Patient and Public Involvement and Engagement (PPI/E) Strategy 2021-2024

NIHR Applied Research Collaboration Wessex

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Document Overview:

The purpose of this strategy

Patients and the public are at the heart of our vision to improve the health and well-being of people across Wessex[1]. We need and value the voices of the communities our research serves.

The knowledge, experiences and support of patients and the public are essential to ensure that our research goals and solutions are relevant, prevent waste, and bring the greatest possible benefits to society.

This document outlines our strategy for Patient and Public Involvement and Engagement (termed PPI/E) in the work of ARC Wessex[2].

Definitions

We recognise there are different definitions to describe involvement and engagement activities within health and social care. For the purposes of this document we will adopt the following definitions:

Patient and public involvement: research being carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them. (NIHR INVOLVE[3] 2017).
Engagement: where information and knowledge about research is provided and shared.
PPI/E: an abbreviation/acronym. Used to describe patient and public involvement or engagement work and projects, or activities that connect or encompass both.
Public: in this strategy we use the term 'public' to describe people affected by our research who do not have a professional role in health and social care services. This may include patients, service users, survivors, carers, family members or members of the general population.

We also use the acronym **WISeRD**, which stands for Wessex Inclusion in Service Research and Design Group. This is our strategic PPI/E group. It is composed of PPI Champions (public), the PPI/E team and staff links for each research theme.

As you read this document, you may come across other terms, abbreviations and acronyms that are unfamiliar to you. We have provided brief descriptions in the footnotes. There is also a glossary of terms at the end of the document.

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[1] Wessex includes Dorset, Hampshire, the Isle of Wight and South Wiltshire.
[2] ARC stands for Applied Research Collaboration. They support applied health and care research that responds to, and meets, the needs of local populations and local health and care systems.
[3] INVOLVE was a national coordinating centre for public involvement in health and care (until March 2020). A new Centre for Engagement and Dissemination aims to build on the work of INVOLVE.

Context and opportunities

ARC Wessex launched in October 2019. As part of our application to become an ARC, we had to develop an outline PPI/E strategy. CLAHRC[4] Wessex (preceded ARC Wessex) shared our commitment to PPI/E and the work done by the CLAHRC laid good foundations for ARC Wessex to build on and progress. We are proud of the work we have done to embed PPI/E in our projects and programmes over the first 18 months.

This strategy, developed in wide consultation with our partners and public communities, builds on the outline PPI/E strategy from our application. It covers activities from April 2021-Oct 2024.

Our locality, Wessex, has strengths in involvement and engagement. We have the [Wessex Public Involvement Network](#) (PIN) that ARC Wessex plays a leading role in. This is a network of staff and public working with NIHR[5] and committed to improving public involvement in research. We do this by sharing our knowledge, supporting and developing each other. We also work together on projects that would not be possible if we did not share the workload between us. These include developing PPI/E training and trialling approaches to improve diversity and inclusion in PPI/E.

Our partners in NHS providers[6], charities and higher education institutions (e.g. Universities) have their own expertise and strengths. We are willing and committed to working together on areas of shared priority.

Our Vision

We aim to deliver high quality public involvement and engagement for health and social care. Our activities will meet the values and principles of good public involvement as outlined in the [UK Standards for Public Involvement](#)[7].

Our activities will occur across, and add value to, each aspect of Wessex ARC:

- At project-specific level (e.g. an ARC-funded or ARC-supported research project).
- Across each of our four research themes[8] and the wider ARC programme.
- With our partners and collaborators organisations.

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[4] Collaborations for Leadership in Applied Health Research and Care
[5] National Institute for Health Research
[6] Any organisation that provides NHS services
[7] The standards are a framework for what good public involvement in research looks like.
[8] ARC Wessex has four research themes: Ageing & Dementia; Long Term Conditions; Healthy Communities and Workforce and Health Systems. Found out more on [our website](#).

