

The EPIC Participant Advisory Panel met online on Monday 01 March 2021. There were eight participants and two researchers in attendance. Four participants sent their apologies for not being able to attend.

Welcomes and housekeeping

Panel members were notified the meeting would be recorded for purposes of minute writing. The recording will then be deleted

Actions arising from minutes from our previous meeting.

Panel Statement: Sharing of EPIC-Norfolk data and the use of samples with commercial ventures. In the last EPAP meeting before lockdown back in February 2020, panel members had asked Nicola Kimber to circulate the panel statement concerning the sharing of EPIC-Norfolk data and the use of samples with Commercial ventures.

Panel Statement:

Conclusions about the Sharing and Use of EPIC samples and data with Commercial Ventures.

Following a wide ranging discussion, the Panel's conclusions can be summarised as follows.

“Subject to all the checks and safeguards being satisfactorily completed, the Panel were unanimous in their wish that EPIC data and samples should be widely used. The data and samples were given willingly, in the expectation that they would be of great use in the advancement of scientific research and knowledge”.

Panel members reviewed and approved the panel statement.

Panel Feedback on study website (Appendix 1: Website review) (All)

Panel members reviewed the new EPIC-Norfolk website. Overall panel members liked the new site and congratulated all those involved in putting it together.

General feedback included:

- The website is easier to navigate

- The drop down menus were very helpful

Members liked the colours
Very responsive
The links work well
The website content was easier to read (less wordy)

Questions included:

1. How much the website is used and whether this has changed from the last website? **Action point:** AB/NK to look into this further
2. There were some concerns that the light blue font and the small font size could be difficult for visually impaired readers to see. This mainly relates to the participant pages. **Feedback from the MRC Epidemiology Communications team (Comms team):** a lot of legibility preferences on websites these days are managed via the browser rather than the site itself – for example using CTRL+ to increase the font and website size or with high contrast extensions in Chrome. One solution could be sharing the tip to use CTRL+ to increase the font size
3. Is it possible to put a button on the website where people can provide feedback on the site? It was highlighted by panel members that they were concerned that many participants would not realise there is an EPIC website. AB informed the committee that a newsletter to participants was to be sent later in the year. Members suggested that a link to the website was included. Panel members wanted participants outside of the panel to have the opportunity to give feedback. **Actions taken:** AB discussed setting up a site survey collecting feedback with the Comms team, who reported that it is possible to add a button on the home page directing people to a short survey. Things to consider are what sort of feedback we wish to collect.
4. Some members of the panel thought that the news page was a little difficult to read? The News page is currently showing full articles rather than displaying short stubs. **Actions taken:** This feedback was taken to the comms team, who were in agreement with the panel members. The news page was not quite working as it should and the Comms team will look to resolve this.
5. Panel members asked whether we could change the image on the home page as they felt it did not encompass what the study was about. Suggestions included a "rolling image", of several images opposed to just one. It was also felt that the current image used to promote EPAP on the home page, was not the most suitable. **Actions taken:** The home page

has now been updated to a series of four rotating images. EPAP image updated to a photograph taken of the panel members at the July 2019 meeting.

6. Could we include a list of collaborating institutions that request EN data?
Action taken: EPIC-Norfolk management committee agreed that we should include a section on the website listing “Institutions that use EPIC-Norfolk data”.

The last newsletter sent to participants was in 2018. At the last EPIC Norfolk Management Meeting it was agreed that we should send out newsletters more frequently to participants. These will be paper based and electronic.

The next meeting will be on **Monday 20th September** The panel will be asked to review the EPIC-Norfolk Newsletter to be sent to participants.