

**Faculty of Biology, Medicine and Health (FBMH) Patient and Public
Involvement and Engagement (PPIE) Forum**

**Draft minutes: Tuesday 21st January 2020
Hanson Room, Humanities Bridgeford Street Building**

	<u>Actions</u>
<p>Present: 16 members / representatives: Manoj Mistry (MM), Hawys Williams (HW), Sam Franklin (SF), Cath Wright (CaW), Emma Gowen (EG), Natasha Opperms n ee Myhill (NO), Nicky Timmis (NT), Silke Conen (SC), Suzanne Johnson (SJ), Georgina Binnie (GB), Nicholas Weise (NW), Paolo Arru (PA), Roger Harrison (RH).</p> <p>Chairs: Stephanie Snow (SS) and Kay Gallacher (KG) Minutes: Anna Kell (AFK)</p> <p>Guest Speaker in Attendance: Leah Southern (LS), Faculty Alumni Officer in the Division of Development and Alumni</p> <p>Apologies: Daniel Pratt (DP), Susan Verstappen (SV), Rachel Lennon (RL), Sally Giles (SG), Craig Whittall (CrW), Daniel Jameson (DJ), Alan Campbell (ABC), Lamiece Hassan (LaH), Denise Davidson (DD), Ceri Harrop (CH), Claire White (CIW), Ailsa Donnelly (AD) , Sally Jacobs (SJ), Suzanne Spicer (SuS), Annie Keane (AK), Dee-Ann Johnson (DAJ), Jo Pennock (JP), Ellen Poliakoff (EP), Judith Ormrod (JO), James Mcmanus (JM), Michelle Desforges (MD), Leah Holmes (LeH), Sarah Amin (SA) (Kate Smith (KS) maternity leave), Richard Unwin (RU), Carsten Timmerman (CT), Suzanne Parsons (SP), Deborah Bentley (DB), Natalie Gardiner (NG)</p>	
<p>1. Welcome, Introductions and Apologies SS welcomed attendees and introduced new members: Georgina Binnie (GB), Recruitment and Training Officer, Manchester Cancer Research Centre and Cancer Research UK Manchester Centre; Nicholas Weise (NW), 50% role in FBMH as Medical Education lecturer and PGR training lead and 50% Lecturer, Department of Chemistry Lecturer, Manchester Institute of Biotechnology</p>	
<p>2. Guest Speaker LS updated the Forum on alumni projects taking place across the Faculty and discussed how alumni can potentially get involved with PPIE. Key focusses included: <u>The Manchester Network</u>: online platform where alumni can be contacted by students or other alumni for advice. 4000+ alumni are currently registered, the team hopes to promote this more widely;</p>	

The Global Graduate Programme: widening participation (WP) students have the opportunity to visit organisations in other countries to provide new connections and experiences;
Crowdfunding opportunities: for University projects;
Meet the Professionals Events: hoping to add events to the formal curriculum with FBMH subject specific events.
Alumni supporting Social Responsibility Initiatives: becoming school governors, producing a ‘Great Science Share’ toolkit to encourage primary school students to study science subjects at university, and projects where alumni gather in small groups across the world to take part in contributing to their local e.g. beach clean ups.

LS invited questions:

- MM: what happens when donations made by alumni to the University might come from a questionable source - there is a review board for such decisions;
- NW: what resources were available for live at home students - live at home students have help getting local work experience;
- EG: who approves the crowdfunding projects to check their validity – a team reviews these projects. all crowdfunded projects must reach their minimum financial target to receive the donated money;
- RH: what distance learning resources are available for students - the student blog has alumni write pieces for it;
- EG: are there filters of the Manchester Network that allow mentees to select criteria to help them find appropriate mentors - there are 5 categories that can be selected including BAME, first generation and disabled.

3. Matters arising and Academic Lead Update (SS)

Previous Meeting Minutes: minutes of the previous meeting were approved. Actions: MM suggested asking a guest speaker from the dental or medical schools to speak at the Forum and for the title of the risk assessment to “risk assurance checklist”.

Forum lay member update: AD and AC tenure finishes this month. MM and KG will continue and two new members will be recruited. Forum members expressed their thanks to AD and AC for the advice and support they have provided the Forum.

Health Innovation Manchester meeting (HInM): The meeting chaired by Caroline Sanders and NT discussed a One Manchester approach to PPIE (umbrella for best practice, shared expertise and Manchester-wide resource). 25 Manchester organisations were represented including representatives from Universities, NHS and community groups. Public Contributors were also in attendance.

