

RISE-Vac—Co-production of Vaccine Education Materials with Persons Living in Prison

Appendix

Terms of Reference and Composition of the WP6 Advisory Group on Improving Vaccination Knowledge of Persons Living in Prison

Purpose of the Advisory Group

This advisory group is created to support the work of the RISE-Vac study, specifically in relation to WP6 (i.e., work package no. 6 of the RISE-Vac project, under which this specific piece of work was conducted), in the aim of increasing vaccine literacy for persons in prison.

The group shall provide advice on matters relating to the development of audiovisual materials for persons living in prison. These may include animations, other types of videos, written materials and audio materials.

The group are expected to undertake the following:

- Advise on the learning outcomes for the materials to be produced
- Advise on the format of materials
- Evaluate the first and subsequent drafts of learning materials developed in English
- Give context-specific advice, so as to guide the development of materials that can be relevant across European prisons

The advisory group will make recommendations and the decision to accept these recommendations will ultimately be made by the lead partner of WP6, UKHSA.

Membership

The advisory group will include representation from

- experts in the field of prison health with knowledge of vaccination in prisons,
- experts in developing educational materials for persons living in prison, and
- persons with lived experience of imprisonment.

We aim for a minimum of 1 person per country participating in RISE-Vac to ensure the context of all participating countries is represented; however due to time constraints this may not be possible at every meeting. There should be a maximum of 12 members. Members are expected to hold office for the duration of the project up until May 2024. If leaving the project before this, they will be requested to select someone to replace them.

As this is an advisory group, there is no minimum number for the meetings to be quorate.

Responsibilities of Members

The membership of the group will commit to:

- attending all scheduled Steering Committee meetings and actively and respectfully contributing to plans and discussions
- commenting on drafts of educational materials
- making timely recommendations and taking action so as to not hold up work
- active participation with the group within and outside of scheduled meetings
- reading of the minutes and all papers in advance any meetings
- open and honest discussions

Communication

Advisory group members will be addressed by e-mail. They will be notified in advance of meetings and agenda and minutes from previous meetings (if relevant) will be circulated. Any inaccuracies on minutes circulated should be raised directly by the advisory group by e-mail.

The minutes will be shared with the project coordinator, University of Pisa, for governance reasons.

Frequency, Location, and Management of Meetings

Advisory group meetings will be scheduled every 1–3 months over teleconference, as required, until the development of the materials is completed. If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

Appendix Table. Advisory Group Composition

Country	Position	Organization
Cyprus	Manager	Nongovernmental organization (NGO)
Cyprus	Deputy director	National Prison Service
France	Doctor working in prisons	Health without Barriers
Germany	Researcher	National NGO
Italy	Prison Researcher	University of Pisa
Italy	Lived Experience	NGO
Ireland*	Centre Manager, Lived experience	Ireland
Moldova	Head of Section	National NGO
Moldova	Deputy director	National Prison Service
Moldova	Deputy director	National Prison Service
Moldova	Head of medical department	National Prison Service
Moldova	Doctor working in prisons	National Prison Service
Moldova	Member	National NGO
UK	Senior Substance Misuse Integration Manager	NHS England and NHS Improvement
UK	Head of Prisoner Engagement, Lived experience	National NGO
UK	Immunization publications manager	UKHSA
UK	Infectious disease specialist	Public health Wales

*Chair of the group.

Brochure

The following pages show the first draft of the brochure created after the work described in the article. The draft is currently under review by experts in vaccination communication before wider dissemination among persons living in prison.