



# OPTiMA

ARC TRAINING CENTRE IN  
OPTIMISATION TECHNOLOGIES  
INTEGRATED METHODOLOGIES  
AND APPLICATIONS

## MINUTES – OPTiMA EXECUTIVE COMMITTEE 10:00 – 12:00 02 DEC 2022

Zoom

Attendees: Kate Smith-Miles (Chair -KSM), Peter Stuckey (PS), Peter Taylor (PT), Rob Hyndman (RH), Doreen Thomas (DT); Guido Tack (GT); Charlotte Hurry (CH-minutes)

Apologies: Adrian Pearce (AP), Andreas Ernst (AE)

### MINUTES

#### 1. UPDATES

- a. Philanthropy (GT) – no update

#### 2. IAC/SAC updates

We met in December with the SAC and IAC. There was good attendance and valuable feedback. CH still needs to write the minutes. Action items arising from the minutes will be discussed at our next meeting. CH to collate action items.

#### 3. MEMBERSHIP UPDATE

POs

Gurobi expressed an interest in joining OPTiMA as Other Org. CH to initiate the documentation.

David Marlow at DST has expressed interest in joining OPTiMA. CH to send more information to him.

ZIB paperwork is underway

UNIMORE-Italy-paperwork is underway

CI

The ARC has now confirmed that Ariel is an OPTiMA CI.

AI

Jamali Ali – see attached. The Exec does not agree but has requested a seminar. CH to arrange.

Damjan Vukcevic - nominated by Peter Stuckey- the Exec agrees, CH to initiate the documentation.

Postdoc

-Level A -applications closed today. We have 57 applicants. Kate will do a first read-through and then ask Joyce, Peter S and Michael to shortlist further.

Students

DST – A student has been offered a UoM scholarship and sent an offer from OPTiMA, which depends on DST signing the partnership paperwork. Paperwork should be signed in February. CH to follow up.

ENGIE – we are still searching for a student.

Other

CH has created a webpage called [pathways to optimisation](#) – we can give the details of this web page to non-members so they can engage with OPTIMA. It is currently designed for use by school students through to industry. We can use this page to host a blog and advertise Hack-a-thons, jobs and outreach activities. CH will create a process so that the newsletter can be sent to non-members monthly.

2. ANNUAL MEETING & CENTRE LAUNCH

The Centre launch went well; we had 120 registered, and approx. 90 in attendance. The ARC CEO officially opened the Centre; we also had Prof. Duncan Maskell UoM and Prof. Margaret Gardner Monash to show their support for the collaboration between universities.

The Annual Meeting was much more poorly attended 45 of 120 members. CH will look at hosting this event at a different time of year. The seminar by Even Shellshear was well received. There was a conversation among all members about changing the format of the seminars. CH to action.

3. CENTRE BUDGET

CH highlighted the difficulty in getting help from the Finance contacts in UoM and Monash in creating an up-to-date budget. Several meetings have now been set for early 2023 to try and remedy this. We know the Centre is in deficit due to having fewer POs than expected. Also, inflation/indexation on salaries will have an impact. Further, the proposed budget was missing a few essential line items, including the 7% on-costs that the universities need to cover for salaries.

Tasks for CH

After the February meeting CH will contact UoM and Monash to determine if indexation/inflation will be paid for salaries and stipends above the commitment amount. CH will also ask UoM for additional cash contributions to cover costs not budgeted. Further, CH will query RIC regarding adding ARC money to an interest-bearing account.

4. POSTDOC FUNDING REQUEST

Vera S requested funding for attendance at ANZIAM. The Exec agreed. We discussed whether we should assign a set amount per postdoc. CH reminded the Exec that there was no specific line item for professional staff professional development or conference funding. The EXEC agreed that applications should be submitted and assessed on a case-by-case basis. CH to follow up.

5. INDUSTRY PLACEMENTS

CH discussed that students were nowhere near the 12 months needed for their industry placement. KSM suggested talking more with the ARC about the difficulty in this. CH has spoken to several students to suggest they spend one day a week with the PO. CH to send an email to the students with strategies and also arrange a meeting with the ARC.

6. REPORTING AND KPIS

CH-the climate survey will end, and the results should be collated in January. CH has prepared a KPI survey that needs to be completed by mid-January. All Centre members need to report on this. So far, we are meeting most KPIS. However, the ARC has returned with some late amendments. We are discussing with them the best way to meet the changes. CH to collate KPI reports.

7. EXEC MEETINGS

The Exec agreed to hold the next meeting in February in the regular time slot. When schedules have been set for semester one, we should survey the committee to find the best time.

8. UPDATE FROM SUB-COMITTEES & THEMES (SI\*)

E&T – the student-led conference has been set for late February.

As the updates were given at the Centre Launch in November, there are no further updates today.

9. AOB  
None

The meeting ended at 11:54

## ACTIONS FROM PREVIOUS MEETINGS

1	SAC/IAC	Collate action items for discussion at the Exec	CH	02 Feb 23	In progress
2	Seminars	Change format	CH/CP	02 Feb 23	In progress
3	Industry partners	Set up a meeting with ARC ITTCS to discuss collaboration	CH	1 Jan 22	Postpone
		Monash projects – follow up	PS	1 Dec 22	Completed
		Gurobi – join paperwork	CH	1 Dec 22	Completed
		DST – information	CH	1 Dec 22	Completed
4	KPIs	Reporting methods and frequency. Explore options.	CP/CH	ASAP	In progress
		remind supervisors to complete technical reports for each project	CH	29 Sept	Overdue
		Collate data from members	CH	05 Feb 23	In progress
5	International partners	Follow up with Manuel and Sebastian	CH/PS	1 Feb	In progress
		Formalise the exchange program, insurance, and acceptance letters.	CH	1 Feb	In progress
6	OPTIMA Budget	Get budget in a useable state	CH	07 Feb 23	In progress
		After the February meeting CH will contact UoM and Monash to determine if indexation/inflation will be paid for salaries and stipends above the commitment amount. CH will also ask UoM for additional cash contributions to cover costs not budgeted. Further, CH will query RIC regarding adding ARC money to an interest-bearing account.		21 Feb 23	In progress
7	ARC stipend	Follow up with finance	CH	2 Feb	In progress
8	Change in PI	Follow up with CIs	CH	4 Nov	In progress

9	Climate Survey	Follow up survey with LeaderSkill	CH	ASAP	In progress
10	Philanthropic projects	Arrange a meeting at UoM	GT/AE/CH	ASAP	In progress
11	2023 Annual Meeting	New dates and agenda	CH	28 Feb 23	In progress
12	Postdoc conference funding	CH to organise payments	CH	ASAP	Completed
13	PO placements	Email students with strategies	CH	15 Feb 23	In progress
14	Communications	Create good news stories	KSM/CP	1 Dec	In progress