

Expression of interest invited from

Members of the public

for the

PPI Ignite Network Public Advisory Board

Introduction

The **PPI Ignite Network** is a new network that supports public and patient involvement (PPI) in research in Ireland. PPI means that the people who are likely to be impacted by research are involved in prioritising and planning research from the start and help to communicate the research and its outcomes to the public and patients.

There are seven Universities at the centre of the Network working with over fifty local and national partners. Therefore, researchers, patient and voluntary organisations and other national organisations are already part of the PPI Ignite Network. [You can find out more about the PPI Ignite Network online](#) and about who is involved in the Network.

The **Public Advisory Board** will bring the voice and perspective of the public, independent of organisations or specific causes, to contribute to shaping the Network's activities.

The PPI Ignite Network is funded by the Health Research Board and the Irish Research Council.

What will a member of the Public Advisory Board do?

Members of the Public Advisory Board will advise the Network on the work it does and will:

- Attend meetings of the Public Advisory Board
- Contribute to discussions at the meetings, drawing on their own lived experience
- Sometimes, before or after meetings, review documents, or audio or video recordings
- Advise the Network on its ongoing work and future plans
- Have opportunities, if a member is interested, to get involved in some additional Network activities, for example, to contribute to a working group on equality and diversity, or represent the Public Advisory Board on other groups or at PPI events.
- Potentially have opportunities to sit on the Network's Steering Group (see below)

What will be expected of a member?

Members will be expected to:

- Work with and maintain respectful relationships with all members of the Public Advisory Board and others affiliated with the PPI Ignite Network
- Maintain confidentiality about the Board discussions and sign a confidentiality agreement
- Attend a minimum of four meetings each year for 3 years

- Have access to technology, with or without support, to enable them to join online meetings conducted using Zoom
- Update the Board on any PPI event or activity the member attends representing the Network
- Declare any conflicts of interest that arise during the lifetime of the Board and/or related to items discussed by the Board

What backgrounds and experience are members of the Public Advisory Board likely to have?

The Public Advisory Board will consist of members of the public, ideally who will have some interest in bringing about change through health and social care research. A member of the public may, but not necessarily, be a person living with or having recovered from illness, a person living with a chronic condition or disability, a family carer or a person with experience of state care services.

The Board will include ten people, who will reflect the make-up and diversity of the Irish public. We hope that people from all walks of life will consider expressing an interest in becoming a member. We are particularly keen to include people from diverse backgrounds in Ireland who are not involved in research on a regular basis and have limited or no previous PPI experience. We commit to developing a supportive environment that will enable and value the contribution of all members.

Who cannot be part of the Public Advisory Board?

The following employees cannot be members of the Board:

- Researchers and academics
- Paid employees of patient charities or other organisations in the voluntary sector
- Health or social care professionals who are currently employed in these roles

Are there any other qualifications or requirements?

It is not necessary to have an academic qualification. Previous experience of involvement in research is not required. When reflecting on topics that are being discussed, it is important that members have the ability to draw on their own lived experience and also to consider topics from a broad public perspective. Members must be aged 18 years or older.

How much time commitment is involved?

- Members will commit to be involved for three years
- Meetings will take place approximately every two months
- Meetings will typically be two hours long, with a maximum of one hour preparation time
- Members will be expected to attend a two hour training (online) before the first meeting, with ongoing training incorporated into the regular bi-monthly meetings

Getting involved in additional optional opportunities will be outside of these bi-monthly meetings. A Network staff member will check in with each Board member at the end of the first year to ensure the involvement is satisfactory for both the member and for the Network and to confirm continuation of the involvement for the next two years.

How will the Public Advisory Board meetings be organised?

Meetings will be online, with some hybrid meetings providing the option to attend in person. Meeting dates will be set at least one month in advance and organised by the PPI Ignite Network’s national office. Meetings will be co-facilitated by the national programme manager and one other person, with opportunities for co-facilitation over time by members of the Board. Meeting minutes will be circulated within two weeks of meetings.

Will members be paid for attending meetings?

Members will be paid a set rate for attending meetings. Reasonable travel expenses will be covered for in-person meetings but travel time will not be covered.

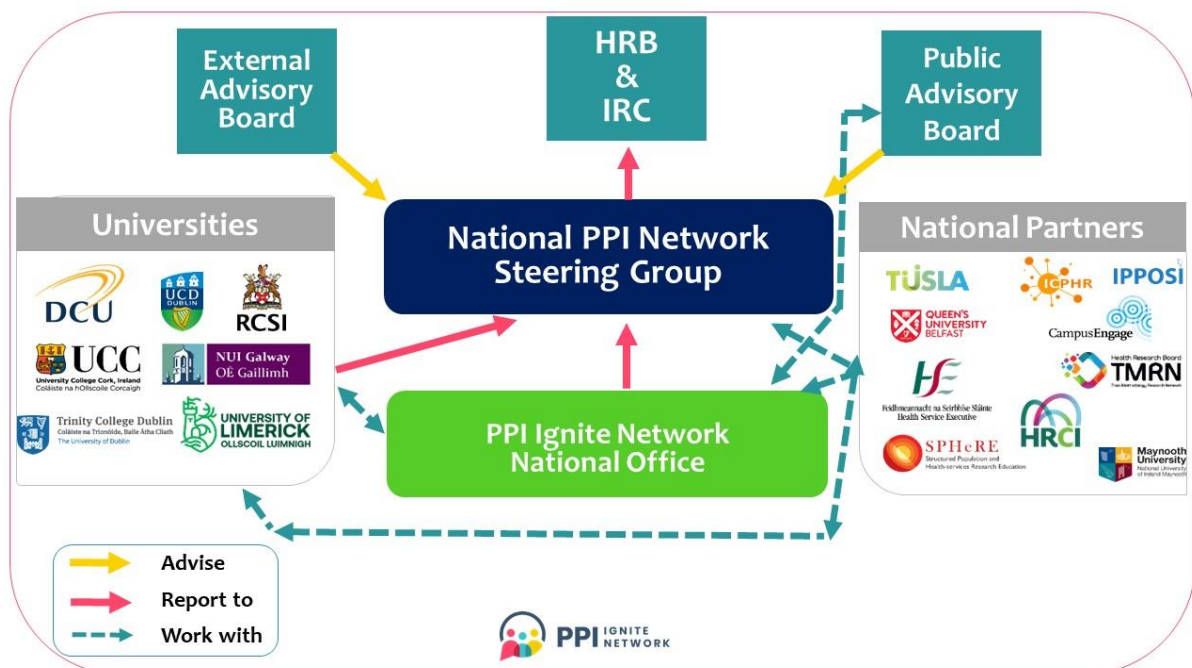
Will the Public Advisory Board contribute to making decisions in the Network?