Our overarching aims

Aligned to the UK Standards for Public Involvement, are aims are to:

1. Listen to voices relevant to our research priorities that reflect the diversity of our local population – ensuring the underserved[9] have a voice (UK Standard **Inclusive Opportunities**).
2. Build a culture that respects different perspectives, values contributions and supports mutually respectful and productive relationships (UK Standard **Working Together**).
3. Provide health research communities of Wessex (including public) adequate PPI/E training, support and learning opportunities at the right time for their project/programme and/or their own development needs (UK Standard **Support and Learning**).
4. Involve the public at strategic and operational levels, ensuring best practice and supporting research transparency (UK Standard **Governance**).
5. Use innovative approaches and good communication to expand the reach of our activities, maximising impact by stimulating knowledge-of, and interest-in, our research (UK Standard **Communications**).
6. Capture, monitor and share learnings to feedback to those involved, avoid duplication, contribute to the evidence base and build our academic PPI/E (UK Standard **Impact**).

We will build on our local strengths and focus on areas where we believe we can have the greatest impact.

Programme of activities

We have developed objectives and activities to support us to meet our aims.

In many circumstances, activities will support us to meet more than one aim. We have listed them under the most relevant aim.

For each activity, we have identified our success criteria and how we will measure and monitor success. Where a timescale is not mentioned, these activities are expected be ongoing throughout the ARC award.

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[9] Underserved is the term we have chosen to use to describe people who are less well included in research. It is important to recognise that underserved groups are context-specific. There is no single, simple definition to describe all underserved groups.

Aim 1: Listen to voices relevant to our research priorities that reflect the diversity of our local population – ensuring the underserved have a voice (UK Standard **Inclusive Opportunities**).

Objective: Addressing barriers to inclusive research			
Activity	Success Criteria/Milestone	Measured by	Monitored by
Improve accessibility of our documents.	All new materials shared by PPI/E team must pass Microsoft Accessibility Checker[10] before being circulated (2022).	Documents checked before approved for circulation.	PPI Officer and Communications and Partnership Manager
Ask for and address access requirements.	All activities led by the PPI/E team will collect and document access requirements as standard immediately. By 2022 we expect this from everyone.	Evaluation of events will include questions that relate to whether we achieved inclusive practice.	PPI/E team
	Access requirements not met escalated to the Executive Leadership Group for action.		Executive Leadership Group
Apply and action outcomes from equality impact assessments[11] to our PPI/E projects and programmes.	Equality impact assessments applied to 25% of the PPI/E team activities 2021, rising to 50% 2022 and 100% 2023.	Monitoring data on application of equality impact assessments.	WISeRD

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[10] The Microsoft Accessibility Checker is a free tool available in Office 365. It finds most accessibility issues and explains why each might be a potential problem for someone with a disability. It also offers suggestions on how to resolve each issue.

[11] The equality impact assessment is a systematic and evidence-based tool, which enables us to consider the likely impact of work on different groups of people.

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Objective: Underserved groups prioritised in PPI/E activities and initiatives

Activity	Success Criteria/Milestone	Measured by	Monitored by
Identify voices and communities of Wessex who do not have a voice in our research.	ARC public members surveyed to collect demographics across protected characteristics and socio-economic markers. (2021 and 2023).	Demographic data reported against population (local population and research population).	Executive Leadership Group[12]
	Context specific underserved groups identified for the new ARC-funded projects starting Oct (2021) and for research themes (2022).		
Project- and theme- specific PPI/E plans revisited and, where appropriate, adjusted to prioritise inclusion of relevant underserved audience.	Projects have identified existing best practice to reach relevant underserved audience (2022). New PPI/E initiative and approaches, prioritising inclusion of underserved audiences, built into project- and theme-specific PPI/E plans (2022-24).	Monitoring data shows review of PPI/E plans.	WISeRD

Objective: Reaching underserved populations

Activity	Success Criteria/Milestone	Measured by	Monitored by
Work with community groups and community leaders to build mutually beneficial relationships and co-deliver PPI/E activities.	New relationships built with community groups (2021-24).	Increase in database contacts across Wessex community	WISeRD
	New initiatives launched (2022-24).	PPI/E monitoring data demonstrates increase in activities aimed at reaching new groups.	Executive Leadership Group
	New audiences involved in our PPI/E activities.	Demographic data (of public) shows inclusion of underserved groups.	WISeRD

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[12] Operational leadership group.

