

Public Reference Panel

Terms of Reference

Background

The Diabetes Research Unit Cymru (DRU Cymru) is funded by Welsh Government through Health and Care Research Wales. Following on from the work of the Diabetes Research Network Wales, DRU Cymru aims to address the important social and health care needs in diabetes by undertaking and supporting a comprehensive research programme designed to advance therapeutic strategies for prevention, treatment and self-management of diabetes.

Purpose of Reference Panel

To provide a forum for patients and members of the public to be involved in the work of the DRU Cymru, and help ensure the quality and success of diabetes research across Wales.

Aims and Objectives

1. To provide a forum for researchers within the DRU Cymru to seek lay opinion on study design and implementation and grant applications.
2. To provide advice and support to researchers on the dissemination of research findings (for example, helping to produce lay summaries and highlighting relevant local meetings)
3. To raise awareness of the work of the DRU Cymru across Wales, contributing to the programme of public engagement activities.
4. To help shape the direction of research.

Frequency and Location of Meetings

Meetings will be held three times a year in locations to be agreed by the panel. Meeting times to consider working hours and childcare arrangements. Requests from researchers seeking lay opinion will also be considered outside of the meeting schedule.

Membership

Membership of the Public Reference Panel will be open to any patient or member of the public who has expressed an interest in working with the DRU Cymru in a patient advocate capacity. Membership of the panel will be limited to a maximum of 14 members at any one time and appointments will be made following an open call for expressions of interest. Membership will be for a period of Two years in the first instance. Three months before the end of term of

appointment you may be offered the opportunity to continue your membership for a further funding period. In addition to attending the Public Reference Panel meetings, members of the panel may also act as public contributors on either the DRU Cymru Executive Group and/or one of the seven Research Development Groups.

Payment

Membership of the panel is voluntary however, DRU Cymru can offer payment for involvement with meetings in line with Involving People guidelines ([Involving People](#)). Travel expenses are also available in line with Swansea University guidelines.

Confidentiality

In the course of their involvement with the DRU Cymru Public Reference Panel, members may be in receipt of confidential or commercially sensitive information relating to proposed research projects. Panel members shall hold such information in strictest confidence at all times and shall not, without prior written consent of the researcher concerned, disclose or make use of the confidential or commercially sensitive information other than for the purpose it was provided.

Panel members agree not to use or repeat any information relating to DRU Cymru including meeting discussions which you are asked to keep confidential.

Confidential meeting documents should not be shared and should be disposed of securely for example shredded.

Declaration of interests

All panel members are required to declare if they have any interests that might be in conflict with the work of the DRU Cymru. A conflict of interest does not stop you from being a member of a panel. However it does mean that you cannot take part in any discussions or decisions made on a project/issue where you have a conflict of interests.

All Public Contributors are asked to inform DRU Cymru if they are members of any groups or committees.

Review

These Terms of Reference will be reviewed every 2 years.

