

## CLOSER Data Managers Network (DMN): Terms of Reference

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### 1. Purpose of the group/network

- To provide members with relevant training, specific to data management in longitudinal population studies and metadata standards.
- To provide members with a forum to share real-world case studies of managing metadata.
- To provide members with a forum to share experiences, ideas, and solutions on topics relevant to longitudinal data management.

### 2. Accountability

- Outcomes of discussions and activities from DMN events will feed into discussions held by the CLOSER Data Discoverability Team and CLOSER Technical Committee.
- Topics for presentation at DMN events will be discussed within the CLOSER Data Discoverability Team and CLOSER Technical Committee to ensure they are relevant and feasible to implement.

### 3. Membership and attendance

- The Chair of the DMN is Jon Johnson, Technical Lead for CLOSER.
- The Deputy Chair of the DMN is Hayley Mills, Metadata Manager for CLOSER.
- The DMN is an external facing network representing:
  - Data Managers from longitudinal population studies that input metadata into CLOSER Discovery.
  - Data Managers from longitudinal population studies and statistical agencies with no previous links to CLOSER.
  - Researchers and professionals interested in leveraging metadata to improve data management across the data lifecycle from pre-collection through to analysis and publication.
  - International longitudinal population studies and the wider international data management community.
- There is no limit to the membership capacity of the DMN.
- Prospective members will be sought via CLOSER's existing communication channels, for example, via CLOSER newsletters, blogs, website adverts and social media. On receipt of expressions of interest, the Chair or Deputy Chair will confirm membership based on a) role/area of expertise and b) study or organisation represented. Registration to public DMN events, such as online webinars, does not require DMN membership.
- The quorum for each DMN event is as follows:
  - The Chair, or Deputy Chair
  - A minimum of 15 registered attendees for an event, although this will be reviewed as appropriate.
  - The relevant invited speaker(s) as applicable.
- The CLOSER Director and the wider internal CLOSER Data Discoverability team (Programmer, Metadata and Data Manager and Metadata Assistant) will be invited to

attend each event. The CLOSER Administrative and Events Assistant will provide administrative support for meetings where required.

#### 4. Responsibilities of members

- The below list details the typical types of topics the DMN may be themed around (please note this list is not exhaustive):
  - Capturing questionnaire metadata during the design process
  - Managing longitudinal equivalent variables
  - Developing infrastructures for discoverability
  - Data management in statistical offices
  - Methods for developing tools and software
  - Data legacy issues
  - Sub-setting and joining data at scale

#### 5. Meetings and procedures

- The DMN will host meetings three times a year. Each event will be publicised at least six-weeks in advance and will be held online.
- In addition to webinars, the DMN may hold other meetings/events in different formats such as panel discussions, and training events; these may be held virtually or in face-to-face formats as appropriate.
- Agendas and relevant papers for DMN panel discussions and meetings will be circulated to network members 10 working days (two weeks) prior as required. Minutes and actions will be circulated within 10 working days (two weeks) of the meeting date.
- Details of public events such as DMN webinars will be published on the CLOSER website and the slides/recordings will be made available after the event.
- Terms of reference will be reviewed on a yearly basis to ensure they are fit-for-purpose and remain in-line with CLOSER's aims and objectives.

#### 6. Personal data

- As a member of this network, we will store your contact data (first name, last name and email address) in UCL's [Mailman account](#) which is password protected and accessible only to the nominated UCL staff member(s) who hold admin permissions for the specific network account. Your email address will not be visible to other members of the network when they receive an email through this list.
- You can unsubscribe at any time by entering your email on the following form in the 'Closer.dmn subscribers' section of the [CLOSER Data Managers Network list information page](#) where it states "To unsubscribe from Closer.dmn, get a password reminder, or change your subscription options, enter your subscription email address:" Mailman will send you a confirmation message and if you reply to that message you will be unsubscribed. You will not need to know your password to do this. You can find out more about unsubscribing on the [Mailman Wiki page](#).
- For further information, please see [CLOSER's privacy policy](#).

Last reviewed: February 2024

Next review date: September 2024