

UK LLC Citizen Panel Steering Group (SG) – Terms of Reference

Membership and Meetings

The Steering Group (SG) meets on average every **four weeks**, primarily **online** for a period of two hours. Where necessary, additional time may be requested in consultation with members.

The Chair and Administrator will maintain a **record** of proceedings where applicable e.g. meeting notes and actions, feedback input, actions and impact.

Membership shall not exceed **6 people**. The SG must have equal representation of Longitudinal Population Study participants from UK LLC Partner Studies (3 members) and of UK LLC Public Involvement Programme (3 members). The SG will aim to deliver a mix of people who are able to represent equality, diversity and inclusion.

Members are asked for a minimum of **18 months commitment**. No specific prior experience is necessary. Full training will be provided to enable a wide range of voices to be included. The SG is central to the creation and ongoing work of the UK LLC Citizen Panel.

UK LLC Citizen Panel Steering Group	
Dr Lidis Garbovan (Chair)	UK LLC Research Fellow - Citizen Panel Lead (UoE)
Julia Moon.	UK LLC Administration and Communications Officer (UoE)
Steering Group members	
Terms of Reference	
The Group will meet every four weeks to:	
• Provide guidance, advice and oversight of the activities for the UK LLC Citizen Panel. • Co-design the recruitment process of a diverse Citizen Panel, in collaboration with the UK LLC Citizen Panel team. • Co-create training and induction materials for the Citizen Panel. • Co-design meeting agendas for the operation of the Citizen Panel. • Co-create evaluation processes, tasks and activities for the Citizen Panel. • Participate in wider working groups and provide ad-hoc feedback as requested. • Mentor new members for the first 12 weeks. • Represent UK LLC Citizen Panel at in-person and online conferences and events.	