# [Name of organisation]

# [type of involvement opportunity]

# Involvement Agreement DRAFT

NOTE to USERs: This template has been developed using a **Consumer Advisory Panel** as an example. Please adapt the content to suit the specific context and needs of your own involvement opportunity.

## Background

[Name of organisation] are setting up a Consumer Advisory Panel in [focus of panel]. The Consumer Advisory Panel aims to strengthen consumer and community involvement in research and healthcare.

Consumer Advisory Panels facilitate the inclusion of the consumer voice and community perspective. They can be set up for an organisation, institute or project.

The Consumer Advisory Panel will be made up of individuals:

* with different language and cultural backgrounds
* who are active in their community
* with an interest in having a say about health research
* and lived experience of a health condition.

The Panel will support the delivery of a project. The [insert title of project/program/initiative]aims to:

## Purpose of the Consumer Advisory Panel

* To provide advice and support the delivery of a [insert title of project/program/initiative] (above)
* Provide feedback on future health research and healthcare improvement activities.
* Offer advice on how to involve people with lived experience of a health condition in research and healthcare.
* Advise on strategies to communicate the results of research with the wider community.

Consumers and Community Representatives (Consumers) are important to the research process. Involving consumers improves transparency and openness, leading to more relevant research outcomes.

Consumers are NOT employed by [organisation]. Consumers will be compensated for their time. Consumers involved in the [project/program/initiative] must agree to the conditions in this Agreement.[[1]](#footnote-1)

## Code of Conduct

### Behaviour

* Behave honestly and with integrity
* Act with due care and diligence
* Follow all applicable Australian laws
* Treat people equally and respectfully, regardless of culture, gender, age, or other features.

### Conflict of Interest

Members must declare when they believe they have a conflict of interest. This must be recorded in the Minutes of the Meeting.

### Confidentiality

Members should:

* Always maintain privacy and confidentiality in verbal and written communication.
* Treat confidential information as confidential.
* Discuss general topics or issues only with their representative communities. If unsure, members must check and seek clarification from the relevant chairperson/researcher.
* Be aware that information could have commercial, clinical or privacy implications.

### Publications

* All publications (including media releases) must follow the review process described within the Terms of Reference.
* Authors must include the agreed acknowledgment of the funding body and the contribution of other researchers.
* Maintain standards relating to copyright and intellectual property.

### Roles and Responsibilities

Please read the Terms of Reference, which outline the roles and responsibilities of all members.

### Disclosure of personal information

The Privacy Act allows sharing of personal information in a few circumstances. For example, where the person has consented to the disclosure.

Consumers that have expressed interest in this committee will be added to the [org name] membership database. Consumers on the database may be invited to join future projects and Consumer and Community Involvement activities.

## Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that I have read and understood the terms of this

Agreement and the Terms of Reference and that I have had the opportunity to seek answers to any questions in relation to my involvement in the [project/program/initiative]. I acknowledge it is my responsibility to maintain the confidentiality of all information that is not in the public domain. I accept and will adhere to the conditions of this Agreement and the Terms of Reference.

Signed:

Date:

1. Adapted from the WAHTN-CCI Involvement Program Agreement and the WAHTN Code of Conduct [↑](#footnote-ref-1)