# 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. Please [read the information available here](https://ppinetwork.ie/eoi-public-advisory-board) for details on the role of the Board and on who is eligible to apply.

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.

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| **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 is any day or days during the week that you usually would not be able to attend:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I confirm that:

|  |  |
| --- | --- |
|  | The information that I have provided on this application has been honestly and accurately expressed to the best of my knowledge and belief. |
|  | 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 |
|  | I will adhere to the Terms and Conditions as set out for my participation on the Public Advisory Board. |
|[ ]  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.