

**AUSTRALIAN NATIONAL UNIVERSITY
SUB-COMMITTEES OF THE RESEARCH COMMITTEE**
(refer to 72/2008, 506/2008; URC March and May 2009)

1. HUMAN RESEARCH ETHICS COMMITTEE
(56a/2008 URC 1/2008, March 2008; 692/2009 June 2009)

Researchers at the Australian National University (ANU) frequently conduct research involving human participants. Accordingly, the ANU maintains a Human Research Ethics Committee (HREC) that is established and continues to operate in accordance with the *2007 National Statement on Ethical Conduct in Human Research* (hereafter the *National Statement*) that has been developed by the National Health Research Council (NHMRC), the Australian Research Council (ARC) and the Australian Vice-Chancellors Committee (AVCC) and is located at: http://www.anu.edu.au/ro/ORI/NHMRC_Human_Ethics_National_Statement_2007.pdf.

This document setting out the Terms of Reference of the ANU HREC is to be read in conjunction with Section 5 of the *National Statement* which provides further Terms with which the ANU HREC is compliant.

As emphasized in the *National Statement*, responsibility for the ethical design, review and conduct of human research is exercised at many levels within ANU, by researchers and where relevant their supervisors, by the ANU Ethics Committees and related bodies, by the ANU itself whose employees and facilities are involved in research, and by organizations responsible for funding and monitoring research.

1. DEFINITIONS

1.1 For the purposes of these Terms of Reference the following words have the following definitions:

“Primary Investigator” means the researcher or research student who is principally responsible for conducting a research project.

“Ethics Committee” means either the HREC or a DERC as the context requires.

“Human Research” means any investigation with or about people or their data or tissue, where such investigation is undertaken to gain knowledge and understanding. It does not include routine testing and analysis, quality control, and the development of teaching materials.

“Researchers” includes **Primary Investigators, co-investigators, and research students** with the latter including undergraduate (Honours) students and higher degree by research students.

2. RESEARCH THAT CAN BE EXEMPTED FROM REVIEW

- 2.1 Research is exempt from ethical review if it is:
- (a) Negligible risk research, which is defined as research where there is no foreseeable risk of harm or discomfort, and any foreseeable risk is no more than inconvenience; and
 - (b) Involves the use of existing collections of data or records that contain only non-identifiable data about human beings.

3. CONSULTANCIES AND HUMAN RESEARCH ETHICS APPROVAL

University consultancies may involve activities that fall within the definition of human research. All such activities are subject to ethical review under the terms of this document. The source of funding – be it consultancy, grant or internal – does not determine whether or not ethical review is required.

4 ROLES OF THE HREC

- 4.1 To review proposed research projects involving human subjects that fall within the jurisdiction of the ANU, and to approve research projects that meet the requirements of the *National Statement* and are ethically acceptable.

The ANU and HREC has jurisdiction over the research of all ANU Researchers (paid and honorary) and research students, and all academic visiting Researchers to ANU including those using ANU facilities.

ANU education activities do not normally require ethical approval. It is expected that all ANU education activities will be conducted in accordance with the requirements of the *National Statement*.

- 4.2 To foster awareness and concern among ANU researchers and supervisors for all dimensions of ethical practice in Human Research, including oversight of training programs conducted by, or for, the Office of Research Integrity.
- 4.3 To advise the Vice-Chancellor and any other appropriate ANU officer on any aspect of research involving human subjects that falls within the jurisdiction of the Australian National University. The advice will, in particular, cover policies and practices for the review, approval, monitoring and administration of such Research.

5 DELEGATION OF ETHICAL REVIEW

- 5.1 The HREC will delegate the review and approval of certain low-risk research projects (designated “Expedited Review Category 1: E1”) to the Chairperson and/or Deputy Chairpersons of the HREC as permitted by the *National Statement*.
- 5.2 The HREC will delegate the review and approval of certain low-risk Research projects (designated “Expedited Review Category 2: E2”) to a Delegated Ethical Review Committee (DERC) as permitted by the *National Statement*.
- 5.3 The delegates under sections 5.1 and 5.2 must refer to the HREC any research that it considers involves more than low risk.
- 5.4 Following review of a research proposal by the relevant Ethics Committee, delegation of subsequent functions may be given to the Chairperson of the relevant Ethics Committee, including the approval of an amended research proposal following negotiations with researchers.

