



## **OPTiMA Education and Training Sub-Committee Terms of Reference- DRAFT**

The purpose of the OPTiMA Education and Training Sub-Committee (E&T) is to identify and deliver education, training, internships, collaborations and mentoring opportunities for all members of OPTiMA.

The Sub-Committee has been formed as directed by the OPTiMA Executive Committee. It must be run in accordance with the requirements outlined in section one of this document. This Committee will meet twice yearly, either in person or via teleconference, in a time slot that complies with OPTiMA's Equity, Diversity, and Inclusion Policy (09:30 am-3 pm).

### **1) Education and Training Sub-Committee terms of reference**

- a) The Committee will be formed soon as practicable after the Centre Commencement Date; the initial members will be OPTiMA members:
  - (i) One Chair, one Deputy Chair, and no less than four additional committee members;
  - (ii) OPTiMA members of all levels and membership categories can join the Committee; new members can request to join at any time by email and must be agreed upon by a majority vote at least two working days before having voting rights at a meeting.
  - (iii) No more than 60% representation from one node;
  - (iv) A minimum of two PhD candidates;
  - (v) A minimum of two ECRs;
  - (vi) Equity in the male/female membership ratio; if not possible at the commencement of the Sub-Committee, the balance issue should be revisited yearly;
  - (vii) A member's term will be effective until the wind-down of the Sub-Committee.
  - (viii) A member may resign by giving written notice to the Chair;
  - (ix) At any time, people external to the Committee may be invited to join a meeting to provide feedback, advice or give a presentation; these are not voting members;
  - (x) The decisions must be made by the majority of those present at the meeting, always provided that a minimum of 3 Sub-Committee members must be at the meeting and must include at least one representative from each node.
- i) The secretarial function of the Sub-Committee will be delegated to a member of the Sub-Committee who is present at the meeting.
- b) The Education and Training Sub-Committee must:
  - (i) Meet a minimum of twice times per year, in person or by technological means, to formulate and provide its input to OPTiMA Executive Committee, sent by email to the Training Centre Manager;
  - (ii) Act in a manner based on transparency, accountability and responsibility;
  - (iii) Review the Education and Training Plan upon commencement, and then yearly, providing feedback to the OPTiMA Executive Committee on proposed changes;



- (iv) At the yearly revision of the Centre's strategic plan, review past milestones and KPIs, and suggest new milestones and KPIs that align with the E&T plan and the Centre's vision.
  - (v) Develop OPTiMA's education and training initiatives that fall within the Centre's budget;
  - (vi) Identify and assist in delivering education, training, internships, collaborations and mentoring opportunities for all members of OPTiMA.
  - (vii) Promote training opportunities within the Centre membership;
  - (viii) Provide suggestions for E&T related content for OPTiMA announcements, newsletter and website.
- c) Any member may call for an ad hoc meeting of the Sub-Committee by written notice to the Sub-Committee Chair.
  - d) Minutes will be sent to members for review within five working days of the meeting. Once approved by the Chair, the meeting minutes will be forwarded to the Executive Committee for review within a reasonable time.
  - e) The Chair will prepare and send the agenda to the Committee no less than three working days before a meeting.

## 2) Standing items

- a) OPTiMA training calendar

## 3) Membership Jan 2022

Role	Name	Centre/University	Role
1	Shengjie Wang	UoM	Student
Deputy	Mark Fackrell	UoM	MCR/CI
3	Achini Erandi	UoM	Student
4	Andres Munoz Acosta	UoM	MCR
5	Hadi Akbarzadeh Khorshidi	UoM	ECR
6	Wathsala Karunarathne	UoM	Student
7	David Bergmann	SE Water	Industry Partner
8	Jessica Leung	Monash	ECR
9	Zahra Namazian	Monash	Student
Chair	Peter Stuckey	Monash	CI
11	Andreas Ernst	Monash	CI