

			
TITLE	Establishment and Operations of the Scientific Advisory Committee		
Policy reference and Version No:	Policy 2004/3/v.1		
Policy type	MNF Organisational Policy (relates to the proper and efficient performance of the functions of the MNF).		
Commencement date:	12-09-2004	Review date:	July 2006
Scope	Members and support staff of the MNFSC and SAC		
Group responsible	Ship Management Group		
Further advice	Captain Frederick R. Stein, Director, Research Vessel, ph: (03) 6232 5024 e-mail: Fred.Stein@csiro.au		

POLICY STATEMENT

Purpose	To endorse the establishment and clarify the roles of the Scientific Advisory Committee (SAC) of the MNFSC.
Overview	The SAC was established as an expert advisory body to the MNFSC. The Minister for Industry, Science and Tourism approved the establishment of the SAC on 12 August 1988. The Minister for Science confirmed the Operational Guidelines for the SAC on 14 August 2003. This policy statement summarises the operations and roles of the SAC established by the MNFSC and approved by the Minister.
Objectives	To set out the operations of the SAC, including: <ul style="list-style-type: none"> • its membership; • the nomination and appointment of Chairman and members; • the term of appointment of members; • the remuneration of members; and • its roles and operations.
Definitions	<p>The Minister: the Australian government Minister responsible for science.</p> <p>MNF: the Marine National Facility that includes: its management (Steering Committee and CMR), staff, the sea-going research platform, its equipment and data products and services.</p> <p>MNFSC: Marine National Facility Steering Committee: the independent committee appointed by the Minister that assists CMR in the management of the MNF.</p>

	<p>SAC: The Scientific Advisory Committee is an expert committee established by the MNFSC to provide advice on scientific and research matters.</p> <p>Independent SAC member: person invited by MNFSC to become a member of the SAC and who is not an employee of CMR.</p> <p>SAC Chairman: the independent member appointed by the MNFSC to chair SAC meetings</p> <p>ex officio member: person who is entitled to be a member of the MNFSC or SAC by right of his or her position of employment.</p> <p>Sitting fees: payments to the Chair and other independent members of the MNFSC and SAC for preparing for and attending meetings or for conducting other MNFSC business. Rates are determined by decisions of the Remuneration Tribunal.</p>
<p>Policy provisions</p>	<p>Authority: The SAC is established by the MNFSC and has been endorsed by the Minister.</p> <p>Functions: The SAC's functions are to provide advice to MNFSC:</p> <ul style="list-style-type: none"> • on scientific operations, equipment needs, assessment of proposals and any other research matters as required; and • concerning annual research voyage schedules and proposed research projects to be undertaken on those voyages. <p>Membership: comprises:</p> <ul style="list-style-type: none"> • an independent Chair; • independent members representing the range of research disciplines undertaken by the MNF; • the Chair of MNFSC; ex-officio • the Director, Research Vessels, ex-officio <p>Nominations: Independent members are invited by MNFSC to join the SAC by way of an exchange of letters. MNFSC has not placed a limit on the number of members. MNFSC uses the following criteria to select people for invitation as independent members. That:</p> <ul style="list-style-type: none"> • they be actively involved in marine research; • collectively they have the expertise across research disciplines to assess the range of proposals for use of the MNF; and • they have experience of vessel based research, if not experience with working from the MNF. <p>Criteria for selection of the independent Chair are that he or she:</p> <ul style="list-style-type: none"> • not be an employee of CSIRO; and • have experience in marine research or marine research policy. <p>Independent members of SAC shall not be invited as</p>

	<p>representatives of specific research agencies but as being representative of research disciplines.</p> <p>Term of Appointment: There is no set term of appointment for independent members of SAC – it is indefinite. SAC members can resign by letter to the Chair, MNFSC at any time. If a member does resign MNFSC will invite a suitably qualified replacement.</p> <p>Sitting fees: independent members of SAC, who are not employed by an Australian Government agency, are entitled to be paid sitting fees. For each meeting attended independent members are entitled to two days sitting fees: one day for preparation travel to the meeting and one day for each day the meeting sits. The Chair and members will also be entitled to sitting fees for work undertaken on behalf of the MNF but outside that time allowed for formal meetings.</p> <p>Meetings: the SAC will meet at least annually to assess research proposals for inclusion in the MNF voyage schedule but may hold additional meetings at its own instigation or that of the MNFSC.</p> <p>Roles: the roles specified by MNFSC for SAC are:</p> <ul style="list-style-type: none"> • provide advice to MNFSC on the conduct of the annual assessment and application process and its effectiveness; • annually assess and rank proposals for use of the MNF; • make recommendations to MNFSC on which proposals should (or not) be considered for inclusion in the annual voyage schedule; • provide any other advice on the feasibility or allocation of time for proposals received for use of the MNF; • make recommendations to MNFSC on Chief Scientists for research voyages on the MNF; • provide advice on the scientific operations and equipment of the MNF, or any other advice relevant to users, as requested by MNFSC; and • contribute to the establishment or operations of any specialist Working Groups as requested by MNFSC.
<p>Related material</p>	<ul style="list-style-type: none"> • Appointment of independent members of the NFSC – Oceanographic Research Vessel Franklin. Ministerial Briefing to the Hon John Moore, MP, Minister for Industry, Science and Tourism from CSIRO. Approved by the Minister 12 August 1998. • National Facility Steering Committee – Research Vessel Southern Surveyor. Ministerial briefing to The Hon Peter McGauran, MP, Minister for Science from the Department of Education Science and Training. Approved by the Minister 14 August 2004. • 1 July 2004 Ruling of the Remuneration Tribunal (see

	http://www.csiro.au/services/humanres/essentials/blocks/committeefees.htm)
Supporting Procedures/Guidelines	Procedure 2004/2.1/v.1: Payment of Sitting Fees and other costs to independent chair and members of MNFSC and SAC.
ACCOUNTABILITIES	
Implementation	MNFSC SAC MNFSC and SAC support staff
Compliance	Director, Research Vessel
Monitoring and Evaluation	MNFSC Director, Research Vessel
Development and Review	MNFSC Director, Research Vessel
Approval Authority	MNFSC

WHO SHOULD KNOW THIS POLICY?

Chair and Members of the MNFSC and SAC.
Office of the Chief, CMAR.
MNF and CMAR staff involved with the MNF as users or support staff.
MNF users.

REVISION HISTORY

Revision Ref No	Approved/Rescinded	Date	Authority	Document Title
2004/3/v.1	Approved	12-09-2004	MNF SC	Establishment and Operations of the Scientific Advisory Committee

EFFECTIVENESS OF THIS POLICY

Performance Indicators	Number of complaints from applicants about the annual assessment of proposals for use of the MNF. Number of recommendations made by SAC accepted by MNFSC.
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