
NATIONAL FEDERATION OF VOLUNTARY BODIES

Providing Services to People with Intellectual Disability



National Federation Secretariat

Service Plan 2010

Cover based on Artwork by Ann Molloy entitled "Loud". Ann's hobbies include art, making figurines from stickers, spending time with her friends and having coffee with her mother. Ann is supported by St. Mary's, Delvin, Co. Westmeath.

Contents

	Page No.
1. Introduction	1
2. Key Challenges for 2010	3
3. Policy Development Informing National and International Policy for Disability Services	4
4. Information Sharing Communication and Dissemination of Best Practice	9
5. Research Supporting and Developing Evidence Based Practice	11
6. Inclusion Supporting Active Engagement with People with an Intellectual Disability	19
7. Human Resources Development Providing Supports to Staff and Volunteers	22
8. Skill Development Supporting Capacity Building, Training and Professional Development	28
9. Compliance with Regulatory Requirements Corporate Governance, Compliance Facilitation and Co-ordination	32
Appendix 1: National Federation Member Organisations	33

1. Introduction

I am pleased to present the Service Plan of the Secretariat of the National Federation of Voluntary Bodies for 2010.

The National Federation of Voluntary Bodies Providing Services to People with Intellectual Disability is a national umbrella organisation for voluntary/non-statutory agencies who provide direct services to people with intellectual disability in Ireland. Our 62 member organisations provide services to 22,000 people with intellectual disability and their families in the Republic of Ireland and employ 15,500 staff in a wide range of roles. Our members account for in excess of 85% of this country's direct service provision to people with an intellectual disability. The services provided by National Federation member organisations are founded on the values as set out in the O'Brien Principles (1987) of Inclusion, Choice, Dignity, Respect, Participation and Contribution. They are rooted in the rights based perspective that people who avail of intellectual disability services have the right to live full and active lives, and be active participating members of their own community.

Our Service Plan for 2010 outlines in detail, a comprehensive range of activities which the Secretariat will be carrying out on behalf of, and in support of, our membership during the year. Our overarching priority during 2010 will be to highlight our concerns regarding the implications for front line services, provided by our members, of the drastic funding reductions.

Notwithstanding the difficulties created by the difficult economic situation, the National Federation of Voluntary Bodies remains committed to the provision of high quality person centred services. In this regard, our Service Plan contains many initiatives to ensure that staff and volunteers in our services are equipped to meet the many challenges which will arise. We have developed specific initiatives to promote the inclusion of people with an intellectual disability in their own communities, key policy development initiatives and an exciting research programme with a particular focus in 2010 on Relationships in line with our Research Strategy 2008 – 2013.

We will report on the piloting in the Cork region of the National Best Practice Guidelines on informing families of their child's disability and will submit this project for consideration in the context of An Taoiseach's Excellence in Public Services Awards.

As in other years, a key function for us in 2010 is the sharing of information amongst member organisations. Information on best practice, innovative developments, important policy issues and other areas of interest will be collated by the Secretariat Team from a wide range of sources, both nationally and internationally, and disseminated throughout our membership during the course of the year.

While the Service Plan for 2010 is ambitious in its contents, the resources to execute it are finite. Apart from myself as Chief Executive, the Secretariat Team is comprised of Edel Tierney, Director of Research & Policy Development; Breda Casey, Policy Development Co-Ordinator; Jillian Sexton, Human Resources Training & Development Co-Ordinator; Alison Harnett, Informing Families Project Co-Ordinator; Maria McMahon, Office Manager; Caroline Looney and Mary Barrett who job share as Administrative Officers and Brian Donohoe, part time Clerical Officer.

In order to meet the many challenges contained in the Service Plan we have committed ourselves to a team Building Day in early 2010 during which we will be developing core team values and also to monthly team meetings to ensure we remain focussed on the target actions set for ourselves in the Service Plan.

As ever we are indebted to all the members of the National Federation's various Sub-Committees and Working Groups, including staff members, people who avail of intellectual disability services and volunteers, without whose support it would be impossible to deliver on our Service Plan.

Brian O'Donnell
Chief Executive

2. Key Challenges for 2010

The National Federation of Voluntary Bodies is seriously concerned that funding allocations to member organisations will be substantially reduced in 2010. It is likely that there will be cuts under a number of headings, including the effects of the moratorium on recruitment both in 2009 and 2010, the public sector pay reductions and value for money initiatives. Against this backdrop it will be a major challenge for voluntary organisations to maintain current service levels both in term of quantum and quality.

In 2010, the National Federation will continue its campaign to highlight our concerns regarding the impact which these cuts will have on frontline services. We will take every opportunity to call on Government to honour its commitment to:

- (a)** Prioritise disability in the context of the National Disability Strategy; and
- (b)** Minimise the impact of budgetary adjustments to vulnerable groups such as people with disabilities as announced in the Budget statement.

In the early part of 2010 we will be taking the following specific actions:

1. We will seek clarification from the Department of Health & Children regarding application of the Financial Emergency Measures in the Public Interest (No. 2) Bill, 2009 (i.e. Public Sector Pay Reductions) in the Intellectual Disability Sector in relation to Section 39 and other affected agencies.
2. We will convene a plenary meeting of our Section 39 member organisations to agree a common national approach to the management of the issue outlined in number one above.
3. We will convene a meeting of our Services Development Sub-Committee to consider the effects of the funding cuts and develop a set of proposals to highlight our concerns for consideration by the Board.
4. Following approval by the Board, we will communicate our strategy to our general membership.
5. We will arrange to meet with Mr. Brain Lenihan, T.D., Minister for Finance; Ms. Mary Harney, T.D., Minister for Health & Children and Mr. John Moloney, T.D., Minister for State at the Department of Health & Children.
6. At the meeting of the National Disability Strategy Stakeholders Monitoring Group, upon which the National Federation is represented, we will be pointing out the implications for front line services of the cuts.
7. We will be liaising with Inclusion Ireland to advise them of our strategy and to organise a joint campaign to highlight the impact which service reductions will have on people with intellectual disabilities, their families and the staff employed to support them.
8. We will be engaging with senior management of the Health Services Executive to advise on the impact of the cuts and agree with them a communications strategy to advise families, people with intellectual disabilities, Government and the general public.

In 2009, the requirement of identifying and promoting the particular value add which the members of the National Federation provide to all its stakeholders was identified as an immediate strategic priority. In response to this the National Federation established a Working Group to identify measures to achieve maximum efficiency and effectiveness, while delivering the best possible outcomes for people with intellectual disability who we support in the context of tightening resource availability. During 2010, we will continue our support to member organisations in implementing these measures, including the feasibility of an increased shared services approach between member organisations and the establishment of a Centre for Innovation & Learning which will have as its central aim the dissemination of best practice both nationally and internationally to support member organisations in the transformation process.

3. Policy Development

Informing National and International Policy for Disability Services

The member organisations of the National Federation account for in excess of 85% of direct service provision to persons with intellectual disability in Ireland. Therefore it is vital that we are proactive in developing and contributing to policy initiatives that impact on the lives of children and adults with intellectual disability. Working closely with our various Sub-Committees, the National Federation develops policy positions on a wide range of topics for consideration and approval of our Board.

We also contribute and respond to non-policy initiatives developed by the statutory authorities including the Department of Health & Children, Health Service Executive, National Disability Authority, Health Information & Quality Authority etc. and represent our sector on an extensive range of advisory groups and national committees.

The National Federation of Voluntary Bodies also contributes to policy development at a European level through our representation on the Board of the European Association of Service Providers for Persons with Disabilities (EASPD). This provides us with an opportunity to contribute to the development of various EU directives, to the implementation of the Council of Europe's Disability Action Plan and enables us to monitor developments at EU level.

The National Federation has developed close links with the Disability Law and Policy Unit NUI Galway who are at the cutting edge in policy development and legislation relating to disability. Collaboration with the centre will continue in 2010 through various initiatives and collaborations to develop knowledge and policy in this area.

