

## **Swansea Diabetes Research Group**

### **Public Reference Panel**

#### **Terms of Reference**

#### **Background**

The Swansea Diabetes Research Group (DRG) is a multi-disciplinary group based at Swansea University consisting of diabetes researchers, lecturers, clinicians, laboratory and support staff. The work undertaken by the group aims to address the important social and health care needs in diabetes by undertaking a comprehensive research programme designed to advance therapeutic strategies for prevention, treatment and self-management of diabetes.

The DRG has good links with health and social care services, universities, Health and Care Research Wales, industry and the third sector. The DRG also facilitates an established Public Reference Panel made up of people living with diabetes. Public Involvement is a key component in our research; lived experience is essential to diabetes research and provides valuable perspectives on the way that diabetes research is developed.

#### **Purpose of Reference Panel**

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

#### **Aims and Objectives**

1. To provide a forum for researchers within the DRG (and other diabetes researchers across Wales when requested) 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 Swansea DRG across Wales.
4. To help shape the direction of research.

#### **Frequency and Location of Meetings**

The panel will meet annually. Project meetings will be held as required with dates to be advised in advance and meeting times to consider working hours and childcare arrangements. Meetings will generally be held in Swansea University with the option of dialling into meetings.

## **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 Swansea DRG 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 12 months in the first instance. Three months before the end of term of appointment you will be advised if the duration has been extended

## **Payment**

Membership of the panel is voluntary however, DRG can offer payment for involvement with meetings in line with Health and Care Research Wales [guidelines](#) Travel expenses are available in line with Swansea University guidelines.

## **Confidentiality**

In the course of their involvement with the Swansea DRG 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 the Swansea DRG 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 Swansea DRG. A conflict of interest may 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 the Swansea DRG Engagement Manager if they are members of any groups or committees.

## **Review**

These Terms of Reference will be reviewed annually.