**Request for engagement with the Irish Dementia Working Group (IDWG)**

Due to the high volume of requests the IDWG receives to engage with external stakeholders and to ensure a clear and efficient approach to the processing of these requests we ask that you complete the template below. Your responses will then be considered by members of the IDWG executive and a decision will be taken on the IDWG capacity to take part. We will endeavor to respond to your request as soon as possible.

**Section 1 - Contact Details**

|  |  |
| --- | --- |
| Name of organisation |  |
| Name and contact details of lead person for this request |  |
| Title of the work/project (if any) |  |
| Name any other collaborators on the work/project (if any) |  |

**Section 2 – Type of request for the work/project being undertaken**

Speaking engagement □

Research participant □

Research advisory capacity □

Focus group □

Ongoing participation in a piece of work/project □

Public awareness campaign □

**Section 2 - Description of the work/project being undertaken**

1. Please provide a short lay summary of the work. This will be provided to members of the IDWG and will enable them to make an informed decision about their participation. (30 words)
2. Outline the specific involvement/request of the IDWG. (20 words)
3. How will the consent of the members of the IDWG involved be sought and agreed?
4. Are there any identified or potential disadvantages and/or risks to the IDWG participating in this work? If yes, state what these are.

Yes □ No □

1. In the case of research is ethical approval needed for this work?

Yes □ No □

**Section 3 - Support involved**

1. How will members of the IDWG be supported to participate in this work? (e.g. contact person assigned, support for travel if required, assistance in advance of work for instance in preparing a presentation)
2. Will the ASI be required to provide any support?

Yes □ No □

If, so please outline what type (e.g. liaison with IDWG, facilitation of input, preparation of member to participate, follow up)

1. Does the lead person have experience of working with people with dementia?

Yes □ No □

**Section 4 - Time involved**

1. Outline the timeframe for the work, please state when will it commence (or when it commenced and what point it is at) and expected finish date.
2. What is the anticipated time involvement of the IDWG?

**Section 5 - Budget**

1. Will expenses be paid to the members of the IDWG involved? (e.g. food, travel and hotel expenses if overnight travel is necessary)

Yes □ No □

1. Is there a budget to cover the support costs provided by the ASI? (e.g. liaison with IDWG, administration, staff time to cover facilitation, travel costs)

Yes □ No □

1. If there are costs associated with delivering this work will these be covered? (e.g. meeting room hire and refreshments)

Yes □ No □

**Section 6 - Acknowledgement and feedback**

1. The IDWG requests that any input or involvement they make will be appropriately acknowledged in the final work/project output. Please outline how this acknowledgement will be achieved.
2. If relevant, how will the information provided by the IDWG be used?
3. The IDWG requests that (where appropriate) they receive feedback on the work they have contributed to. Please outline how this feedback will be facilitated.
4. Can confidentiality/anonymity be assured if requested by a member of IDWG?

Yes □ No □