The key policy development priorities for the National Federation during 2010 are set out in detail below:

Objective:	Key Actions:
To support external research advisory committees and policy development expert groups.	<ul style="list-style-type: none"> ■ The National Federation will continue to advise the national research projects underway through its membership of expert and scientific advisory groups as outlined in Section 5 of this report.
To promote and develop work based partnership initiatives.	<ul style="list-style-type: none"> ■ Brian O'Donnell, Chief Executive, represents the National Federation of Voluntary Bodies on the Health Services National Partnership Forum and also on the Forum's Working Group on Primary, Community & Continuing Care. His role on the Forum is to ensure that there is a full understanding at the national level of the specific issues arising in the context of workplace partnership in intellectual disability services. He will also ensure that the full needs of people with intellectual disability are understood in the development of locally based Primary Care Teams.
To monitor	<ul style="list-style-type: none"> ■ Brian O'Donnell, Chief Executive, will represent the National Federation of Voluntary Bodies, on the Disability Stakeholders Group

<p>implementation of the Government's National Disability Strategy under the Programme for Government.</p>	<p>(DSG), and will attend six meetings of the DSG. The Group is recognised by Government and comprises representation from the non statutory disability umbrella organisations.</p> <ul style="list-style-type: none"> ■ Brian O'Donnell, Chief Executive, will represent the National Federation of Voluntary Bodies at the bi-annual meeting of the National Disability Strategy Stakeholders Monitoring Group. The National Disability Strategy Stakeholders Monitoring Group was established by Government and oversees implementation of the National Disability Strategy. It comprises membership of the Disability Stakeholders Group and senior officials representing the six Government Departments responsible for developing and implementing Sectoral Plans. It is chaired jointly by the Department of An Taoiseach and the Chairperson of the Disability Stakeholders Group. ■ Brian O'Donnell will continue to chair the Disability Stakeholders Group's Sub Group on Environment, Heritage and Local Government and will oversee input into the Department's Housing Strategy for People with Disabilities.
<p>To develop high level engagement between the National Federation of Voluntary Bodies and the Health Services Executive.</p>	<ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies will seek the establishment of a National Working Group to develop proposals to minimise the impact on services in the face of substantial reductions in funding allocations, the moratorium on recruitment and salary reductions. ■ The National Federation of Voluntary Bodies will engage with the HSE in implementation of the recommendations of "<i>New Directions</i>" – The National Review of HSE Funded Adult Day Services. ■ The National Federation will work with the HSE in finalising the report on Congregated Settings in Ireland and will arrange for briefings on the report to its members. ■ The National Federation of Voluntary Bodies will co-operate with the Irish Mental Health Coalition in their discussions with the HSE regarding implementation of Vision for Change, in particular its section dealing with Mental Health Services for People with Intellectual Disabilities. ■ The National Federation of Voluntary Bodies will seek the re-establishment of Regional Consultative and Development Fora and will work with the HSE in developing revised Terms of References for the Fora. ■ The National Federation of Voluntary Bodies will be represented on all HSE National Working Groups affecting the Intellectual Disability Sector, including all HR / IR Working Groups and our representation will actively seek derogations for our sector from any Industrial Action initiated by the Trade Unions during 2010.
<p>To proactively engage with the Government's Value for Money & Policy Review</p>	<ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies will arrange for completion of the non-pay expenditure review which was initiated in 2009. ■ The National Federation of Voluntary Bodies will establish a Centre for Innovation & Learning in line with the recommendation contained in the report of the Board's Models of Efficiency Working Group. The purpose of the Centre will be to support member organisations in their change programmes.

	<ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies will support its member organisations in the development of a shared services approach to the provision and administration of services. ■ The National Federation of Voluntary Bodies will arrange for briefings to our member organisations by Brendan Broderick and Christy Lynch, who represents the sector on the Value for Money & Policy Review Groups.
<p>To provide strategic advice and guidance to the management of the Centre for Disability Law & Policy Unit, National University of Ireland, Galway.</p>	<ul style="list-style-type: none"> ■ Brian O'Donnell, Chief Executive, represents the National Federation of Voluntary Bodies on the National Advisory Forum of the Centre for Disability Law & Policy, National University of Ireland, Galway. In this capacity he will attend two meetings of the forum to: <ul style="list-style-type: none"> • Provide strategic advice and guidance to the management of the Centre. • Raise the profile of the Centre nationally and internationally. • Provide advice on current trends, practices and developments nationally and internationally in relation to disability matters. • Reflect and input the views of stakeholders in the intellectual disability community in Ireland.
<p>To advise Ms. Mary Harney, T.D., Minister for Health & Children and Mr. John Moloney, T.D., Minister of State at the Department of Health & Children, on matters relating to the provision of health and personal social services and supports to people with intellectual disability.</p>	<ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies will be represented on the National Health Consultative Forum in 2010 by John O'Dea, Chairperson and Brian O'Donnell, Chief Executive, during which issues of concern to the sector will be highlighted. ■ Brian O'Donnell, Chief Executive, represents the National Federation of Voluntary Bodies on the Department of Health & Children's National Advisory Committee on Disability. The Advisory Committee is representative of people with disabilities and other key stakeholders. The National Federation of Voluntary Bodies will attend two meetings of the Committee in 2010, and will contribute to: <ul style="list-style-type: none"> • Policy discussions at the national level in relation to people with disabilities; • The overall monitoring mechanism in relation to the implementation of the National Disability Strategy in so far as it relates to health services; and • Advising the Minister for Health & Children on progress in the implementation of the Disability Act 2005.
<p>To Monitor and Identify Education Priorities for People with Intellectual Disabilities.</p>	<p>This priority will be implemented by the Education Sub Committee of the National Federation of Voluntary Bodies.</p> <p>The Education Sub-Committee will:</p> <ul style="list-style-type: none"> ■ Identify education priorities in Ireland for 2010 and continue to provide a forum for members to share information on education issues for people with intellectual disability. ■ Advise the Board of Directors of the National Federation of Voluntary Bodies on issues relevant to education of people with intellectual disability. ■ Generate awareness of the challenges facing schools in relation to the provision of education to children with a dual diagnosis of severe intellectual disability and autism. ■ Set up an information source on education related published papers,

	<p>through the website www.fedvol.ie , which will be a useful tool for members.</p> <ul style="list-style-type: none"> ■ Initiate collaboration with the Vocational Training & Employment Sub-Committee regarding the transition to the post school Education Pathway - particularly for school leavers with more complex needs. ■ Maintain links with the Head of Research of the National Council of Special Education. ■ Maintain & Support the European Agency through the Pathways to Inclusion (P2i) project and provide information and support as requested.
<p>To examine how best to support best practice in the area of Medication Management in respect of people with intellectual disability.</p>	<p>During 2009, the draft Person Centred Medication Management Policy was completed. During 2010 the National Federation of Voluntary Bodies will:</p> <ul style="list-style-type: none"> ■ Arrange for consultation on the draft guidelines with key stakeholders, including people with intellectual disabilities and their families and key professionals. ■ Seek approval by the Board of Directors of the National Federation of Voluntary Bodies to publish the guideline document. ■ Arrange for publication and dissemination of the document.
<p>To contribute to the development of policy affecting the Disability Sector at the European Level.</p>	<ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies will participate on the European Association of Service Providers for People with Disabilities (EASPD) Working Group to develop position papers on the Council of Europe’s Disability Action Plan. ■ The National Federation of Voluntary Bodies will contribute to EASPD’s submission to the EU Commission’s Consultation on a new Disability Strategy 2010 – 2020. ■ The National Federation of Voluntary Bodies will make submissions on the implications for Irish Service Providers on EU Directives, in particular, the consequences of the Working Time Directive on sleep over arrangements. ■ The National Federation of Voluntary Bodies will continue its participation as a partner in the EU Project “ROSE” dealing with employee welfare in the Social Care Sector. ■ The National Federation of Voluntary Bodies will participate as a partner in the EU Project “Pathways to Inclusion” which will develop a European network of all those committed to inclusive education to help policy makers, professionals and other stakeholders to support the better participation of people with special educational needs in all forms of education and inclusion as citizens in mainstream society. ■ The National Federation of Voluntary Bodies will publish and disseminate its report on the proceedings of the European Conference which it hosted in November 2009 on the topic “<i>Inclusive Education for All</i>”.
<p>To co-operate with, and support, the National Disability Authority (NDA) in</p>	<ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies will contribute to policy positions being adopted by the NDA through the submission of position papers and by participation in relevant focus groups and key informant interviews. ■ The National Federation of Voluntary Bodies will contribute to a book

<p>the fulfilment of its statutory remit.</p>	<p>being commissioned by the NDA which will set out the review the relevant policy and legislative developments in the field of disability policy in Ireland since 1996, with reference to key developments and the role of key stakeholders in advancing this policy.</p> <ul style="list-style-type: none"> ■ Edel Tierney represents the National Federation on the NDA's Research Study on Abuse of People with disabilities. The National Federation will contribute to this project through membership of the advisory group.
<p>To play a strong advocacy role in articulating issues of concern to people with disabilities, their families and friends, and the organisations who support them, at the national level.</p>	<ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies will co-operate with Inclusion Ireland, National Parents & Siblings Alliance and other advocacy groups in highlighting issues of concern to people with intellectual disability throughout 2010, particularly in the context of the impact of funding reductions on services. ■ The National Federation of Voluntary Bodies will collaborate with the other advocacy groups in developing pre-budget submissions and in organising a Pre-Budget Press Conference in the lead up to Budget 2011.

