



1.2	Governance	Advisory Board - Terms of Reference
Responsible Officer		IMOS Project Manager
Approved by		Advisory Board
Approved and commenced		March 2010
Reviewed		February 2014; August 2014

OVERVIEW

The National Collaborative Research Infrastructure Strategy (NCRIS) Integrated Marine Observing System (IMOS) is an Australian Government initiative to enhance Australia's marine research effort. IMOS coordinates a nationally distributed set of instrumentation, data and information services which collectively contribute to meeting the needs of marine research and other users in Australia for ocean observing systems. The infrastructure also contributes to Australia's role in international programs of ocean observing.

IMOS was established in 2006 by a grant of \$50 million over 5 years from the Australian Government, supplemented by nearly matching contributions from participants. IMOS was extended and enhanced to mid-2013 with funding \$52million from the Australian Government's Education Investment Fund (EIF) Super Science Marine and Climate Initiative, supplemented by nearly matching contributions from participants. Further contract extensions (under NCRIS and the Collaborative Research Infrastructure Scheme (CRIS)) and additional funding \$25.6M plus co-investment mean IMOS is now funded for the period to 30 June 2015. The University of Tasmania (UTAS) has entered into the NCRIS (x2), EIF and CRIS Funding Agreements, and is the host and operator of the IMOS Office.

ROLE OF THE ADVISORY BOARD

The IMOS Advisory Board provides strategic guidance to UTAS through the IMOS Office, and monitors the overall strategic direction, management and performance of the IMOS in accordance with the Funding Agreements. Annual Business Plans, Annual Progress Reports, Milestone Reports and proposed variations to the Funding Agreements will require the endorsement of the Advisory Board, prior to UTAS submitting these documents to the Federal Government.

The Advisory Board will:

- Provide strategic guidance to the University of Tasmania and the IMOS Office, monitor the overall strategic direction and recommend any variation to the IMOS plans it deems necessary;
- Oversee development of plans to sustain IMOS into the longer term;
- Receive reports on IMOS performance and monitor management and performance of the program in accordance with the Funding Agreements;
- Endorse any changes to the Funding Agreements, the Annual Business Plans (implementation milestones and budget allocations) and Annual Reports, prior to UTAS submitting these;
- Provide a mechanism for resolution of issues that cannot be worked through the IMOS Office;
- Advise and assist the IMOS Office in the management of business risks;
- Oversee the communication plan and activities of the IMOS Office;
- Maintain oversight of any major reviews or publications on IMOS.
- Provide other advice and input as required.

MEMBERSHIP

The Advisory Board comprises a Chair and nine Members. The IMOS Director and a nominee of UTAS will be ex officio Members.

- As at August 2014 membership of the Advisory Board is:
 - Independent Chair – Dr Ian Poiner
 - 9 Members – Prof Lee Astheimer, Mr John Gunn, Mr Barry Hanstrum, Prof Pauline Mooney, Prof Robyn Owens, Prof Peter Steinberg, Dr Ken Lee, Cdre Brett Brace. [one vacancy at August 2014]
- Ex-officio Members are:
 - Deputy Vice-Chancellor (Research) UTAS - Prof Paddy Nixon
 - IMOS Director - Mr Tim Moltmann
- Secretary is IMOS Project Manager – Mrs Jo Neilson

APPOINTMENT AND ROLE OF THE CHAIR

The Independent Chair is appointed by the University of Tasmania following consultation with the IMOS Operators. The Chair will be appointed for a three year term and remuneration for the Chair will be agreed with UTAS. The Chair will:

- Promote a consensus of advice to the IMOS Office from the Advisory Board;
- Together with the UTAS Deputy Vice-Chancellor (Research), will review and advise on the performance management arrangements of the IMOS Director;
- Be an advocate for further development of national and international ocean observing systems.

APPOINTMENT OF MEMBERS

Members will be appointed for outstanding abilities to guide the program and will be senior people able to take a broad, national perspective on IMOS development. The majority of Members will have a marine background. They will include persons with previous experience in one or more of the following areas and will collectively cover all of the areas:

- corporate governance;
- financial/business management;
- research and development activities;
- international and national activities to develop ocean observing systems;
- ocean and marine data management.

The final decision on appointment of Members will be with the University of Tasmania and the Chair according to an assessment of the above criteria, after consultation with the Nodes. Half the Members' positions will be up for re-nomination every two years. Incumbent Members can be re-nominated. Members do not receive remuneration, however the IMOS Office will cover all normal travel and incidental expenses associated with meetings.

MEETINGS

The Advisory Board will meet a minimum of twice a year. Scheduled Board meetings will normally be:

- February / March – to approve the Annual Business Plans, plus any other matters;
- Mid-September – to approve the Annual Progress Reports, plus any other matters.

In addition any Member in consultation with the Chair may call other meetings from time-to-time to address specific matters.

The Agenda will be confirmed with the Chair and made available to all Members at least one month ahead of each meeting, along with details of venue, flight and accommodation options. The Agenda for each meeting will normally include:

- Welcome and apologies
- Directors Report
- Matters relating to the Funding Agreements (including variations, Progress Reports, Business Plans)
- Items for discussion / decision (including budget, forward strategy, risk, and any other current matters)

- Any other business and next meeting

Papers for Board meetings will be endorsed by the Director, and emailed to Board Members at least 5 working days ahead of each meeting. The Secretary will bring a spare copy of all papers to each meeting, and will also maintain an archive of previous meeting papers for Board members to access as necessary. Minutes of each meeting will be provided to the Chair within 10 working days after the meeting, and once accepted by the Chair, will then be provided to all Members, along with the confirmed date and venue for the next meeting. The Secretary will liaise with Members to ensure Action Items are completed.

Versioning: *Approved by the Board 10th March 2010 has been updated in line with the Final IMOS EIF Project Plan, approved by DIISR 5th April 2010. Updated February 2014 and August 2014 due to changes to membership.*