

CLOSER Study Network

1. Purpose

- To provide a forum to discuss the challenges and opportunities facing longitudinal study leaders and staff.
- To identify ways to collaborate to tackle the challenges and opportunities facing the community.

2. Accountability

- Discussions from the network will be logged and will inform CLOSER activities and decision-making where appropriate.

3. Membership and attendance

- The Chair of the network is the CLOSER Director.
- Membership of the network is open to those who are in a leadership position at a UK based Longitudinal Population Study.
- There is no limit to the membership capacity of the network.
- 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 will confirm membership based on a) role/expertise and b) study represented.
- The quorum for each meeting is as follows:
 - The Chair
 - A minimum of fifteen members of the network, although this will be reviewed as appropriate ahead of each meeting.
 - The relevant invited speaker(s) as applicable

4. Responsibilities of members

- The below list details the typical types of activities the network may engage in (please note this list is not exhaustive):

TERMS OF REFERENCE

- Discussing challenges and opportunities facing the community and identifying solutions to those challenges and ways to maximise opportunities. The challenges and opportunities for discussion will be identified by network members with support from CLOSER staff.
- Sharing information and discussing scientific innovations across LPS.
- Identifying opportunities for collaboration to increase the use, value and impact of the data collected in, and research findings from, LPS.
- Sharing best-practice, case studies of success, and lessons learned from activities relevant to other LPS in the community.

5. Meetings and procedures

- The network will meet twice a year (one virtual meeting and one in-person meeting).
- In-person meetings will be hosted at University College London (UCL), or near the UCL Bloomsbury campus.
- Network members will nominate a deputy who will attend the meeting if they are unavailable.
- Travel expenses for attendance to meetings will be reimbursed in-line with the UCL and Economic and Social Research Council (ESRC) expenses policies.
- Agendas and relevant papers will be circulated electronically to network members 10 working days (two weeks) prior to the meeting date by CLOSER.
- Minutes and actions will be circulated within 10 working days (two weeks) of the meeting date by CLOSER.
- 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, your contact details will be stored by CLOSER and shared with the other network 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 network by email.
- For further information, please see [CLOSER's privacy policy](#).

Last reviewed: October 2024

Next review date: September 2025