4. Information Sharing

Communication and Dissemination of Best Practice

One of the key functions of the National Federation is to share information amongst members and with the wider community. Information on best practice, innovative developments, important policy issues and other areas of interest is gathered by the Secretariat Team from a wide range of sources (including regular communication with member organisations, research, and consultation through Sub-Committees, the National Federation Board of Directors and General Assembly, and from statutory bodies and voluntary organisations). Information that is relevant and important to the members and other stakeholders is then disseminated through various channels such as training, publications, our website (www.fedvol.ie), quarterly newsletters, conferences, regular e-mail bulletins, and through the meetings of the General Assembly, National Federation Board, and Sub-Committees. Details of a wide range of information sharing and communication activities planned for 2010 are set out below:

Objectives:	Key Actions:
<p>To organise and take responsibility for managing and updating the information on the National Federation website – www.fedvol.ie, which will provide Member Organisations with relevant and timely information.</p>	<ul style="list-style-type: none"> ■ Organise and take responsibility for managing the National Federation website which will provide member organisations and other interested parties with relevant and timely information. ■ Update website on a weekly basis. This is crucial to the integrity of the website in providing with relevant, timely information to our members and to other interested parties. ■ Delete / update information as appropriate. ■ Organise with Webtrade to do accessibility audit of current website and support audit in the National Federation. ■ Organise with Webtrade for facility to check broken links on website and set timelines for the future. ■ Following audit of website develop updating protocol for Secretariat Team.
<p>To monitor and disseminate relevant information and resources to the secretariat and member organisations.</p>	<ul style="list-style-type: none"> ■ The National Federation Secretariat Team will distribute regular emails and fact sheets covering a wide range of issues to both the Secretariat Team and to the wider Member Organisations. In particular, emails will be provided on a variety of issues, such as research reports, policy updates, funding opportunities, media coverage, work updates etc. ■ Regular news flashes will be disseminated detailing current national and international developments and/or new publications e.g., Government social inclusion policies, HSE 2010 programme, Budget 2011 etc. ■ Enhance links with external organisations - In particular links with The Wheel and the Irish Charities Tax Research Group in areas of common interest e.g. charities legislation, etc. ■ Publish quarterly Newsletters in 2010: <ul style="list-style-type: none"> ▪ Spring ▪ Summer ▪ Autumn ▪ Winter

<p>To disseminate research e.g. presentations at national and international conferences and publish papers in peer review journals and other relevant publications.</p>	<ul style="list-style-type: none"> ■ Continue to disseminate the National Best Practice Guidelines for Informing Families of their Child's Disability through a range of relevant meetings, conferences, training and study days, and through the dissemination of the findings of a pilot project in which the guidelines were successfully implemented in the Cork region in 2008-2009. ■ Continue to disseminate findings from research strategy and in particular the findings arising from research topic "Relationships & Quality of Service" throughout the year. ■ Continue to publish papers and bulletins at relevant conferences, seminars and other fora as appropriate.
<p>To advise the Board of National Federation of Voluntary Bodies on issues relating to the vocational training and employment of people with intellectual disability.</p>	<p>Through the Vocational and Training Sub-Committee the National Federation will in 2010:</p> <ul style="list-style-type: none"> ■ Update the National Federation's Board of Directors on current issues pertaining to Vocational Training & Employment. ■ Examine the recommendations of the National Review of HSE Funded Day Services Report & make submission as appropriate. ■ Represent the National Federation on the FAS National Advisory Committee on Disability. ■ Exchange information with the Department of Enterprise, Trade & Employment's Consultative Forum on Employment of People with Disabilities through its representation by Christy Lynch, KARE, on the Forum. ■ Continue to participate in ongoing discussions between the Department of Health & Children re the National Supported Employment Programme.

5. Research

Supporting and Developing Evidence Based Practice

Research and Policy

The National Federation of Voluntary Bodies aims to promote best practice in services to children and adults with intellectual disabilities. We do this by supporting the development of a strong research base within National Federation member organisations and initiating and collaborating in research relevant to the lives of people with intellectual disability.

The National Federation engages in and supports research, evaluation and service design relating to all aspects of intellectual disability and our research activities are relevant to a broad range of stakeholders including people with disability, policymakers, politicians, service managers and front-line staff.

Research also has a key role to play in supporting the rights of people with intellectual disability to live full and active lives by creating reflective practice in service provision and supports to people with intellectual disability.

In 2010 the National Federation will implement the following objectives to achieve this:

Objectives	Key Actions
To facilitate and support the work of the Research Sub-Committee.	<ul style="list-style-type: none"> ■ To implement the agreed aims of the Research Sub-Committee the Sub-Committee will meet four times in 2010. <ul style="list-style-type: none"> ● March 29th ● June 28th ● September 27th ● November 29th ■ A new chair of the Research Sub-Committee will be appointed. ■ During the year the Sub-Committee will be informed about upcoming events, funding opportunities, research related projects and evidence based practices in intellectual disability. ■ Members will be given the opportunity to share information in relation to key research related initiatives / projects that they are engaged in at local level. ■ The work of the Research Sub-Committee will again focus primarily on pursuing the implementation of the Research Strategy (see below for detail). A review of the Research Strategy will take place at each Sub-Committee meeting. ■ In addition the Research Sub-Committee will have the topic of relationships as its research focus for 2010. ■ An action plan has been developed to pursue development of knowledge in this area (see below).
To pursue the topic of Relationships and Quality of Service as a research priority in 2010	<p>The topic identified for 2010 is Relationships and Quality of Service. An action agenda has been developed and this will form the action plan for the Research Subcommittee in 2010.</p> <p><u>Action Agenda Relationships and Quality of Service 2010:</u> During 2010 the Research Sub-Committee shall activate this action plan and specifically will:</p>

	<ul style="list-style-type: none"> ■ Develop and expand our knowledge base on this topic through the provision of up-to-date reading material and resources on the topic. These will be made available to our member organisations through the National Federation Website. ■ Convene a residential weekend in the summer to critically examine this literature and draw some conclusions from what the evidence tells us. ■ Engage with Inclusive Research Network researchers on this topic. ■ Develop a comprehensive literature review on the topic of staff and relationships with people they support. ■ Organise a series of seminars and workshops on these topics. ■ The first of these will take place in March in Galway and will examine the role of staff in the lives of the people they support. “<i>What does it mean to support someone with intellectual disability?</i>” The purpose of this seminar is to explore the relationships that exist between staff and the people they support. What is the nature of these relationships, what value do they bring to a person’s life and how can these relationships influence other relationships in that person’s life. ■ Examine the law in relation to sexuality and intellectual disability nationally and internationally and draw comparisons between Ireland, UK, Scotland, Canada and Australia. This will be done by LL.M. Students of Disability Law Reform from NUI Galway as a clinical placement under supervision from Dr. Larry Donnelly and Dr. Mary Keyes. ■ Develop a handbook for staff working with people with intellectual disability. This would look at how the law prevents or supports staff in their role of caregivers of people with intellectual disability. This will be done through exploration of a series of scenarios considering day to day activities or events in the lives of people with intellectual disability. This would be a guideline document for staff. ■ Advance an awareness raising programme using film and drama to highlight the issues of concern in relationships for people with intellectual disability. Develop a video which examines a person’s life and talks about the relationships in their life. ■ Have a series of presentations from recognised ‘experts’ or researchers in this area present to the Research Sub-Committee following each meeting. ■ Link with other national and international projects who have this as a central theme. ■ Have a workshop for couples to discuss relationships and link with Connect People Network (formerly ISEN - Irish Sex Education Network) on this.
<p>To continue to identify National Designated Experts in the research community & update literature materials and resources on website.</p>	<ul style="list-style-type: none"> ■ During 2010 the National Designated Experts will be invited to update their reading lists on a quarterly basis. As updates of reading materials and other resources are received they will be put on the website. <p>Table of National Designated Experts Available on request: http://www.fedvol.ie/National_Designated_Experts_on_Research_Topics/Default.1331.html</p>

<p>To develop quality indicators for research in Intellectual Disability and develop guidelines for evidence based practices.</p>	<ul style="list-style-type: none"> ■ An audit of the National Federation Research Database was undertaken in 2009 to get a baseline of the types and quality of research undertaken since 2000 in member organisations. This report is now complete and is available from edel.tierney@fedvol.ie It is proposed to submit a paper for publication on this report to Frontline magazine and JARID or JIDR in 2010. ■ We are also looking at ways in which this database may be made more accessible to all audiences. ■ We will create a link to St. John of Gods Database and St. Michael's House database so that a comprehensive picture of research in intellectual disability in Ireland can be obtained. ■ Quality Indicators in Conducting Focus Groups. It is proposed that a research paper will be submitted for publication on this topic in 2010 and co-authored by Edel Tierney, John Doyle and Dr. Suzanne Guerin.
<p>To measure performance of National Federation research activities in member organisations.</p>	<ul style="list-style-type: none"> ■ Performance of research activities can only be measured against a baseline. The baseline of research activities will be measured against the results from the audit of the database in 2009 (as outlined above) and will be reviewed towards the end of the Strategy timeframe to consider the impact of the National Research Strategy on the performance of research across member organisations during this time frame.
<p>To identify key people who may act as associate members of the Research Sub-Committee as need and circumstance arise.</p>	<ul style="list-style-type: none"> ■ All National Designated Experts have agreed to act as associate members and have agreed to support the research strategy as need and circumstance arise. ■ For the action agenda on relationships and quality of service we have called on the expert advice of Gert Job and Grace Kelly, National Designated Experts on the topic Relationships and Sexuality and Chris Conliffe, National Designated Expert on the topic Quality of Life. ■ These discussions have formed the basis for the action agenda as outlined above.
<p>To continue to develop research collaborations with national and international research centres.</p>	<ul style="list-style-type: none"> ■ We will continue our collaborations through involvement with National and International research projects. These are all detailed on our website and include <ul style="list-style-type: none"> • Intellectual Disability Supplement to TILDA (The Irish Longitudinal Study on Ageing in Persons with Intellectual Disability) • Reducing Occupational Stress in Employment (ROSE) Project • Audit by Research of Abuse in Disability Services • Marie Curie European Union Transfer of Knowledge Project • http://www.fedvol.ie/Research_Collaborations/Default.229.html <p>Particular Research Collaborations in 2010:</p> <ul style="list-style-type: none"> ■ A Memorandum of Understanding will be drawn up with the UNESCO Chair in Children, Youth & Civic Engagement, Child and

