

Terms of Reference

Purpose

Members of the public involvement groups will use their experiences, knowledge and perceptions of alcohol use and buying alcohol to contribute to the research project.

Expectations of the public involvement groups

The public involvement groups will act as ‘critical friends’ during the lifetime of the project. This means they will help to co-design materials (such as survey questions and focus group schedules), contribute to project outputs (such as writing presentations with members of the research team), and provide essential insight and constructive feedback on the project.

Membership

Each of the two public involvement groups (one based in England, and one based in Scotland and Wales) has eight members.

Main principles of working together

The research team will:

- set clear expectations for each group activity
- keep public involvement group discussions confidential
- action payments promptly
- incorporate public involvement group views where possible and explain why not when this is not possible
- inform the public involvement group members personally in the event of meeting cancellations or other unexpected changes
- provide personal and timely updates between meetings and keep public involvement group members informed of relevant updates, project changes and revisions to study timelines.

Public involvement group members will:

- respond to communications within agreed timeframes
- keep data and public involvement group discussions confidential
- let the research team know of any concerns regarding the public involvement groups at any time.

Member Expectations

Public involvement group members will:

- actively contribute to group activities and discussions
- have open and honest conversations with group members and the research team
- respect confidentiality
- respect the ideas and opinions of others and not make personal comments to members of the group or the group co-ordinators
- declare any conflicts of interest if they arise
- read through information sent in advance of meetings before the meeting
- promptly attend online meetings and inform the research team prior to meetings if they are unable to attend
- make honest expenses claims
- complete claim forms within a mutually agreed timeframe
- suggest areas of priority for discussion
- aim to improve the research project with the combined insight, perspectives and experiences of group members and the research team.

Meetings

Most meetings will be conducted online using a web-based video application, such as Microsoft Teams or Google Meet. Meetings will be scheduled in advance, with dates normally agreed at least two weeks beforehand. Information about the event (such as meeting purpose, agenda, background reading etc) will be given to group members at least one week before the meeting to allow enough time for group members to prepare. Group members are under no obligation to attend a meeting if they cannot make the agreed meeting date, but every effort will be made to make meeting times convenient to all. Information will primarily be shared through email.

Data Processing

Only personal data that is necessary for the group to run successfully will be collected and processed. For example, names and email addresses will be collected from group members for communication purposes.

More information about how group members' data will be processed is available within the privacy notice at the following link: <https://sarg-sheffield.ac.uk/get-involved>

