**Public Involvement: Role description**

**Are you the right person for this role?**

You need to be interested in:

* Sharing and discussing ideas
* Absorbing new information
* Meeting a variety of people
* Communicating your thoughts to make things better
* Developing your own skills
* Improving the online sperm donation experience for all people involved

**About the role**

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| **What sort of person may be suited to this role?** | We are looking for Public Involvement Group members with:* An interest in, and experiences of, online sperm donation.
* A willingness to travel to Leeds for in-person meetings
* A willingness to use phone/video conferencing for some meetings.
* A willingness to look at some documents between meetings. Documents are usually accessed online but we may be able to post hard copies to you if needed.
* A willingness to contribute within meetings.
* A willingness to learn new skills (e.g., research skills)
* A willingness to ask questions and challenge people in a respectful, non-judgemental, and productive way.
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| **How are the public involvement meetings organised?** | * We have 2 meetings each year that you will be expected to attend. One meeting is a team development day and the other is a Public Involvement Group meeting. Currently we are having some meetings face-to-face in Leeds and some meetings online.
* Public Involvement Group members will receive an agenda for each meeting and any documents before each meeting (usually by email but we may be able to post hard copies to you if needed).
* Public involvement Group Meetings are audio recorded to help with the accuracy of our notes and notes may be taken during the meeting.
* Members are occasionally contacted between meetings (e.g., for advice) and will have the opportunity to stay in touch with each other and with designated members of the research team via a private Facebook group
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| **What is expected of me?**  | Public Involvement Group members will be invited to:* Attend and contribute to 5 team development days (full day each time; face to face in Leeds) and 5 Public Involvement Group meetings (approximately 1.5 - 2 hours each; face to face in Leeds for the first meeting and then online) over a period of four years
* Provide an independent view and guidance, from a public perspective, on issues related to online sperm donation
* Advise on the development of our research materials and contribute to discussions on ethical and participant recruitment issues, and data analysis
* Provide an independent view and guidance, from a public perspective, on how we can share the findings from our research and on some documents that we produce
* Keep confidential aspects of the data and project that are private.
* Ask questions and challenge people in a respectful, non-judgemental, and productive way

**We recognise that people will bring different skills and experiences to the group. We will work with public contributors to best utilise their strengths and ensure that they are supported.**  |
| **Who will I be in contact with in my Public Involvement group role?** | * **In-person team development days:** The full research team and all Public Involvement Groups (there are three Public Involvement Groups: one for people who sourced sperm online to become pregnant; one for online sperm donors; one for people who manage online sperm donation platforms).
* **Your Public Involvement Group meetings:** Lucy Frith, (University of Manchester), Lauren Smith (Leeds Beckett University) and the other people within your specific Public Involvement Group.
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| **What Support will be offered?** | * Support will be based on the individual needs of each person.
* Support and guidance can be provided by members of the Public Involvement Group team.
* If you volunteer to help with any specific tasks you will be offered appropriate guidance, support as needed, and learning opportunities as these arise.
* We will ask everyone to avoid jargon and use plain language during meetings.
* The team are happy to talk outside of meetings and to take feedback on how best to integrate the perspective of new public contributors
* You can expect not to be the only public contributor involved (we anticipate approximately four people in each Public Involvement Group).
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| **Payment** | * Pay each of you £20 per Public Involvement meeting and provide tea, coffee, and biscuits at the first in-person meeting.
* Pay each of you £40 per team development day and provide tea, coffee and lunch on the day.
* Pay each workshop co-facilitator £80 per workshop day (Optional - two people needed per Public Involvement Group. This will be discussed in detail later in the project)
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| **Travel and subsistence**  | * We will cover travel costs for the first in-person Public Involvement group meeting and for each of the team development days (up to £100 per trip). If helpful, we can book and pay for the travel for you, or you can supply receipts and we will reimburse you.
* We will cover accommodation costs for a one-night stay in Leeds for each Public Involvement group member attending the first team development day and in-person Public Involvement meeting (up to £80). If you need to stay for 2 nights (e.g., due to location), we may be able to support you with the costs. If helpful, we can book and pay for the accommodation for you, or you can supply a receipt and we will reimburse you.
* If you need to use childcare to enable you to attend, we can offer you up to £30 per Public Involvement Group meeting, and up to £60 on team development and workshop days, to contribute towards the costs of this for your child or children (receipts are required).
* **If you require an accompanying person for accessibility reasons, then we will cover their travel costs (within the limits outlined above).**
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