	<p>Family Research Centre, National University of Ireland, Galway and the National Federation of Voluntary Bodies. The Chairholder is Professor Pat Dolan, Director of the Child and Family Research Centre at NUI Galway - http://www.childandfamilyresearch.ie/un-intro.php.</p> <ul style="list-style-type: none"> ■ We are currently developing access to 3rd level education for people with intellectual disability in the west of Ireland. A steering group will continue to meet and look at how this can be as inclusive as possible for people taking into account their support requirements. ■ Further focus groups will take place with people who use services and parents about going to college. ■ A Doctoral Fellow with the Child and Family Research Centre and the Centre for Disability Law and Policy at NUI Galway is undertaking research on Children with an Intellectual Disability and their Social Support Networks. The study will inquire into the connection between perceived social support, coping capacity and wellbeing among children and young people with an intellectual disability in Ireland. This project will be a research partnership between the National Federation and the Child and Family Research Centre, NUI Galway. ■ Centre for Disability Law and Policy NUI Galway - Further collaboration will continue with the Centre for Disability Law and Policy in 2010. Edel Tierney represents the National Federation on the Advisory group of the Baseline Study of Disability In Ireland http://www.nuigalway.ie/cdlp/projects/baseline.html ■ Collaboration will continue with Harvard Medical School and Boston Children's Hospital through links forged with Dr. Kerim Munir, Associate Professor of Psychiatry and Director of the Centre for Autism and Related Disorders.
<p>To develop a capacity to advise on how research can be funded now and in the future.</p>	<ul style="list-style-type: none"> ■ Given the current economic climate it is unlikely that we will be in a position to pursue this objective fully in 2010. However, we will continue to circulate any information which we have on funding for research. ■ Relevant funding opportunities will be compiled and circulated to member organisations. ■ Applications for funding will be made where opportunities arise.
<p>To develop a register of disability stakeholders who may be contacted for consultation on research projects, submissions etc.</p>	<ul style="list-style-type: none"> ■ The register of disability stakeholders will consist of parents, staff, and persons with an intellectual disability, government departments and other disability organisations who are interested in hearing about and taking part in research. It will also consist of research contacts within the member organisations. ■ Mailing lists will be developed of relevant stakeholders who can be contacted on issues related to intellectual disability research and information or news. ■ The register will be regulated and maintained in accordance with data protection guidelines. ■ Newsletters, easy to read material, research news and abstracts will be sent to relevant mailing lists as appropriate. ■ This will ensure wider dissemination of the work of the National Federation Secretariat.

<p>To continue to update the National Federation Database of Research.</p>	<ul style="list-style-type: none"> ■ We will continue to update the research database and gather quality information as outlined in priority three of the National Federation's Research Strategy. ■ Calls for updates to the database will be made twice in 2010 and new abstracts will be included on the database as these are received. ■ To view research abstracts see http://www.fedvol.ie/2009/Default.779.html
<p>To develop a National Research Ethics Review System.</p>	<ul style="list-style-type: none"> ■ This process of engagement with Ethics Committees of member organisations will be ongoing in 2010. ■ A proposal has been forwarded to each of the nine ethics committees which exist. This proposal suggests that each of the nine committees dedicate one of their sessions per year to National Federation members research projects (from organisations who do not have a Research Ethics Committees in place or for large national multi-site research). The dedicated sessions would be agreed in advance and published on the National Federation website. Each of the ethics committees will comply with an agreed set of guidelines or standards as developed and agreed by the group. This would ensure consistency in standards and across all ethics committee of the National Federation membership. ■ In addition the National Federation Research Sub-Committee will develop an agreed set of standards for what may constitute a submission to these dedicated sessions. Each proposal submitted would have to comply with these standards. These standards would be agreed with parties supporting this proposal. ■ A meeting with the chairs of the ethics committees will take place on 19th January 2010 to discuss this proposal in detail. ■ The Research Sub-Committee will facilitate access to Research Ethics Centres and continue to build capacity for member organisations.
<p>To develop inclusive approaches to research.</p>	<ul style="list-style-type: none"> ■ A get-together to celebrate the achievements of the Inclusive Research Network (IRN) will be organised in February 2010. ■ At this get-together the report of the IRN workshops will be launched. ■ In addition the report of the national study on '<i>Where we Live</i>' will be launched. ■ Focus groups will be held on 'Going to College' - In the development of access to university for people with intellectual disability in the West of Ireland we will continue to conduct focus groups with young people and adults about going to college. Some focus groups have taken place already and others will take place at the Brothers of Charity Roscommon, and Western Care. The findings from these focus groups will be compiled in a report and will inform the curriculum content of the access course at NUI Galway.
<p>To review the research strategy.</p>	<ul style="list-style-type: none"> ■ At each meeting of the Research Sub-Committee, the research strategy will be reviewed and updates made available.

To implement Innovation Conference outcomes.	<ul style="list-style-type: none"> ■ The National Federation will showcase innovation in service provision and disseminate widely among member organisations in 2010. ■ This will take the format of a series of seminars and roundtable discussions throughout 2010.
To develop a European research proposal to provide support at times of transition	<ul style="list-style-type: none"> ■ A research proposal will be developed that will aim to identify and disseminate best practice in providing support to people with intellectual disabilities and their families at times of transition. ■ This will be developed in conjunction with partners from Europe who are members of the European Association of Service Providers for People with Disabilities (EASPD) ■ Appropriate funding opportunities will be identified and pursued.

Informing Families Project

One area that has been a key research focus of the National Federation is the initial communication of a child's disability to the family. The *National Best Practice Guidelines for Informing Families of the Child's Disability* were developed by the National Federation through a wide ranging consultation and research process and launched in 2007. With support from the Health Services National Partnership Forum a pilot project took place to implement the guidelines across acute, community and disability service settings in the Cork Region in 2008-2009, with the aim of improving the experiences of families and providing enhanced support to professionals at the time of a child's diagnosis. The implementation was successfully completed and welcomed by parents and professionals in both mainstream and disability services. The work of the project will be submitted for consideration in the Taoiseach's Public Service Excellence Awards 2010. The focus of the Informing Families Project in 2010 will be the dissemination of the roadmap for implementation developed by the Cork Project and the national launch of the website of supporting materials; including an eLearning module, training materials and the website www.informingfamilies.ie.

Objectives:	Key Actions:
To continue dissemination of the <i>Informing Families Guidelines, Consultation and Research Report and DVD</i> .	<p>The <i>National Best Practice Guidelines for Informing Families of their Child's Disability</i>; Research and Consultation Report; and 'Words You Never Forget' DVD will continue to be disseminated in 2010 in response to requests from:</p> <ul style="list-style-type: none"> ■ Disability services. ■ HSE community and acute services. ■ Universities & training providers. ■ Publishers (through the ISBN system). ■ Individual requests.
To disseminate the findings of the <i>Cork Implementation Pilot Project</i> .	<ul style="list-style-type: none"> ■ A report on the pilot implementation project in the Cork region will be completed and launched. The report will include a roadmap for implementation which can be used by groups anywhere in the country to implement the guidelines. ■ A series of 'Train the Trainers' workshops will be provided in key locations around the country to support groups who are beginning to implement the guidelines. ■ Advice will be provided to steering committees which have been

