

Additional file 1: Table S1. Overview of digital considerations.

TECHNOLOGICAL CONSIDERATIONS	<p>Preference</p> <ul style="list-style-type: none">• Consider other less technological options, based on individual preferences, including: One to one phone calls may work best for those with limited access to the internet, or for more in-depth discussions.• Teleconferences could also be an option, if a group discussion would be helpful but internet access is a challenge. <p>Access</p> <ul style="list-style-type: none">• Does the channel, e.g. MS Teams, Zoom or MIRO etc. work where people are using different devices, e.g. smart phones, need for 2 screens etc.?• Internet connection <p>Aptitude</p> <ul style="list-style-type: none">• How familiar are participants with remote communication and what are people's preferences?• Need to balance limitations on inclusivity (e.g. using people with more technological experience) against ensuring that sessions can operate smoothly and people able to contribute effectively.
ONLINE FACILITATION CONSIDERATIONS	<p>Developing roles</p> <ul style="list-style-type: none">• Clear roles needed from the outset• Power-dynamics and how recruiting a PPI Co-facilitator can provide supportive environment• Consider 2nd Facilitator, specifically looking at inclusion through monitoring online chat and other channels used to communicate <p>Online Ground Rules and Etiquette</p> <ul style="list-style-type: none">• Establish ground rules from the offset, with clear mechanisms to enable participation from all involved• Recognise and respect that standard behavioural standards/expectations of digital meetings will differ from face-to-face, e.g. acknowledge potential interruptions due to caring responsibilities or technology, allowing people the space to respond and re-join the group <p>Time management</p> <ul style="list-style-type: none">• Allowing enough time to cover agendas and topics• Importance of communicating and sharing information beforehand to maximise time gaining insight from PPI during the sessions• Recognising PPI participants may not be able or wish to stay longer than meeting end time.• Recognising PPI participants may have responsibilities and may not be able to provide involvement at short notice
CO-PRODUCTION CONSIDERATIONS	<p>Workshop numbers</p> <ul style="list-style-type: none">• Depending on the configuration and systems used, including the ability to facilitate breakout sessions, participant numbers should reflect the additional challenges and requirements of digital PPI. <p>Co-Design preparation</p>

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- Preparation for a digital workshop requires additional skills and time dedicated to creating a user-friendly experience.
 - Issues with trying and replicate ½ day face-to-face workshop on digital
 - Breaking down activities into smaller segments and ensure a clear plan for the session guided by facilitator
 - Consider sending out documents to review beforehand if appropriate, instead of trying to present them all in the platform.

Collaborative working

- Different activities could include Synchronous (where everyone is in contact at a specific time, mimicking a typical workshop) or asynchronous input, e.g. MIRO allows you to post outside the session forum/MS Teams for specific project or hashtag where people can post at different times more suitable for them. Also providing a video tutorial of how to use the platform to help people familiarise

RESOURCE CONSIDERATIONS

Additional resources

- As well as the cost of coproduction platforms themselves, these could include phone credit/printing etc./software/budgeting for an increased frequency but shorter meetings
- Cost and time of sending equipment and resources to people who need this to partake

Workshop numbers

- Depending on the configuration and systems used, including the ability to facilitate breakout sessions, participant numbers should reflect the additional challenges and requirements of digital PPI.

Training and Opportunities

- Where a PPI Member has a role within the Research Team, time and resources should be afforded to their training and development in digital coproduction.

ETHICAL & WELFARE CONSIDERATIONS

Impacts of digital PPI on welfare

- Change from face to face PPI impacting of wellbeing – isolated, anxiety, depression, lack of movement; On the other hand some may feel digital PPI is a better fit for them. Creating friendly space and social aspects.
- Certificates and follow ups of project progress to promote wellbeing and meaning
- Consider the need for additional breaks to recognise impact of working online – (consider those new to Techognoly use or health issues of the public & patient that may require adequate breaks)

Consent & Safeguarding

- Consider use of Peer Facilitator in next virtual room (or on different platform- being clear that run by separate/independent organisation
- Considering how support mechanisms have been adapted for a digital environment, e.g. use of Peer Support in an alternative virtual room, or accessible by pone before, during and after a PPI session

Data security

- Asking if we are ok to have session recorded
 - Addressing concerns about privacy on platforms and where research will be shared
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