6 OFFICE OF RESEACH INTEGRITY

- 6.1 The ANU will administer the ethical review and reporting of Human Research through the ANU Office of Research Integrity.
- 6.2 The Office of Research Integrity provides resources and services to the Ethics Committees and ANU researchers to support the requirement of sound ethical review, and to communicate and train ANU researchers.
- 6.3 The Director of the Office of Research Integrity (“Director”) will assign a secretary (“Secretary”) for each Ethics Committee. The duties of each secretary will be to administer the Committee process and to minute meetings. Ethics Officers (“Ethics Officer”) working within the Office of Research Integrity, whose primary role is the administration or research ethics, will normally fill this role.

7 COMPOSITION OF MEMBERSHIP OF ETHICS COMMITTEES.

- 7.1 The ANU HREC is constituted according to the requirements of the *National Statement* and comprises:
 - 7.1.1 A Chairperson;
 - 7.1.2 Two members who are lay people, one man and one woman, who have no affiliation with the Australian National University, and who are not involved currently in medical, scientific, academic or legal work;
 - 7.1.3 One member with knowledge of, and current experience in, the professional care, counselling or treatment of people;
 - 7.1.4 One member who is a minister of religion, or a person who performs a similar role in a community, such as an Aboriginal elder;
 - 7.1.5 One member who is a lawyer but is not employed to provide advice to the ANU;
 - 7.1.6 One member with knowledge of, and current experience in, the areas of research that are regularly considered by the HREC.
- 7.2 A DERC comprises:
 - 7.2.1 A Chairperson, normally the Chairperson or a Deputy Chairperson of the HREC; The Chairperson, and one or more Deputy Chairpersons are appointed by the Vice-Chancellor.
 - 7.2.2 Three members with knowledge of, and current experience in, the areas of Research that are regularly considered by the DERC.
- 7.3 The Chairperson of an Ethics Committee has the power to seek additional advice as required by the Committee, and may invite an advisor(s) to attend and have a voice in meetings of the Committee.

8 CONDITIONS OF APPOINTMENT TO ETHICS COMMITTEES

- 8.1 Appointments to an Ethics Committee will be made by the Deputy Vice-Chancellor.
- 8.2 Appointments to the HREC shall be normally for a period of two (2) years, and may be renewed for a further period.
- 8.3 Appointments to a DERC shall normally be for a period of one (1) year, and may be renewed for a further period.
- 8.4 The Chairperson of an Ethics Committee is appointed by the Deputy Vice-Chancellor, unless the Chairperson is the Deputy Vice-Chancellor who is appointed by the Vice-Chancellor.
- 8.5 Members will be advised in writing of their appointment to an Ethics Committee and the conditions of their appointment.
- 8.6 The Australian National University will provide legal protection for all Ethics Committee members, in respect of liability that may arise in the course of the *bona fide* conduct of their duties as members.
- 8.7 A person's membership of an Ethics Committee may be withdrawn by the University at any time during the period of appointment. Any such decision will be advised in writing where possible.

9 MEETINGS

- 9.1 Meetings of Ethics Committees will be held at dates and times to be determined by the HREC. Meeting dates will normally be set by the end of each calendar year for the ensuing 12 month period. The meeting dates will be published on the Human Ethics homepage.
- 9.2 The Chairperson may call additional meetings of the HREC, should a situation call for such additional meetings, provided that 14 days notice is given to the Committee members.
- 9.3 The Chairperson of a DERC may call additional meetings should a situation call for such additional meetings, provided that 5 days notice is given to the Committee members.
- 9.4 All matters relating to protocols and Ethics Committee proceedings are confidential. Copies of all current protocols will be kept in the Office of Research Integrity.
- 9.5 All Ethics Committee papers are to be disposed of through a confidential recycling bin.
- 9.6 An Ethics Committee should endeavour to reach decisions by general agreement. Failure to agree may require an extension of time to reconsider the research protocol and its possible amendment, especially when any member is not satisfied that the welfare and rights of participants are protected.
- 9.7 No Ethics Committee member shall adjudicate on research in which that member has any conflict of interest including any personal involvement or participation in the research, any financial affiliation or interest in the outcome, or any involvement in competing research. A member of the supervisory panel for a research student whose protocol is

under consideration shall absent themselves from the meeting while that protocol is under discussion.