	<p>set up (e.g. in Temple St. Children's University Hospital) to assist in implementation.</p> <ul style="list-style-type: none"> ■ The findings of the <i>Cork Implementation Project</i> will be presented at a national conference on 'Quality Services' organised by the Taoiseach's office in March 2010.
<p>To provide training in the <i>Informing Families Guidelines</i>.</p>	<ul style="list-style-type: none"> ■ A module on the <i>Informing Families Guidelines</i> will be provided on the national training course for paediatricians through the Faculty of Paediatrics at the Royal College of Physicians. This module was developed and evaluated in the Cork pilot project. ■ Training in the <i>Informing Families Guidelines</i> will be provided on various undergraduate and postgraduate medical and nursing curricula including: <ul style="list-style-type: none"> • 4th Year Medicine, University College Cork (UCC) • 1st Year Medicine, University of Limerick • 2nd Year Nursing and Midwifery, UCC • Post-graduate Public Health Nursing, UCC ■ Further opportunities to promote the inclusion of training in the Guidelines on relevant curricula throughout the country will be pursued in 2010.
<p>To develop and launch the Informing Families website.</p>	<ul style="list-style-type: none"> ■ An online resource of up to date, accurate, multi-lingual information for provision to parents at the time of their child's diagnosis will be developed and launched in April 2010. ■ The website, which will be developed in conjunction with the HSE Department of Social Inclusion, will be available at www.informingfamilies.ie ■ The website will provide information in the following areas: <ul style="list-style-type: none"> • Early Information for parents who have just received a diagnosis for their child (which can be accessed directly by families or printed by professionals for families). • Training materials, guidance and information for professionals who inform families of their child's disability. • Materials from the <i>Cork Implementation Project</i> to assist groups in implementing the best practice guidelines. • Latest information and developments on the <i>Informing Families Project</i>.
<p>To develop and launch an eLearning module on the <i>Informing Families Guidelines</i></p>	<ul style="list-style-type: none"> ■ Following on from the successful delivery and evaluation of classroom-based training on the best practice guidelines in the Cork Implementation Project, an eLearning module will be developed and launched in 2010 to provide professionals with an opportunity to take the training in an electronic format. ■ The eLearning module will be provided on the Informing Families website www.informingfamilies.ie and on the HSE online learning and development site www.hseland.ie.
<p>To support enhanced continuity of care for families of children</p>	<ul style="list-style-type: none"> ■ Protocols and checklists developed through the <i>Cork Implementation Project</i> to encourage integrated working and liaison at a regional level will be disseminated to facilitate

<p>with disabilities, through facilitation of liaison regionally and nationally.</p>	<p>improved continuity of care for families at the time of their child's diagnosis. The development of a protocol for liaison at a national level will be supported and facilitated in 2010.</p>
<p>To develop international collaboration, links and research through the Informing Families Project.</p>	<ul style="list-style-type: none"> ■ Links with Harvard Medical School and Boston Children's Hospital will continue, with the aim of conducting collaborative research, supporting student placement with the National Federation and completing articles for publication in peer-reviewed journals. ■ Links forged with the University of Kentucky to share data on the evaluation of training programmes will be continued and developed in 2010. ■ Links with European service providers through EASPD will be pursued to share the best practice guidelines and explore further development of good practice in relation to communication at various stages in the life of a person with intellectual disability.
<p>To write articles for relevant publications.</p>	<ul style="list-style-type: none"> ■ An article describing the results of the evaluation of the training programme undertaken in the Cork Implementation Project will be submitted to the <i>Archives of Disease in Childhood</i>, or other suitable peer-reviewed journal targeted at paediatricians. ■ An article on the best practice guidelines will be submitted to the Irish Journal of Psychology. ■ An article describing the implementation process undertaken in the Cork Pilot Project will be written and submitted for publication in a peer-reviewed journal.

6. Inclusion

Supporting Active Engagement with People with an Intellectual Disability

The Government's National Action Plan for Social Inclusion frames a vision of "an Ireland where people with disabilities have, to the greatest extent possible, the opportunity to live a full life with their families and as part of their local community, free from discrimination" (2007). This commitment from Government is also reinforced in their Social Partnership Agreement Towards 2016 and in the current National Development Plan (2007). The principle of inclusion is underpinned by The UN Convention on the Rights of Persons with Disabilities which outlines that "States Parties to the present Convention recognize the equal right of all persons with disabilities to live in the community, with choices equal to others, and shall take effective and appropriate measures to facilitate full enjoyment by persons with disabilities of this right and their full inclusion and participation in the community....." (Article 19, United Nations Convention on the Rights of Persons with Disabilities, 2006).

The National Federation is committed to enabling capacity building in member organisations which will promote the inclusion, rights, independence and choice of people with intellectual disability within their own communities and within services provided by National Federation Member Organisations. The National Federation Intellectual Disability Research Strategy 2008-2013, which sets out a vision for the research activities of the National Federation for the next six years, was developed through extensive consultation with all stakeholders in the disability community, including consultation with the Community Participation & Inclusion Sub-Committee, the Seasamh Parliament and the Inclusive Research Network. Research Priority No. 11 of the research strategy outlines the commitment of the National Federation to "consult with and listen to people who use the services through research initiatives such as the Inclusive Research Network and continue to develop experience and expertise in participatory and inclusive research methodologies".

One of the outcomes from our partnership with the UNESCO Chair in NUI Galway is the development of a pilot project to support the civic engagement of people with intellectual disabilities through access to higher education at NUI Galway, underpinned by UNESCO principles on inclusive education. National and international research highlights that third level education opportunities for people with intellectual disabilities can demonstrate student benefits relating to positive identity as a student, working within an adult environment, increased self-esteem and confidence, supporting citizenship, enhancing communication skills and expanding social networks and contacts. NUIG's commitment to including students with intellectual disabilities in third level education aligns with Article 24 (5) of the UN Convention on the Rights of Persons with Disabilities which outlines that persons with disabilities have a right to "..... access general tertiary education, vocational training, adult education and lifelong learning without discrimination and on an equal basis with others" (United Nations, 2006) and will provide exciting opportunities for people with intellectual disabilities for the future.

The key objectives and actions of the National Federation, in relation to the inclusion of people with intellectual disability, are outlined in more detail in the following table:

Objectives	Key Actions
To support Community Participation and Inclusion activities within member organisations.	The Community Participation & Inclusion Sub-Committee is an inclusive group, comprised of people who avail of intellectual disability services and staff from services. The purpose of the group is to explore, identify and develop strategies for promoting inclusive communities and increasing the participation of people with intellectual disabilities within their communities.

	<ul style="list-style-type: none"> ■ To work with the Community Participation and Inclusion Sub-Committee. ■ To organise a number of meetings per year including agenda, minutes, easy to read documentation etc. ■ To provide accessible information to the Community Participation & Inclusion Sub-Committee. The Community Participation and Inclusion Sub-Committee will continue to work on its agenda and minutes so that the group is fully accessible to all its members. ■ To provide up-to-date information and relevant materials in an easy to read format to Sub-Committee members, capturing innovative ideas on involving people in their own communities. ■ To continuously monitor that we are all equal members of the group. ■ To continue to facilitate the opportunity for each person on the group who avails of intellectual disability services to act as co-chair of the Sub- Committee. ■ To enhance Training & Development of Sub-Committee Members i.e. source training opportunities for the development of easy-to-read materials. ■ To link with the National Volunteering Sub-Committee on the publication of a Natural Supports and Volunteering Guideline document. ■ Contribute to the implementation of the National Federation Research Strategy in 2010 by providing input into the Relationships and Quality of Service priority. ■ Prepare an article on community participation for the relevant journal. ■ To update Community Participation Section of our website.
<p>To co-ordinate a pilot project to include people with intellectual disabilities in the academic, social, sporting and cultural activities at National University of Ireland, Galway</p>	<p>We are involved in a partnership with NUI Galway to develop a pilot project to support the civic engagement of people with intellectual disabilities through access to third level education at NUI Galway, underpinned by UNESCO's guidelines on inclusive education.</p> <p>Key actions for 2010 include:</p> <ul style="list-style-type: none"> ■ Facilitate further focus groups for people with intellectual disabilities and families so that they can have an opportunity to voice their views and opinions on the proposed pilot project at NUI Galway. ■ Translate research findings from focus groups and other research sources into framework for third level initiative. ■ Develop the framework content in partnership with the service learning module coordinators and others across the university community; with people with intellectual disabilities, with families, with the National Federation of Voluntary Bodies and intellectual disability service providers. ■ Examine options for transition module for prospective students in partnership with all stakeholders. ■ Liaise with the internal and external NUIG community and develop partnerships within the new framework. ■ Update on progress and liaise with Project Steering group in achieving the project objectives. ■ Facilitate student recruitment to the pilot. ■ Liaise with appropriate organisations, departments, units and services within the university to further the project. In particular, strong links will be nurtured with Student Services, Students' Union, Buildings Office, CELT, relevant Schools and Colleges at NUI Galway.

