

## **Knowledge is Power Principles and Process Guide.**

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This guide is designed to inform others interested in developing regional or national booklets based on “Knowledge is Power / Mae Pŵer mewn Gwybodaeth” (ISBN 978-1-84220-183-1) written by people living with dementia, for people living with dementia.

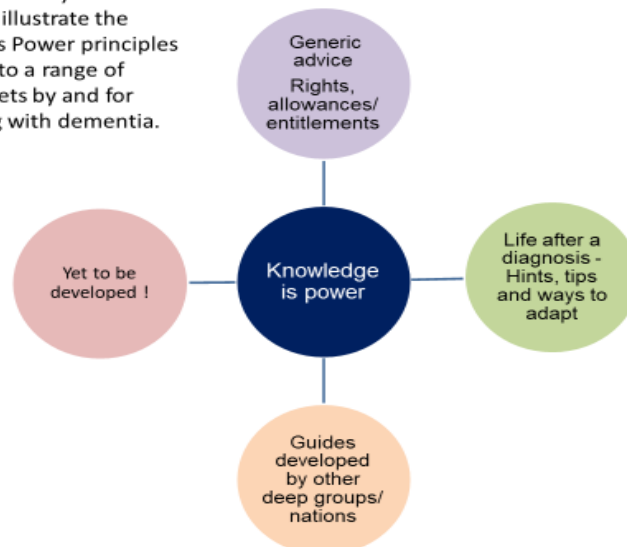
<http://dsdc.bangor.ac.uk/products-created.php.en>

The guide includes information and advice to ensure that the booklet content is developed with the expertise of, and information from, people with lived experience. This is a fundamental principal of the Knowledge is Power series. Please acknowledge Bangor University in any future publications based on this guide.

The idea for the booklet was initially discussed by members of Caban: The Bangor University Dementia Educators group (<http://dsdc.bangor.ac.uk/caban-group.php.en>). It was inspired by a previous discussion about resilience in the face of dementia.

The group is facilitated by Bangor University researchers in dementia and is part of the Dementia Engagement and Empowerment Project (DEEP) network <https://www.dementivoices.org.uk/> . JR, a researcher in DSDC Wales at Bangor University, collated the information submitted by experts by experience with CHJ supporting the editing process.

Model proposed by Caban members to illustrate the Knowledge is Power principles as the ‘hub’ to a range of useful booklets by and for people living with dementia.



### **Steps taken to develop the first booklet**

1. On January 29<sup>th</sup>, 2020, Caban members met at Bangor University and discussed the possibility of creating a booklet on 'You don't know what you don't know', things that have been found to be helpful but not generally known. Members felt a booklet on "Hints, Tips and Rights" could be useful for others following a diagnosis of dementia and a video was recorded of Top Tips - you can view these clips here <http://dsdc.bangor.ac.uk/dementia-friendly.php.en>

The first edition was more focused on generic advice such as entitlements and rights, with plans to develop a follow-on publication with more personal information and advice.

2. Members discussed what type of information might be most important, and how much should be included.

### **Information was collected by other people living with dementia and their supporters and through existing dementia networks in Wales.**

3. Bangor University staff emailed members of the Caban group, a Facebook request was sent to the Facebook members of the North and Mid-Wales Dementia Networks. Staff also joined the DEEP United Meirionnydd & Dwyfor meeting (24<sup>th</sup> February 2020) to gather suggestions for content asking them to submit content based on "*things I have found out along the way that other people living with dementia need to know*".
4. Further requests for submissions were also sent through the DEEP newsletter and website.

### **Collation and agreeing the content**

5. As Covid-19 restrictions on hosting meetings were in place before the next meeting (24<sup>th</sup> March 2020) members were consulted further using the phone and supported to learn video conferencing skills to ensure that they were fully involved in the development of the booklet.
6. The collated information was shared with Caban group members and a Fuse & Muse DEEP group member using screen share on zoom (24<sup>th</sup> March 2020). JR worked on the document and

subsequent drafts adding additional information and detail after comments from the Caban group.