Objective: Reaching underserved populations (continued)

Activity	Success Criteria/Milestone	Measured by	Monitored by
Seek input from individuals with low socioeconomic status (an already identified underserved group) in 'Population risk stratification & intervention to prevent childhood obesity' project[13].	Sure Start staff and families engage with the team. [We are currently using Facebook to interact but hope to return to face-to-face interactions when social distancing restrictions are relaxed]. (Now)	Monitoring data demonstrates that interactions with audiences at Sure Start centres influences our ways-of-working.	Grace Grove (research lead), Katherine Baker (PPI/E project lead)

Aim 2: Build a culture that respects different perspectives, values contributions and supports mutually respectful and productive relationships (UK Standard **Working Together**)

Objective: Involving the public in decisions about how we work together

Activity	Success Criteria/Milestone	Measured by	Monitored by
Public are involved in discussions about how we will work together, including who should be involved, what that involvement looks like and how we work together.	Public members feel they have a role in defining how we work together. For example, for 2021 we will focus on listening to and acting on public ideas about working together digitally and any blended approaches (ie combining face-to-face and virtual) as we adapt to changing circumstances (e.g. social distancing and/or travel restrictions easing).	Informal feedback from public members. Public member surveys (annual).	WISeRD

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[13] This project aims to test how feasible and acceptable a childhood obesity prediction tool is.

Objective: There will be systems in place to support situations where working together is not going as well			
Activity	Success Criteria/Milestone	Measured by	Monitored by
Implement an induction process (for staff and public) that outlines the support structures, introduces the PPI/E team and identifies a point-of-contact to raise concerns (typically the PPI Officer unless there is a conflict-of-interest).	Develop induction document (2021) and ensure all new staff and public receive a copy.	PPI/E monitoring data.	WISeRD
	Public and staff understand the support structures available to them at ARC Wessex, including their point-of-contact.	Staff (2021, 2023) and public surveys. Informal feedback.	WISeRD
Implement a clear escalation and safeguarding policy.	Develop escalation and safeguarding policy (2021).	Policy published.	Executive Leadership Group

Aim 3: Provide health research communities of Wessex (including public) adequate PPI/E training, support and learning opportunities at the right time for their project/programme and/or their own development needs (UK Standard **Support and Learning**).

Objective: Provide public mentorship to researchers			
Activity	Success Criteria/Milestone	Measured by	Monitored by
Complete 1 year pilot (2020-21) which pairs our PhD students with a public mentor to strengthen PPI/E in research and develop students' experiences of working and communicating with members of the public.	Evaluate public mentorship scheme with PhD students. Identify next steps (any adaptations needed, potential for roll out to other early career researchers).	Data from scheme evaluation forms. PPIE monitoring data.	Academic Career Development Group [14]

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[14] The Academic Career Development Group in ARC Wessex is focused on building capacity and capability within the health and care system.

