**Ground Rules for [xxxxxx]**

1. I will contribute to discussions at meetings and work in a collaborative way that focuses on solutions whilst respecting others’ views and right to an opinion.
2. I will give everyone the right to speak and treat them with respect.
3. I will listen to everyone and respond to them in a sensitive way.
4. When I agree to undertake a task, e.g. review of documents, I will comply with the deadline for completion. If I am unable to complete an assigned task, I will contact [xxxxxxxxx] (details below) with as much notice as possible to allow for the task to be reassigned to someone else.
5. I acknowledge that time to be spent on tasks, which will be paid based on rates set out in [NIHR INVOLVE’s Policy on Payment of Fees and Expenses February 2016](https://www.invo.org.uk/wp-content/uploads/2016/05/INVOLVE-internal-payment-policy-2016-final-1.pdf), will be clarified when the task is assigned in order that budget and timeline requirements can be met.
6. I will attend as many meetings as possible but this might not always be feasible because the [xxxxx] project is moving very quickly. I will let [xxxxxx] (details below) know if I can no longer attend a meeting. [OPTIONAL]
7. I will accommodate the needs of other group members where possible, in order for them to be able to take part in the group and its activities
8. I agree that if my behaviour breaks a ground rule, that this will be drawn to my attention by a member of the [xxxxx] team and if the behaviour continues, I will have to leave the group.
9. I agree to let [xxxxxx] know if I have any needs or accessibility requirements and to keep her updated about these in case they change.
10. I agree to keep confidential any information which I am asked to whilst I am a member of the group and after my membership of the group ends. I acknowledge that I may be asked to sign a confidentiality agreement covering confidential information/documents.
11. I confirm I am aware of [INVOLVE’s Information Sheet](https://www.invo.org.uk/wp-content/uploads/2018/11/INVPayInfSheet-Nov2018.pdf) about the impact of payment for public involvement on the receipt of benefits.
12. Where meetings are held virtually (e.g. via Zoom or Teams):
    1. I will mute my microphone unless speaking to minimize background noise. I will also make an effort to speak slowly and clearly so others can hear me.
    2. I will use the “chat” function to pose questions or make comments which can then be addressed at an appropriate time. Alternatively, if invited to make comments, I will raise my hand so it is visible to the Chair or otherwise use the “raise hand” function in Zoom (or other virtual platform).
13. The [insert name of research team]:
    1. is committed to making this group productive and enjoyable for everyone, regardless of gender, sexual orientation, disability, age, physical appearance, body size, ethnicity, nationality or religion. Harassment of participants in any form will not be tolerated.
    2. will ensure the Chair provides everyone with an opportunity to speak by inviting their comments on all matters discussed
    3. will make group members aware of any confidential information or documents to be discussed at a meeting or provided over email.
    4. will allocate tasks according to the interests, availability and where relevant, the experience of each person. All group members will be given equal opportunity to undertake tasks.
    5. will provide as much notice as possible for meeting dates/times and requests for advice/feedback made by email.
    6. will send meeting agendas (where relevant) and any required reading for a meeting as soon as possible before a meeting.
    7. will provide any required induction, training and support.
    8. will keep the group updated on the progress of the [xxxx] study at the start of each meeting or by email between meetings. Payment for time spent reading updates will not be paid.
    9. will record comments/suggestions made by the group in order to provide feedback about which of these were implemented and why/ why not where possible.
    10. will circulate a summary of points covered after each call/meeting
    11. will answer any questions in confidence.
    12. will accommodate group members’ needs as far as possible, so they are able to take part in the group and its activities.
    13. will submit claims for payment of members’ time and expenses (where relevant) in a reasonable time.

Contact Details: [Name, Role, Team, email, phone xxxxxxxx].

Date: [xxxxxxx]