

# ADM+S Centre Policy

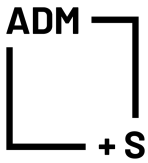
## Membership

### OVERVIEW

The ARC Centre of Excellence for Automated Decision-Making and Society (ADM+S) is a cross-disciplinary, national research centre, which aims to create the knowledge and strategies necessary for responsible, ethical, and inclusive automated decision-making. Funded by the Australian Research Council from 2020 to 2026, ADM+S is hosted at RMIT in Melbourne, Australia, with nodes located at eight other Australian universities, and partners around the world.

### Centre Objectives

- Generate an integrated understanding of the evolution, distribution, dynamics and potential of ADM
- Formulate world-leading policy and practice in responsible, ethical and inclusive ADM, for governments, industry and the non-profit sectors;
- Enhance public understanding, and inform public debate on ADM; and
- Educate and train researchers and practitioners in this challenging new field.



## Australian University Nodes

- + RMIT University
- + Monash University
- + University of Melbourne
- + Swinburne University
- + Queensland University of Technology
- + University of Queensland
- + University of Sydney
- + University of New South Wales
- + Western Sydney University

## International University Partners

- + Brooklyn Law School
- + University of Birmingham
- + Cornell Tech
- + Halmstad University
- + Hans-Bredow-Institut
- + New York University
- + University of Amsterdam
- + University of Birmingham

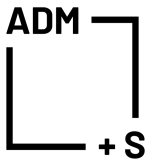
## Industry Partners

- + Algorithm Watch (Germany)
- + Australian Red Cross
- + Australian Broadcasting Corporation (ABC)
- + Australian Council of Social Service
- + Australian Communications Consumer Action Network Limited (ACCAN)
- + Bendigo Hospital
- + Consumers Health Forum of Australia
- + Consumer Policy Research Centre
- + Data & Society Research Institute (US)
- + Digital Asia Hub (Hong Kong)
- + Google Australia
- + Max Kelsen
- + Telstra
- + Victorian Information Commissioner



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## SCOPE

This Policy applies to all organisations and individuals who wish to become members of ADM+S.

## POLICY

### 1. Categories of Membership

There are 3 categories of organisational membership and 9 categories of individual membership within ADM+S. Individuals can represent an organisation or be an individual member of ADM+S. However, in order to be a Chief Investigator an individual must represent the Administering Organisation or a node and in order to be a Partner Investigator an individual must represent a Partner Organisation.

### 2. Conditions of Membership

All members of ADM+S must:

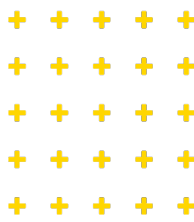
- support the goals, objectives and research of ADM+S;
- follow the Centre's policies and procedures for joining, maintaining and leaving ADM+S;
- accept the right of the ADM+S Executive Committee to refuse membership to any organisation or person at any time;
- accept the legal obligations that the Administering Organisation has with the ARC;
- abide by all ADM+S policies, including those related to intellectual property;
- accept that all disputes regarding membership will be referred to the Centre Director; and
- accept that membership is not transferable.

### 3. Individual Membership

#### 3.1. Types of Individual Membership

There are 9 categories of Individual Membership:

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Chief Investigators (Cis)     | 5. Affiliates         |
| 2. Partner Investigators (PIs)   | 6. Professional Staff |
| 3. Associate Investigators (AIs) | 7. Students           |
| 4. Research Staff                | 8. Visitors           |
|                                  | 9. Alumni             |



**The criteria, application process, funding rules and cessation of membership for each type of ADM+S individual membership are detailed below.**

(Note: Node Leaders are the ADM+S leader at each node (or Eligible Organisation). The Node Leader is responsible for coordinating ADM+S activities at that location. The Node Leader participates in ADM+S executive meetings and is responsible for monthly communication of ADM+S updates to the ADM+S researchers and staff at their node. The monthly updates may include, but are not limited to, relevant progress presented at the monthly executive meetings.