	<ul style="list-style-type: none"> ■ Maintain connections with families, service providers and the National Federation of Voluntary Bodies during the pilot project. ■ Establish links with higher education institutions that provide similar educational opportunities aimed at encouraging and deepening practice in the area. ■ Contribute to the development of documents, guidebooks, web-based materials, etc, aimed at supporting the project. ■ Responsible for the budgeting, monitoring and financial reporting of the project in partnership with the CKI Project Manager. ■ Develop proposal for long-term sustainable funding for project
<p>To collaborate with Health Research Board in organising National Intellectual Disability Database (NIDD) Annual Report art competition.</p>	<p>The National Federation of Voluntary Bodies works closely with the Health Research Board and the Department of Health & Children in the formulation and publication of the National Intellectual Disability Database Committee Annual Report. The Database report is an essential services information and planning tool.</p> <ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies will organise an art competition for people who avail of intellectual disability services within its membership to design the cover of the National Intellectual Disability Database Committee Annual Report for 2009
<p>To provide information to the National Intellectual Disability Database Committee Annual Report.</p>	<ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies through its membership will provide comprehensive information on current services provision, on current unmet need and on future service requirements. ■ The National Federation of Voluntary Bodies will arrange for representation on the NIDD committee. The National Federation is currently represented on the committee by James Roche, Western Care Association and Paul Ledwidge, St. Michael's House.

7. Human Resources Development

Providing Supports to Staff and Volunteers

Employee Supports

Our ability to deliver quality services in the current environment is heavily dependent on the commitment and skills of staff working within services. The human resource development activities of the National Federation of Voluntary Bodies are designed to support service delivery through ensuring that staff have the necessary skills, there are effective employment policies and practices in place within organisations and that organisations are supported in key employment related areas. The changes that are taking place in the operational environment are forcing organisations to review the way they have been providing services and to determine how service levels can be maintained in the context of reduced resources. Employees are vital to the success of organisations in addressing the current pressures.

The Human Resources Sub-Committee is a key forum for the sharing of information and best practice on key human resources related issues and initiatives. The Sub-Committee is comprised of human resource managers / personnel from across National Federation members and the expertise and experience of committee members guides the work of the Federation in relation to human resource matters. Through the work of the Sub-Committee, and the regular meetings which are held with the Corporate Employee Relations Services, HSE, organisations are supported to network with fellow human resource professionals and develop common positions on key human resource related matters.

The terms of reference of the Human Resources Sub-Committee were reviewed in late 2009 and the Committee aims:

- (1) To provide a communication and networking forum for Human Resource practitioners within National Federation member organisations whereby they can meet with colleagues, pursue HR objectives of common interest and share information concerning best practices regarding human resource management.
- (2) To gather and disseminate information in relation to key issues of relevance to member organisations and to provide support regarding human resource related developments.
- (3) To examine and furnish reports on relevant human resource related issues and legislation and to provide advice to member organisations through National Federation structures.
- (4) To provide a strategic decision making forum whereby common positions can be developed where this is considered beneficial.
- (5) To represent the views and interests of National Federation of Voluntary Bodies members at national level, in particular in relation to the management of industrial relations matters.
- (6) To liaise with the HSE and in particular with the HR Directorate, on human resource related issues.
- (7) To advise the Board of the National Federation of Voluntary Bodies on human resource issues.
- (8) To ensure that the intellectual disability sector is recognised, connected and has a voice at national level.

An overview of the key human resources related actions to be undertaken during 2010 are outlined hereunder.

Volunteering Supports

Volunteering is an integral part of community activity within the member organisations of the National Federation of Voluntary Bodies, reducing the levels of social isolation and exclusion

often experienced by people with intellectual disabilities within their own community. The National Federation Volunteering Sub-Committee expertly supports the planning and prioritisation of volunteering needs identified by member organisations, whilst informing the Board of Directors on priority issues, key challenges and recommendations in respect of volunteering at a local and national level. The key actions to be undertaken during 2010 are provided below.

Objectives	Key Actions
Employee Supports	
<p>To support the Human Resources Sub-Committee in the implementation of its terms of reference.</p>	<ul style="list-style-type: none"> ■ To implement the agreed aims of the Human Resources Sub-Committee through arranging quarterly meetings during 2010. ■ To provide the Sub-Committee with regular inputs regarding upcoming events, funding opportunities, human resource related developments. ■ To provide opportunities for members to share information in relation to key human resource related initiatives / projects that they are engaged in at local level. ■ To review the programme of work undertaken by the Human Resources Sub-Committee on a regular basis.
<p>To support National Federation members in relation to key industrial relations issues.</p>	<p>The National Federation of Voluntary Bodies will continue during 2010 to provide support to its member organisations in relation to national deliberations regarding terms / conditions of employment for staff. The National Federation of Voluntary Bodies will also continue to monitor the position in relation to industrial relations matters of relevance to member organisations and to respond as required.</p> <p>Specifically this will include:</p> <ul style="list-style-type: none"> ■ Providing support to representatives who sit on national committees on behalf of the National Federation of Voluntary Bodies member organisations. ■ Supporting organisations in relation to key industrial relations issues / national agreements. ■ Gathering information from member organisations in relation to key issues under consideration so a national picture / shared position can be developed.

<p>To liaise with the HSE to ensure HR personnel are fully informed on human resource related matters.</p>	<ul style="list-style-type: none"> ■ Throughout 2010 the National Federation of Voluntary Bodies will continue to liaise with the HSE Human Resources Directorate to ensure that all National Federation members are updated on new developments as introduced by the HR Directorate. ■ The National Federation of Voluntary Bodies will also work closely with Corporate Employee Relations Service, HSE, which is a representative body for health service employers, which aims to promote the development of improved human resource practices within the health service. It also represents and supports employers in the management of industrial relations. ■ The National Federation of Voluntary Bodies will arrange bi-annual meetings with key personnel from Corporate Employee Relations Services with the aim of ensuring that human resource practitioners from across member organisations are updated regarding changes in employment legislation and policy related developments. ■ To liaise with the Health Services National Partnership Forum (HSNPF) on various skill development initiatives.
<p>To support employee wellbeing within National Federation member organisations.</p>	<p>This initiative will seek to identify the main health and safety / employee wellbeing issues facing National Federation member organisations. Specific actions to be undertaken in 2010 include:</p> <ul style="list-style-type: none"> ■ Supporting the Working Group which was established in 2009 to focus on the areas of health, safety and employee wellbeing. ■ Finalising an agreed programme of work for 2010. Key areas to be included as part of the work plan include: <ul style="list-style-type: none"> • Networking and developing links with similar personnel across other organisations. • Compiling a listing of existing health and safety related policies / documents / resource materials within agencies which maybe shared with others. • Undertaking a review of the work of the group at year-end. ■ Developing links with the Health & Safety Authority - the HSA's Strategy Statement 2007-2009 outlines the vision of the Authority which is 'A national culture of excellence in workplace safety, health and welfare, where all employees and organisations will commit to the active prevention of accidents, injuries and work-related ill health on a long-term, permanent and sustainable basis'. Specifically the National Federation of Voluntary Bodies will work with the HSA on the implementation of its Five Year Plan for the Healthcare Sector 2010-2014.
<p>To participate in the ROSE - Reducing Occupational Stress in Employment - Project with European partners.</p>	<p>During 2010 the National Federation will participate as a partner in the ROSE (Reducing Occupational Stress in Employment) Project – this is a European Project funded under the Leonardo Programme. The primary objective of the project, whose lead partner is Waterford Institute of Technology (WIT), is to develop a combined person and work directed stress management programme in order to improve the retention of staff working in intellectual disability / mental health services.</p> <p>During 2010 the National Federation of Voluntary Bodies will:</p>

	<ul style="list-style-type: none"> ■ Identify 6 organisations to take part in the piloting of the on-line stress intervention programme. ■ Undertake a review of the pilot programme with a view to enhancing the final intervention tool which is developed. ■ Contribute to the overall strategic management of the Project through attendance at partner meetings and participation in monthly conference calls. ■ Contribute to the organisation of an end of Project conference where the main findings of the ROSE Project will be presented. ■ Agree recommendations for the enhancement of local / workplace support services and national / European Commission initiatives on social inclusion.
<p>To develop a 'Guide to Inclusive Recruitment' to assist organisations in adopting inclusive strategies in the recruitment of staff / volunteers.</p>	<ul style="list-style-type: none"> ■ During 2010 a working group will concentrate on the development of an inclusive recruitment guide which will be made available to National Federation member organisations. The guide will aim to outline a range of options for organisations as to how they can involve people who are availing of services more actively and how they can make their recruitment process for staff and volunteers more open.
<p>To ensure National Federation member organisations have appropriate procedures in place for Garda vetting of staff and volunteers.</p>	<ul style="list-style-type: none"> ■ To ensure that all National Federation of Voluntary Bodies members undertake garda vetting for staff and volunteers within their organisation and have the necessary policy and procedures in place. ■ To liaise with personnel from the Garda Central Vetting Unit to ensure that National Federation members have access to a timely Garda vetting process. ■ To address the issues of concern as identified by National Federation of Voluntary Bodies members in relation to Garda vetting.
<p>To support the registration process / on-going professional development of health & Social Care Professionals.</p>	<p>The Health & Social Care Professionals Council was established in 2007 with the aim of protecting consumers through promoting high standards of professional conduct, education and competence. The Council was established under the Health and Social Care Professionals Act 2005 and will lead to the statutory registration of twelve health and social care professions none of whom were previously subject to statutory registration. Specifically during 2010 the National Federation of Voluntary Bodies will:</p> <ul style="list-style-type: none"> ■ Support the National Federation representative on the Health & Social Care Professionals National Council.
<p>To provide retirement and life assurance benefits for the members of the National Federation Pension Scheme.</p>	<p>The National Federation of Voluntary Bodies Pension Scheme was established in 1996. As at 31st December, 2009 there are 2,859 members from 23 different member organisations of the National Federation of Voluntary Bodies availing of the scheme. During 2010 the National Federation of Voluntary Bodies will continue to:</p> <ul style="list-style-type: none"> ■ Liaise with our Fund Manager New Ireland Assurance to ensure that our members interests are protected in the current difficult

