

CLOSER Data Managers Network (DMN): Terms of Reference

1. Purpose of the group/network

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

2. Accountability

- Outcomes of discussions and activities from DMN meetings will feed into discussions held by the CLOSER Discovery Team and CLOSER Technical Committee.
- Topics for presentation at DMN meetings will be discussed within the CLOSER Discovery 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 studies that input metadata into CLOSER Discovery; Data Managers from longitudinal studies and statistical agencies with no previous links to CLOSER. Membership is also open to international longitudinal 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 with study Principal Investigators and Data Managers from the current and future CLOSER Discovery studies, as well as via CLOSER newsletters, blogs, website adverts and social media. On receipt of expressions of interest, the Chair and CLOSER Director will confirm membership based on a) role/area of expertise and b) study or organisation represented. The Chair and CLOSER Director will ensure a diverse range of technical skills and studies/organisations are represented on the DMN.
- The quorum for each DMN meeting is as follows:
 - The Chair, or Deputy Chair
 - A minimum of 15 members of the DMN, although this will be reviewed as appropriate ahead of each meeting.
 - The relevant invited speaker(s) as applicable
- The CLOSER Director and the wider internal CLOSER Discovery team (Programmer, Metadata and Data Manager and Metadata Assistant) will be invited to attend each meeting. The CLOSER Project Officer will provide administrative support for meetings.

4. Responsibilities of members

- The below list details the typical types of topics the DMN meetings 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

5. Meetings and procedures

- The DMN will meet twice a year via webinar. Each meeting will be set at least six-weeks in advance. Webinars will be held using Zoom and any presentations will be circulated to members following each meeting as appropriate.
- The duration of the webinars will be 90 minutes. These will follow a structure of two 20-30 minute presentations with allocated discussion time.
- Agendas and relevant papers will be circulated electronically to network members 10 working days (two weeks) prior to the meeting date.
- Minutes and actions of discussions will be circulated within 10 working days (two weeks) of the meeting date.
- 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.
- Membership requires that contact details are held by CLOSER and shared with wider group members, for example, for the purposes of circulating calendar invites and minutes.

Last reviewed: 14 May 2020

Next review date: April 2021