS development days</li> <li>• Participate in INVOLVE work and liaise regularly with our INVOLVE contacts</li> <li>• Documentary evidence of attendance and observing at funding panels</li> <li>• Documentary evidence of membership and contribution</li> </ul>
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