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| **Membership for National 3PG Development Groups**The Chair of the Development Group must give due consideration to the availability and effective use of skilled staff and patients to develop the National 3PG in a timely manner.  |
| Key skills set required for National 3PG development process:* Leadership and project management
* Subject matter expertise and experience in National 3PG methodology
* Quality Improvement Science and Implementation Science
* Communication / Interpersonal skills
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| **Consider the following:** |
|  | Appointing a co-chair with the relevant expertise and experience to deputise adequately for one meeting or longer term if required. |
|  | Subject matter experts formally appointed by the relevant National Function, experienced in developing 3PGs with wide or national coverage. |
|  | Staff experienced in National 3PG development methodologies, quality improvement science and implementation science |
|  | Where a specific financial impact has been identified at the outset by the Document Owner, a financial analyst can assist at appropriate stage with regard to potential cost implications of implementing the guidance / recommendations nationally.  |
|  | Champions to support implementation:staff who will have responsibility to implement the National 3PG at relevant service delivery level. |
|  | Identified stakeholders whose role/activities would be covered or impacted by the National 3PG, or who have other legitimate reasons for having an input into the development of the document. This may be internal HSE staff, external professional bodies or advocacy groups. |
|  | Patient and service user representatives who have an interest in or personal experience related to the National 3PG topic. |
|  | Diversity, Equality and Inclusion: ensure an appropriate level of representation from individuals with lived experience of diversity characteristics that may be impacted in different ways by the National 3PG.  |
|  | Librarian/Information Specialist with expertise in literature searches, information reviews, systematic reviews and appraisal of evidence, as required. |
|  | Administrative support with requisite skills in meeting scheduling, minute taking, action tracking/management of drafts, recording of decision making and graphical display of information e.g. tables, project flow charts etc. |
| **Top Tips** |
| * Multidisciplinary development groups and stakeholders will address individual biases, bring balance and wider perspectives.
* In order to contribute effectively, ensure members are clear on each other’s roles, how they overlap, interact and collaborate to build groups capacity.
* An understanding of what is expected of the Development Group members – this needs to be defined in the Terms of Reference.
* Decide on the style of interaction and the decision making process.
* As with any team, the number of members should be carefully considered (too few vs too many) to ensure aims and objectives can be achieved and so the group functions effectively and efficiently.
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