10 PRESENTATION OF RESEARCH PROPOSALS

- 10.1 All applications for research to be considered by an Ethics Committee must be submitted by the Primary Investigator electronically using the ANU on-line *Human Research Ethics Application Form* provided in the ANU Research Information Enterprise System (ARIES).
- 10.2 No fees are charged for consideration of research proposals from the ANU staff or Research Students.
- 10.3 The National Statement allows for non-ANU affiliated researchers who do not have access to an institutional HREC, to submit an application through the ANU HREC processes. This is subject to the agreement of the ANU HREC Chairperson. An administration fee may be charged for the review and approval of Research proposals by non-ANU staff, at a level to be fixed from time to time by the Deputy Vice-Chancellor.

11 WORKING PROCEDURES

- 11.1 The HREC will normally meet on a monthly basis. Unless otherwise approved by the Chairperson, all research proposals for HREC approval must be submitted by close of business on the first working day of the month in order to be considered at the Committee meeting during that month. The dates for submission of all research proposals will be published on the Human Ethics homepage.
- 11.2 A DERC will normally meet on a fortnightly basis. Unless otherwise approved by the Chairperson, all research proposals for DERC approval must be submitted by close of business 10 working days prior to the Committee meeting date in order to be considered at that meeting. The dates for submission of all research proposals will be published on the Human Ethics homepage.
- 11.3 Ethics Committee members will receive meeting papers not less than seven days prior to the relevant meeting date.
- 11.4 The Primary Investigator will normally be advised of the outcome of the Ethics Committee's review of their research proposal within two weeks of the Ethics Committee meeting. However, the review process may be extended where the Ethics Committee's review of a research proposal entails preliminary feedback being given to the Primary Investigator, which may include questions, suggestions and requirements.
- 11.5 The Chairperson of the Ethics Committee will normally consider the responses of the Primary Investigator to these questions, suggestions and requirements shortly after they have been submitted. The Chairperson may refer the response to the full Committee or the Primary Investigator may be invited to meet with the Committee to try to resolve difficult issues.
- 11.6 Notification of approved research proposals will include instructions in relation to length of approval, compliance, reporting, monitoring of adverse outcomes and complaints procedures.

- 11.7 No research may commence until the Primary Investigator has received formal notification of approval from the Office of Research Integrity.
- 11.8 Notification of approval will be provided electronically by the ARIES Human Research Ethics system.
- 11.9 The HREC will report annually to the ANU Council and the National Health and Medical Research Council, and as otherwise required. The report to ANU Council details operations, membership, development and training activities, future goals, and relevant statistics. The NH&MRC require the completion of an annual compliance report.

12 RECORDING OF DECISIONS

- 12.1 The ANU shall retain on file a copy of each Research protocol and research proposal, including, information sheets, consent forms and/or correspondence in the form in which they are approved.
- 12.2 With the exception of the signed application, all records are maintained electronically within ARIES.

13 MONITORING

- 13.1 The Primary Investigator must annually provide the HREC Secretary with a written report using the on-line form provided in the ANU Research Information Enterprise System (ARIES). The object of the report is to verify that the conduct of research confirms to the approved process.
- 13.2 The HREC may adopt any additional procedures for monitoring research that it considers appropriate.
- 13.3 Primary Investigators must immediately report to an Ethics Officer any other changes or events that may warrant review of the ethical approval for their research proposal including proposed changes to the protocol and/or unforeseen events.

