



Dealing with requests for involvement

Introduction

UNTRAP finds out from members about their areas of interest and the ways they wish to be involved. These details are asked for on the membership form and recorded on the data base. When UNTRAP receives requests for service users and carers to be involved in teaching, research, or consultation meetings, we pass on information about these opportunities to UNTRAP members. They can then decide whether or not they want to take part.

Usually a one month period is allowed for the process of sending the information to the users, waiting for responses and passing the list of interested users to the organisation that has requested the users. Not all members use e-mail and therefore sufficient time should be allowed for members to receive and respond to calls by post.

Step1

All requests for user involvement in research and teaching should be made in writing. The organisation should write a role description which indicates

- What the project or opportunity is about
- What role the UNTRAP members will be expected to play
- Which skills and experiences are required for becoming involved
- The amount of time and preparation involved
- Time and date
- Reimbursement rates (see Code of Practice for organisations)
- What support the organisation will provide to the UNTRAP members.

If the request is for the participation of users in a Steering Committee, the organisation needs to

- request a minimum of two users and
- make sure that a member of the Committee is available half an hour before each meeting so the user can be briefed and advised about the agenda and any other relevant issues.

Step2

Once the role description has been agreed it will be circulated to people on the UNTRAP database. Time should be allowed for the information to be sent out and for people to consider their existing obligations and availability. It is good practice to include a closing date for responses.

Step3

The UNTRAP co-ordinator will send names and contact details of users, who have expressed an interest in being involved to the requesting organisation to make a selection.

UNTRAP does not get involved in the selection process but will offer advice if required.

Once a selection has been made the organisation should

- Inform all interested UNTRAP members of the outcome of their application
- Inform UNTRAP of their decision.

Step4

The UNTRAP data base will be updated to record in what activities individual members have been involved.

Step5

The organisation pays the UNTRAP administrative fee (see the UNTRAP code of practice)

The organisation requesting user involvement is required to complete an evaluation form as part of UNTRAPs routine audit system.