



MLDS CENTER

Maryland Longitudinal Data System

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Maryland Longitudinal Data System (MLDS) Center Research and Policy Advisory Board

Purpose

The Research and Policy Advisory Board (RPB) is established to ensure ongoing input and participation from MLDS Center's key stakeholders and to assist the Governing Board with oversight of Center operations. RPB facilitates frequent consultation between stakeholders and the Center staff, creating a forum for two-way communication and collaboration. As described in detail below, the RPB will provide input and consultation on the MLDS Center's research agenda and priorities, related output and products, and general operations and policies.

1. Research Agenda - RPB will assist the Center in its annual review of the Research Agenda (as required in Section 2, Item 4 of the Research Agenda), including considering or proposing updates to the Research Agenda to ensure that it reflects the needs of stakeholders and includes any new data sectors;
2. Annual Research and Reporting Priorities - The Center develops annual research and reporting priorities to guide its work during each fiscal year. Pursuant to the *Research and Reporting Priorities Policy and Procedure*, the RPB reviews preliminary priorities developed by the Center and provides recommendations for additional priorities to be considered. RPB also reviews and comments on the final priority list prior to it being presented to the Governing Board.
3. Project Review - The Project Approval and Management Procedures are required for all research and reporting projects that plan to use the MLDS. The project approval process includes a review by RPB to help the Center determine that projects:
 - a. Conform to Maryland law and the Research Agenda;
 - b. Address the needs of Maryland policymakers and practitioners;
 - c. Necessitate the use of the MLDS cross-sector data; and
 - d. Are being proposed by qualified individuals.
4. Dissemination of Information - The MLDS Center will provide updates to RPB on the status and findings of research and reporting projects and other activities of the Center. RPB members will provide updates on key state policy issues.
5. Center Operations and Policies - The Research and Policy Advisory Board will:
 - a. Grant Opportunities and Projects
 - i. Identify and recommend grant opportunities; and
 - ii. Advise on possible partnerships and collaborations on grants.
 - b. Operations and Policies – Provide recommendations and advice on operating policies and procedures presented by Center staff.

Membership

Standing members of the Research and Policy Advisory Board will consist of:

1. Representatives of the Governing Board members;
2. Other key stakeholders identified by the Executive Director; and
3. MLDS Center branch directors.

Standing members act as representatives of their organizations. Standing members are expected to attend all RPB meetings or notify the Executive Director of the individual that will be representing the organization in their absence. Standing members are responsible for representing the position of their organizations and relaying the content of the meeting to appropriate members of their organizations. Individuals designated as standing members will receive notification when Center output is released.

Additionally, the Research and Policy Advisory Board may include ad hoc members such as:

1. Researchers identified by the Research Branch Director; and
2. Education and workforce experts and practitioners identified by the Executive Director.

Ad hoc members will be invited to participate when their expertise can provide insight on Center output and operations.

Meetings

The Research and Policy Advisory Board will meet on the first Thursday of each month unless otherwise noted by the Executive Director or RPB Chair. The MLDS Center Director of Reporting Services will serve as the facilitator for the meetings. The Advisory Board will follow a predefined agenda to conduct the meetings. Meetings may be either in person, or via conference call or Webinar coordinated by MLDS Center staff. A meeting invitation and meeting materials will be distributed to standing members of RPB and other invited attendees one week in advance of each meeting.

Approved – June 6, 2014

Revised and Approved – October 5, 2023