Objective: Delivering an ongoing programme of training and learning events

Activity	Success Criteria/Milestone	Measured by	Monitored by
Host seminars and webinars that introduce topics (e.g. introduction to PPI/E, what is a co-applicant). Offer training courses that upskill the research community (including the public).	Develop following courses for public members (2021) - deliver annually thereafter: ● Public confidence training (public); ● What is a co-applicant? (course topic selected following an increase number of requests from public members for support in this area). Deliver annually: ● 3 'introduction to PPI/E' seminars/webinar (public and researchers); ● Skills-based training in PPI/E (predominantly for researchers); ● Presentation skills (public and researchers).	PPIE monitoring data and evaluations of training and events.	WISeRD and Academic Career Development Group

Objective: Resources to support high quality PPI/E made available

Activity	Success Criteria/Milestone	Measured by	Monitored by
Internally created PPI/E resources publicly available on ARC Wessex website.	Resources published or signposted to from PPI/E pages of ARC Wessex site.	Monitoring data from website usage (e.g. clicks, downloads). Staff and public member surveys.	PPI Officer and Communications and Partnership Manager
Clear signposting to external resources from ARC website.			

Objective: Tailor support to the needs of our public partners

Activity	Success Criteria/Milestone	Measured by	Monitored by
Peer mentoring offered to public members.	PPI Champions (public members of WISeRD) define a process to offer peer support amongst ARC Wessex PPI/E public community (2021). Peer mentoring scheme set up (2022).	PPIE monitoring data.	WISeRD
Opportunities given for our public members to discuss their support and development needs.	Training needs analysis offered to PPI Champions (2021). Rolled out to 10 more public members in 2022, and expanded further in 2023.	PPIE monitoring data.	WISeRD

Objective: Provide platforms to share and learn

Activity	Success Criteria/Milestone	Measured by	Monitored by
Provide spaces for the community to share best practice, exchange knowledge and discuss PPI/E challenges across Wessex health and care infrastructure.	Host two shared-learning half-day events each year.	Shared learning events evaluation forms. Staff and public surveys.	WISeRD
Offer informal coffee mornings for staff working in PPI/E across Wessex to come together for peer support.	PPI/E staff across Wessex feel they have good peer support.	Attendance monitoring data. Staff surveys.	WISeRD
Share our experiences and learnings with the wider research community.	Monthly dissemination (through either blog posts, social media, conferences, regional/national meeting, videos or publication).	Monitoring data about dissemination.	WISeRD

Aim 4: Involve the public at strategic and operational levels, ensuring best practice and supporting research transparency (UK Standard **Governance**).

Objective: Support, grow and develop WISeRD (our existing strategic PPI/E group).			
Activity	Success Criteria/Milestone	Measured by	Monitored by
Maintain WISeRD membership.	Each theme retains representation from the public (termed PPI Champions) and researcher from each research theme (termed staff links).	PPIE monitoring data.	Executive Leadership Group
Provide space at WISeRD meetings to identify opportunities and areas for learning or improvement across ARC programme.	Remit of WISeRD continues to expand.	PPIE monitoring data.	Executive Leadership Group

Objective: Include the public voice at all levels of the ARC programme.			
Activity	Success Criteria/Milestone	Measured by	Monitored by
Continue to include public voices in funding decisions. This includes: • All peer review processes to include a public reviewer; • PPI/E representation at award panels.	Public peer review continues for all our funding decisions and applications. Where applications have not met the expected standards for PPI/E, satisfactorily addressing issues will be a criterion for making the award.	PPI/E monitoring data.	Executive Leadership Group
PPI Champions to attend theme meetings and stakeholder forums.	PPI Champions report they feel a fully integrated part of the theme.	PPI/E Champion feedback.	Executive Leadership Group
Maintain representation of public members on the ARC Partnership Board[15].	Public members with governance roles feel heard and included.	Public member feedback.	Executive Leadership Group

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[15] The ARC Partnership Board is a decision-making body for ARC Wessex.

Objective: Include the public voice at all levels of the ARC programme (continued).			
Activity	Success Criteria/Milestone	Measured by	Monitored by
Capture the priorities and needs of the wider population (outside of those individuals we are already working with) to inform theme priorities and funding applications.	In 2022/23 the PPI/E team will support a theme to deliver a large scale consultation across the relevant communities of Wessex. In 2023/24 we will deliver consultations across the other themes.	PPI/E monitoring data.	Theme management (with Executive Leadership Group)

Aim 5: Use innovative approaches and good communication to expand the reach of our activities, maximising impact by stimulating knowledge-of, and interest-in, our research (UK Standard **Communications**).