14 COMPLAINTS PROCEDURES

Complaints from Researchers

- 14.1 Consistently with the National Statement, the ANU provides for complaints about the process of ethical review, but does not provide for an appeal against a final decision to reject a proposal.
- 14.2 If an application is being considered for rejection, it must be reviewed the HREC, and the Researcher/s must have had an opportunity to address the HREC's concerns at an interview. The decision by the HREC to reject an application is final and may not be appealed.
- 14.3 Complaints about the process of ethical review must be made in writing to the Director of the Office of Research Integrity, who will inform the Chairperson of the HREC of the complaint, and investigate and attempt to resolve the matter. Researchers have the right to attend one meeting of the HREC to present their complaint in person.

Complaints from research participants

- 14.4 Complaints by research participants will be made normally to the Primary Investigator or to the Ethics Officers. Researchers who receive a complaint from a research participant must notify the Ethics Officer as soon as possible. The Ethics Officer will advise the Director of the Office of Research Integrity and Chairperson of the relevant Ethics Committee of the complaint at the earliest opportunity.
- 14.5 The Chairperson will consider the complaint and will take what action he/she deems appropriate, as soon as possible. This action may include nominating the Director of the Office of Research Integrity to have a direct discussion with the relevant research participant and/or direct contact with the Primary Investigator. The process will usually involve verification that the protocol approved by the Committee has been followed and subsequent action may include temporary withholding of ethics approval. All discussions will be conducted in a confidential manner.

Complaints from other parties

- 14.6 Any complaint from other interested parties will be managed normally according to the procedure set out in section 14.4 above 'Complaints from research participants'.

15 SUSPENSION OR DISCONTINUATION OF RESEARCH

- 15.1 If an Ethics Committee is satisfied that circumstances have arisen such that a research project is not being or cannot be conducted in accordance with the approved protocol and that, as a result, the welfare and rights of the research participants are not, and will not be protected, the Committee may withdraw approval, inform the Primary Investigator of such withdrawal, and advise that the research project has been discontinued, suspended or other steps be undertaken.

2. ANIMAL EXPERIMENTATION ETHICS COMMITTEE (522/2009 URC May 2009)

Responsibilities and Operation of the AEEC:

The primary responsibility of the AEEC is to ensure on behalf of the institution, that all care and use of animals is conducted in compliance with the *Australian Code for the Care and Use of Animals for Scientific Purposes*. The AEEC applies a set of principles, outlined in the Code that governs the ethical conduct of people whose work involves the use of animals for scientific purposes. The role of the AEEC is to ensure that the use of animals is justified and provides for the welfare of those animals and incorporates the principles of Replacement, Reduction and Refinement.

Terms of Reference

The AEEC has terms of reference which include provision to:

1. Approve guidelines for the care of animals that are bred, held and used for scientific purposes on behalf of the institution;

These will include all guidelines that appear on the AEEC website.

2. Oversee the acquisition, transport, production, housing, care, use and disposal of animals;

The AEEC will inspect facilities at least on an annual basis. The AEEC Executive Officer and other AEEC members may inspect facilities as required by the Committee in order to fulfil its obligation to meet this Term of Reference. The AEEC's review of proposals addresses and seeks clarification on a case by case basis concerning the above points

3. Recommend to the institution any measures needed to ensure that the standards of the Code are maintained;

This will include recommendations concerning relevant education programs, the provision of advice on all matters that may affect the welfare of animals used for scientific purposes, including the building or modification of animal facilities, the approval of guidelines for animal care, the reporting of instances of non-compliance and the implementation of remedial measures. It will include recommending to the ANU any measures needed to ensure that the standards of the *Australian Code for the Care and Use of Animals for Scientific Purposes* are maintained.

4. Describe how new members are appointed according to procedures developed by the ANU;

The Executive Officer of the AEEC will monitor the membership needs of the AEEC in consultation with the Chair and in accordance with the *Code*. The Executive Officer will call for expressions of interest' and following discussion with the Chair will subsequently write to the prospective member outlining the conditions of the membership category and inviting that person to join the AEEC. Upon acceptance the Executive Officer will make a recommendation to the Vice-Chancellor. An appointment may or may not be made by the Vice-Chancellor. Appointment will normally be made for a period of three years. Appointments are renewable on a three year basis. Members may retire from the AEEC by giving notice in writing.

