PPI Independent Advisory Group Member Role Description

## Project Background

Lay summary of project

## Named PPI Contact

xxx

## What is an Independent Advisory Group (IAG)

**The IAG** provides advice, guidance and recommendations on specific areas of the research project. Independence means that the members have not been involved in the research design and are not based at one of the institutions involved in delivering the project. The **IAG** includes people involved in the research directly and independent members (i.e. members of the public).

What does the IAG do:

* Provides advice and insights based on their experience.
* Reviews current policies or practices to find areas for improvement.
* Communicates with people who may be impacted by the research or be able to help.
* Makes sure that ethical considerations are included in decision making processes

## Who else will be at the meeting?

**Detail the people who will be in attendance**

## What You'll Do

* **Join Meetings**: Attend regular **(insert expected frequency)** meetings with the project team and read through any documents sent before the meetings.
* **Share Your Thoughts**: Give your ideas and opinions to help shape the delivery of the project.
* **Represent the Public:** Act as a voice for the public in discussions and decision-making processes.
* **Work with Others**: Collaborate with team members to ensure patient and public input is included in the project.

## What You Need

* **No Special Skills Needed**: You don’t need any special skills for this role. Experience or interest in the project can be helpful.
* **Experience**: The research team would appreciate your input based on your lived experience of **xxx. (delete if not appropriate)**
* **Comfortable Sharing Opinions**: Be ready to share your thoughts and opinions, your PPI contact will work with you to understand the most accessible way for you to share your thoughts.
* **Enjoy Teamwork**: Be comfortable working with a group of different people.

## What to Expect

* **Time Commitment:** monthly/quarterly/annual meetings **(delete as appropriate)**
* **Introduction Meeting**: We’ll have a meeting at the start to explain your role and answer any questions.
* **Get Paid for Your Time**: You’ll be paid for your time based on (***insert organisation name)*** PPI Payment Policy. We’ll explain how this works during the induction and will send you a separate sheet outlining the process.
* **Support Available**: You’ll have a contact person from the research team to help you whenever needed.
* **Accessibility and Dietary Needs**: We’ll make sure any accessibility and dietary needs you have are met so you can fully participate.

## What happens if you can’t come to a meeting

If you can’t come to the meeting, we would particularly appreciate your input by email before the meeting if possible.

This might be providing comments on a document or a more general email outlining anything that you think might be important for your PPI contact to raise on your behalf.

## Confidentiality and Non-Disclosure of Information SUGGESTION ONLY – PLEASE TAILOR TO YOUR OWN ORGANISATION

Confidentiality must be maintained in relation to any personal information and information related to personal health that public members of the committee gather through personal and electronic contact with other public members.

All information passed onto ***(insert organisation name)*** is securely stored and kept strictly confidential under the provisions of the Data Protection Act 2018.    
(***Insert organisation name***) takes great care to ensure that personal data is handled, stored and disposed of confidentially and securely. Staff receive regular data protection training, and (***Insert organisation name)*** has put in place organisational and technical measures so that personal data is processed in accordance with the data protection principles set out in data protection law. More information on how (***Insert organisation name***) processes personal data can be found on the website on the page (***insert organisation privacy policy here)*** .