

ADM+S Editorial Committee

Terms of Reference

1. Purpose

The ADM+S Editorial Committee reviews and approves submissions to the Centre's publication channels. It oversees the Centre's publications and recommends decisions and provides advice to the Centre Director and Executive on related matters, including the Working Paper Series, Medium.com publication, and other channels. It ensures that items published by the Centre are relevant to the Centre's overall objectives and Research Programs and Focus Areas; contain new research or critical re-positioning; and clear and coherent text.

2. Responsibilities

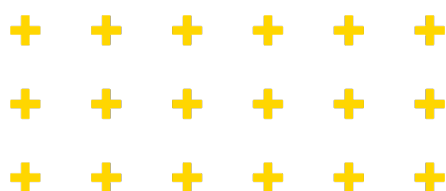
The Committee will ensure that:

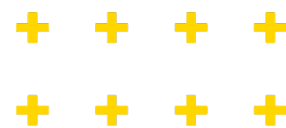
- Items published by the Centre are relevant to the Centre's overall objectives and/or Research Program and Focus Area specifics.
- Publications contain new research or critical re-positioning.
- Publications contain clear and coherent text for the intended audience.
- Advice and recommendations are provided to submissions that are not ready for publication.

3. Membership

The membership will comprise:

- Committee Chair
- Communications and Engagement Coordinator
- Program representative/s from the Centre's Research Programs (Data, Machines, Institutions, People)





- Focus Area representative/s from the Focus Areas (News and Media, Transport and Mobility, Social Services, Health)

The Committee will also consult other members of the Centre as required.

4. Term and Process of Appointment

- The term of appointment of each appointed member of the Committee is to be one year, but may be renewed.
- Members are appointed by Chair/s through a Centre-wide Expression of Interest process and with respect to ensuring representation across the Research Programs, Focus Areas and Nodes wherever possible.

5. Vacancies

If the position of an appointed member becomes vacant, the Chair may appoint an eligible replacement to complete the remainder of the former member's term of appointment.

6. Gender and Cultural Diversity

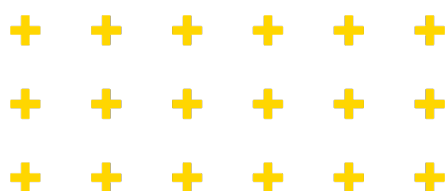
Whenever an opportunity arises for the Chair to appoint a new member to the Committee, the Chair will have regard to the current gender and cultural diversity of the committee before making decisions regarding an appointment.

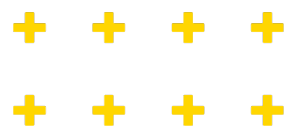
7. Meeting and Administrative Arrangements

- The Committee will predominantly correspond online though the Chair may arrange ad-hoc meetings when necessary.
- The quorum is half the membership, plus one.
- Whenever a member is unable to attend, they may nominate a proxy to attend. The proxy will exercise all rights and privileges of the member.
- Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Committee, any other person required to attend, no later than five working days before the date of the meeting.

8. Notice of Meeting

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to





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9. Subcommittees

The Committee may establish one or more subcommittees to assist it in the carrying out of its functions.

28 MARCH 2022

UPDATED 8 APRIL 2025

