

## **Adapted from COPA Involvement Policy (March 2009): specific focus - project interviews or focus group meetings**

- One of the key skills with regard to meaningful involvement is to ensure that the older person does not feel that their involvement is a problem by having to receive special treatment.
- Meetings for purposes such as interviews or focus groups should be designed so that any additional support appears natural and an important aspect of the work rather than an additional problem for the members of staff.
- All papers for participants such as project information are in an accessible format, for example size 14 type and in a clear font such as Arial font.
- All project papers should be sent with enough time for participants to give their them their full consideration.
- Consideration should be given to the timings of interviews or focus group meetings with participants; accounting for the needs of frailer or disabled people by ensuring that the interview or focus group meeting starts and finishes at appropriate times for participants to be able to attend and be fully alert throughout the meeting.
- It is important that accessibility issues should be adhered to such as ensuring that interviews or focus group meetings are held in accessible venues; are not overly long; people have received support identified with them to feel truly involved and information is provided in required formats.
- Important to discuss with the older person expectations in relation to the piece of work. This should include information on the commitment required such as travelling, number of interviews or focus group meetings and what support they will receive, for example training, expenses and payments that will be made. The aim of talking through expectations from both perspectives is to ensure that everyone involved has a shared understanding of what their involvement means and what is expected of them.