

# Steering Committee Responsibilities



## 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.<sup>1</sup>

### 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).

## Responsibilities of the Steering Committee and Node Leaders

Responsibilities are set out in the Agreement and collated here for reference.

Hub projects are organised under themes (e.g. T1.1) which are then organised under 3 nodes, each node having a Node Leader. Node Leaders are members of the Steering Committee, along with the Hub Executive (Hub Director, Hub Deputy Directors, Hub Manager).

As at the date of distribution of this document, the most current Node Leaders are identified in Figure 1.

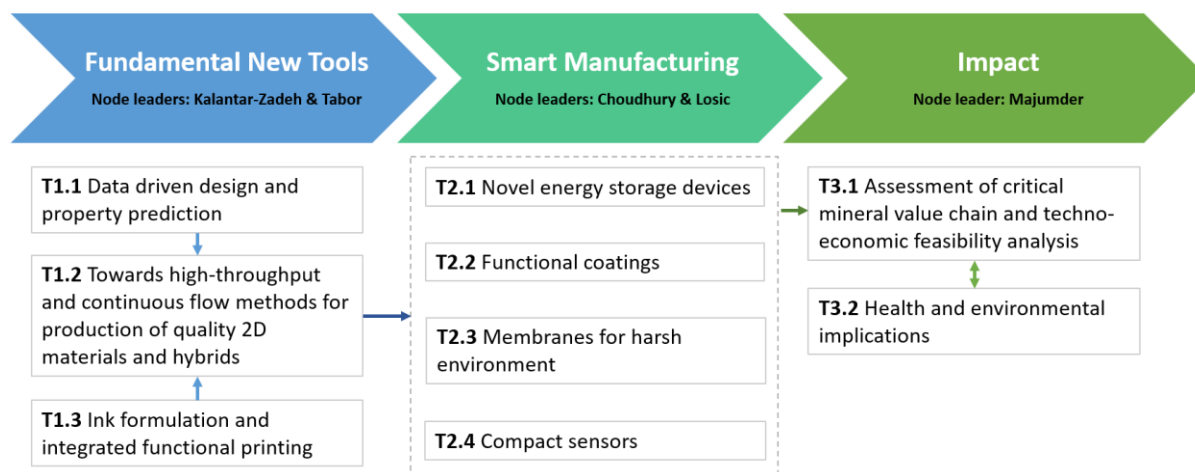


Figure 1

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



In general, each Node Leader has responsibility for reporting to the Steering Committee on the progress of the Node that it leads. Otherwise, the Committee provides expertise on the running of the Hub in an advisory capacity.

Meetings are to be held monthly, with matters for consideration as below:

- oversee general management and operation of the activities of the Hub including implementation and updating of the Hub Plan and Communications Plan;
- consider proposed Publications (see below for more information);
- establishment and management of the Hub research agenda, including reviewing and discussing the performance (advancement of research knowledge/technology, completion against milestones and budget) against the Hub Plan, as well as considering new opportunities;
- establishment and management of the Hub industrial impact agenda, including engaging more broadly with industry for example through 'associate memberships' of the Hub;
- 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;
- any issues relating to Project IP and receiving reports on new Project IP from Project Leaders;
- proposals for Projects<sup>2</sup> referred to the Steering Committee by the Hub Director, having regard to the objectives of the Hub Plan;
- proposals for new Hub activities and priorities;
- any issues relating to Confidential Information and Background IP;
- any objections to proposed Publications; and
- establishing and managing any sub-committees that may be required.

### **Role of the Director**

The Director has responsibility for leading, coordinating and overseeing the conduct of the Hub, including establishing, implementing and updating a Hub Plan, including having regard to input from the Steering Committee (and the Advisory Committee).

The Hub Director is also tasked with preparing and submitting reports to the Steering Committee no later than seven (7) days prior to the committee meeting, covering:

- (i) status of research projects;
- (ii) performance against ARC Key Performance Indicators;
- (iii) goals for the Hub;
- (iv) issues and recommendations for solution;
- (v) marketing and communication;
- (vi) Commercialisation activity in connection with Project IP;
- (vii) financial report (budget vs actual), prediction of spend for the next 12 months; and

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<sup>2</sup> Including projects from any New Entrants to the Hub.

(viii) any other matters as requested by the Steering Committee



### **Publications**

The Steering Committee is responsible for managing the publications output from the Hub.<sup>3</sup>

A copy of any proposed publication<sup>4</sup> will be forwarded to the Steering Committee and each other Project Participant no less than thirty (30) days prior to submitting the publication to a publisher.

The Steering Committee or a Project Participant may request to delay the publication if necessary to seek patent or similar protection for the Project Participant's IP, or request removal of the Project Participant's Confidential Information, or any material which the Project Participant reasonably considers is likely to pose a material risk to it of material commercial or reputational damage, from the Publication.

If the Publishing Party does not receive any response from any of the Steering Committee or a Project Participant within that period of time then it is deemed as acceptance.

### **New participants**

New participants may be invited by the Administering Organisation (upon recommendation from the Hub Director, who will take account of any advice from the Steering Committee) to join the Hub from time to time, subject to the terms of the Grant Agreement and the approval of the Administering Organisation and the ARC.

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<sup>3</sup> Pursuant to section 11.4 of the Agreement.

<sup>4</sup> Including but not limited to books, articles, newspaper writings, journal entries and journal articles, essays, theses, and other written works of whatever kind