

THE MILLION WOMEN STUDY

A national survey of women's health

The Million Women Study Participant Panel

Terms of reference

Purpose and role:

To act as a consultative forum to provide a participant perspective on the research carried out using data from the Million Women Study.

Panel membership:

The panel consists of 6-8 Million Women Study participants and 2 members of the Million Women Study team who act as panel administrator and panel facilitator.

Initial Panel recruitment:

Million Women Study participants volunteered in response to a message sent with the paper questionnaire in 2018/19 and a message on the Million Women Study website. Panel members were selected using stratified random sampling and remaining interested participants placed on a waiting list.

Membership guidelines:

Membership is voluntary and panel members are recruited for a 2-year term. There may be the option of renewal of membership for a further 2 years. Non-attendance or non-response on 3 consecutive occasions without apologies will result in the member being withdrawn. A panel member may withdraw at any time by writing to the panel facilitator.

Panel meetings:

A panel meeting is held in Oxford once a year, with further contact by email for a maximum of three times per year. Emails sent to panel members will not use blind copy for their addresses unless requested by a panel member. The face to face meeting lasts 2 hours including lunch, with reasonable travel expenses reimbursed. Occasionally, individual members may be co-opted to provide specific advice, as appropriate. Documents shared at the meetings and by email should be treated as confidential by panel members.

Accountability:

Minutes of the meetings are kept by the panel administrator and agreed by attendees. These minutes are sent to the study Principal Investigators. Summaries of opinions may also be included in ethics and funding applications.

October 2019 v1.1