



National Residents Group Conference/Event/Training Booking Procedure

For committee members of the National Residents Group (NRG)

1. Purpose of the Conference Booking Procedure

This Procedure explains how members are expected to book and attend conferences/events and training sessions. Members should be mindful at all times that they are representing MHP service users and residents and need to show value for money. All members are expected to abide by the following rules. If members deliberately or frequently breach them, the member will not be allowed to book or attend another conference/event for 3 months or 3 months after the last event attended, whichever is longer.

2. Procedure

- a) On a monthly basis, on the morning of a NRG week-end (usually Saturday), the Resident Involvement officer will leave conference and training event material available for NRG members to view throughout the day. NRG members may also leave out events of interest that they have picked up.
- b) If a NRG member is interested in attending something they will write it down and give to the RI officer.
- c) In the latter part of the day there will be an agenda item on conferences in which the RI officer will list events members want to attend and their cost.
- d) The NRG, as a group, will discuss and agree or disagree, bearing in mind:
 - 1) Cost and;
 - 2) NRG conference/training annual budget
 - 3) Relevance to portfolio
 - 4) If 1 or more wants to attend same
 - 5) Location of event
 - 6) Ratio of events attended per member.
- e) When agreed, the RI officer will take away, book the event and send details to the NRG member. The relationship then moves to that of the event supplier and the NRG member and the RI officer will not normally be involved from this stage.
- f) The NRG member attends the event and writes a report on its content and learning to be circulated to the NRG – this may include conference/training material.

3. Failure to attend or give reports

Where the NRG member fails to attend an event or consistently fails to write/give a report without a good reason then they will be unable to book or attend another for 3 months or 3 months after the last event attended, whichever is longer.