5. Require that members declare any conflicts of interest;

Members are required to declare general potential conflicts of interest at the commencement of the meeting. Should a member consider a conflict of interest arises at any subsequent time during the meeting then that conflict of interest should be identified at that time.

6. Deal with situations in which a conflict of interest arises;

The AEEC will deal with situations in which a conflict of interest arises, including any situation where a member of the AEEC has an interest that may be seen to influence the objectivity of a decision. It will do so by originally identifying the possible conflict of interest during the course of business. Full discussion will occur between the relevant Committee member and the remainder of the AEEC. If felt necessary the member so affected may be asked to leave the meeting while the Committee fully discuss the situation and decide on an appropriate course of action.

7. Examine and approve subject to modification, or reject written proposals relevant to the use of animals for scientific purposes;

Meetings will be held monthly for every month except December. Applicants will be advised of AEEC decisions within 5 working days of the meeting. The AEEC will make decisions based on consensus.

8. Approve only those studies for which animals are essential and justified and which conform to the requirements of the *Code*, taking into consideration the balance between impact on the animal(s) and the anticipated scientific or educational value;

This will include assessment whether the applicant provides information that details appropriate justification of animal use, the impact on the animal(s) of the proposed use and adequate demonstration of how that impact will be minimised, and that it complies with the principles of Replacement, Reduction and Refinement.

9. Withdraw approval for any project;

The AEEC on detection of any non-compliance will consider the immediate suspension of that activity until remedial action is initiated. If it is considered that non-compliance is sufficiently serious approval may be permanently withdrawn for that approved project.

10. Authorise the emergency treatment or humane killing of any animal;

The AEEC's Executive Officer or the other veterinarian on the committee may in his/her veterinary capacity deem that emergency treatment or euthanasia is necessary. Every attempt should be made to consult with the experimental group leadership before emergency measures/euthanasia is implemented.

11. Examine and comment on all institutional plans and policies which may effect the welfare of animals used for scientific purposes;

In accordance with the *Code* the AEEC must examine and approve all institutional plans and policies which may affect the welfare of animals used for scientific purposes.

12. Maintain a register of proposals and approved projects;

The AEEC will maintain a register of all proposals and approved projects.

13. Comply with the reporting requirements of the ANU and the Code;

The AEEC will report to ANU Council on an annual basis. Similarly it will report to State and Territory Governments as required. It will also report to NH&MRC as requested.

14. Perform all other duties required in the Code.

The ANU AEEC undertakes to perform all other duties required in the Code.

Membership of the AEEC includes:

- a person with qualifications in veterinary science
- a person with substantial recent experience in animal experimentation
- a person with demonstrable commitment to and established experience in furthering the welfare of animals who is not a member of the ANU;
- an independent person who is not involved in the conduct of experiments using animals and is not a member of the ANU; and
- others

Membership	Member	Term
Chairperson	Dr D Stoljar, Philosophy Program RISSS	To 31 March 2009
Category (A) A person with qualifications in veterinary science	Dr S Bain, AEEC Executive Officer	To 30 September 2010
	Dr S Fowler, Aust Phenomics Facility	To 31 March 2010
Category (B) A person with substantial recent experience in animal experimentation	Dr L Tierney, Molecular Bioscience JCSMR	To 31 May 2010
	Dr C Vinuesa, Immunology & Genetics JCSMR	To 30 June 2010
Category (C) A person with demonstrable commitment to and established experience in furthering the welfare of animals who is not a member of the ANU	Dr R Meischke, ANZFAS	To 30 September 2010
	Ms A Rhodes, RSPCA	To 31 October 2010
Category (D) An independent person who is not involved in the conduct of experiments using animals and is not a member of the ANU	Mr P Bunyan	To 30 April 2011
	Ms R Windhaus	To 30 May 2009
Animal Technician A person responsible for the routine care of animals within the ANU.	Ms K Debono, RSBS	To 30 April 2011
	Mr A Reid, ASD	To 30 November 2010

3. RECOMBINANT DNA MONITORING COMMITTEE**Responsibilities and Operation of the AEEC:**

The Institutional Biosafety Committee plays an important role for organisations undertaking work with GMOs, by helping organisations to meet the requirements of the legislation. However, it is the responsibility of the Organisation to ensure compliance with conditions of Accreditation. The IBC's role is purely one of assistance and facilitation and as such the IBC bear no legal responsibility under the legislation for ensuring that conditions of accreditation are met.