4. Update

Dentistry rep to be invited

SF to send thank you gifts to AD and AC. Members to forward the lay member opportunity to public contributors who may be interested

For review and sign off (KG)

Privacy Notice: specifically for PPIE. States how the University collects public contributors' data and identifies what Personal Identifying Information is under GDPR guidelines. KG commented the document was a brilliant idea and NT noted that this document would be useful for her own work. Forum members approved the document.

Distress Protocol: specifically for PPIE. Considers any required strategies needed prior to PPIE activities to minimise distress. MM suggested the title should include the word "minimise" e.g. Protocol to Minimise Distress. Forum members approved the document.

PPIE Celebration Event (KG)

Planning for the celebration event will take place February onwards. Members asked to contact SF if they would like to be part of the planning committee. Date to be circulated to Forum members once confirmed. RH suggested lessons learnt as a potential theme.

Creative Commons Licence (CCL) (KG)

In order to share PPIE resources that have been created, a CCL can ensure the University is credited correctly. Copies of documents would be freely accessible but could not be claimed as the original work of third parties. SS noted that personal data cannot be on any documents as third parties will have access and therefore the documents wouldn't be GDPR compliant. KG mentioned that a PPIE café in Imperial College had a similar pool of shared resources. EG had used something similar in her work and will share with SF.

Ethics and risk assessment update (HW)

HW and SS reported comments from the last Forum meeting to the ethics committee. PPIE ethics will be included in the University's Ethics Decision tool. Forum members will be kept updated.

PPIE Toolkit (SF)

The toolkit will be a free and accessible resource featuring the documents created and approved by the Forum. Toolkit to be hosted on the Faculty's internal intranet and feature on the PPIE internet for public contributors. SF detailed a possible visual format of the toolkit.

- NT: HInM is wanting to create something similar. Is working on creating a lay language glossary to improve accessibility.
- MM: suggested adding an 'academic' and 'funders' box so public contributors can select specific ways to get involved
- SJ: suggested an interactive infographic where users could hover over different stages of the volunteer lifecycle to find more information and useful contact details.
- NO: research groups often don't know what other groups are working on or what resources are available so having a shared

SF to share the documents across the Faculty.

Members who would like to be on the planning committee to let SF know via email by 7th February

EG to send information regarding the licence that she has used to SF

Members to send SF links to external training and organisations that should be linked to in the toolkit

<p>team catalogue would be helpful e.g. a 3D printer, or to highlight where groups are working on similar goals/projects.</p> <ul style="list-style-type: none"> • NW: DAJ may have a similar University wide resource. NW commented that PPIE activities can be logged and searched on PURE but only researchers have a profile. • NT suggested adding a list of lessons learned and experience gained from the perspective of a public contributor. <p>Members to be kept updated on the progress of the toolkit.</p>	<p>NW to contact DAJ re: catalogue of activities/resources</p>
<p>5. AOB</p> <p>Possible guest speakers:</p> <ul style="list-style-type: none"> - Equality, Diversity and Inclusion (EDI), - Disability Advisory and Support Service - a public contributor to give feedback, lessons learned and share the experience of what it is like working with the University, - joint presentation; public contributor and research partner, - Black and Minority Ethnic Research Advisory Group (BRAG) - Public Engagement Champions Network <p>World Cancer Day (WCD): SJ updated members on activities for WCD including; early detection screening programme, young adults lab tours and careers talks. SJ wanted suggestions on how to include BRC BRAG members in further events within the Faculty to strengthen relationships with the group. Plan to co-create WCD 2021 with group.</p> <p>ISSF Funding Deadline: Deadline 16th March 2020.</p> <p>Women in cancer network funding advice: SJ asked for funding advice for a networking lunch. The networking day would focus on wellbeing and mental health. NT interested in collaborating with SJ.</p> <p>Student Interviews: MM recently interviewed potential medical and dentistry students.</p> <p>Forum email update: Members to send updates on PPIE related activities to SF for February email update. SF to circulate a reminder.</p>	<p>SF to send details of the ISSF funding calls application. Send interested projects to PA to seek advice and support.</p> <p>Members to send updates for SF's email.</p>
<p>Key Forum dates:</p> <p>Next Forum email update: week commencing 17th February</p> <p>Next meeting date: Wednesday 25th March, 12:30pm-2:30pm, University Place Room 2.220. Guest speaker Dr Robina Shah, Co-Director of The Doubleday Centre for Patient Experience.</p>	<p>Members to accept or decline invite based on availability.</p>