

# IMPRESS: ImpleMenting PPI in an NHS Research Programme: Evaluating the PPI contribution to CLAHRC research implementation

## IMPRESS Advisory Group

### Terms of reference and membership

#### The role of the Advisory Group

The role of the Group is to advise on the development and co-ordination of the IMPRESS project and to act as a 'critical friend'.

#### Responsibilities

- To help us ensure that PPI is embedded in the IMPRESS study.
- To provide representation and feedback on all aspects of the study.
- To help ensure that the project is running to timetable.
- To highlight any issues that may arise concerning ethics and governance of the study.
- To provide a confidential forum for discussion of issues arising from the research.
- To act as a link between the project and other related research studies, and organisations interested in PPI in research.
- To advise on, and be involved in, the dissemination of the findings throughout the study.

#### Ways of working

- The Group will meet a minimum of two times a year.
- Members of the Group will receive papers one week before each meeting.
- Minutes of the meeting will be kept by a research team member and agreed by all members of the Group who attended the meeting.
- Members may be contacted between meetings for advice, should the need arise.
- Members should check with the project lead prior to any external discussions about IMPRESS and pay due regard to academic integrity, i.e. not sharing materials marked as confidential or compromising participants' anonymity, not sharing ideas under development or confidential results of any initial analyses.

#### Membership

- The Group will have a lay chair, three other lay members and two lay co-researchers. The Group will also include seven project academics and researchers from the Universities of East Anglia and Hertfordshire. Finally we also hope to include two or three other academics with expertise in using certain theories or methodological approaches of relevance to IMPRESS.
- Group membership will initially last for a period of two years but there may be the opportunity to continue for another two years. After two years the opportunity to participate may be opened up to new people.

JK September 2014