



**Terms of Reference**  
**Global Lung Function Initiative (GLI)**  
**Clinical Research Collaboration**  
***Executive Committee***

**Purpose**

The Global Lung Function Initiative (GLI) has collated respiratory function outcomes from researchers and health professional from around the world. The GLI Clinical Research Collaboration (CRC) Executive Committee is the highest level executive committee within the GLI Clinical Research Collaboration and associated GLI Task Forces (here after termed GLI network). The GLI Executive Committee acts as custodians of these stored data and is responsible for the review and development of lung function references ranges, and other relevant projects, derived from this data as appropriate. The committee's purpose is to initially develop and then oversee the overall management and strategic direction of the GLI network to enable it to achieve its strategic vision, goals and priorities.

**Accountability**

The GLI CRC Executive Committee is accountable to the Chair of the GLI CRC Executive committee and reports to the ERS CRC Director.

**Responsibilities**

- Provide advice to the Chair of the GLI network on the development of and then progression towards the overall strategic direction and governance of the GLI network
- Develop and then oversee the financial, administrative and research governance policies of the GLI network
- Act as the approval authority for GLI Governance, Research and other associated policies and procedures
- Review of reports and recommendations from the relevant GLI committees and Task Forces

**Membership**

Chair and Co-chair of the GLI network, a nominated representative of the European Lung Foundation, a nominated representative of the ERS Science Council (e.g. a representative of ERS assembly 9: allied respiratory professionals), general members of the GLI CRC and members of an active GLI Task Forces (as relevant).

**Chair**

The Chair is the Chair of the GLI network. If the Chair is absent, the acting Chair will be the co-chair of the GLI network or a general member of the GLI Executive committee.

**Committee Secretary, record of proceedings**

One of the GLI CRC members will undertake to record the proceedings of the meetings. The nominated Secretary shall record the minutes of the meeting (key decisions and resolutions only) and prepare an action sheet. The draft minutes and action sheet will be circulated to members of the Committee by email within one week after each meeting, and will be confirmed at the following meeting.

**Cooption**

From time-to-time, non-committee members may be invited to attend meetings to discuss or provide advice on specific issues. Non-committee members do not have voting or decision making rights.

**Substitution**

Substitution of committee members is not permitted.



### **Subcommittees/Working parties**

The GLI network Executive Committee may form subcommittees and/or working parties as required. Minutes from subcommittee meetings will be tabled at full Committee meetings highlighting any specific issues requiring decision.

### **Quorum**

50% of the Committee members plus one represents a quorum. In the absence of a quorum the meeting may proceed and any decisions or resolutions made will be ratified out of session. In order for a resolution to be passed out of session it will require responses from a quorum.

### **Frequency of Meetings**

The GLI network Executive will meet virtually at least 4 times annually, with a major face-to-face meeting to be held at the ERS International Congress.

### **Decision Making Process**

Decisions are made by consensus where possible. If a decision is made by vote and a majority is not reached then the Chair of the Committee has the casting vote.

### **Circulation of Agenda and Action Sheet**

The Chair shall call for agenda items from Committee members no less than 4 weeks in advance of the meeting.

### **Confidentiality**

Members of the Committee will not reveal any confidential or proprietary information entrusted to them in the course of their membership of the committee, and may not use or attempt to use such information, documents or data, other than for the fulfilment of their role on the committee.

Upon cessation of committee membership, and thereafter, the member shall not reveal any confidential or proprietary information, which they obtained while a member of the committee, and may not use or retain, or attempt to use or retain, any such information, documents or data.

### **Conflict of Interest**

All members of the Committee are required to declare any conflict-of-interest in regards of all issues discussed or tabled during their term on the Committee.

Conflict-of-interest must be declared to the Chair of the Committee prior to discussion/involvement in the particular issue for which the conflict arises. Where appropriate the member will absent himself or herself from discussions.



**Terms of Reference**  
**Global Lung Function Initiative**  
***Scientific Review Committee***

**Purpose**

The Global Lung Function Initiative (GLI) Scientific Review Committee (SRC) will be a permanent subcommittee of the GLI executive committee. The GLI SRC will be tasked with developing policies and governance and then to provide advice to the GLI Executive on access and research issues related to the new and existing GLI data.

**Accountability**

The GLI Scientific Review Committee is accountable to the GLI Executive Committee.

**Responsibilities**

To advise the GLI Executive Committee on the development of appropriate policies and governance of the collation, curation, analysis, storage, and access to the GLI data repository;

To subsequently oversee:

- requests to access to the GLI data repository; and
- review and recommendation of specific research projects likely to lead to publication of manuscripts utilizing data from the GLI data repository.

**Membership**

Membership will include researchers and/or clinicians with a history of involvement in the Global Lung function Initiative, respiratory epidemiological studies or experience in the curation and analysis of large datasets as well as a representative of ERS Science Council (e.g. a representative of ERS assembly 9: allied respiratory professionals).

Members will be appointed by the GLI Executive Committee. Membership will be for a period of two years in the first instance. Additional members can be co-opted onto the committee by the Executive Committee.

**Chair**

The members of the committee will nominate a chair of the committee for a period of 12 months. In the absence of the Chair an ad hoc co-chair may be appointed.

**Committee Secretary, record of proceedings**

One of the Committee members will undertake to record the proceedings of the meetings.

**Frequency of Meetings**

The GLI Scientific Review Committee will meet quarterly via web-conferencing and annually at the ERS International Congress.

**Remit**

The GLI Scientific Review Committee responsibilities are to ensure that research utilizing the collated GLI data stored in the repository:

- has scientific merit and is of high quality;
- maintains the integrity of the GLI;

**Conflict of interest**

All members must declare any conflicts of interest in relation to project proposals.