### **3.2. Chief Investigator (CI)**

#### **Membership definition and criteria**

Chief Investigators are senior researchers employed by the Administering Organisation or a node named in the ADM+S Participants' Agreement. CIs are responsible for making a substantial intellectual and strategic contribution to ADM+S and for supervising ADM+S research staff, professional staff and students. A researcher nominated as a CI must:

- take significant intellectual responsibility for the proposed research and any strategic decisions called for in its pursuit and communication of results;
- make a serious commitment to the project;
- meet at least one of the following criteria at the time of nomination:
- be an employee of an Administering or Eligible Organisation for at least 50% (0.5 FTE) of his/her time; or
- be a holder of an Emeritus, Adjunct or equivalent appointment at an Eligible Organisation and not have a substantive position or paid appointment elsewhere;
- reside predominantly in Australia for the full term of her/his participation in the project. If they do not have permanent resident status he/she must obtain temporary or permanent resident status from the Department of Immigration and Citizenship before commencing on the project.

#### **Application process**

Application should be made on the Membership Application Form available from the Centre and provide justification for CI membership, including a description of planned activities with reference to corresponding research programs and subprojects within the ADM+S project plan. The Centre Director will refer the matter to the Executive Committee for decision.

The Administering Organisation must advise the ARC of the addition of the proposed CI as part of the specified personnel at ADM+S, and include the CI's CV, a letter from the CI agreeing to the



membership, a letter of support from the Administering or Eligible Organisation, and a brief explanation of the role the CI will play within the Centre and its research program.

The ARC reserves the right to determine whether a person has the requisite capacity to perform the role of CI. If approved by the ARC, the applicant will be notified of their membership by email. The COO will provide the CI with a copy of the ARC Grant Agreement and the Participants' Agreement.

## Funding

CIs cannot draw on ADM+S funds for salary support. CIs are allocated funding within the overall ADM+S budget for their travel and research needs.

## Cessation of membership

A CI may resign their ADM+S membership by providing the Administering Organisation 90 days' written notice. The Administering Organisation must advise the ARC of the change, and may be required to find a replacement CI.

## 3.3. Partner Investigator (PI)

### Membership definition and criteria

Partner Investigators are senior researchers employed by Partner Organisations named in the ADM+S Partner Organisation Agreements. PIs are responsible for making a substantial intellectual and strategic contribution to ADM+S and, where appropriate, they may also co-supervise ADM+S students.

A researcher nominated as a PI must:

- take significant intellectual responsibility for the proposed research and any strategic decisions called for in its pursuit and the communication of results; and
- make a serious commitment to the project. A researcher nominated as a PI, at the time of her/his nomination and for the full term of her/his participation in the project must not meet the eligibility criteria for a CI. A PI needs to have a clearly defined role in Research Program Plans and any related project plans

### Application process

Application should be made on the Membership Application Form available from the Centre and provide justification for PI membership, including a description of planned activities with reference to corresponding research programs and subprojects within the ADM+S project plan. The Centre Director will refer the matter to the Executive Committee for decision.



The Administering Organisation must advise the ARC of the addition of the proposed PI as part of the specified personnel at ADM+S. This will include the PI's CV, a letter from the PI agreeing to the membership, a letter of support from the Partner Organisation, and a brief explanation of the role the PI will play within the Centre and its research program.

The ARC reserves the right to determine whether a person has the requisite capacity to perform the role of PI. If approved by the ARC, the applicant will be notified of their membership by email. The COO will provide the PI with a copy of the ARC Grant Agreement and relevant Partner Agreement.

## **Funding**

Under ARC rules, PIs are not eligible to receive direct funding from the ADM+S budget. ADM+S nodes (i.e. Australian universities participating in ADM+S) may support collaborative visits from PIs, through the ADM+S Visitor category defined below.

## **Cessation of membership**

A PI may resign their ADM+S membership by providing the Administering Organisation 90 days' written notice. The Administering Organisation must advise the ARC of the change, and may be required to find a replacement PI.

## **3.4. Associate Investigator (AI)**

### **Membership definition and criteria**

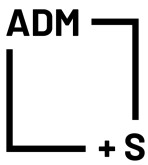
Associate Investigators are researchers who are supported by the Administering Organisation, a node, a Partner Organisation or other source, and who are participating in ADM+S research projects with specific deliverables.

