

Consumer Participation Group: Terms of Reference

1. Purpose

The Children's Diabetes Research and Education Centre acknowledges the importance of community members having the opportunity to give feedback and guidance about issues that are important to them relating to the clinical services at Princess Margaret Hospital and the research we undertake. The purpose of the Diabetes Consumer Participation Group is to provide a forum through which to receive feedback to improve clinical services, a community perspective on current and future research activities, and to inform the community of research findings and outcomes in partnership with researchers.

2. Membership

The Consumer Participation Group will consist of:

- Community members with an interest in type 1 diabetes,
- Staff from the Children's Diabetes Research and Education Centre and PMH Endocrinology and Diabetes Department, who will act as chair, secretary and communications officer,
- Consumer and Community Participation Program staff member.

2.1 Method of appointment

Community members will be enlisted from the public and vacancies will be advertised through existing networks.

2.2 Term of appointment

Community members of the Consumer Participation Group will be appointed for a two-year term with the option of a 12 month extension.

2.3 Meetings

The Consumer Participation Group will meet four times a year with additional meetings as determined by the group. Meetings will be held at a time that suits the majority of the members and scheduled in advance.

2.4 Quorum

A minimum of 3 community members must be present for the meeting to be recognised as an authorised meeting. Multiple members from the same family are considered as individuals.

2.5 Payment and Support

Community members will be reimbursed \$30 for out-of-pocket expenses associated with attending the meetings.

3. Reporting

Community members of the Consumer Participation Group will be encouraged to promote the activities of the Centre to their wider community groups. The Consumer Participation Group will be informed of any conflicts or confidentiality issues. Meeting minutes will be recorded, and submitted to all members of the group for review via email for approval. The approved minutes will be forwarded to the Head of Department, and posted on the Centre's website.

4. Terms of Reference

The Consumer Participation Group will:

- Suggest ideas for future research projects and provide feedback on the relevance and usefulness of current projects
- Provide input on optimal communication of research findings to the wider community
- Review materials intended for public distribution, and suggest improvements where necessary
- Provide feedback to improve clinical services
- Enable improved linkage to family networks and community services.