



Determinants of young Adult Social well-being and Health
A survey of young people from different ethnic groups in London



<http://www.facebook.com/dashlondon>



DASH Participants' Advisory Group Terms of Reference

The overall aim of the group is to advise the DASH team on how best to promote the longevity and value of the study. In particular the group will advise on retention strategies, methods of data collection, content and methods of dissemination of findings to participants and communities, and more generally on methods of community engagement in DASH.

Membership:

- 3 DASH team researchers + 1 member of the DASH steering group
- 12 DASH study participants
- Participation is voluntary. Members will be invited to join the group if they express interest and are able to make the necessary commitment
- Membership aims to be representative of ethnicity, gender, employment status (student, working, unemployed), family status (e.g. parents), religion

Group working procedure:

Before:

- Brief written information on the purpose of the advisory group to be provided to all members prior to the start of the group, together with information on DASH
- DASH study team member to act as convenor and book room 3 months in advance
- Invitations sent out 4 weeks prior to each meeting by Ursula
- Agenda to be compiled in consultation with DASH research team, steering and advisory groups and circulated by DASH study team member at least 2 weeks prior to the meeting
- DASH team member to arrange provision of hot drinks/snacks, pens, paper etc.

During:

- Meetings to be held every 6 months at KCL at evenings or weekends to facilitate maximum attendance
- Hot drinks and snacks to be provided
- Nominated chair to lead and facilitate the discussion following agenda
- Group to consist of guided discussion on agenda items as a group, or if appropriate in smaller sub-groups
- Minutes to be recorded by a member of the DASH team or steering group detailing topics discussed, items for action, who is responsible for completing actions, and timeline

- Chair to be nominated for each meeting at the close of the previous meeting. Members will be encouraged to chair the group with coaching and support from DASH team as required.
- Ongoing training and support to be provided as necessary for group members e.g. communication skills, making presentations, chairing meetings through informal coaching, mentoring, providing links to web-based reading materials and tutorials etc.
- Group members will be invited by DASH team members to provide written comments if they find it difficult to express themselves verbally during the group or if there is a confidential or sensitive issue they wish to discuss.

After:

- Participants to be reimbursed after the group for travel expenses and time (£10 voucher)
- Minutes to be typed by DASH study team member and circulated to group members, DASH study team and the steering group
- Copies of all correspondence, minutes etc. to be stored on DASH drive

Guidelines:

- Keep language clear and avoid use of jargon
- Encourage participation by all members of the group, particularly those who are less confident or articulate
- Information shared with the group must be treated as confidential. No research data or details of participants to be disclosed to lay members of the group



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Appendix 1: Invitation letter to group members

Dear

Re: Membership of the DASH Participants' Advisory Group

We are happy to hear that you are interested in joining the DASH advisory group. This letter is to provide you with some more information.

The main aim of DASH is to find the best ways to keep people from diverse communities healthy over the life span. We are very grateful for your participation over the last 10 years and hope you will continue to support DASH as we enter the next important phase. This will look at the kind of things that might influence health as we move from childhood to young adulthood.

What will be my role in the group?

Your role in the group is to work with other volunteers and researchers to:

- Develop ways to keep diverse communities engaged with the DASH study now and in the future
- Help make sure our information sheets, questionnaires and interview questions are relevant and understandable
- Discuss the best way to feed back the results of the study to participants and improve the health of communities

What skills will I need?

You don't need any special skills or experience to take part in the group but you should be interested in learning more about research and health, enjoy taking part in discussions, and sharing ideas.

How much time will I need to commit?

You will need to be able to attend a meeting for about two hours twice a year for two years. Ideally we would like people to be engaged with the project for as long as possible but we understand people's circumstances change. You are of course free to leave the group at any time.

Meetings will be held in the evenings or weekends so if you are working or studying you will still be able to attend.

You will receive a £10 Love to Shop voucher to thank you for attending each meeting and we will reimburse your travel costs.

What's in it for me?

Being part of the group will help you to develop skills and knowledge in tasks that will be useful for future work and/or study such as:

- taking part in discussion groups and getting your opinion across effectively

- building confidence about speaking in public and chairing meetings
- learning about public health research and the research process

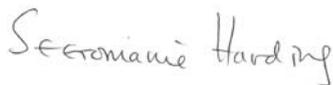
What do I do if I want to get involved?

We are enclosing some brief information about the DASH study for you to learn more about the background to the project and plans for the next stage of our research. We will contact you in the next few days to arrange to meet to discuss if and how you would like to be involved.

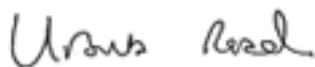
If you have any questions please call or text us on **0800 298 0024**. You can also visit our **website <http://www.dash.sphsu.mrc.ac.uk/>** or Facebook page **<http://www.dashlondon>**

We very much hope you will join us and look forward to working with you.

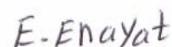
With best wishes



Professor Seeromanie Harding
Programme Leader



Dr Ursula Read
Career Development Fellow



Dr Elli Enayat
Project Manager