	<p>economic climate.</p> <ul style="list-style-type: none"> ■ Administer the scheme in conjunction with New Ireland Assurance to ensure that members contributions are invested in timely fashion. ■ Arrange meetings of the Pension Scheme Trustees at regular intervals throughout 2010 to ensure proper administration of the scheme. The Pension Scheme Trustees will meet with Fund Managers to assess performance and ensure members interests are protected and promoted as far as possible. ■ Organise a workshop for Pension Scheme Administrators employed by member organisations to keep them fully informed on all aspects of the scheme including administration, fund performance, member benefits, etc.
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Volunteering Supports

<p>To work with the members of the Volunteering Sub-Committee.</p>	<ul style="list-style-type: none"> ■ To work with the members of the Volunteering Sub-Committee. ■ To organise a number of meetings per year including agenda, minutes, documentation etc. ■ To provide up-to-date information and relevant materials to Sub-Committee members, capturing innovative ideas and volunteering opportunities. ■ To update the Volunteering Section of our website – www.fedvol.ie
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<p>To support the ongoing development of Volunteering activities within member organisations.</p>	<p>Natural Supports and Volunteering Guidelines</p> <ul style="list-style-type: none"> ■ To consult with the Community Participation & Inclusion Sub-Committee on the Draft National Federation Natural Supports and Volunteering Guideline document. ■ To publish the Natural Supports and Volunteering Guideline document. ■ To develop an action plan to disseminate the guideline document and the recommendations from the Volunteering Survey findings. <p>Volunteering Factsheets</p> <ul style="list-style-type: none"> ■ To publish Volunteering Factsheets for our member organisations. <p>Volunteering Mentors</p> <ul style="list-style-type: none"> ■ To facilitate the ongoing development of Volunteering supports to member organisations including dissemination of contact details of our panel of mentors, drawn from existing Volunteer Co-Ordinators, who will provide support and guidance to organisations who are interested in recruiting and maintaining volunteers. <p>Training Opportunities</p> <ul style="list-style-type: none"> ■ Continue to advise our members of training available through Volunteering Ireland and other training opportunities.
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<p>To continue to link with external organisations on common issues.</p>	<ul style="list-style-type: none"> ■ Continue to liaise with Volunteer Centres Ireland, Volunteering Ireland (particularly in the context of EU Year of Volunteering 2001 and World Volunteering Conference 2012) and Special Olympics Network through links with the Volunteering Sub-Committee.
<p>To provide feedback on the Human Resource Guide to Inclusive Recruitment.</p>	<ul style="list-style-type: none"> ■ Provide feedback to the Human Resource Sub-Committee on the draft of an inclusive recruitment guide which will be made available to National Federation member organisations. The guide will aim to outline a range of options for organisations as to how they can involve people who are availing of services more actively and how they can make their recruitment process for staff and volunteers more open.

8. Skill Development

Supporting Capacity Building, Training and Professional Development

Training and development professionals are increasingly under pressure to be innovative, skilled and cost effective in nurturing a learning culture that will result in the development of staff. Skills development remains a significant area of work within the overall brief of the National Federation of Voluntary Bodies secretariat – this brief incorporates a range of initiatives focused on capacity building and professional skills development. The Training & Development Sub-Committee will continue to act as a central co-ordination and reference point for a number of the training and development activities undertaken by the National Federation. The Sub-Committee is comprised of highly experienced training and development professionals from across National Federation member organisations. The terms of reference of the Sub-Committee are as follows:

1. To advise the Board of the National Federation of Voluntary Bodies on recommendations to meet the learning requirements of staff of member organisations through education, training and development
2. To facilitate the identification and prioritisation of and plan appropriate responses to the education, training, development and learning requirements of member organisations.
3. To influence the provision of options and resources to address the education, training, development and learning needs of member organisations.
4. To act as a network, to share information and resources regarding staff training and associated HR related matters.
5. To develop national criteria for standards in education, training, development and learning across a wide variety of priority roles.
6. To provide a programme of activities to meet education, training, development and learning needs.
7. To review education, training, development and learning course content to ascertain consistency with core principles and ethos of National Federation of Voluntary Bodies.
8. To ensure that the specific staff training and development interests of the non-statutory bodies are understood and included in people management planning at a corporate level in the regional health authorities.

The programme of work outlined within Service Plan 2010 aims to build on the work undertaken by the National Federation Secretariat in recent years to support those with a learning and development brief across member organisations. The National Federation of Voluntary Bodies, within its overall aims, seeks to support the development of world class services and key to this is ensuring that staff have the necessary knowledge, skills and abilities to support those that they are working with. The following are the specific training and development actions to be undertaken:

Objectives:	Key Actions:
To implement the terms of reference of the Training & Development Sub-Committee.	<ul style="list-style-type: none"> ■ To work with members of the National Federation of Voluntary Bodies Training & Development Sub-Committee to implement the groups terms of reference through arranging quarterly meetings of the group during 2010. ■ To provide the Training & Development Sub-Committee with regular inputs relating to upcoming events, funding opportunities, training events. ■ To provide opportunities for members to share information in relation to developments in the training and learning field that they are engaged in at a local level.

	<ul style="list-style-type: none"> ■ To act as a network, to share information and resources regarding staff training and associated human resource related matters. ■ To review programmes of work undertaken by the Training & Development Sub-Committee on a regular basis.
<p>To agree responses to meet the training & development needs of organisations.</p>	<ul style="list-style-type: none"> ■ To agree priority training and development actions to be undertaken during 2010 in conjunction with members of the Training & Development Sub-Committee. ■ To review this programme of work on a quarterly basis.
<p>To arrange a 1-day networking event for trainers.</p>	<ul style="list-style-type: none"> ■ To make arrangements for a 1-day workshop focusing on supports for those involved in training activities within organisations. The event will be organised as part of the National Federation commitment to the sharing of best practice in training and development and a summary report will be compiled detailing the main themes, learning points and findings arising from the event. Specifically this event will aim to focus on a key topic of interest to training personnel and afford training personnel the opportunity to network and build links across agencies.
<p>To enhance the capacity of Front Line Managers in intellectual disability services to effectively carry out their role and to contribute to the human resource function within their organisation in partnership with key stakeholders.</p>	<ul style="list-style-type: none"> ■ During 2010 the National Federation of Voluntary Bodies will run a third cycle of the front line managers training programme - <i>'Managing for the Future: Building your Skills as a Front Line Manager in a Person Centred Environment'</i>. ■ Specifically the Programme will aim: <ul style="list-style-type: none"> ● To enhance and clarify learners' understanding of their role as a front line manager. ● To develop a specific set of skills and competencies required by front line managers and to build their confidence in their role. ● To develop learners' people management skills and knowledge of relevant human resource policies and procedures and employment law. ● To develop managers' people management skills and ability to lead a team. ● To develop knowledge and practical skills in managing change. ● To provide a basis from which participants can progress onto further (accredited) training programmes. ■ To deliver the programme in conjunction with personnel from The Kemmy Business School, University of Limerick (UL). The programme will be accredited as a Certificate in Management (Intellectual Disability), Level 6, National Framework of Qualifications. ■ To evaluate the training programme on an on-going basis.