Objective: Opportunities are reaching all audiences across Wessex.			
Activity	Success Criteria/Milestone	Measured by	Monitored by
Dissemination methods identified (2021) to share information across the Wessex community. Information shared by ARC Wessex at earliest opportunity, with deadlines that recognise that there can be a delay in dissemination when sharing through platforms and channels managed externally.	Materials produced in different formats. Information shared across multiple channels. New (to PPI/E or just to ARC Wessex) public members coming forward for opportunities.	PPIE monitoring data.	PPI/E Team and Communications and Partnerships Manager
Personalise communications to individuals' preferences and needs.	System implemented to identify, document and meet individuals' preferences and access requirements.	PPIE monitoring data.	WISeRD and Communications and Partnerships Manager

Objective: Feedback processes exist for our PPI/E activities.			
Activity	Success Criteria/Milestone	Measured by	Monitored by
Embed two-way feedback into all PPI/E activities. This includes public members reporting on their experiences of taking part in an activity, and researchers feeding back on the difference the activity made.	We will collect a baseline measure of how regularly opportunity to provide feedback is provided (2021). We expect the frequency to grow year on year (targets for this will be set after baseline is determined).	Public member surveys. PPIE monitoring data.	WISeRD

Aim 6: Capture, monitor and share learnings to feedback to those involved, avoid duplication, contribute to the evidence base and build our academic PPI/E (UK Standard **Impact**).

Objective: Impacts of our PPI/E activities are captured			
Activity	Success Criteria/Milestone	Measured by	Monitored by
Use PPI/E impact tool to capture the impact of the PPI/E teams activities. This tool uses logic modelling and the theory of change[16] to capture outputs, outcomes and impacts of PPI/E.	Impact tool adapted for use to monitor the PPI/E Team activities (2021).	Monitoring data.	Executive Leadership Group
Provide training and resources to researchers in how to capture and monitor impacts of PPI/E.	20% of projects formally capturing their PPI/E impacts in 2022, rising to 40% in 2023.	Monitoring data.	Executive Leadership Group

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[16] A theory of change is a description of why a particular way of working will be effective, showing how change happens in the short, medium and long term to achieve its intended impact. Logic models are a way to graphically represent this theory.

Resources

Our PPI/E team, in partnership with our research community (including public and researchers), will deliver the programme. A Lead for PPI/E will oversee delivery. A Communications & Partnerships Manager, Administrative Officer and a PPI Officer support them.

A dedicated PPI/E budget will support:
- expense and time reimbursement for public contributing to our work;
- training costs required to support public in their role;
- consumable and facilities costs relating to PPI/E events, including training events;
- development and testing of new initiatives.

This is in addition to PPI/E budgets set out within each research project, and academic career development awards.

Partners and collaborators

We will work closely with involvement, engagement and communications teams in our partner charities, health and care providers and higher education institutions. This will enable us to maximise opportunities, minimise duplication and create economies-of-scale.

Our public engagement activities will benefit from University of Southampton's experienced Public Engagement in Research Unit, Public Policy Unit (connects with policy advisors and central government) and LifeLab (working with young people to engage them with research).

Consolidated funding for our Lead for PPI/E facilitates strong cross-organisational working. This Lead person manages a PPI/E team working across University Hospital Southampton, including the Wessex PIN and other NIHR infrastructure (Southampton BRC[17] and CRF[18]).

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[17] Biomedical Research Centre
[18] Clinical Research Facility

Reporting and monitoring

An annual plan is written each year that covers progress to date and plans for the next year (see footnote for full detail[19]). The plan is developed by the Lead, with input from WISeRD, and approved by the ARC Director.

