

MOReS 'Ideas Factory' Public Involvement (Terms of Reference)

Introduction

The Centre for Movement, Occupational and Rehabilitation Sciences, Oxford Brookes University (MOReS-OBU) ideas factory public involvement group members will provide advice, information and guidance to the MOReS-OBU on the inception, planning, delivery, evaluation and dissemination aspects of the research activities of MOReS-OBU.

[INVOLVE](#) (the national coordinating centre for patient and public involvement) defines 'involvement' as research being carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them.

This might include involving people in setting research priorities, design, carrying out the research, analysis, reporting and dissemination, rather than participating in research or in research education.

1. MOReS 'ideas factory' meetings

1.1 Public involvement meetings will take place up to 6 times a year to:

- Provide and discuss future subjects for research studies
- Share information about current and future research
- Review progress and participate in discussions relevant to the development, evaluation and dissemination of research
- Advise on any other relevant aspects of the work of MOReS-OBU – Selected themes will be discussed at each workshop.

1.2 Meetings will take place at OBU unless otherwise specified, and will be at different dates and times each year to provide members with a chance to attend meetings if they are restricted by certain times/ days.

1.3 The members will be composed of different genders, ages and each meeting will focus on a specific condition or set of conditions.

1.4 Meetings will last approximately 90 mins and lunch will be provided (pre-packaged sandwiches and a beverage) if the meeting takes place within the lunch time hours. Otherwise a light snack will be provided if outside of this time.

1.5 Service user researchers will spend at least 1/3 of the time (30 mins) in active conversation to ensure their input is voiced and considered.

1.6 Meetings will not involve any current trial participants. Members will not have direct contact with any trial participants.

1.7 Specific details of what will be required by members taking part in the meetings will be explained to potential group members before they contribute.

1.8 All meeting places will take in to consideration the members that will be attending, and therefore will supply disabled parking and meeting room access if required.

2. Membership

2.1 Members will include:

- Current and future researchers of the MOReS-OBU
- External members for each meeting will be invited from the MOReS-OBU database. It is anticipated six lay members per meeting will be present.

3. Expenses

3.1 Members will have reasonable travel reimbursed by prior agreement

3.2 Payment excludes any extra activity that was not agreed by the MOReS team

3.3 Payment can only be made with use of OBU forms which will be provided by the MOReS team

3.4 Payment should be received within 4 weeks of correctly completed form submission

3.5 Queries related to payment should be directed to mores@brookes.ac.uk

4. Expectations of the members

Each member will be expected to:

- Agree to take part in the meetings by providing oral and written informed consent, and to agree to be contacted by one of the MOReS team based on a random rotation
- Comment on documents which may be circulated in between meetings via email or post
- Contribute to discussions
- Treat everybody as an equal in the group, be tolerant of others' experiences and perspectives and accept that while yours may be very different, no view is less valid than another
- Abide by the terms of reference and respect the rules of confidentiality laid out below
- To provide feedback on meetings to evaluate the members' experiences. Anonymised feedback will be presented on the MOReS-OBU website and social media feeds.
- Make the OBU team aware if at any point they wish to be removed from the PI database

5. Rules of Confidentiality

5.1 It is important that members are able to speak freely of their views and experience. For this reason the Chatham House Rule applies: when discussing any of the Group's work publicly, there will be no attribution of comments or views of an individual. At anytime, a member may wish to state that the material or information offered by them is confidential and should not be shared or seen by anyone outside the group and should not be noted.

Additional information:

For more information or to get involved contact mores@brookes.ac.uk, or find out more and to read about past or upcoming meetings at:
<http://www.brookes.ac.uk/shssw/research/centres-and-groups/mores/>