

## Faecal Incontinence in Adults Priority Setting Partnership (PSP)

### Steering Group Meeting 1 -

Time	No.	Item		Papers
11.30		Arrival and tea/coffee		
12.00	1.	Welcome and introductions	JLA Adviser	
12.10	2.	Introduction to the JLA PSP process <ul style="list-style-type: none"> <li>Roles and responsibilities of the Steering Group</li> </ul>	JLA Adviser	
12.25	3.	Background to and funding of the faecal incontinence in adults PSP	PSP Lead	
12.40	4.	Review of draft protocol <ul style="list-style-type: none"> <li>Discussion and completion of the protocol template, to include: <ul style="list-style-type: none"> <li>Scope of the PSP</li> <li>Review of Steering Group composition</li> <li>Discussion of Partners</li> <li>How to target hard to reach groups</li> <li>PSP timeline</li> </ul> </li> </ul>	All	A. Draft protocol B. PSP timeline
14.00		BREAK		
14.10	5.	Planning the survey/consultation <ul style="list-style-type: none"> <li>Initial discussion of survey process, format and questions</li> <li>Other consultation methods</li> <li>Drafting, piloting &amp; launch</li> </ul>	All	
15.10	6.	Communication Plan <ul style="list-style-type: none"> <li>Partners stakeholder mapping &amp; Steering Group reach</li> <li>Website and social media</li> </ul>	All	
15.30	7.	PSP administration <ul style="list-style-type: none"> <li>Steering Group Terms of Reference</li> <li>Steering Group interests and privacy form including use of personal details in publicity</li> </ul>	PSP Coordinator & JLA Adviser	C. Terms of reference
15.45	8.	Any other business	All	
15.50	9.	Date of next meeting & location/online	PSP Lead	
16:00		Close	JLA Adviser	