

CLOSER Leadership Group

1. Purpose

- The Leadership Group (LG) is responsible for delivering CLOSER's mission and strategic goals.
- The LG oversees the delivery of CLOSER's programme of work.
- The LG drafts and owns CLOSER's Strategic Plan.

2. Accountability

- The LG provide a decision-making function on CLOSER's work. Where a consensus is not possible, the CLOSER Director as Chair and Principal Investigator, will make the final decision.
- The LG is accountable to UKRI Economic and Social Research Council (ESRC).
- The LG receives strategic advice from the CLOSER Advisory Committee (AC).
- Strategy and decisions from the LG are implemented by the CLOSER team.

3. Membership and attendance

- The Chair of the LG is the CLOSER Director.
- In the absence of the CLOSER Director, the meeting will be rearranged to include the CLOSER Director.
- In exceptional circumstances, for example long-term illness, the CLOSER Director can nominate a Chair from existing LG members. If the CLOSER Director post is vacant, the Chair will be agreed by LG members.
- The LG members include:
 - CLOSER Head of Projects
 - CLOSER Head of Policy and Dialogue
 - CLOSER Technical Lead
 - CLOSER Head of Education and Training
- The quorum for the meeting is the CLOSER Director and two other LG members.
- The names of the LG members are published on the CLOSER website.

TERMS OF REFERENCE

4. Responsibilities of members

The LG members are responsible for:

- drafting and delivering CLOSER's Strategic Plan
- overseeing the delivery of CLOSER's programme of work
- fostering and maintaining effective relationships with CLOSER partners, key stakeholders, and user groups

5. Meetings and procedures

- The LG will meet every month. The meetings will be in-person with an online option available if a member cannot attend in-person. LG members should inform the Chair if they are unable to attend in-person.
- In-person meetings will be hosted at University College London (UCL).
- No travel expenses are available for in-person meetings.
- Agendas and relevant papers will be circulated five working days (one week) prior to the meeting date by the CLOSER Head of Projects.
- Actions, including action owners, and details of the decisions made will be circulated within five working days. Responsibility for recording the actions will rotate around members.
- The LG terms of reference will be reviewed annually to ensure they are fit-for-purpose and remain in-line with CLOSER's vision, mission, and strategic goals.

Last reviewed: October 2024

Next review date: September 2025