

ADM+S Research Infrastructure Committee

Terms of Reference

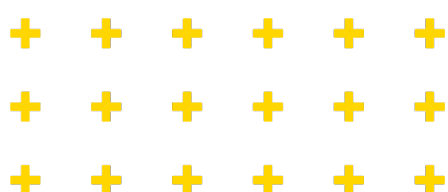
1. Purpose

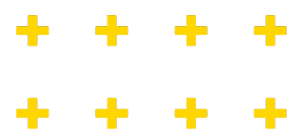
The ADM+S Research Infrastructure Committee oversees and advises on research infrastructure matters at the Centre. It manages the Centre's key shared facilities and resources, and recommends decisions and provides advice to the Centre Director and Executive on all research infrastructure matters.

2. Responsibilities

The Committee:

- provides advice to the Executive Committee on matters relating to research infrastructure. This includes data gathering and analytics infrastructure, an open access knowledge hub and public information service, and the GitHub repository;
- develops and promotes a robust, long-term vision to successfully and sustainably develop, construct and operate the Centre's research infrastructure;
- works closely with partner organisations and host institutions to maximise access to research infrastructure for Centre students and staff, and develops and implements strategies to enable students, researchers and industry partners to access research infrastructure;
- provides guidance and support for the development of new facilities, resources, tools and systems;
- promotes the development and usage of open access publishing platforms to ensure the Centre's work is visible, usable and freely accessible online wherever possible.





3. Membership

The membership will comprise:

- Research Infrastructure Leader (Chair)
 - Associate Director (Centre Research Director)
 - Representative/s from Research Programs, Focus Areas and Nodes
 - Representative/s from the Operations team
- The Committee will also consult other members of the Centre as required, including Partner Organisations.
 - As several leadership roles overlap, the total number of members is expected to vary.

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 falls vacant due to:

- the resignation of the member; or
- the member ceasing to hold the requisite qualifications for the position;

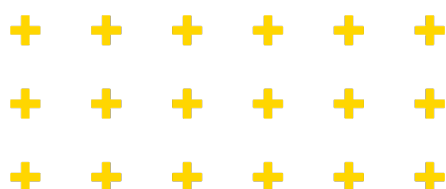
the Chair may appoint a person who would otherwise be eligible for appointment to the position to complete the remainder of the former member's term of office.

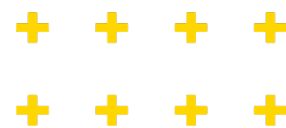
6. Gender and Cultural Diversity

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 Chair will convene a minimum of four meetings each year. Urgent items may be considered out of session.





- Secretariat and other support to the Committee is provided by the Node Administrator from the Chair's organisation.
- The quorum is half the membership, plus one.
- Whenever a member is unable to attend, they may nominate a suitable proxy to attend. The proxy will exercise all rights and privileges of the member.

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 each member of the Committee, any other person required to attend, no later than five working days before the date of the meeting.

9. Subcommittees

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

8 MAY 2021

UPDATED 8 APRIL 2025