In essence the role of IBCs is an internal quality assurance one ensuring that the following processes are in place in the Institution:

- systems of internal checking of applications made to the Regulator. This helps to ensure that information provided to the Regulator as part of an application for a licence is comprehensive and meets the Regulator's information requirements;
- systems of inspecting PC2 facilities to ensure that they meet the requirements of the Regulator
- systems of record keeping and reporting;
- procedures for training of staff dealing with GMOs

Membership	Member
Chair of the Committee & Biologist	Dr David Jones
Deputy Chair & Molecular Biologist	Dr Klaus Matthaei
Senior Technician	Mr Garry Mayo
Lawyer	Dr Thomas Faunce
Biological Engineer	Mr Solomon Elijah
Biological Risk Assessor	Ms Sarah Thornton
Ecologist	A/Prof David Gordon
Immunologist	Prof Ian Ramshaw
Plant Molecular Biologist	Dr Tony Millar
Virologist	Dr David Tschärke
External Lay Person	Dr Ann Cleary
Developmental Biologist	Dr Ruth Arkell
rDNA Secretaries	Ms Kim Tiffen Ms Yolanda Shave

Liaison Officers

Liaisons Officers have been appointed to strengthen communication between the Committee and staff and students in areas of the University and external organizations conducting genetic manipulation work and to provide assistance to researchers to ensure that their PC2 facilities comply with the OGTR regulatory requirements. The Liaison Officer in each area has been published at http://www.anu.edu.au/ro/ORI/rDNA/rdna_index.php

4. MAJOR EQUIPMENT COMMITTEE (MEC)

Functions:

The Committee:

- 1) advises the Chair, University Research Committee and ANU senior executive on strategies and priorities for provision of research equipment; and

- 2) provides recommendations to the Deputy Vice Chancellor for financial support for major equipment, including Major Equipment Grants and Strategic Equipment Grants.

Membership:

Chair: Deputy Vice-Chancellor or nominee

Nine (9) members each appointed for a term of three years to 31 December. The distribution of membership aims to cover different disciplinary requirements and to reflect the scale of equipment assets. Nominations are made by Deans after consultation with the College Research Committee. Nominees are not required to be members of the nominating College/s.

- Two Members in total nominated by the ANU Colleges of Arts and Social Science, Economics and Business, Pacific and Asian Studies, and Law;
- One Member nominated by the ANU College of Engineering and Computer Sciences;
- Two Members nominated by the ANU College of Medical and Health Sciences; and
- Four Members nominated by the ANU College of Science, including at least one Member from the Bioscience or Environmental Science discipline.

Members are appointed for their expertise and have an ANU-wide mandate. They are not appointed to the MEC to represent their Colleges or their disciplines.

Appointment of members: (Appointments are in progress at June 2009)

In October, vacancies are notified to Deans outlining the discipline area involved, who submit nominations and curriculum vitae to the MEC Secretariat. The Deputy Vice-Chancellor makes appointments.

Casual vacancies for a period of absence of the member will be filled on the nomination of the respective Dean and are approved by the Chair of the MEC.

Membership	Member
Chair: Deputy Vice-Chancellor or nominee	Professor Rob Elliman, EME, RSPHysSE
Two Members in total nominated by the ANU Colleges of Arts and Social Science, Economics and Business, Pacific and Asian Studies, and Law	Ms Patsy Payne, School of Art Professor Trevor Breusch, CSEG
One Member nominated by the ANU College of Engineering and Computer Sciences	Dr Robert Mahony, FEIT
Two Members nominated by the ANU College of Medical and Health Sciences	Dr David Tremethick, JCSMR Professor Rosemary Martin ANU Medical School
Four Members nominated by the ANU College of Science, including at least one Member from the Bioscience or Environmental Science discipline	Dr Ping Koy Lam, Physics, FoS Professor Martin Banwell, RSC Dr Markus Hegland, MSI Dr Victoria Bennett, RSES
Secretary	Dr Laura Dan, Research Office

Meetings:

The Research Office provides administrative support and policy advice.

