

Terms of Reference – Advisory Committee



Background

The Australian Research Council (ARC) Research Hub for Advanced Manufacturing with 2D Materials (AM2D) commenced on 7 September 2022 following the signing of the Participants Agreement (Agreement). AM2D is funded for 5 years under the ARC's Industrial Transformation Research Programme, with \$8.9 million of cash contributions from its Hub Participants. The Participants are 6 Australian Universities (with Monash University as the Administering Organisation), and 6 Partner Organisations.¹

Mission

Our multidisciplinary team works to create opportunities to transform manufacturing industries by growing the market potential for new materials.

AM2D is governed by the Hub Director, two Deputy Directors, a Hub Manager, and two committees as mandated by the Agreement: the Steering Committee (constituting Hub Directors and Node Leaders to manage operational matters), and the Advisory Committee (to advise on strategic matters).

Objectives of the Advisory Committee

The objectives of the AM2D Advisory Committee (AAC) is set out in the Agreement. The Committee is advisory in nature and does not make any binding decisions. The AAC will meet 3 times per calendar year (February, June and November) for teleconference meeting of 3 hours maximum duration. There may be periodic email correspondence directed to the Committee regarding matters for consideration between planned teleconference meetings, including requests for input on matters having a time constraint, details of forthcoming meetings, and invitations to AM2D events. The matters to be considered by the Committee include but are not limited to:

1. the strategic direction of the Hub;
2. implementation of the Hub Plan and Communications Plan;
3. establishment and management of the Hub scientific and industrial impact agenda;
4. further engagement with the industry sector in promotion of the utilisation of research knowledge/technology in the market place and the identification of research that will facilitate developments leading to further products for industry; and
5. proposals for new Hub activities and priorities.

Appointment

The appointment will be on an annual basis to be concluded in December or renewed for January of each calendar year. A member of the AAC shall be eligible to resign from the Committee upon either a written or verbal statement of such action provided to the Chair at any time. The appointment is not a contract for services and is not a contract of employment.

¹ Grant details for AM2D may be found on the ARC Grant Portal:
<https://dataportal.arc.gov.au/RGS/Web/Grants/IH210100025>



Committee composition

AAC sitting members will comprise the Hub Director (as Chair), the Hub Manager (as Secretary), and members constituting the Deputy Hub Directors and four external persons.

Individuals other than those stipulated as sitting members may be invited to attend or participate in AAC meetings by agreement with all sitting members, with agreement to be sought prior to the relevant AAC meeting.

Roles and responsibilities

Role of the Chair

- The Chair is held by the Hub Director.
- The Chair is responsible for appointing members to the AAC, ensuring they have an appropriate mix of skills, knowledge and experience.
- The Chair is responsible for disseminating key outcomes arising from AAC business to the Hub Chief Investigators and Industry Partners.
- The Chair is responsible for facilitating the effective contribution of all AAC members and promote constructive and respectful relations between all members.

Role of the Secretary

- Secretariat responsibilities are held by the Hub Manager.
- The Secretary will organise the meetings and prepare relevant information in support of the AAC meeting agenda
- The Secretary will take and distribute minutes

Role of Members

- Members are expected to observe the code of conduct outlined in this document.
- Members must declare any interests that conflict with the research or business activities or objectives of AM2D or the activities of the AAC, including those interests that relate to AM2D's Participants.
- Members must be available to attend (in-person or via teleconference) and contribute to meetings as required.
- Members must undertake the necessary preparation before attending committee meetings.
- Members should actively contribute in a meaningful manner to the committee meetings.
- Members should participate in email correspondence, out-of-session discussions, and to submit written input in advance of meetings, as required.

Authority

None of the AAC members, including the Hub Director and Deputy Directors, has authority to bind any Party, make representations regarding commercialisation of any intellectual property of AM2D, vary the terms of the Agreement, or initiate protection of any intellectual property.

Meetings

- Members should submit all items/documents for discussion to the Chair and Secretary at least 3 working days in advance of a scheduled meeting.
- All meetings will be held by teleconference facilitated by the Secretary.

- Meeting minutes will be distributed to all committee members within 15 days of each meeting.



Code of conduct

Individuals should:

1. perform the duties of their position impartially, uninfluenced by fear or favour. They should not allow the pursuit of any private interests to interfere with the proper discharge of their role;
2. be frank and honest in official dealings with other members;
3. avoid situations in which their private interest, whether pecuniary or otherwise, conflicts or might reasonably be thought to conflict with their role;
4. not use information obtained in the course of their role to gain directly or indirectly, a pecuniary or other advantage for themselves or for any other person;
5. not:
 - a. solicit or accept from any person any remuneration or benefit (including gifts) for the discharge of the role;
 - b. solicit or accept any benefit (including gifts), advantage or promise of future advantage, whether for themselves, their immediate family or any business concern or trust with which they are associated from persons who are in, or seek to be in, any contractual or special relationship with AM2D or its Participants.

Conflict of interest

Whilst the AAC is not a decision-making body, its advice could influence the decisions made the Hub Director or the deliberations of the Hub Executive. Therefore, there will be a process in place to manage conflicts of interest. More information will be provided on how conflicts of interest will be managed.

By accepting the invitation to participate in the AAC, the member agrees that in the event that a (perceived, potential or actual) conflict of interest exists or arises, they will:

- identify and discuss that conflict of interest with the Chair and the Hub Manager (also Secretary); and
- assist the Hub in the proper management of that conflict of interest as required, including absenting themselves during any deliberation by the AAC on the relevant matter.