



## Minutes of the COMPASS Management Board meeting 16<sup>th</sup> June 2008 - Edinburgh

**Present:** Alison Richardson (AR), Michael Sharpe (MS), Scott Murray (SM), David Weller (DW), Liz Forbat (LF), Mike Bennett (MB), Dan Stark (DS), Elizabeth Davies (ED), Colin Steen (CS), Marie Fallon (MF), Galina Velikova (GV), Julia Brown (JB) (by telephone from 15.15), Susie Edwards (SE)

**Present for User Involvement Training Session:** Carolyn Morris (CM), Dave Ardron (DA), Marilyn Kendall (MK), Derek Stewart (DSt), Annet Kleiboer (AK), Peter Rainey (PR), Kate Absolom (KA), Lucy Zeigler (LZ)

**Apologies:** Irene Higginson, Amanda Ramirez, Matthew Hotopf, Aziz Sheikh

### Item 1: Welcome

Participants were welcomed to Edinburgh, and DSt thanked for providing the User Involvement Training Session.

### Item 2: User Involvement Training Session

A lively and interactive training session was held involving small groups and larger discussions, designed to guide those present to think about User Involvement in research from the perspective of the User. The benefits that involving Users brings to the research process were also discussed eg able to open doors to different community groups; may have complementary skills/experience from their occupations; able to identify outcomes important to people; can help with the context of the research question.

DA is the new Chair of the NCRI CLG, and is happy to be contacted for further advice and help. MK is able to help with UI aspects of grant applications if required.

### Item 3: Agenda

The agenda was agreed

### Item 4: Minutes of the last meeting and action points

**Minutes:** The minutes were agreed, subject to the following correction:

The name of the conference referred to in AOB (page 6) was corrected to BPOS, and the dates of the meeting to 4<sup>th</sup> and 5<sup>th</sup> December 2008.

David Cameron is unable to attend the September 2008 Board meeting. He will be kept updated with COMPASS activity and invited to join the January 2009 meeting when dates are finalised.

The Constitution has been changed to reflect new protocols adopted, and will be put on the website.

It was suggested that the COMPASS and CECO lead grant holders should meet to discuss the Mid-term Review in the near future.

### Item 5: User Involvement: Progress Report

All eight aims on the UI plan are being taken forward, with the COMPASS Service User representatives being involved as appropriate. The Executive felt it desirable that more funds be devoted to support UI as the current budget has little scope for MK to travel to attend meetings, necessary to form relationships with groups such as the NCRI. It also left little additional funds available to support the involvement of other users beyond those on the Advisory Board. It was agreed a new budget with rationale should be prepared.

Some of the Board members expressed a need for guidance on how much UI funding to ask for on grants, or whether formal UI training is available to groups that have already been set up. It was felt that some of the additional budget would be well used to support MK travelling to support development of grant proposals or training plans etc.

The Board felt the UI training session had been valuable, and was the correct pitch. The need for a comprehensive project plan, including incorporating UI in proposal development and grant applications, and engaging Collaborative members was discussed. It was suggested that MK develop a project plan with milestones and realistic outcomes/timescales in order to drive forward UI in COMPASS. The need for evidence to show UI has an impact overall was noted, and the review from Stirling was highlighted as a useful source of information on UI in research:

Hubbard G, Kidd L, Donaghy E, McDonald C, Kearney N (2007)

A review about involving people affected by cancer in research, policy and planning and practice; Patient Education and Counseling, 65, 21-33.

**Item 6: COMPASS Website working group progress**

The ease of use of SharePoint, and its usefulness in reducing multiple emails from multiple sources (version control) when carrying out shared work was highlighted.

**Item 7: Progress report updates from COMPASS Post-doctoral fellows and statisticians**

The reports were tabled and approved. Leeds has appointed two new Post-doctoral fellows to take forward the Strand 1 and 2 work. KCL will have a new fellow in post from 17<sup>th</sup> July and will appoint an additional researcher to follow the model in Edinburgh and Leeds ASAP.

**Item 8 & 9: Preparation for the Annual Report & Mid-term Review**

The draft Annual Report and slides for the Mid-term Review presentation were tabled as complementary items. It was agreed that as the Mid-term Review is a verbal presentation, it needs to be forward-thinking.

The future direction of COMPASS was discussed, and the importance of focusing on outputs ie changing understanding or practice and policy through the undertaking of high-quality, relevant research, and identifying and 'growing' the people who will be the research leaders of the future were highlighted.

The draft slides for the Mid-term Review presentation were commented on, and suggestions made will be incorporated. The presentation will be rehearsed in full at the Board meeting in Leeds (16<sup>th</sup> September) prior to the Mid-term Review meeting on 30<sup>th</sup> September.

The need to refocus on key aims of COMPASS, and head towards a programme of work with a large trial as an end point were discussed. This could involve developing 2 or 3 ideas in people's natural groupings. It was proposed that draft plans of action might be developed by Christmas.

**Item 10: AOB**

The Board extended its congratulations to GV on receiving a personal Chair in Psychosocial and Medical Oncology from the University of Leeds.

**Next meeting:** Tuesday 16<sup>th</sup> September 2008 in Leeds