

Appendix; Terms of Reference NIHR HPRU EZI Patient and Public Involvement and Engagement Working Group [version March 2021]

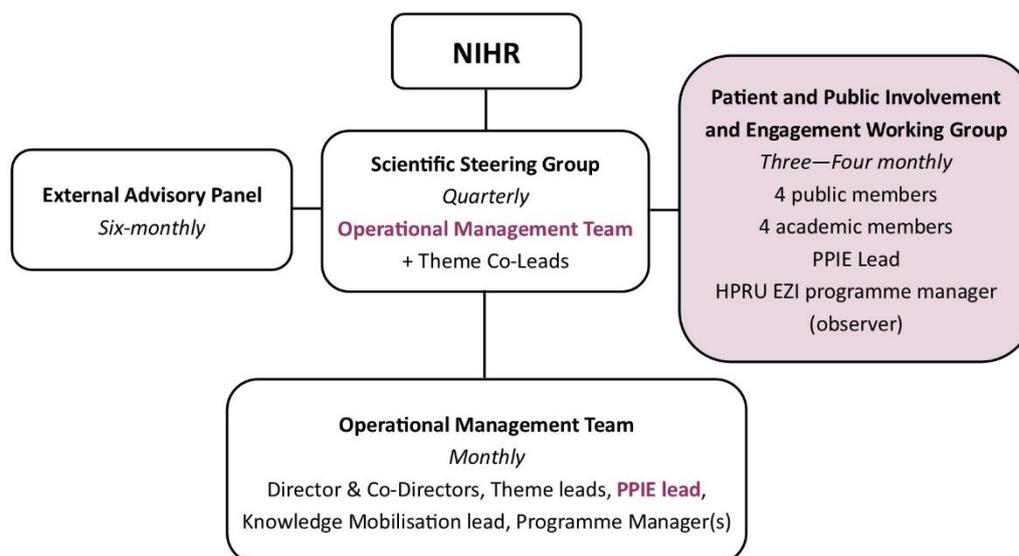


Figure 1 Governance structure of NIHR HPRU EZI

The NIHR HPRU EZI Patient and Public Involvement and Engagement working group is a collaborative group that support the PPIE lead with the implementation of the Patient and Public Involvement, Engagement and Participation Strategy. The working group will keep oversight of the wider PPIE programme and works on an organisational level. As such the group isn't an involvement panel for individual studies within the Unit. The PPIE lead chairs the meetings and is also a member of the Unit's scientific steering group and management team. During these meetings they will, where feasible, represent the view of the whole working group, supported by the programme manager, and raise any issues the group identified at the relevant level.

The working group will meet 3-4 times a year. It is aimed to meet once a year in person and have other meetings virtually. The group will consist of:

- 4 public members, who have lived experience in one of the disease areas that the NIHR HPRU EZI researches
- 4 academic members, each representing a different partner organisation
- The PPIE lead
- The NIHR HPRU EZI programme manager (observer)

The public and academic working group members support and work closely with the PPIE lead. The working group will have several aims:

- Monitoring the PPIE strategy and make adjustments where required
- Identify and where feasible develop training for public contributors and researchers
- Make funding decisions for the PPIE funding call
- Provide feedback on applications for PPI bursaries for NIHR HPRU EZI research
- Be a conversation partner for programmes to support their PPIE plans
- Academic members can be a local contact point for early career researchers with regards to PPIE and champion PPIE within their organisation

The terms of reference of the group will be reviewed as and when appropriate.