



OPTiMA

ARC TRAINING CENTRE IN
OPTIMISATION TECHNOLOGIES
INTEGRATED METHODOLOGIES
AND APPLICATIONS

MINUTES – OPTiMA EXECUTIVE COMMITTEE FRI 7TH MAY 11:00 – 12:00

LOCATION: Melbourne Connect 700 Swanston St, Level 8 Rm 8108/Monash University 20 Exhibition Walk, Level 2 Rm 278

Attendees: Kate Smith-Miles (Chair -KSM), Peter Stuckey (PS), Doreen Thomas (DT), Andreas Ernst (AE), Adrian Pearce (AP), Guido Tack (GT), Peter Taylor (PT), Rob Hyndman (RH), Charlotte Hurry (CH-Minutes)

This was the first Executive meeting of the Centre.

1. The Exec read the Executive Committee Terms of Reference and discussed how to meet these requirements.
 - a. Updating the Centre Membership
 - i. Strategic planning meeting yearly. To discuss projects and plan the milestones.
 - ii. PhD student milestones that align with their respective University's milestones.
 - iii. ARC annual report made available to the members on the website
The Exec agrees.
 - b. Advisory committees
 - i. In the next meeting, we will decide the advisory committee membership. Going forward, we the Exec will present to the advisory committees the Centre's initiatives and progress to seek their advice. Their terms of reference for the Scientific and Industry Advisory committees should include exploring other activities, expanding capabilities, and providing guidance to the Exec.
 - c. KSM proposed an annual event to summarise what is happening. CH to add this to a future agenda for discussion.
 - d. The formation of various sub-committees was proposed to handle additional recommendations to Exec for approval. KSM raised the idea of involving the wider centre membership in the development of training plans. The discussion then led to the formation of three sub-committees. The Exec agreed to have an Education and Training committee, an Outreach committee (including marketing), and an Equity and Diversity committee. The committees will prepare a one-line summary of their actions for CH to present in the Exec meetings. CH

has already been developing terms of reference and policies for these sub-committees. CH will present these at a later meeting. The idea was raised for an industry engagement committee. The executive decided that industry engagement is part of UPTAKE it will already be represented within the Executive committee as a standing item, with AP leading. CH to add a theme update from all three themes as a standing item in future meetings once the centre commences.

2. CH gave an update on student recruitment. It was agreed that we need to find ways to advertise outside of the nodes. We will ask the CIs to promote in lectures. CH to create a flyer for distribution to other universities such as Deakin and RMIT.
3. Removal of POs that are holding up the partner agreement. CH discussed how CSR and Ausnet did not respond to the first round of changes to the partner agreement. Katarina at Monash has been in contact with these partners, and she feels that CSR will pull out of the project and that Ausnet may continue. CH proposed that if these two partners do not respond by 29 May 2021, the next deadline for partners to respond, we will ask them to exit the agreement, and seek ARC approval to replace them with new partners. The Exec agrees. CH to contact the Exec on 01 June to get a final decision by email. KSM raised the issue that Boeing and AGL both have concerns about the ARC clauses in the current partner agreement. It allows the ARC to audit the industry partners accessing their premises and documents. Boeing and AGL have asked that this be removed from the agreement. The UoM legal team has said it is a requirement of the ARC. PT has suggested that OPTIMA go back to the legal team to renegotiate this on behalf of Boeing and AGL. The Exec agrees that we cannot lose these industry partners based upon a request of this type. CH/KSM to contact the ARC for advice. We may ask Boeing and AGL to come off the agreement and then add them after the Centre commencement if it looks like this negotiation will take too long.
4. Industry Advisory Committee – defer until the next meeting.
5. Scientific Advisory Committee– defer until the next meeting.
6. Budget – transfer of money back from Monash. CH presented the breakdown of the PO’s cash contribution. The Exec looked at the initiatives, and when we need the money to fund those initiatives. The Exec agreed on the budget plan that CH presented. We will invoice Monash in the first year of the project as follows:

Q2 June 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Total
\$0	\$0	\$0	\$10,000	\$0	10,000
\$0	\$0	\$0	\$10,000	\$0	10,000
\$0	\$0	\$0	\$0	\$23,000	23,000
\$3,000	\$900	\$600	\$900	\$600	6,000
\$0	\$10,000	\$5,000	\$5,000	\$0	20,000
\$0	\$5,000	\$2,500	\$2,500	\$0	10,000
\$0	\$5,000	\$2,500	\$2,500	\$0	10,000
\$0	\$12,500	\$12,500	\$12,500	\$12,500	50,000

\$0	\$0	\$2,500	\$1,250	\$1,250	5,000
\$0	\$1,250	\$1,250	\$1,250	\$1,250	5,000
\$0	\$1,250	\$1,250	\$1,250	\$1,250	5,000
\$3,000	\$35,900	\$28,100	\$47,150	\$39,850	\$154,000

The Exec agreed.

CH to send Monash MRO the budget breakdown and the minutes of this meeting.

7. The Exec agreed to hold the meetings monthly on the first Friday of the month between 10 am – 12 pm.
8. AOB –
 - a. AIs – the Exec recognise that in some projects, we will have joint supervisions from non-OPTIMA supervisors. It was discussed if we should recognise these in the nodes as Associate investigators. The Exec agreed. It was then discussed if we would have any funding or incentives for associate investigators. At present, OPTIMA do not have strategic funding to support associate investigators, but as more industry partners join and more money flows into the Centre, we can revisit this idea. CH to raise this question again in six months.

Industry Affiliates- supervisors in industry will be referred to as industry affiliates if they are not Partner Investigators under the ARC agreement.

The question was raised can industry partners who join after the Centre commencement join with a project without signing the ARC agreements. In this case, we would refer to them as industry affiliates. If this is allowed, can we enter the agreements separately or do we need to have partner agreements like those signed with the ARC? CH will raise this question with the ARC.

ACTION ITEMS

1	Executive committee terms of reference	Terms of reference -plan the first strategic planning meeting (point of discussion updates of projects during student milestones) -develop terms of reference and policies for the sub-committees	CH CH	02 July 2021 31 ^{Jul} 2021	Pending Pending
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		-industry engagement as a standing item	CH		Completed
2	Recruitment	Charlotte to create a flyer and send outside of Monash/UoM	CH	ASAP	Pending
3	PO participation	Removal of POs.	CH	01 June 2021	Pending
		Ausnet and CSR – email the Exec.	CH/KSM	01 June 2021	Pending
		Boeing and AGL – wait until the responses at the end of May, then contact ARC.			
4	Industry committee membership	Discuss -refer to the terms of reference	postponed		Pending
5	Scientific advisory committee membership	Discuss -refer to the terms of reference	postponed		Pending
6	Budget plan for strategic funds	Proposed y1 budgetPO cash contributions. Send Monash the budget breakdown.	CH	04 June 2021	Pending
7	Future meetings				Completed
8	AOB	Financial incentives for associate investigators	CH	30 Nov 2021	Pending
		Industry affiliates for new POs. Raise this question with the ARC.	CH	04 June 2021	Pending