The Network SG is the main decision-making body within the PPI Ignite Network. Two members of the Public Advisory Board will be invited to attend and contribute to discussions and decision-making at the Network’s Steering Group. The Public Advisory Board will decide how to identify the two people who attend the Steering Group meetings.

Find out more or express an interest in becoming a Board member?

The PPI Ignite Network invites members of the public who are interested and eligible to submit an **Expression of Interest** to join the PPI Ignite Network Public Advisory Board. Informal enquiries are welcome, please email the Network’s programme manager Edel Murphy, on hello@ppinetwork.ie.

This diagram shows how the Public Advisory Board will work with other parts of the PPI Ignite Network.



PPI Ignite Network Public Advisory Board

Expression of Interest form

The PPI Ignite Network invites members of the public who are interested and eligible to submit an Expression of Interest to join the PPI Ignite Network Public Advisory Board.

Members will be selected from Expressions of Interest received on the basis of the information provided in their motivation statement and, for those shortlisted, at a competencies-matching meeting.

Please complete this Expression of Interest form in full, including a short motivation statement, telling us why you would like to be a member of the Public Advisory Board. [A Word version of the form is available here.](#)

PERSONAL DETAILS	
Name	
Address	
Phone	
Email	

Please provide names of 2 referees: i.e., suitable persons known to you to provide a character reference

1.	
2.	

Motivation statement: *Why I would like to be a member of the Public Advisory Board*

Please tell us why you want to become a member of the Public Advisory Board, and include any specific contribution that you feel you can make to the Board. A specific contribution may be related to your personal background, your lived experience and knowledge, or your interest in research. Please share with us any further information that you feel is relevant for this role.

You can send a motivation statement as a document or you can create a video or audio recording, or you can send us a document *and* a video or audio recording.

Written statements should be less than **500 words**. Audio or video recordings should be shorter than **3 minutes**. Longer recordings will be accepted from any person with special communication needs.

Timing of meetings

The Public Advisory Board meetings will take place during the working week (Monday to Friday). What times would you **usually** be able to join a 2 hour meeting online?

Between 9am and 1pm []

Between 2pm and 5pm []

Between 5pm and 7.30pm []

Is there any day or days during the week that you usually would not be able to attend:

Declaration

I confirm that:

<input type="checkbox"/>	The information that I have provided on this application has been honestly and accurately expressed to the best of my knowledge and belief.
<input type="checkbox"/>	I do not know, or am not aware of any conflict or potential conflict of interest, which would prevent my participation on the PPI Ignite Network Public Advisory Board
<input type="checkbox"/>	I will adhere to the Terms and Conditions as set out for my participation on the Public Advisory Board.
<input type="checkbox"/>	I agree that my name can be published if I become a member of the PPI Ignite Network Public Advisory Board

Signature: _____

Name of applicant: _____ Date: _____

How to send us your expression of interest

Please email the completed form to hello@ppinetwork.ie and

- If you write your motivation statement, please attach a document with your email.
- If you record your motivation statement as an audio or video file, please include a link to the file in your email or use WeTransfer (or some other software) to send us an audio or video file. Please contact us if you have problems sending the file and we will do our best to help.

Within 48 hours of receiving your Expression of Interest, we will email you to confirm that we received it.

Closing date: 25 March 2022 (before 11pm)

Selection process

Suitable applicants will be shortlisted and invited to a competencies-matching meeting with a PPI Ignite Network staff member and one or more other nominated persons. This meeting will take place online using Zoom. Short-listed applicants will be notified by email of the date and time of a competencies-matching meeting.

Board members will be selected on the basis of their suitability displayed in their motivation statement and at the competencies-matching meeting. A panel may be formed of additional applicants meeting the eligibility criteria. This panel will be kept for 3 years and vacancies arising may be filled from the panel.

The names of members of the Public Advisory Board will be published after the first Board meeting. The PPI Ignite Network will email every person who submits an expression an interest to let them know the outcome of their expression of interest.

Data protection

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR). All documents (expressions of interest and references, when applicable) will be held by the PPI Ignite Network national office, until the Public Advisory Board is in place. Details of members of the Public Advisory Board, and of people who are included in the panel of potential additional members, will be held for the duration of the Board (3 years). All Expression of Interest materials (paper and electronic) received from people who are not included on the Board or on the panel will be deleted once the Board is in place.