Progress against our milestones are reported to:

- WISeRD at our meetings (every two months).
- The Executive Leadership Group (every two months). Rolling theme updates (including PPI/E) are a standing item. The Lead for PPI/E provides a formal update annually and given additional time on the agenda to discuss items as required.
- The ARC Director at meetings with the PPI/E team (twice a year).
- The ARC Partnership Board (twice a year) as part of the progress reports submitted to board members.
- CCF[20] via the formal annual reporting structures (once a year).

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[19] PPI/E annual plan covers: progress against last year's objectives and the wider strategy; objectives, plans and milestones (with timescales) for the next year; plans for engaging our stakeholders; plans for dissemination and monitoring impact; cross ARC collaborations; plans for research and capacity building; leadership and management; finances

[20] CCF = NIHR Clinical Commissioning Facility. They manage and administer the ARC funding scheme

Glossary of Terms

Accessibility	Accessibility is about making sure that things can be accessed and used by as many people as possible. This includes people with impaired vision, motor difficulties, cognitive impairments, learning disabilities and deafness or impaired hearing.
ARC-funded or ARC-supported studies	ARC-funded studies receive financial funding directly from ARC Wessex. Other studies are 'ARC-supported' – these studies do not receive any direct financial support from ARC but do receive other support, such as ARC staff providing support to the study.
ARC or Applied Research Collaboration	ARCs support applied health and care research that responds to, and meets, the needs of local populations and local health and care systems. They are funded by the NIHR. There are 15 funded across England.
ARC Partnership Board	This is a decision-making body for ARC Wessex. It meets quarterly to set priorities and directly contribute to, support delivery and monitor performance of our programme. The board membership has two public representatives.
BRC or Biomedical Research Centre	BRCs bring together academics and clinicians to translate lab-based scientific breakthroughs into potential new treatments, diagnostics and medical technologies. There are 20 NIHR funded BRCs in England. The ARC Lead for PPI/E also leads PPI/E for the Southampton BRC. Our researchers also work closely with staff in the BRC.
CCF or Clinical Commissioning Facility	They manage and administer the ARC funding scheme. We report to them annually and will have to report our progress against this strategy.
CLAHRC or Collaborations for Leadership in Applied Health Research and Care	This is the term for the organisations which preceded the ARCs. They were also funded by the NIHR and had a similar function. This funding scheme closed in Sept 2019 when the ARC scheme succeeded them.
Communications and Partnership Manager	This role has responsibility for shaping and delivering our communications, and supporting productive relationships across our partners. At the time of publishing, Jamie Stevenson fills this post.
CRF or Clinical Research Facility	CRFs are purpose built facilities in NHS hospitals where researchers can deliver early-phase and complex studies. There are 22 NIHR funded CRFs in England. The ARC Lead for PPI/E also leads PPI/E for the Southampton CRF.
Engagement	Where information and knowledge is provided and shared with the public.
Equality impact assessments	The equality impact assessment is a systematic and evidence-based tool, which enables us to consider the likely impact of work on different groups of people. They help ensure that activities do not discriminate against anyone and that, where possible, we promote equality of opportunity.