Meetings of the Major Equipment Sub-Committee relate to the timing cycle of university funding and external grant rounds. An indicative timetable is:

Early February	Familiarisation of members (new and old) on ARC LIEF and MEC guidelines and processes for that year.
Mid April	Meeting to discuss ANU-Led and ANU-Involved ARC LIEF bids and consider the level of funding sought.
Mid July	Assignment of site visits by Chair (optional).
Mid/Late November	Review ARC successful bids and establish an order of merit for ANU internal MEG bids. Provide a funding recommendation for approval by the Deputy Vice-Chancellor.
Early December	Members to review MEC processes and submit any proposed changes to the Deputy Vice-Chancellor.

The Deputy Vice-Chancellor will advise the MEC of the available funding each year. The Major Equipment Committee will report to the University Research Committee at least once per year on its activities.

SUB-COMMITTEES OF MAJOR EQUIPMENT SUBCOMMITTEE

1. ELECTRON MICROSCOPY MANAGEMENT COMMITTEE (EMMC)

The Electron Microscopy Management Committee is a sub-committee of the Major Equipment Committee.

Functions:

The Committee advises:

- 1) the Chair, Dean of the College of Science, University Research Committee and ANU Senior Executive on:
 - a) strategies and priorities for provision of electron microscopy services to ANU researchers including equipment funding plans
 - b) optimizing the advantages of membership of the Australian Microscopy and Microanalysis Research Facility
- 2) the Dean of the College of Science on:
 - a) appointment of the Director of the Electron Microscopy Unit (EMU)
 - b) operational plans and funding matters for the EMU
 - c) performance of the EMU in meeting operational plans and user requirements
- 3) the Director on:
 - a) budget priorities
 - b) policies for access and use, including charging policies.

Membership:

Members who are not *ex officio* are appointed by the Deputy Vice Chancellor.

- Chair: Deputy Vice Chancellor or nominee
- Dean of the ANU College of Science or nominee (*ex officio*)
- Director, Electron Microscopy Unit (*ex officio*)

- Two members nominated by the Dean of the ANU College of Science with expertise in the physical/material sciences
- Two members nominated by the Dean of the ANU College of Science with expertise in the biological/medical sciences
- One member nominated by the Dean of the ANU College of Medical and Health Science
- One member nominated by the Dean of the ANU College of Engineering and Computer Science
- One postgraduate student nominated by the President of PARSA

Appointment of members: (Appointments are in progress at June 2009)

Members are appointed for two years to the 31 December. Terms may be extended the discretion of the Chair. At least one and not more than three members should be replaced in each year. The non ex officio membership must balance the interests of life and materials sciences. The committee can co-opt a three person sub-committee in an advisory capacity to assist MEC/LIEF bids for major equipment.

Membership	Member	Term
Chair: Deputy Vice Chancellor, or nominee	Professor Lawrence Cram	<i>ex officio</i>
Dean ANU College of Science, or nominee	Professor Aidan Byrne	<i>ex officio</i>
Director, Electron Microscopy Unit	Dr Frank Brink, Acting	<i>ex officio</i>
Two members nominated by the Dean ANU College of Science with expertise in the physical/material sciences	Professor Ray Withers Professor Ian Jackson	Two years to 31 December
Two members nominated by the Dean ANU College of Science with expertise in the biological/medical sciences	Professor Adrienne Hardham Dr Paul Cooper	Two years to 31 December
One member nominated by the Dean ANU College of Medical and Health Science	Professor Caryl Hill	Two years to 31 December
One member nominated by the Dean ANU College of Engineering and Computer Science	Professor Andrew Cuevas	Two years to 31 December
One postgraduate student nominated by the President of PARSA	Mr John Rogers	

Scope and roles:

The Committee will oversee strategic planning, operational implementation and user satisfaction of electron-beam facilities (both microscopy and microanalysis) across the campus, and may oversee access to off-campus services in these areas (including synchrotron sources). The EMMC has no responsibility for light microscopy.