<p>To organise a range of training and development related programmes for National Federation members.</p>	<ul style="list-style-type: none"> ■ During 2010 the National Federation of Voluntary Bodies will co-ordinate the delivery of a series of short-term training and development programmes which have been identified as priority areas by National Federation members. These programmes will be aimed at developing specific skills sets for staff working within National Federation member organisations.
<p>To support the continued implementation of the SKILL Programme within National Federation member organisations during 2010/11.</p>	<ul style="list-style-type: none"> ■ During 2010 the National Federation of Voluntary Bodies will continue to support the operation of the SKILL Programme in intellectual disability services. The overall aim of the SKILL Programme is to "<i>educate, develop and train support staff in the health services to the optimum of their abilities in order to enhance their role in the quality of service provision.</i>" <p>Specifically the National Federation will:</p> <ul style="list-style-type: none"> ■ Co-ordinate the allocation of SKILL Programme quota places to National Federation member organisations for 2010/11. ■ Continue to liaise with the Disability Federation of Ireland (DFI) in relation to the operation of the SKILL Programme within disability services and the customisation / development of SKILL Programme Modules to meet the needs of the personnel from disability services that are involved in SKILL Programme Training. ■ Co-ordinate the draw down of funding which organisations can access to cover a portion of the costs associated with learner's participation in the SKILL Programme. ■ Complete regular reviews with organisations in relation to their experience of the SKILL Programme and to support any national evaluation undertaken by the SKILL Programme Steering Committee.
<p>To participate in the Training Links Programme operated by Ability West.</p>	<ul style="list-style-type: none"> ■ In 2009 the National Federation of Voluntary Bodies was invited by Ability West to join its Training Network Steering Committee which was established following a successful funding application to The Wheel's Training Links Programme. This initiative will continue in 2010 and will aim to deliver a series of training programmes for middle and senior managers and focused on the key areas of Skills for Interview Boards / Conflict Management / Conducting Formal Investigations & Management of Volunteers. During 2010 the National Federation of Voluntary Bodies will continue to support the roll-out of the training and the nomination of participants to take part in same.
<p>To provide regular updates to and expand the training and development section of the National Federation Website.</p>	<ul style="list-style-type: none"> ■ To provide up to date relevant information to National Federation members regarding training and development initiatives, funding opportunities, events, etc. ■ To explore the potential to develop a 'members only' section of the National Federation website for those involved in training & development activities. This could include the development of a members only / password accessible section e.g. discussion fora, Notice Boards, etc which will facilitate training and development professionals to network on-line.

<p>To liaise with the HSE Performance & Development section on key training and development related actions.</p>	<ul style="list-style-type: none"> ■ To continue to liaise with personnel from the HSE Performance & Development Function in the implementation of training and learning initiatives aimed at supporting employee development within National Federation member organisations. ■ To support the expansion of the HSE Learning Centre and to encourage National Federation member organisations to utilize the Learning Centre as a blended approach to learning and to complement other forms of learning occurring within organisations.
<p>To explore opportunities for shared learning by supporting student development and education.</p>	<ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies will continue to support and develop student placement and professional development through student placement and mentoring.

9. Compliance with Regulatory Requirements

Corporate Governance, Compliance Facilitation and Co-Ordination

As an Incorporated Company Limited by Guarantee it is important that the National Federation meets all of its obligations under the Companies Acts and other relevant legislation. In this regard it falls to the National Federation Secretariat to fulfil these obligations under the following headings:

Objectives	Key Actions:
<p>To provide Freedom of Information statistics to the Department of Finance and the Office of the Information Commissioner.</p>	<ul style="list-style-type: none"> ■ To gather quarterly Freedom of Information statistics from the relevant member organisations ■ To collate statistics into a template and forward quarterly reports to the Department of Finance and Office of the Information Commissioner ■ To collate end of year statistics for inclusion in the Annual Report of the Information Commissioner
<p>Corporate Governance - To ensure that the Governance of the National Federation of Voluntary Bodies is in compliance with all statutory and legal obligations and accords with best practice nationally</p>	<ul style="list-style-type: none"> ■ The National Federation of Voluntary Bodies will complete a review of its Memorandum & Articles of Association in early 2010. ■ The National Federation of Voluntary Bodies will arrange for the formal constitution of the agreed five Area Federation Committees. ■ The National Federation of Voluntary Bodies will arrange for the election of a new Board of Directors in 2010. ■ The National Federation of Voluntary Bodies will present its audited accounts in respect of year ended 31st December, 2009, for formal approval of the Board in March 2010. ■ The National Federation of Voluntary Bodies will arrange six meetings of the Board of Directors during 2010. ■ The National Federation of Voluntary Bodies will arrange four meetings of its Finance & Audit Sub Committee in 2010. ■ The National Federation of Voluntary Bodies will arrange four meetings of its General Assembly in 2010. ■ The National Federation of Voluntary Bodies will arrange an Annual General Meeting of its membership in September 2010.

Appendix 1: National Federation Member Organisations

- Ability West, Blackrock House, Salthill, Galway
- Ard Aoibhinn Centre, Belvedere Road, Wexford
- Assoc. of Parents & Friends Carrickmacross, Corcrin, Carrickmacross, Co. Monaghan
- Beam Services, Chestnut Court, Royal Oak Road, Bagenalstown, Co. Carlow
- Brothers of Charity Services Clare, Banner House, Clare Road, Ennis, Co. Clare
- Brothers of Charity Services Galway, Woodlands, Renmore, Galway
- Brothers of Charity Services Limerick, Bawnmore, Limerick
- Brothers of Charity Services Roscommon, Lanesbro Street, Roscommon
- Brothers of Charity Services South East, Belmont Park, Waterford
- Brothers of Charity Southern Services, Lota, Glanmire, Co. Cork
- Cairdeas Centre, Tullow, Co. Carlow
- Camphill Communities of Ireland, Ballytobin, Callan, Co. Kilkenny
- Carriglea Cairde Services, Carriglea, Dungarvan, Co. Waterford
- CASA - Caring & Sharing Association, Carmichael Centre, North Brunswick Street, Dublin 7
- Cheeverstown House, Templeogue, Dublin 6W
- Children's Sunshine Home, Leopardstown Road, Foxrock, Dublin 18
- Clann Mór Ltd., Clann Mór House, Commons Road, Navan, Co. Meath
- Clones Branch, Cairde Activation Centre, Canal Stores, Clones, Co. Monaghan
- CoAction West Cork, Slip, Bantry, County Cork
- COPE Foundation, Bonnington, Montenotte, Cork
- Cork Association for Autism, 61 Oliver Plunkett Street, Cork
- County Wexford Community Workshop, Beelefield, Enniscorthy, Co. Wexford
- County Wexford Community Workshop, Marshmeadows, New Ross, Co. Wexford
- DARA Residential Services, 8 The Avenue, Castletown, Celbridge, Co. Kildare
- Daughters of Charity Service, St. Vincent's Centre, Navan Road, Dublin 7
- Delta Centre, Strawhall, Carlow
- Drumlin House, Cootehill, County Cavan
- Gheel Autism Service, Ballycurraghan, Maynooth, Co. Kildare
- Holy Angels Day Care Centre, Strawhall Industrial Estate, Carlow
- KARE, Newbridge Industrial Estate, Newbridge, County Kildare
- KASMHA, College Gardens, Callan Road, Kilkenny
- Kerry Parents & Friends Association, Old Monastery, Port Road, Killarney, Co. Kerry
- L'Arche Ireland Secretariat, Cluain Aoibhinn, Fairgreen Lane, Callan, Co. Kilkenny
- Malta Services Drogheda, Malta House, Fair Street, Drogheda, Co. Louth
- MIDWAY Services, Beechmount Industrial Estate, Navan, Co. Meath
- Moorehaven Centre, O'Brien Street, Tipperary
- North West Parents & Friends Association, Holy Family Day Centre, Ballytivnan, Sligo
- Peacehaven, 1-2 Hillside, Greystones, Co. Wicklow
- Peamount, Newcastle, County Dublin
- Prosper Fingal, Strand Street, Skerries, Co. Dublin
- RehabCare, Roslyn Park, Beach Road, Sandymount, Dublin 4
- Sisters of Charity of Jesus & Mary, Moore Abbey, Monasterevin, Co. Kildare
- Sisters of La Sagesse, Cregg House, Sligo
- SOS Kilkenny Ltd., Seville Lodge, Callan Road, Kilkenny
- St. Aidan's Service, Millands, Gorey, Co. Wexford
- St. Catherine's Association, Newcastle, Co. Wicklow
- St. Christopher's Service, Leamore Park, Battery Road, Longford
- St. Cronan's Association, Grange, Roscrea, Co. Tipperary
- St. Hilda's Services, Grace Park Road, Athlone, Co. Westmeath
- St. John of God Community Services, Provincial Administration, Stillorgan, Co. Dublin
- St. Joseph's Foundation, Baker's Road, Charleville, Co. Cork
- St. Margaret's Centre, Moorehampton Road, Donnybrook, Dublin 4
- St. Michael's House, Ballymun Road, Ballymun, Dublin 9
- St. Patrick's Centre (Kilkenny), Kells Road, Kilkenny
- St. Vincent's Centre, St. Mary's Road, Cork
- Stewarts Hospital Services Ltd., Palmerstown, Dublin 20
- Sunbeam House Services, Cedar Estate, Killarney Road, Bray, Co. Wicklow
- Tipperary Association for Special Needs, Cashel, Co. Tipperary
- Walkinstown Association, 1 Longmile Road, Dublin 12
- Waterford Intellectual Disability Association, Ashley Drive, Spring Garden, Cherrymount, Waterford
- Western Care Association, Pool Road, Castlebar, Co. Mayo
- Windmill Therapeutic Training Unit, Larkins Lane, South Main Street, Wexford