For more guidance on zoom visit this guide

<https://www.dementiavoices.org.uk/the-zoomettes-guide-to-setting-up-a-virtual-peer-support-meeting-using-zoom>

### **Design**

7. Caban members were consulted about dementia friendly booklet size, font size, colour schemes, layout, images to include, personal messages/tips to convey, and the name of the booklet.
8. We engaged the services of a graphic designer and guidance was provided to ensure the booklet was user friendly. The design was funded by CADR - the Centre for Ageing and Dementia Research (<http://www.cadr.cymru/en/index.htm>)
9. The booklet was discussed at online Caban meetings and through group chats with amendments made at each stage to ensure members were satisfied with the booklet.
10. Once members were happy with the English content a Welsh translation was undertaken by the team and checked by the University translation unit.
11. Feedback on an initial draft booklet was sought from a wide range of sources in June 2020 in case any support programmes had been missed.
12. The final draft was sent to the Caban group members to proof read and feed-back before being sent to the publisher who created an electronic copy.
13. JR also checked that all the website URL's were correct on the electronic version of the booklet. A feedback form and electronic on- line survey links were added to the booklet to gather responses. An ISBN and Bangor University copyright (1<sup>st</sup> July 2020) were obtained to acknowledge the support and funding for the staff time and design costs of the booklet.
14. We recommend that the booklet is reviewed after two years or at reprint – whichever is the earliest to check that the details are up to date.

(Welsh guide -pages 4-6)

## **Canllaw Egwyddorion a Phrosesau'r Llawlyfr Mae Pŵer yw Gwybodaeth.**

Nod y canllaw hwn yw hysbysu eraill sydd â diddordeb mewn datblygu llyfrynnau rhanbarthol neu genedlaethol yn seiliedig ar gyfres "Knowledge is Power/ Mae Pŵer mwn Gwybodaeth" (ISBN 978-1-84220-183-1). Llyfryn sydd wedi ei ysgrifennu gan bobl sy'n byw gyda dementia, ar gyfer pobl sy'n byw gyda dementia.  
<http://dcdc.bangor.ac.uk/products-created.php.cy>

Mae'r canllaw yma yn cynnwys gwybodaeth a chyingor er mwyn sicrhau fod y âyn canolbwyntio ar arbenigedd a gwybodaeth gan bobl sydd â phrofiad o fyw efo dementia ar gyfer adeiladu'r gyfres Knowledge is Power/ Mae Pŵer mwn Gwybodaeth. Gofynnwn i bawb gydnabod Prifysgol Bangor mewn unrhyw gyhoeddiadau sydd yn deillio o'r canllaw hwn.

Trafodwyd y syniad ar gyfer y llyfryn i ddechrau gan aelodau'r Caban: Grŵp Addysgwyr Dementia Prifysgol Bangor (<http://dcdc.bangor.ac.uk/caban-group.php.cy> ). Cafwyd y syniad yn dilyn trafodaeth ynglŷn â gwytnwch wrth wynebu byw efo dementia.

Hwylusir y grŵp gan ymchwilydd ymchwilwyr Prifysgol Bangor mewn dementia ac mae Caban yn rhan o rwydwaith y Prosiect Ymgysylltu a Grymuso Dementia (Dementia Engagement and Empowerment Project -DEEP <https://www.dementiavoices.org.uk/> ). Casglodd JR, ymchwilydd ym DSDC Cymru, Prifysgol Bangor y wybodaeth a gyflwynwyd gan arbenigwyr drwy brofiad gyda CHJ yn cefnogi'r broses olygu'r daflen.

### **Camau ar gyfer datblygu'r Llawlyfr cyntaf**

1. Trafodwyd y posibilrwydd o greu llyfryn yn seiliedig ar rannu gwybodaeth ddefnyddiol mewn cyfarfod Caban ym Mhrifysgol Bangor (Ionawr 29<sup>ain</sup> 2020). Teimlai'r aelodau eu bod wedi casglu gwybodaeth drwy brofiad gallai fod yn ddefnyddiol i bobl eraill yn dilyn diagnosis o ddementia a chofnodwyd fideo o rhai yn y cyfarfod - gallwch weld y clipiau hyn yma <http://dcdc.bangor.ac.uk/dementia-friendly.php.cy>

Roedd y llawlyfr cyntaf yn canolbwyntio ar gyngor cyffredinol am hawliau a chefnogaeth sydd ar gael, gyda'r bwriad o ddatblygu llawlyfr yn cynnwys cyngor ar sut i addasu i fywyd ar ôl datblygu dementia i ddilyn.