AIs are responsible for making an intellectual and strategic contribution to ADM+S in their specific area(s) of expertise. They will usually be based in Australia and will typically be researchers for whom membership at the CI or PI level is not suitable for logistical or strategic reasons.

AIs need to be nominated by a Node Leader in order to become a member of ADM+S. The Executive will consider their membership of ADM+S, based on the direct relevance of their research to ADM+S, their skills, abilities and experience.

### **Application process**

Application should be made on the Membership Application Form available from the Centre and provide justification for AI membership including a description of planned activities with reference to corresponding research programs and subprojects within the ADM+S project plan. The COO will refer the matter to the Executive Committee for decision. If approved, the applicant will be notified by email.



## Funding

Als may apply for a small amount of travel funding, which will be subject to the approval of the Node Leader.

## Cessation of membership

Als will normally depart at the end of their period of appointment. Als can resign from ADM+S or be removed by the ADM+S Executive at any time.

## 3.5. Research Staff

### Membership definition and criteria

Research Staff are employees of the ADM+S Administering Organisation or a node who are classified on the academic pay scale. Research staff are responsible for producing the research, technical and outreach results associated with the ADM+S milestones and, where appropriate, may also co-supervise ADM+S students. All Research Staff must have an ADM+S CI as their line manager.

Research staff are recruited and appointed via the process described under the ADM+S Recruitment Policy.

### Application process

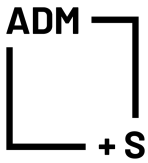
Once an individual commences employment, the responsible Node Leader should ensure the COO is provided with:

- + name, email address and employing institute of the proposed staff member;
- + line manager (and any other research supervisors);
- + position title (with cross-reference to the corresponding job ad and position in the ADM+S budget);
- + position description;
- + start and end dates;
- + description of planned activities, with reference to corresponding research programs and sub-projects within the ADM+S project plan; and
- + initial level of appointment. Membership of Research Staff is automatic while they are employed on ADM+S research.

## Funding

Unless otherwise specified, ADM+S Research Staff are allocated funding within the overall ADM+S budget for their salary, travel and research needs.





## **Cessation of membership**

Research staff depart ADM+S when they cease to be employed under the contract through which they were appointed to ADM+S. Depending on their destination and level of continued involvement, it may be appropriate for departing ADM+S research staff to transition to another membership category within ADM+S (e.g., PI, AI, Affiliate or Alumni).

## **3.6. Affiliates**

### **Membership definition and criteria**

Affiliates are researchers who have an association with ADM+S, but who are not CIs, PIs, AIs or staff. ADM+S Affiliates include independently funded researchers working alongside ADM+S researchers at the Administering Organisation or a node, or researchers who have an involvement in ADM+S not warranting membership at the CI, PI or AI level. Affiliates are not responsible for any ADM+S research deliverables.

A researcher must be nominated as an ADM+S Affiliate by an ADM+S CI or PI and recommended by a Node Leader.

### **Application process**

Application should be made on the Membership Application Form available from the Centre and provide justification for Affiliate membership including a description of planned activities with reference to corresponding research programs and subprojects within the ADM+S project plan.

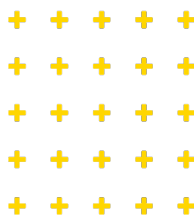
Nominations should be made in writing to the COO who will refer the matter to the Executive Committee for decision. If approved, the nominator and applicant will be notified by email.

### **Funding**

ADM+S Affiliates are not eligible to receive funding from ADM+S. ADM+S nodes may support collaborative visits from Affiliates, through the ADM+S Visitor category defined below.

### **Cessation of membership**

Affiliates can resign from ADM+S or be removed by the ADM+S Executive Committee at any time.



## 3.7. Professional Staff

### Membership definition and criteria

Professional Staff are employees of the ADM+S Administering Organisation or a node, who are classified on the professional/general pay scale or are working in a professional role, and are funded from the ADM+S budget or as a cash or in kind contribution. Professional staff are responsible for coordinating the administrative, financial, educational and outreach activities within ADM+S.

Professional staff are recruited and appointed via the process described under the ADM+S Recruitment Policy.

