

Committee Overview and Mission

- POPLAR values Patients as Partners and integral members of the program and its research projects.
- The Patient Advisory Committee (PAC) is being formed to help shape POPLAR on an ongoing basis.
- The PAC is a Patient Partner-led committee comprised of patients invited through their Network from across Ontario. The PAC represents and articulates patient needs, expectations, and experiences to the POPLAR leadership, committees, and other stakeholders.
- The mandate and Terms of Reference of the PAC will be designed by the PAC, in consultation with the POPLAR Governance Working Group. Other Committees will be engaged as needed.
- Once agreed upon by PAC, the Committee's mandate and Terms of Reference will be proposed to POPLAR's Steering Committee for approval.
- To enable the PAC to begin its work, this document specifies meeting structure and compensation.

Membership structure

- The inaugural membership will consist of 2 Patient Partners recruited from each of the 7 participating POPLAR Networks.
- Once the PAC has been formed and have met, the PAC may propose changes that better suit the group and its goals.
- Co-Chairs of the PAC will be Patient Partners, ideally selected from the same networks as the POPLAR Steering Committee Chair and Chair-Elect. The co-Chairs will serve for two years, with a new co-Chair selected each year. The co-Chair serving for their second year will mentor the incoming co-Chair in their first year.
- Representatives from the POPLAR Executive Committee will also attend PAC meetings to assist with discussion items, to answer questions and to report outcomes back to POPLAR Committees. These members will be non-voting.

Anticipated time commitment and meeting frequency

- Meetings are typically held via Zoom and will last 1.0 hour.
- Meetings are to take place every 2 months.
- Meeting dates will be booked at a standing date and time, based on Committee member availability.
- Meeting materials will be circulated at least a week in advance of the meeting
- The Co-chairs of the PAC, both Patient Partners, will become members of the POPLAR Steering Committee, which takes place monthly, currently 2nd Wednesday at 4 to 5pm.

Items for discussion

- The mandate for the PAC will be finalized through discussions at PAC and proposed to the Steering Committee for approval.
- Non-Technical Items for discussion will be brought to the POPLAR PAC for consultation. This can include discussions of overarching strategic plans.
- Recommendations from the POPLAR PAC will be provided back to the POPLAR Steering Committee at their next meeting.
- The POPLAR PAC can propose agenda items for the POPLAR Steering Committee.
- Decision making within the PAC will be based on consensus.
- Orientation and administrative support will be provided by POPLAR. This will include meeting logistics: developing agendas, writing minutes, doodle polls to determine standing meeting schedule, organizing and distributing meeting materials.
- This document will be presented at the first PAC meeting; it will be framed as a working document. Input will be sought into the terms of the structure document, clarifications and additions. There will also be a "blind spot check" to see if there is anything important to patient partners that should be added.

Compensation and reimbursement

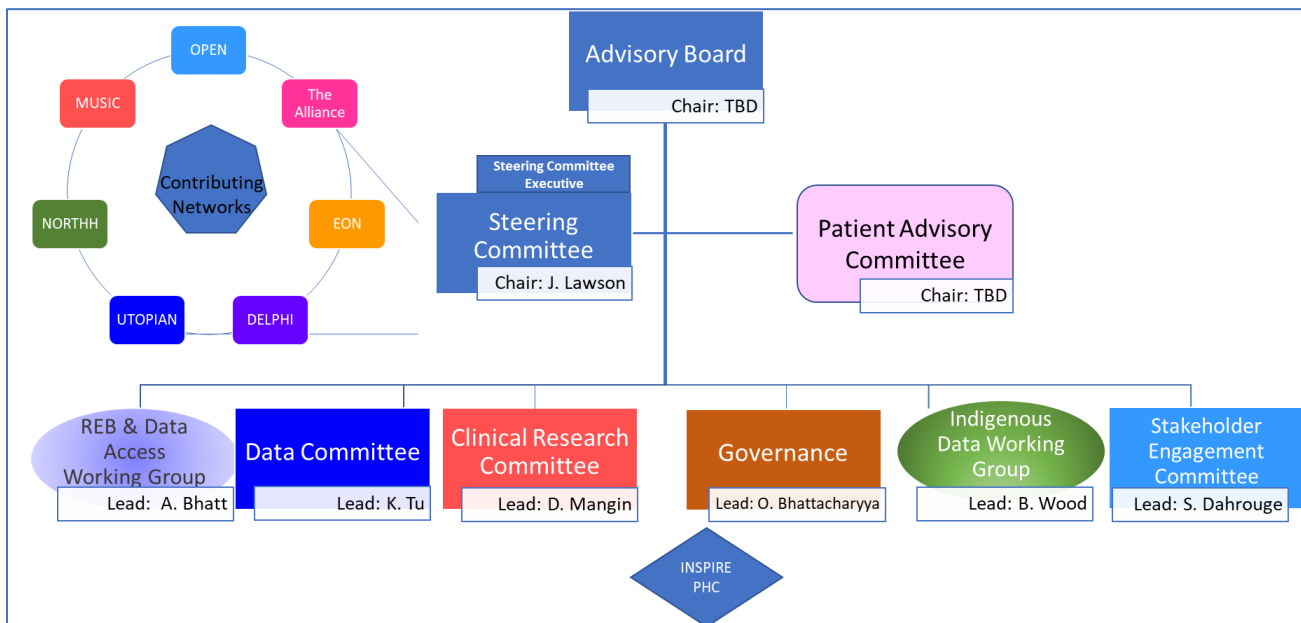
- Patient Partners will receive \$50/meeting in recognition of their time and expertise (including 1hr of prep time/document review and 1hr for the meeting); \$25/meeting for those who cannot attend the meeting but who take time to read the documents and send comments by email. Patient Partners will be compensated on a quarterly basis.
- The POPLAR PAC Co-chairs will also be requested to participate in the monthly POPLAR Steering Committee meetings. The POPLAR PAC Co-chairs will receive \$50/meeting (including 1hr of prep time/document review and 1hr for the meeting); \$25/meeting for if they cannot attend the meeting but take time to read the documents and send comments by email.
- Compensation will be managed through the Network that the Patient Partner joined through. Patient Partners may receive compensation in the form of gift cards if preferred.
- Currently, PAC meetings will be held virtually over Zoom. However, this will be reviewed within 4 months of Committee initiation, as the pandemic continues to evolve. It may be amended depending on circumstances and public health guidance. While the meetings are held virtually, Patient Partners are not expected to incur any additional out of pocket expenses.

Meeting attendance

- Membership in the POPLAR PAC is ongoing.
- Members are expected to attend at least 60% of meetings each year.
- If a Patient Partner wants to end their membership in the PAC, they must notify the Committee Chair and their Network.

Confidentiality

- The Committee members shall respect the confidentiality of information received and discussed by the Committee.



POPLAR Governance Structure: POPLAR committees, committee leads, and how they interact with the PAC.