Executive Leadership Group	This group operationalises strategy, policy and the research programme. The group is led by the ARC Director; the Lead for PPI/E and Communications and the Partnership Manager are members.
Higher Education Institutes	This term describes any institution that provides education post-secondary education level, for example Universities.
INCLUDE guidance	This guidance provides a suggested framework of questions to guide the deliberations of funders, researchers and delivery teams as they design and assess clinical research proposals to improve inclusion of under-served groups in clinical research. Read more.
INVOLVE	INVOLVE was a national coordinating centre for public involvement in health and care. It was funded by the National Institute for Health Research between 1996-2020. A new Centre for Engagement and Dissemination aims to build on the work of INVOLVE.
Lead for PPI/E	This role has responsibility for shaping and delivering our PPI/E strategy. They also lead PPI/E for other NIHR organisations. At the time of publishing, Caroline Barker fills this post.
Lifelab	A unique, state-of-the-art teaching laboratory dedicated to improving adolescent health by giving school students opportunities to learn first-hand the science behind the health messages.
Logic modelling and theory of change	A theory of change is a description of why a particular way of working will be effective, showing how change happens in the short, medium and long term to achieve its intended impact. Logic models are a way to graphically represent this theory. Our Lead for PPI/E supervises a PhD student who has developed a PPI/E planning and impact tool, underpinned by the theory of change and a logic model. We aim to use this to capture impacts of the ARC PPI/E programme.
Microsoft Accessibility Checker	A free tool available in Office 365. It finds most accessibility issues and explains why each might be a potential problem for someone with a disability. It also offers suggestions on how to resolve each issue. Read more.
NHS providers	This term describes any organisation that provides NHS services. This includes hospitals, community trusts, GP services, pharmacies and clinical commissioning groups.
NIHR or National Institute for Health Research	The National Institute for Health Research is funded by the Department of Health and Social Care. It funds health and care research, providing the people, facilities and technology for research to thrive.
Patient and public involvement	Research carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them. Members of the public can be involved at all stages of a research project and across all levels of research organisations.

PPI Champions	Our PPI Champions are members of the public. They have a strategic role in our organisation. This includes working closely with the leadership of one of our research themes and with our PPI/E team. We try to have two PPI Champions per research theme.
PPI Officer	Our PPI Officer is a member of staff dedicated to supporting good PPI/E. At the time of publishing, Katherine Baker fills this post.
PPI/E	An acronym for patient and public involvement and engagement. Used to describe work and projects which connect or encompass both activities.
Population risk stratification and intervention to prevent childhood obesity	This project aims to test the feasibility and acceptability of a childhood obesity prediction tool and online platform for health visitors to use when supporting families to lead healthier life styles. The involvement work will focus on working with the underserved, such as those from deprived or ethnic minority groups, who are most at risk of childhood obesity.
Public Engagement in Research Unit	This unit exists to inspire and support high quality public engagement with research across all disciplines at the University of Southampton.
Public Policy Unit	This unit, at the University of Southampton, helps researchers connect with policymakers to better support evidence-based policymaking.
Socioeconomic status	This term describes an individual's or family's economic and social position. It is a predictor of outcomes across the life span.
Staff links	Each theme has a nominated PPI/E staff link. This is a member of their research team. They are members of our strategic PPI/E group, WISeRD.
Sure Start	Sure Start is a government area-based initiative that was founded with the aim of 'giving children the best possible start in life' through improvement of childcare, early education, health and family support.
Training Needs Analysis	This is a process to determine all the training that needs to be completed (and when) to allow someone to complete their job as effectively as possible, as well as progress and grow.
UK Standards for Public Involvement	The standards are a framework for what good public involvement in research looks like. They provide clear, concise statements of effective public involvement against which improvement can be assessed. They were developed as a partnership of organisations across the UK, including the NIHR. [Read more].

Underserved	Underserved is the term we have chosen to use to describe people who are less well included in research. We prefer this term because it highlights that the research community needs to provide a better service for these individuals. It is important to recognise that underserved groups are context-specific. There is no single, simple definition to describe all underserved groups. The INCLUDE guidance provides more information about what an underserved group is – read here.
Wessex	Wessex is the region covering Dorset, Hampshire, the Isle of Wight and South Wiltshire.
Wessex PIN or Wessex Public Involvement Network	A network of staff and public working within NIHR all committed to improving public involvement in research. We share our knowledge and support and develop each other. We work together on a number of priority projects that wouldn't be possible if we didn't share the workload between us. Read more.
WISeRD or Wessex Inclusion in Service Research and Design Group	WISeRD is our strategic PPI/E group. Its membership includes our PPI Champions, staff links and PPI/E staff.