

Helen Bamber Foundation Co-Production Team

Group Charter



About the Group Charter:

The purpose of this Group Charter is to outline our values, behaviours, roles, and decision-making. It will help us build trust, equity, shared ownership, and keep us accountable to each other during the co-produced research.

Our shared values

Respect

valuing each other's experiences, ideas, and differences



Equity

recognising power dynamics and working to create fair opportunities for all



Safety

creating a space where everyone feels safe to share and participate



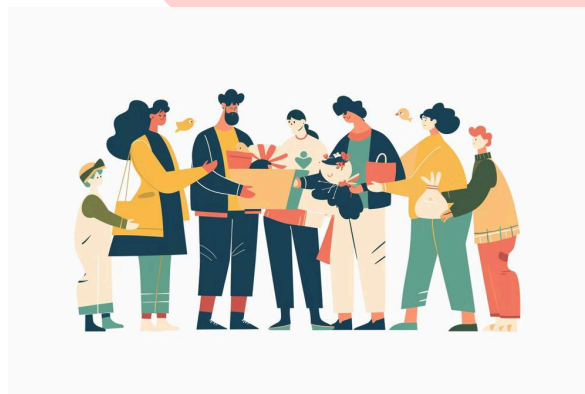
Inclusion

making sure everyone feels welcome and able to contribute



Trust

being reliable and honest with each other



Flexibility

being willing to adapt to a dynamic project, accommodating people's different and changing needs throughout the project, and giving people options when it comes to meetings/work



Honesty/ Transparency

sharing your ideas and thoughts openly, speaking up if you disagree. Clarity and open communication about the direction and details of the project (E.g. funding), clear expectations about roles and responsibilities



Curiosity

asking insightful questions



Motivation /Enthusiasm/Passion

showing interest in the project and in others' opinions; being open-minded and showing interest and willingness to learn



Unity

having a shared direction and sense of being a cohesive and supportive team



Reliability / Commitment / Responsibility

showing up as much as possible, keeping to your commitments / completing your tasks, or communicating clearly if you aren't able to



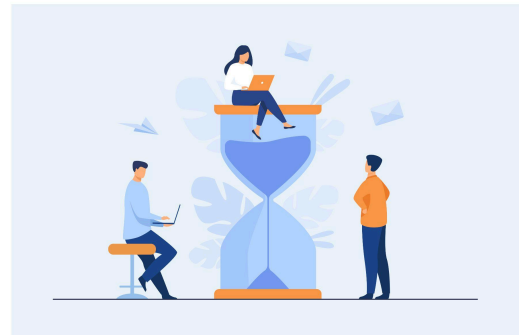
Compassion / Empathy

being understanding of our different experiences and perspectives, navigating any potential tension or conflict with understanding



Patience

co-production can be a slow and messy process, so having patience amidst uncertainty



Reflective

being committed to giving feedback, reflecting on different elements of the project



Our shared behaviours

To live these values, we agree to:

- Actively listening without interrupting.
- Communicating with care and checking for understanding.
- Arriving on time and being fully present in meetings, and communicating clearly when this may not be possible.
- Acknowledging diverse perspectives with an open attitude.
- Showing genuine interest by remembering details about one another



- Practising flexibility by knowing when to take a step back or take the lead.
- Taking responsibility for our words, actions, and learning experiences.
- Maintaining a positive atmosphere with humour and enthusiasm while collaborating.
- Admitting mistakes and sharing lessons learned.
- Being mindful of power dynamics and working together to address them effectively.
- Emphasising teamwork with a commitment to cooperation and collaboration.

Roles and contributions



Note: We will have a dedicated session to define roles and responsibilities for the actual research-related work, ensuring everyone contributes in a way that feels comfortable and meaningful. These will be added once we have done the relevant training.

However, we recognise that everyone brings unique interpersonal strengths and experiences to the group. The following points are based on the above aspect, and roles may include:

- Dedication, organising tasks, thinking about others, and empathy
- Lived experience, communication
- Diversity and cultural values
- Lived experience of living in different types of accommodation, including hotels
- Energy, making environments comfortable
- Lived experience of hotel accommodation, insights into how people survive there, and an intercultural perspective
- Maintaining focus on outputs and outcomes of the project, understanding the scope of work, past research experience informing what works and what does not
- Passion for research, drive to conduct research, curiosity and openness, building community and connections, communication, food, and baking.
- Stubbornness, humour, and energy
- Rationality and pragmatic thinking



Decision making

We aim for shared decision-making as a group: Using a consensus-based approach wherever possible to include all voices where needed, and using majority voting after full discussion.



What decisions should be made by the whole group?

- Any decisions that determine the direction of the research group and the research question
- Decisions related to the research design
- Targeted audience (who we are trying to reach, what kind of outputs we create)
- Authorship and crediting (how we all want to be credited and recognised within the work)



Where can we delegate decisions to sub-groups or individuals?

- Role-based decisions (e.g. analysis of data, project management decisions)
- Anything to do with funding applications
- Deciding our roles
- Facilitation of sessions



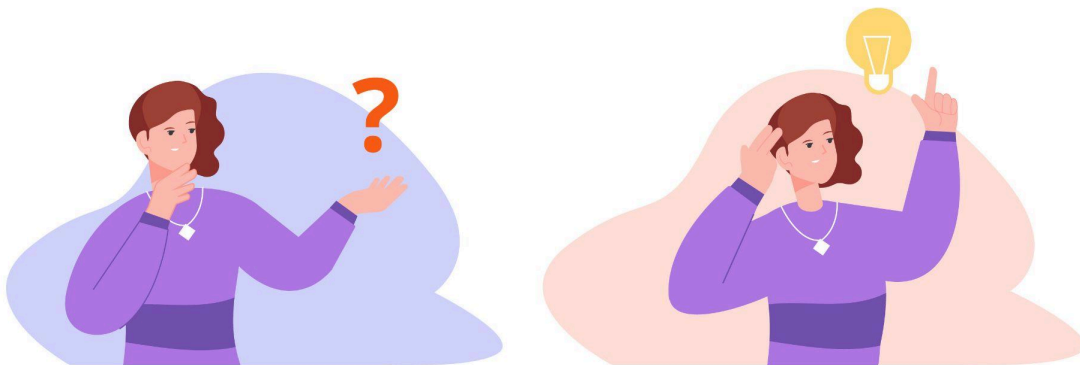
How do we keep lived experience central to every decision without putting pressure on individuals?

- Keeping co-production values at the central
- Decisions are based on both professional and personal experiences/expertise
- Reminding ourselves that the objective of the research is to create positive outcomes for people with lived experience
- Delegating roles and responsibilities when needed

- Through reflective practice too, whether that's via post-session feedback or offering debriefs or our peer-reflective space, etc.

We will regularly review our decision-making process to ensure it works effectively for all parties involved.

Shared accountability and ownership



What do we do if someone breaks this agreement?

- Naming and addressing it early on (even if it is an individual doing the naming and addressing rather than it happening within the group).
- Recognising that this is why we have this agreement, as guiding principles to help us work together and give us a framework to navigate tensions or conflicts
- Hold space for reflective discussions to discuss issues.



How do we hold each other constructively accountable?

- The concept of calling in (i.e., inviting people to a conversation) rather than calling out (i.e., chastising someone) can work well here.
- Hold peer reflection spaces, with the option of 1-to-1 sessions every 3 months.