The Committee approves and annually reviews the mission statement and operational plan for the Electron Microscope Unit (EMU). These set out the responsibilities of the EMU concerning

electron-beam equipment to support the ANU's research productivity and to educational programs.

The Committee provides advice to the Director of the EMU. The Director reports to the Dean of the College of Science, who will consult with the Chair of the EMMC when evaluating the performance of the Director.

Meetings:

Meeting dates:

- April: to review the progress of the LIEF subcommittee ahead of ANU's expression of intent for the forthcoming LIEF round, and to develop the next EMU operational budget
- October: to review proposals for the next LIEF round and to set up a LIEF advisory subcommittee (three co-opted members) for the following year.

At both meetings the committee should receive and consider an activity report for both EMU and AMMRF.

Quorum: The quorum is half the membership plus one member.

Secretariat: Provided by the Electron Microscope Unit.

Agenda and Minutes: Produced according to ANU policy by the secretariat.

2. ANU BIOSCIENCE SERVICES ADVISORY COMMITTEE (ABSAC)

The ANU Biosciences Service Advisory Committee is a sub-committee of the Major Equipment Committee.

Functions:

The Committee advises:

- 1) the Chair, Dean of the ANU College of Medical and Health Science, University Research Committee and ANU Senior Executive on:
 - a) strategies and priorities for provision of bioscience services to ANU researchers including plans for funding facility operation and development
 - b) development of ANU Bioscience Services as a University and National facility
 - c) optimizing the advantages of membership of the Australian Phenomics Network (APN)
- 2) the Dean of the ANU College of Medical and Health Science on:
 - a) appointment of the Director of ANU Bioscience Services (ABS)
 - b) operational plans and funding matters for ABS
 - c) performance of ABS in meeting operational plans and user requirements
- 3) the Director on:
 - a) budget priorities
 - b) policies for access and use, including charging policies

Membership:

Members who are not *ex officio* are appointed by the Deputy Vice Chancellor.

- Chair: Deputy Vice-Chancellor or nominee
- Dean of ANU College of Medical and Health Science or nominee (*ex officio*)
- Director, ANU Bioscience Services (*ex officio*)
- Director, ANU Bioscience Services (animal services) (*ex officio*)

- Chair of the Animal Experimentation Ethics Committee or nominee (*ex officio*)
- Four members nominated by the Dean of the ANU College of Medical and Health Science
- Two members nominated by the Dean of the ANU College of Science
- One postgraduate student nominated by the President of PARSA

Appointment of members: (Appointments/renewals are in progress at June 2009)

Members are appointed for two years to the 31 December. Terms may be extended at the discretion of the Chair. At least one and not more than three members should be replaced in each year.

Membership	Member	Term
Chair: Deputy Vice-Chancellor or nominee	Professor Chris Goodnow	<i>ex officio</i>
Dean of ANU College of Medical and Health Science, or nominee	Professor Nick Glasgow	<i>ex officio</i>
Director, ANU Bioscience Services	Dr Ed Bertram	<i>ex officio</i>
Director, ANU Bioscience Services (animal services)	Dr Alistair Reid	<i>ex officio</i>
Chair of the Animal Experimentation Ethics Committee or nominee	Dr Simon Bain	<i>ex officio</i>
Four members nominated by the Dean ANU College of Medical and Health Science	Professor Paul Smith Dr Karupiah Guna Mr Steve Winslade Professor Frances Shannon	Two years to 31 December
Two members nominated by the Dean ANU College of Science	Professor Michael Ibbotson Dr David Tscharke	Two years to 31 December
One postgraduate student nominated by the President of PARSA	Ms Katrina Randall, JCSMR	

Meetings:

Meetings should occur at least twice per year. At all meetings the committee should receive and consider an activity report for both ABS and APF.

Quorum: The quorum is half the membership plus one member.

Secretariat: Provided by ANU Bioscience Services.

Agenda and Minutes: Produced according to ANU policy by the secretariat.

jab/12 June 2009