### Application process

Once an individual commences employment, the responsible Node Leader should ensure the COO is provided with:

- + name, email address and employing institute of the proposed staff member;
- + line manager (and any other research supervisors);
- + position title and description (with cross-reference to the corresponding job ad and position in the ADM+S budget);
- + initial level of appointment;
- + start and end dates; and Membership of Professional Staff is automatic while they are employed on ADM+S activities.

### Funding

ADM+S Professional Staff may be allocated funding from within the overall ADM+S budget for their salary and administrative needs.

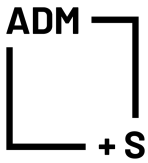
### Cessation of membership

Professional staff depart ADM+S when they cease to be employed under the contract through which they were appointed to ADM+S.

## 3.8. Students

### Membership definition and criteria

Students must be working on research projects that make a substantial intellectual contribution to ADM+S.



An ADM+S student can be enrolled at any higher degree granting institution, but should have an ADM+S CI or AI as an official supervisor or co-supervisor.

ADM+S will consider exceptions to this on a case-by-case basis. Pre-docs who are working in ADM+S prior to starting their PhD are also considered students.

### **Application process**

Before a student commences working on ADM+S-related research the Primary Supervisor and/or supervising CI must ensure that an application has been submitted on the Membership Application Form for Students available on the ADM+S website. The application should provide justification for membership including description of planned activities with reference to corresponding research programs and sub-projects within the ADM+S project plan. The COO will refer the matter to the Executive Committee for decision. If approved, the responsible CI and student will be notified by email.

### **Funding**

Each ADM+S node has been allocated funding to provide support for their students. It is at the discretion of the corresponding Node Leader as to how these funds are distributed and expended.

### **Cessation of membership**

Students depart ADM+S when they complete their degree requirements or ADM+S-related activities, whichever occurs first. Depending on the level of continued involvement, it may be appropriate for students to transition to another membership category e.g. AI, Affiliate or Alumni.

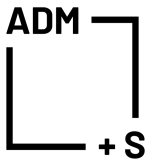
## **3.9. Visitors**

### **Membership definition and criteria**

Visitors are academics or individuals with relevant expertise to the Centre who spend time working at an ADM+S node on a research project with a CI and other research staff.

Visitors enhance the collaborative work between international researchers and ADM+S researchers. An ADM+S PI may also be an ADM+S Visitor during time spent working at a node. Visitors are expected to participate in ADM+S activities as requested e.g. presentations at weekly seminars, and assisting with graduate research students.

PIs, AIs and affiliates are, in addition to other academics, also eligible to be visitors.



### **Application process**

An ADM+S Visitor must be nominated by an ADM+S CI or PI. Nominations should be made in writing to the COO on the Visitor Application Form. The COO will refer the matter to the ADM+S Executive Committee for decision. Membership of Visitors is automatic while they are engaged on ADM+S activities.

### **Funding**

ADM+S nodes will provide officespace, a computer and access to required research tools such as databases and library assistance. A nominal amount of funding is available for visitors each year.

### **Cessation of membership**

Visitors can resign from ADM+S or be removed by the ADM+S Executive at any time. Normally visitor membership will end on his/her departure date, however it will sometimes be possible for these members to transition to AI or affiliate status at this times

## **3.10. Alumni**

### **Membership definition and criteria**

Alumni are people who have held membership status with ADM+S under one of the categories above, and who wish to join the ADM+S Alumni group to remain associated with the Centre.

### **Application process**

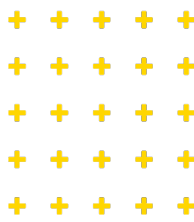
Alumni will retain their membership subject to the approval of the Executive Committee.

### **Funding**

Alumni will be kept up to date with ADM+S communications and receive electronic copies of the Annual Report.

### **Cessation of membership**

Alumni can resign from ADM+S or be removed by the ADM+S Executive at any time.



## 4. Organisational Membership

### 4.1. Types of Organisational Membership

There are 3 types of organisational membership - Administering Organisation, Eligible Organisation and Partner Organisation.

### 4.2. Founding Organisational Members

The following are the founding participating organisations in ADM+S and all have organisational membership.

