



OPTiMA

ARC TRAINING CENTRE IN
OPTIMISATION TECHNOLOGIES
INTEGRATED METHODOLOGIES
AND APPLICATIONS

MINUTES – OPTiMA EXECUTIVE COMMITTEE 10:00 – 12:00 07 OCT 2022

Zoom

Attendees: Kate Smith-Miles (Chair -KSM)), Peter Stuckey (PS), Peter Taylor (PT), Andreas Ernst (AE), Charlotte Hurry (CH), Rob Hyndman (RH), Doreen Thomas (DT); Caitlyn Pryse (CP – minutes)

Apologies: Adrian Pearce (AP), Guido Tack (GT)

MINUTES

1. Updates

- a. IAC/SAC. CH will bring the agenda proposal for those two meetings to next month's Executive Committee meeting.
- b. Philanthropy- AE, GT and CH followed up. Monash said donors are more likely to give money towards stipends than to Centre running costs. MON would also like to meet with UoM. CH to organise a meeting with UoM.
- c. CH – AI-based optimisation workshop, opened to 60 people; 50 registered. The program is finished. It is a free event at Melbourne Connect with catering. The room is yet to be determined. The program has been developed by Frank.
- d. CH - ARC update from ITRP meeting. How will we manage PhDs if their project continues after the end of the Centre? ARC is okay with that if the funding is still available for the student and supervision for the student continues. How to get new POs to join? PS/KSM and CH will discuss this with the ARC later this month. We have been told that it should be acceptable to onboard industry on a contract or fee-for-service basis. We can convert at least one stipend to Centre running costs if needed. We can change the PhD projects into Masters; we would need to submit a variation. If we have more than two or three outstanding stipends, the ARC sees that as a feasibility issue; however, as we have at least four students with a university stipend, that should not be the case for OPTiMA. Also, many ITTCs are getting extensions due to covid affecting operations so that we may pass the 5-year mark.

2. Industry Update

POs

Southeast Water: CH-they have now agreed to the Project Agreement, so RIC is finalising the paperwork.

Probe Group: PT – We have a new contact who is interested in the project. We want to focus on relationship building without asking for too much administration from PO.

KSM – Boeing, we also have a new contact interested in the project.

CH- we need to add the new PIs to the RMS, but we can first ask the ARC if they plan to change this administrative requirement. CH to add to the agenda for the ARC discussion.

ENGIE – CH spoke with Keith from ENGIE. He is keen to be part of OPTiMA and flagged they may have future projects. An EOI has been advertised to attract students.

DST – They want to sign on as Other Org. As such, we can't give them the ARC stipend. An EOI has been advertised to attract students. The student must be Australian.

CH will share the ad again with CIs.

Possible new partners

PS is meeting to discuss potential new projects with the AFP. We are still waiting for CSL to finish setting up with Monash, and then we will contact them again. PS to follow up.

Student progress

KSM & PS gave an update on the current OPTIMA Industry Students in their nodes.

-removed for privacy.

It was discussed that if the students are not performing well, it can pose a risk to the relationship between OPTIMA and the PO.

CH opened discussions on the importance of building connections for students. On Monday 10th October, we organised an afternoon tea, Version Control/GIT training and a Young Academics workshop. Current registration is low. CH to share with committee members which students have already registered, so they can encourage their students if they haven't. CH to share with CIs which of their student's are not registered for our Launch and Annual Meeting.

2. Membership update
 - a. Completed students can still be part of the Centre if they continue to work in optimisation and will be invited to be an AI. CH to invite them.
 - b. Ariel Liebman will be added as a new CI, and he will supervise the ENGIE project. The variation has been sent to the ARC.
 - c. The postdoc position should be advertised today. There will be a six-week period for applications. The EDI committee has had some input into language choices in the position description to encourage as many applicants as possible to apply. KSM – If we do not find a suitable applicant, we should consider the potential for strategically co-funding this postdoc position with Melbourne Energy Institute to recruit people in the energy sector. It is important that we start collaborating with the Energy Institute, which has supported OPTIMA and is looking at growth in funding for the transition to net zero.
3. Annual meeting agenda proposal

CH showed the draft agenda.

 - a. The Exec approved with two changes:
 - i. Change afternoon tea to 30 minutes.
 - ii. Changed PhD project talks to general discussion, strategic plan, and points from the committees.
 - iii. KSM – Purpose of seminars, speakers, and clear target audience.
 - b. The school has changed the cost approval processes. CH has requested blanket approval on expenditure as the OPTIMA Exec already approves expenditure.
 - c. Expenditure for the annual meeting is for catering between \$60 - \$80 per person. The Exec agrees.
4. OPTIMA Centre Launch agenda proposal

CH showed the draft agenda.

