

INTERDEM Task Forces Guidelines 2023

Our INTERDEM Task Forces (TFs) are of key importance to the future growth and sustainability of psychosocial dementia care across Europe. They need to be conceived dynamically to reflect current gaps and questions for improving our research and associated practice in the support of people with dementia, families and staff that support them. They may overlap in activities- such as where they concern methodologies as well as a particular topic of interest.

TF Processes

INTERDEM is a collaboration of pan European clinical researchers in dementia care with a huge Academy of the range of early career researchers from those studying for PhDs, to post-doctoral researchers (attached in some way to dementia centres at a University, but have not yet played a significant part in achieving large-scale research project funds).

1. Our refreshed roles on the Board has facilitated oversight of TFs and this is a standing item at our monthly Board meetings. This also offers opportunity for TF lead (s) to meet with the Board to discuss their work if they wish; or the Board may ask TF leads to join a monthly meeting.
2. TF leads usually attend the INTERDEM annual meeting to either propose a new TF or gauge interest (although there can be exceptions if the Board receives proposal early in the year). TF lead(s) present their work and refreshed activity for the following year (where relevant) at the annual INTERDEM meeting. The TF outline will be checked and submitted for information on the website with activities and timelines for deliverables
3. Where TF work is complete - or where members do not have capacity to work on TF activities, the TF can be put on hold and revisited when members have interest in addressing a gap related to the TF. This can be achieved through communication with the TF Board member who has responsibility for TF communication.
4. TF(s) return their summary of work and plans for new work on a yearly basis to the Board TF lead, using the Template below. Our aspiration is for TF lead(s) and their group to refresh their work on the website after the INTERDEM annual meeting in the autumn
5. Although not mandatory, we recommend that a TF lead tries to engage co-leads from a different country where possible; and if there is a relevant early career researcher to work alongside the lead(s) this would be a great option.
6. Although not mandatory we recommend that TF lead(s) organise regular meetings (agreed with respect to frequency) and allocate tasks to group members where relevant.

Outline for yearly TF on websites to start 2023

Lead(s) - state University Country email - where more than one lead indicate who to contact for communication with their email(s).

Try for 2023 to source an early career researcher (Academy member? In addition to lead(s)

Date updated - i.e. annual review

Date of TF: for newer ones state date convened /agreed by Board

Longstanding TFs: e.g. Methodology, Assistive Technology or ones that have done a lot of work like Social Health: this must be clear with previous detail added in background; please

refer to older published /outputs in Introduction/Background. Number references e.g. ^{1,2,3} . This allows focus on the current aims and activities and timelines.

Background/Rationale - these are choices for the introduction; examples: add when it began and summary for publications / symposia dissemination activities with references in Appendix); this may be a short introduction for new TFs.

Problem to be addressed: this can be part of the rationale for new TFs; this can be a clear heading for current work for longstanding TFs. If the problem to be addressed is not known yet for established TF's this can be an aim: example 'To review the gaps associated with XXX).

Aims - these should be current with timelines and plan to report at least one deliverable at the INTERDEM annual meeting (e.g. for longstanding TFs please ensure this relates to current work for the year). Not all aims need deliverables (sharing and updating knowledge is often an activity) but try to have one piece of work to complete as a group.

Planned frequency of meetings (state how often)

Task Force members to add to bottom of narrative before references or publications (need to say names /universities or organisation (preferably) and Country. Revise annually.

References: where relevant on work done outlined in introductory background number output as 1, 2, 3 etc.

Appendix- other relevant TF work such as past meeting details (e.g. minutes); TF-led international talks; relevant presentations with dates; links and references to useful TF papers which are useful but not in the background.

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