CLOSER Advisory Committee

1. Purpose

CLOSER's Advisory Committee is responsible for providing high-quality independent strategic advice for the management and future activity of CLOSER.

As an independent body, Advisory Committee members must act as critical friends to advise CLOSER on its strategic direction, organisational composition, and relevance to policy and practice. The aim of the Advisory Committee is to support CLOSER to deliver on its mission and strategic goals.

2. Responsibilities of members

The Advisory Committee is required to provide high-level strategic advice on the development and conduct of CLOSER to ensure quality and value for money.

The Advisory Committee should provide advice on:
o CLOSER's long-term strategic direction including the future funding of CLOSER and potential funding avenues,
o the UK and international social science and biomedical science research and data infrastructure landscape and how CLOSER fits in this landscape,
o the effective and efficient communications between CLOSER, our partners and major stakeholders including the longitudinal population study community,
o the long-term sustainability and management of CLOSER,
o CLOSER's suite of resources to ensure they remain at the forefront in the changing data infrastructure landscape,
o major developments, opportunities, and challenges in relevant scientific, technology, training, and policy domains.

Committee members are encouraged to take an ambassadorial role, promoting CLOSER through their networks and networking on its behalf where feasible and appropriate.

3. Membership and attendance

The CLOSER Advisory Committee has a minimum of six and a maximum of 12 independent members who are normally appointed for a three-year term. The length of term will be reviewed in line with any new CLOSER funding. The Chair should change at the end of the three-year term.

The CLOSER Director is responsible for appointing the Advisory Committee members and the Chair of the Advisory Committee, with input from the CLOSER Leadership Group. However, individual appointees to the Advisory Committee must be approved by the Economic and Social Research Council (ESRC) to ensure there are no conflicts of interest so that the appointees can act as independent critical friends.

In line with the revised governance structure for the ESRC's data and infrastructure investments, a Liaison Member from ESRC's Strategic Advisory Network (SAN) will be appointed to the CLOSER Advisory Committee. The SAN Liaison Member will represent the ESRC on the Advisory Committee, providing relevant information on the ESRC's wider strategic issues and priorities, and providing assurance to the ESRC that CLOSER is operating effectively. The SAN member will build knowledge and expertise about CLOSER to inform other activities within their role as an ESRC SAN member. The SAN member will be assigned to CLOSER by the ESRC, in consultation with the Investment Director, to ensure an appropriate fit and no conflicts of interests.

The Committee should encompass the following:

- A mix of members with expertise across the social and biomedical sciences, data and research infrastructures, the policy landscape, and international operations including:
    - o Two senior academics who are users of longitudinal population study data and research and who collectively represent both social and biomedical disciplines,
    - o A senior public policy official from a strategic-level organisation (for example, the Government Office for Science),
    - o A senior technical expert with a data infrastructure background from a social or biomedical discipline,
    - o A member with expertise in providing training resources for the social and/or biomedical research community,
    - o A senior representative from a major data infrastructure/collector/supplier,
- The ESRC SAN Liaison Member,
- The CLOSER Director,
- The CLOSER Leadership Group.

The names of the Advisory Committee members are published on the CLOSER website with the latest terms of reference.

Relevant contacts from the ESRC will be invited to attend Advisory Committee meetings but will not be official members. The ESRC will receive copies of meeting agendas, papers and minutes when requested.

4. Remuneration

The Chair of the Advisory Committee will be paid a rate of £160 per meeting by CLOSER due to the increased responsibilities for the role of Chair. This rate is also consistent with the day rate payable to the SAN Liaison Member, who will be paid by ESRC.

Other Advisory Committee members will be unpaid, however travel expenses for attendance to meetings will be reimbursed in line with the UCL and ESRC expenses policies.

5. Meetings and procedures

The CLOSER Advisory Committee will meet twice a year, once in-person and once online. One additional online meeting per year may be scheduled based on need. The additional meeting requires approval from the Chair of the Advisory Committee.

The secretariat and administration duties for the meetings including the development of agendas and collation of papers will be managed by CLOSER.

6. Personal data

Advisory Committee members will have their contact details stored by CLOSER and shared with the other group members for the purposes of circulating calendar invites and minutes. Contact details will be stored in a password-protected database on the UCL Microsoft S Drive which is only accessible to nominated CLOSER staff members who help administer the account. Find out more about Microsoft's privacy details on [Microsoft's Privacy Statement](). You can unsubscribe at any time by informing the Chair of the committee by email.

For further information, please see [CLOSER's privacy policy]().

Last reviewed: October 2024

Next review date: September 2025