



Research Team Memorandum of Understanding

Priority Population Consultation Team Terms of Reference

Version date: Oct 24 2019

These Memorandum of Understanding documents are intended to guide the work of the Trans PULSE Canada Study. While each team member agrees in principle with the Memorandum of Understanding, it is considered a set of 'living documents', which may be revisited and revised throughout the life of our project.

Priority Populations

Trans PULSE Canada has identified nine priority populations within the trans and non-binary community. These populations include people who are:

- Indigenous
- Youth
- Older adults
- Racialized
- Non-binary
- Immigrants, refugees, or newcomers
- Living with disabilities
- Engaged in sex work
- Located rurally or remotely

These groups were thoughtfully chosen, either because of a complete lack of data on the population and/or because of a desire to investigate the implications of a given policy among that population. Trans PULSE Canada is committed to producing survey results specific to each of these populations, including at least one targeted report per group. Furthermore, Trans PULSE Canada will be capable of comparing groups to the broader trans population, as well as the general population in order to identify inequalities and their potential causes.

Priority Population Consultation Teams

Trans PULSE Canada has a Priority Population Consultation Team (PPCT) for each of the study's nine priority populations. PPCTs are a small group of people selected to provide expertise on the group at hand, in a rapid check-in process. PPCT members may bring expertise in the form of lived experience, community knowledge, research experience, or in-depth knowledge of policy and practice. Some PPCT members will have lived experience while others may not. Each PPCT will incorporate perspectives diverse in experience, knowledge, and geographic location.

Core Functions of the PPCTs:

- Ensure that individuals from the priority population will be identified accurately in the survey
- Identify any major problems with questions on the current survey, with regard to being applicable and acceptable for your priority population
- Identify the research questions that are most important to the priority population
- Strategize with the team's Data Analysis Working Group if the current survey does not adequately answer these questions to determine whether and how the survey can be modified to do so
- Provide input on the best ways to bring the results of this research back to community members in your priority group

Expectations of PPCT Members

PPCT members are expected to:

- Attend online or phone meetings in order to strategize and provide insight on the topics above
- In some cases, to continue group discussions online via Basecamp

PPCT members are not expected to:

- Share personal experiences in the style of a focus group
- Act as a research participant, i.e. filling out the survey (though members may choose to do so if they are eligible)
- Work on the project over the full four years

Time Commitment

The time commitment is limited and will vary across teams. The bulk of PPCT members' involvement will occur between December 2018 and February 2019. Members may be asked, however, to consult later on other activities (e.g., a knowledge translation product such as presentation of research findings for an infographic).

Compensation

People whose work on a PPCT is outside of the context of their paid employment will be provided with gift card honouraria of \$25 per hour of meeting or prep/discussion time (2-hour cap on prep/discussion time).