

Older Adult Research Partner Group Terms of Reference

Name of group: Older Adult Research Partner Group for OA-INVOLVE Project (OARPG)

Purpose / role of the group:

The role of the Older Adult Research Partner Group (OARPG) is to provide advice and guidance about the development, implementation and progress of the OA-INVOLVE project. This project aims to establish models of best practice for the active involvement of older adults in technology research and development. The OARPG will be involved in decision-making during the life of the project.

Membership:

- The OARPG will aim to have 12-16 members in total; ideally 3-4 in each geographic location (Guelph, Halifax, Toronto and Vancouver).
- OARPG membership will last for up to 3 years, or until the completion of the project.
- Membership will be re-affirmed on a continual basis.
- During this time, OARPG members may leave when they like, without repercussion.

Responsibilities:

The responsibilities and engagement plan will be individualized according to the OARPG member needs and abilities. This will be created by the OARPG member in conjunction with the Local Engagement Group Lead and/or the OARPG Lead. OARPG members do not need to complete or participate in all of the responsibilities outlined; they will have the flexibility to determine and modify their level of engagement throughout the life of the project.

Responsibilities may include:

- Attendance at local face-to-face meetings (approximately 5-6 per year).
- Attendance at videoconference meetings (approximately 5-6 per year).
- Provide advice and direction as appropriate on project plans, strategy and actions.
- Discuss and provide guidance on issues that affect the delivery of the project.
- Discuss and provide guidance on the interpretation of study findings.
- Discuss and provide guidance on and/or participate in dissemination and knowledge exchange strategies and actions.
- Help to guide the development of recommendations arising from their engagement.
- Involvement in supplementary work meetings based on individual interest (e.g. preparation of reports, conference planning).
- Decision-making in key aspects of the project

Orientation and Training:

- Initial and ongoing review of details related to the project (e.g. objectives, concepts, methods) will be shared with any new members individually prior to a group meeting, and during the first meeting with the OARPG members.
- The training needs will be determined in collaboration with the group and individually with group members, and training will be provided on an individual and/ or group basis as needed.
- Orientation and training will typically be delivered by the Local Engagement Group Lead and/or the OARPG Lead.

Ways of Working:

- Face to face meetings will be organized at locations agreed upon by all team members. Members may participate through phone or videoconferences as preferred/needed.
- National meetings, and occasionally local meetings, will be organized via videoconferences facilitated by a group lead at each location.
- The format of meetings may vary depending on the issues to be covered but will usually include discussions and presentations.
- Members of the OARPG will receive documentation, via preferred communication mechanism (e.g. a paper copy or electronic via email), a week before each national meeting.
- From time to time individuals may be asked to provide specific advice and expertise, between meetings as required.
- One-to-one pairing between academic and OARPG members of the research team may be implemented if this is beneficial to the individual or group.

Resource Sharing:

- Information and resources will be shared across the group using email primarily but other ways (e.g. paper copy, telephone messages, personal visits) will be accommodated as necessary.

Review and Assessment:

- As a year-end agenda item, all members will assess the relevance and value added by the OARPG.
- Continuous review of the terms of reference will also feature as part of OARPG work in order to achieve best results and positive experiences.

Conflict of Interest:

- OARPG members who believe they may have a current or potential conflict of interest should speak to their Local Engagement Group Lead.

For assistance contact:

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- Research Coordinator: Amanda Jenkins – ajenki02@uoguelph.ca