 - a. UoM VC and ARC CEO have confirmed attendance. The Monash VC, Education Minister, and Deans were also invited. PS & KSM to send an extra invite request to CH. CH – to send additional invites today.
 - b. CH – following up to see if Welcome to Country can be booked.
 - c. Perspectives panel to hear what it means to be a part of OPTIMA from different Centre members. PS to speak. Interview style approach. KSM-ask MW and Nico.

- d. Expenditure for the annual meeting is for Photographer hire, which could be \$2,000. The purchase of merchandise such as cups and lanyards, the cost could be \$2,000. The media screen, tablecloth, and plaque for the unveiling could be \$1,000. Catering costs and AV costs will also be added.
The Exec agrees.
5. Climate survey
 - a. Quote received from LeaderSkill for \$4500 (excl. GST) for the climate survey; this includes creation, distribution, and analysis. The cost will be lower for the following years. PT supported using LeaderSkill and emphasised the importance of external service providers. GT gave support before the meeting. Committee members will send CH feedback on any questions they want to be included.
The Exec agrees.
KSM – need to communicate to Centre members ahead of time what questions there will be so they know how they will be evaluated and clarify values and goals.
CH – Follow up with LeaderSkill and EDI Committee, and PT offered support.
6. Exchange Program
 - a. Alysso Costa connected CH with Manuel, who would like to be a PI at UNIMORE Italy; they want to start an exchange program.
 - b. PS to follow up with ZIB. CH will give PS the paperwork.
 - c. CH and CP to follow up on formalising the exchange program.
7. Update from Themes
 - a. E&T – PS is continuing work on the microcert and developing other training.
 - b. Outreach – KSM discussed strategic actions, seminar programs, and challenges with tracking members outputs.
 - c. CH and CP will work with the E&T committee to plan the 2023 student conference. This should be student-led.
 - d. EDI- a meeting was held where it was decided recruitment should clearly state that OPTIMA is inclusive. Also, the Climate Survey was agreed to.
 - e. Theme leaders – CH, we have held the first meeting. CH to follow up to ensure the Theme leaders meet again.
8. Other topics

Outreach

 - a. KSM -How do we communicate the value of optimisation beyond economic improvements and social good (KSM), e.g. optimisation of scheduling jobs to employ people with disabilities without economic cost? I want to promote that story so philanthropists can get excited about it. Alison Costa. KSM and CP to explore.

Reporting

 - b. KSM – Considered method and frequency of collecting outreach information and taking research papers from online sources.
PT – Reportal is an improvement on Excel and Google Sheets but could still be made easier.
CH – the costs of reporting software is very high considering our budget.
RH – Suggested Orchid.
CH will consider more frequent (monthly) data collection and a more straightforward reporting process. Any suggestion for cheap data collection are welcomed.

9. AOB
None

The meeting ended at 11:54

ACTIONS FROM PREVIOUS MEETINGS

1	Theme Leaders to hold meetings	Discuss and prioritise actions from the Strategic Plan, ensure KPIs are on the agenda	CH	4 Nov 22	In progress
2	New PhD projects	Share EOIs with CIs	CH	4 Nov 22	In progress
3	Centre events 10 Oct	Encourage students	CH	ASAP	Completed
4	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	In progress
5	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
		Compile the submitted journals and contact CIs to remind them to acknowledge	CH	29 Sept	Overdue
6	International partners	Follow up with Manuel and Sebastian	CH/PS	ASAP	In progress
		Formalise the exchange program (develop code of conduct), acceptance letters.	CH/CP	1 Dec	In progress
7	Centre launch	Finalise venue/proceedings and speakers	CH	05 Oct	In progress
		Create agenda	CH	ASAP	In progress
		Check the minister is coming and create plaque	CH	ASAP	In progress
		Book photographer	CP	ASAP	In progress
		Book AV	CH	ASAP	In progress
		Welcome to country	CP	ASAP	In progress
		Further invites	PS/KSM/CH	ASAP	Completed
		Perspective panel-ask MW, PhDs, CI	CH/KSM	ASAP	In progress
8	ARC stipend	Inform Mathura	CH	5 Oct	Overdue
9	Change in PI	Follow up with CIs	CH	4 Nov	In progress

10	Climate Survey	Prepare survey with LeaderSkill	CH/PT	ASAP	In progress
11	Philanthropic projects	Arrange a meeting at UoM	GT/AE/CH	ASAP	In progress
12	Annual Meeting	Ask POs/CIs and PHDs to present	CH	ASAP	To do
		Finalise agenda	CH	ASAP	In progress
13	Als	Invite past students to be Als	CH	4 Nov	In progress
14	IAC/SAC.	Bring agenda proposal to next meeting	CH	4 Nov	In progress
15	ARC meeting	Create discussion points	CH	ASAP	In progress
16	Communications	Create good news stories	KSM/CP	1 Dec	In progress