

Roles and Responsibilities within the Marine Biodiversity Research Hub

1. Steering Committee (to meet four times per year)

Ian Cresswell (Chair)	Department of Environment and Water Resources
Colin Buxton	University of Tasmania
Clinton Foster	Geoscience Australia
John Gunn	CSIRO Wealth from Oceans Flagship
David Johnson	Australian Fisheries Management Authority
Ghislaine Llewellyn	World Wildlife Fund for Nature
Mark McCallum	Australian Petroleum Production and Exploration Association Limited
Ian Poiner	Australian Institute of Marine Science
Gail Richey	Commonwealth Fisheries Association
Ilona Stobutzki/James Finlay	DAFF
Ian Kean	Sustainable Tourism CRC

- Set the strategic directions for the research Hub in consultation with the Management Committee.
- Approve the Hub research plan, consisting of the individual research tasks for the Hub's constituent research projects, and any proposed significant variations to the plan that may arise.
- Annual evaluation of the research Hub's activities and outcomes (Terms of Reference for evaluation to be developed.)
- Facilitate communication between the Hub, State and Australian government agencies and other parties with an interest in the outcomes of the research.
- Facilitate linkages with activities within members' organizations and agencies.
- Assist the research Hub in identifying collaborative opportunities with governments, non-governmental organisations and the private sector.
- Develop hub policy and procedures.
- Identify pathways and mechanisms to improve the uptake of the Hub's outcomes.
- Decisions of the CERF Marine Biodiversity Steering Committee will be arrived at by consensus process wherever possible. When that is not possible the chair will report the majority view to the Principal Investigator (PI) along with a summary of the alternative views on the matter at hand. The purpose of the advice to the PI is always to give a measure of confidence in the advice and a perspective in which the advice is given. Often a number of views and insights will be provided to the PI. The advice from the Steering Committee will be as transparent as possible.

- The Steering Committee has no management responsibilities or authority over research outputs, that authority residing with the PI, and does not provide technical advice.

2. Management Team (Principal Investigator, science advisor, EO project leaders, and otherwise unrepresented partners (optional); to meet face to face four times a year otherwise monthly by telephone conference)

Nic Bax (Chair)	University of Tasmania
Keith Sainsbury	University of Tasmania (Science Advisor)
Vicki Randell	University of Tasmania (Executive Officer)
Alan Butler	CSIRO (Project 1 - Biodiversity)
Brendan Brooke	Geoscience Australia (Project 2 - Surrogates)
Roland Pitcher	CSIRO (Project 3 – Prediction)
Chris Wilcox	CSIRO (Project 4 – Tools)
Peter Doherty	Australian Institute of Marine Science
Colin Buxton	Tasmanian Aquaculture and Fisheries Institute, University of Tasmania
Richard Coleman	Quantitative Marine Science Program, University of Tasmania

- Develop and implement process for reviewing project proposals and performance.
- Manage and report research expenditure, financial reporting, and delivery of research outcomes.
- Co-ordinate research activities within the Marine Biodiversity Hub's research program to ensure the Hub functions as a single collaborative entity to achieve its contracted outcomes.
- Ensure that the individual projects within the Marine Biodiversity Hub are well integrated and that a high degree of collaboration is maintained between the activities of the Hub.
- Review and evaluate the technical and scientific rigour of individual projects within the research Hub, including research plans (assisted by independent external reviewers), to ensure that the most appropriate research methods are used and research methods, and results would withstand the scrutiny of the scientific community.
- Review and evaluate the progress of individual research projects in relation to accepted plans and proposals.
- Members of the Management Team will meet with scientists of the research projects at least once a year to review individual tasks in a seminar format. External experts will be invited as required.
- Management Team Chair to provide a report and recommendations to the Steering Committee after each meeting on the outcomes of its project technical review

- Identify Hub and collaborative opportunities and contribute to securing investment in the research Hub.
- Co-ordinate and contribute to overall communication activities within the Marine Biodiversity Hub and between the research Hub and related external activity.
- Co-ordinate reporting activities.
- Encourage uptake of the Marine Biodiversity Hub outcomes
- Identify opportunities for collaboration with other research initiatives and institutions in Australia and internationally.
- Identify opportunities to communicate the research findings and outputs of the Hub to the wider scientific community.
- Identify conferences, symposia, exchange programs and other training opportunities for early career scientists involved in the research Hub.

3. Principal Investigator

- Implement strategic direction and leadership.
- Oversee the day-to-day management of the Marine Biodiversity Hub.
- Ensure clear and consistent communication with all the Marine Biodiversity Hub partners.
- Chair the Management Team.
- Attend Steering Committee meetings.
- Maintain communications with the CERF secretariat within DEWR and ensure milestone and financial reporting is on time and to specification.
- Undertake communication activities as outlined in the Marine Biodiversity Hub Communication Plan.
- Actively pursue research collaborations and new Hubs nationally and internationally.
- Supervise the Hub Executive Officer
- Approve scientific publications, ensuring that partner IP is recognised and that opportunities for collaboration are not missed.
- Responsible for promoting uptake of the outputs of the Marine Biodiversity Hub through Project 5.

4. Project Leaders

- Provide leadership of individual research projects.
- Oversee the development of detailed project plans including milestones, budgets, deliverables and communications plans.
- Oversee the day-to-day management of research project.
- Be responsible for delivery of project milestones on time and within budget.

- Ensure clear and consistent communication with other Marine Biodiversity Hub projects.
- Participate in Management Team meetings.
- Undertake communication activities as outlined in the Marine Biodiversity Hub Communication Plan.
- Actively pursue research collaborations and new Hubs nationally and internationally.
- Encourage uptake of the outputs of the Marine Biodiversity Hub.

5. Task Leaders

- Provide leadership of Task.
- Contribute to overall Project development.
- Contribute to the development of detailed Task plan, including milestones, deliverables and communication.
- Be responsible for day-to-day management and implementation of the Task.
- Be responsible for delivery of Task milestones on time and within budget.
- Ensure clear and consistent communication with other project Tasks.
- Ensure clear and consistent communication with Hub partners participating in the Task.

6. Science Advisor

- Provide strategic and technical review of the Hub's research and individual projects.
- Encourage, develop and coordinate opportunities for stakeholder engagement to increase focus and uptake of Hub outputs.
- Participate in Management Team meetings.
- Actively pursue research collaborations nationally and internationally.
- Encourage uptake of the outputs of the Marine Biodiversity Hub.

7. Executive Officer

- Provide high-level executive business management support, assistance and advice to the Principal Investigator on all matters relating to the CERF Hub administration and operations.
- Arrange the setting-up and functioning of sub-contractual arrangements with the research provider partners.
- Develop detailed budgets and manage Hub funds in close collaboration with the University administration and partners to enable the effective utilisation of Hub resources.
- Arrange the recruitment and appointment of contract staff.

- Oversee and monitor project management, liaising with project leaders, manage reporting arrangements with all project collaborators, the University and the Department of Environment and Water Resources.
- Assist in developing strategic relationships with other relevant projects and organisations nationally and internationally.
- Work closely with the Principal Investigator to coordinate the activities of the Hub, and develop strategic and business plans for the Hub in collaboration with academic and government collaborators and operators.

Overall Hub Governance Structure