- + RMIT University
- + Queensland University of Technology
- + The University of Melbourne
- + Monash University
- + Swinburne University of Technology
- + The University of New South Wales
- + The University of Sydney
- + The University of Queensland
- + Western Sydney University
- + Algorithm Watch
- + Australian Broadcasting Corporation
- + Australian Communications Consumer Action Network Limited
- + Australian Council of Social Service
- + Australian Red Cross Society
- + The Bendigo Hospital
- + Brooklyn Law School
- + Consumers Health Forum of Australia Ltd
- + Consumer Policy Research Centre
- + Cornell University, NY
- + Data & Society Research Institute
- + Digital Asia Hub
- + Google Australia
- + Halmstad University, Sweden
- + Hans-Bredow-Institut
- + Max Kelsen
- + New York University
- + Office of The Victorian Information Commissioner
- + University of Amsterdam, Netherlands
- + University of Birmingham, UK



### 4.3. Change of Administering Organisation

The Administering Organisation is RMIT University. The process to change the Administering Organisation is outlined in the ARC Funding Agreement.

### 4.4. Application as an Eligible Organisation Member

If an organisation wishes to join ADM+S as an Eligible Organisation, they may apply to the Administering Organisation at any time for membership. The process for adding an organisation member is documented in the Participants' Agreement. In the case of any ambiguity please refer to the Participants' Agreement, which takes precedence over this Membership Policy.

Proposals for membership as an Eligible Organisation must demonstrate a significant contribution of cash, in-kind or other material resources from the Eligible Organisation(s), having regard to the total cost of the project and the relative contribution of each Chief Investigator.

The Administering Organisation is required to consult with the existing Eligible Organisations. This will be done through the Executive Committee which will consider the following factors when assessing the organisation's suitability to join:

- The ARC Funding Agreement and Funding Rules eligibility criteria;
- The academic research contribution the organisation will make to ADM+S;
- The financial and other non-financial contributions that the organisation will make to ADM+S;
- The track record and proposed contributions of specified Personnel, Chief Investigators and any other proposed ADM+S members that the organisation has nominated.

Prior to approval of organisational membership, the Administering Organisation must:

- notify all Eligible and Partner Organisations of the proposed admission of the organisation and associated investigators;
- execute an Admission Letter with the new organisational member; and
- advise the ARC of the new Eligible Organisation.

## 5. Application as a Partner Organisation Member

If an organisation wishes to join ADM+S as a Partner Organisation, the organisation may apply to the Administering Organisation at any time for membership.

Proposals involving one or more Partner Organisations must demonstrate a significant contribution of cash, in-kind or other material resources from the Partner Organisation(s), having regard to the total cost of the project and the relative contribution of each Partner Investigator.



The Executive will consider the following factors when assessing the organisation’s suitability to join:

- The ARC Funding Agreement and Funding Rules eligibility criteria;
- The academic research, education and outreach contribution the organisation will make to ADM+S;
- The financial and other non-financial contributions that the organisation will make to ADM+S.
- The track records and proposed contributions of specified Personnel, Partner Investigators, and any other proposed ADM+S members that the organisation has nominated.

Prior to approval of organisational membership, the Administering Organisation must:

- notify all Eligible and Partner Organisations of the proposed admission of the organisation and associated investigators; and
- execute an Admission Letter (see Schedule 1) with the new organisational member; and
- advise the ARC of the new Partner Organisation.

## 5.1. Removal of Organisational Members

The Administering Organisation can terminate organisational membership in the following circumstances.

- By mutual agreement between the parties.
- If the ARC terminates the ARC Agreement with the Administering Organisation or ARC ceases to provide all or some of the funding to the Administering Organisation.
- Where an Eligible or Partner Organisation breaches a material term of the Participants’ Agreement or Partner Agreement and fails to remedy that breach within 30 days; or fails to provide any of its contributions and does not provide the relevant contribution within 60 days after receiving notice by the Administering Organisation to do so. Subject to the approval of the ARC, the other partners can jointly expel the defaulting partner from participating in the Centre

*This policy is current from August 2020.*

*Last updated August 2024.*