

## **IPDLN Executive Committee**

### **TERMS OF REFERENCE**

#### **1 Background and purpose**

The International Population Data Linkage Network (IPDLN) facilitates communication between centres that specialise in data linkage and users of the linked data. The producers and users alike are committed to the systematic application of data linkage to produce community benefit in the population health and health-related domains.

Over 30 participants from Canada, the UK, Australia and New Zealand attended the 2008 inaugural meeting of the IPDLN (then known as the IHDLN), held in London, UK and hosted by the Research and Development Directorate of the National Health Service. The IPDLN now has over 1,000 members.

The purpose of IPDLN Executive Committee is to provide strategic advice and leadership that ensures IPDLN is greater than the sum of its parts as it evolves.

#### **2 Role**

The IPDLN Executive Committee will:

- 2.1 Advise the Director IPDLN and help to guide the overall strategic direction for the IPDLN.
- 2.2 Increase IPDLN membership, especially from areas that are currently only modestly represented (including Asia, Northern Europe and South America) and from sectors such as non-governmental organisations that collect and use population level data.
- 2.3 Progress development of an IPDLN communications strategy.
- 2.4 Support international collaboration by helping members of the IPDLN community make connections with members in other countries.
- 2.5 Progress development of an IPDLN sustainability plan.
- 2.6 Oversee and support the IPDLN biennial Conference.
- 2.7 Support engagement of members and member organisations between IPDLN conferences so the network is continuously active.
- 2.8 Explore opportunities for meaningful partnerships and collaborations between member organisations through joint projects, MOUs shared learnings etc.
- 2.9 Assist and advise the Director on the biennial elections for the IPDLN Director and the Executive Committee.

#### **3 Membership**

- 3.1 The Executive Committee will comprise a Chair and six members.
- 3.2 The Chair of the Executive Committee will be the Director of the IPDLN who is elected by the IPDLN members for a period of two calendar years. The IPDLN may have co-Directors. If this occurs, the IPDLN Executive Committee may have co-Chairs.

- 3.3 The other Executive Committee members will comprise the IPDLN Director(s) from the previous two year period, the Editor of the International Journal of Population Data Science (ex officio) and five additional members.
- 3.4 The IPDLN membership will be invited to provide nominations for the additional positions. The nominee and the person making the nomination must be current IPDLN members at the time of nomination. An IPDLN member may self-nominate for the Executive Committee. The retiring Executive Committee may also provide nominations for the additional positions.
- 3.5 The members of the Executive Committee must be as representative as possible of the nations and regions from which members come. No more than two members from the same country can serve on the committee at the same time. They will also have a demonstrated commitment to and experience with IPDLN.
- 3.6 Members will have the time and expertise to contribute to the IPDLN Executive Committee. Between leading work and preparing for and attending meetings, members will generally commit a minimum of one half day per month.
- 3.7 The five other members will be elected by a majority vote of the IPDLN membership as registered at the close of nominations and taking into account the required geographical diversity.
- 3.8 Members will be appointed for a two year term, from 1 January in Year 1 to 31 December in Year 2.
- 3.9 An elected additional member may be re-elected for one further consecutive two year term.

#### 4 Authority

The Director of the IPDLN Executive Committee has the authority to make decisions regarding any core funding that the Network receives and about priority activities for the IPDLN as a whole to pursue.

#### 5 Conduct of meetings

- 5.1 The Executive committee will meet on a regular basis which will usually be four meetings per year. Meetings will generally be conducted via web-based conference platform.
- 5.2 Members will be given at least 28 days prior written notice of meetings. Members may agree to hold a meeting at shorter notice.
- 5.3 Agenda papers will usually be circulated at least seven days prior to meetings.
- 5.4 At least 50% of members must be in attendance for a quorum to be achieved.
- 5.5 Decision-making will generally be by consensus. In cases where there is no immediate consensus, it is expected the lead for the item presented will work to identify a course of action that all members can agree on. In cases where consensus cannot be achieved, the Chair of the Executive Committee will decide on a course of action.
- 5.6 The IPDLN Executive Officer will prepare and maintain written records of Executive Committee activities, including agendas and minutes of meetings.

## 6 Amendments to Terms of Reference

These Terms of Reference may be amended by the following procedure: Any proposal for amendment of the Terms of Reference must be made by an Executive Committee member in writing and circulated to all Committee members. The proposal will be discussed at the next scheduled Executive Committee meeting. The IPDLN membership will be notified of any agreed changes to the Executive Committee's Terms of Reference.