2. Trafododd yr aelodau'r math, hyd a manylion fyddai'n bwysig ei gynnwys.

### **Casglwyd gwybodaeth gan bobl eraill sy'n byw gyda dementia a'u cefnogwyr a thrwy rwydweithiau dementia yng Nghymru.**

3. Anfonodd staff Prifysgol Bangor e-bost at aelodau'r grŵp Caban, rhoddwyd cais ar safle Facebook Rwydwaith Dementia Gogledd a Chanolbarth Cymru a ymunwyd mewn cyfarfod DEEP Unedig Meirionnydd a Dwyfor (24ain Chwefror 2020) i gasglu awgrymiadau yn seiliedig ar *"pethau rwyf wedi'u darganfod ar hyd y ffordd y mae angen i bobl eraill sy'n byw gyda dementia wybod"*.
4. Anfonwyd ceisiadau pellach am gyfraniadau drwy gylchlythyr a gwefan DEEP.

### **Casglu a chytuno ar y cynnwys**

5. Gan fod cyfyngiadau Covid-19 yn atal cyfarfodydd ar safle'r Brifysgol ymgynghorwyd â'r aelodau gan ddefnyddio'r ffôn a'u cefnogi i ddysgu sgiliau fideo gynadledda (Zoom) i sicrhau eu bod yn cymryd rhan lawn yn natblygiad y llyfryn.
6. Rhannwyd y wybodaeth a gasglwyd gydag aelodau grŵp Caban ac aelod o grŵp Fuse & Muse DEEP gan rannu sgrin mewn cyfarfod dros y we yn defnyddio Zoom (24<sup>ain</sup> Mawrth 2020). Ychwanegodd JR wybodaeth a manylion pellach ar ôl y drafodaeth yn y cyfarfod. Am gyngor pellach ar Zoom dilynwch y linc yma: [https://bangoroffice365-my.sharepoint.com/:w:/g/personal/mhs011\\_bangor\\_ac\\_uk/EQFn3lZnmEBEjB-MqLw8V2MB1b1tVu55YjMVBvOPQdEysg?e=8eNYDC](https://bangoroffice365-my.sharepoint.com/:w:/g/personal/mhs011_bangor_ac_uk/EQFn3lZnmEBEjB-MqLw8V2MB1b1tVu55YjMVBvOPQdEysg?e=8eNYDC)

### **Dylunio**

7. Gofynnwyd barn aelodau Caban am liw, maint y print, y cynllun, delweddau i'w cynnwys, negeseuon/awgrymiadau personol i'w cyfleu ac enw'r llyfryn.
8. Anfonwyd y cynnwys gyda chanllawiau i sicrhau bod y llyfryn yn hawdd ei ddefnyddio i ddylunydd graffig. Ariannwyd hyn gan y

Ganolfan Ymchwil Heneiddio a Dementia (CADR-

<http://www.cadr.cymru/cy/index.htm>

9. Trafodwyd y llyfryn mewn cyfarfod dros y we a sgysiau grŵp gydag addasiadau yn seiliedig ar adborth aelodau Caban i sicrhau eu bod yn hapus gyda'r llyfryn.
10. Unwaith yr oedd yr aelodau'n hapus gyda'r cynnwys Saesneg cwblhawyd cyfieithiad i'r Gymraeg gan y tîm y Brifysgol ac anfonwyd hwn i'w wirio gan uned gyfieithu'r Brifysgol.
11. Ym mis Mehefin 2020, rhannwyd copïau gyda cheisiadau am adborth i ystod eang o arbenigwyr rhag ofn fod gwybodaeth bwysig ar goll.
12. Anfonwyd y drafft terfynol at aelodau grŵp Caban i'w prawf ddarllen a rhoi adborth cyn ei anfon at y cyhoeddwr i greu copi electronig.
13. Gwiriodd JR hefyd fod holl gyfeiriadau gwefannau (URL) ar a llawlyfr ar fersiwn electronig y llyfryn. Ychwanegwyd ffurflen adborth a chyswllt arolwg ar-lein i'r llyfryn i gasglu ymatebion. Hefyd cofrestrwyd y llyfryn gyda rhif "ISBN" a hawlfraint Prifysgol Bangor i gydnabod amser staff a'r cyllid ar gyfer a chostau dylunio'r llyfryn (1<sup>af</sup> Gorffennaf, 2020).
14. Er mwyn sicrhau bod y manylion yn gyfoes rydym yn argymhell bod y llyfryn yn cael ei adolygu ar ôl dwy flynedd neu ar ailargraffu – pa un bynnag yw'r cynharaf.