CLOSER Education and Training Network (CETNET)

1. Purpose

- To support the community of educational professionals working to teach various audiences about LPS research.

2. Accountability

- Activities and events are set by CLOSER and content is directed by the needs of the group members.

3. Membership and attendance

- The Chair of the network is the CLOSER Head of Education and Training.
- Membership of the network is open to educational professionals working in academia, data services, and other relevant industries, who teach content directly relevant to LPS research.
- There is no limit to the network's membership capacity.
- Prospective members will receive information about the network via CLOSER's existing communication channels, for example, via CLOSER newsletters, blogs, website adverts and social media. On receipt of expressions of interest, CLOSER will confirm membership based on a) area of expertise and b) experience and career stage. CLOSER will ensure a diverse range of disciplines, institutions and experience are represented in the network .
- The quorum for each network meeting is as follows:
    - The Chair or Co-Chair
    - A minimum of 5 people at each meeting.

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):
  - Mapping existing provision, audiences, and users' needs
  - Identifying gaps in LPS education and training
  - Collaborating on training courses and materials
  - Collaborating on education and training focused grant applications
  - Advising on each other's education and training activities
  - Inputting into ESRC research skills strategy/activities
  - Sharing learning and resources to improve education and training provision

5. Meetings and procedures

- The network will meet three times a year (two virtual meetings and one in-person meeting with a virtual option). Each meeting date will be set at least six-weeks in advance.
- In-person meetings will be hosted in London.
- Travel expenses for attendance to in-person 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 group members five working days (one week) prior to 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.

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