

# Australian ORCID Steering Committee

## Terms of Reference

### Key Definitions

AAF	Australian Access Federation
ARDC	Australian Research Data Commons
ARMS	Australasian Research Management Society
ARC	Australian Research Council
CAUDIT	Council of Australasian University Directors of IT
CAUL	Council of Australasian University Librarians
DVC-R	Deputy Vice-Chancellor – Research
NHMRC	National Health and Medical Research Council
ORCID	Open Researcher and Contributor Identifier
PID	Persistent Identifier
CL	Consortium Lead (AAF is the Consortium Lead)

## Purpose

The ORCID Steering Committee will act in the interests of the Australian ORCID Consortium members. Providing guidance to the AAF (Consortium Lead) and ensuring future sustainability. It will also provide expert knowledge and contribute to the development of a national PIDs strategy and support future policy development and implementation.

The Committee will:

- provide guidance to the Australian ORCID Consortium
- advocate for consortium growth
- reflect the views of consortium members and community
- advocate for use of ORCID and other PIDs
- contribute to the development of the national PIDs strategy
- monitor and provide advice on international best practice and trends
- provide advice on national opportunities and benefits
- advise on key strategic opportunities.

The Committee will use best endeavours to reflect the collective view of its members whilst noting that the Committee does not purport to represent diverse views of individual members. The Committee may establish other sub-committees as required and may co-opt members from within the Australian research community if required.

## Membership

The Committee shall consist of the following members:

- Independent Chair
- AAF representative [CEO or nominee of the CEO]
- ARDC representative
- CAUL representative – Chair of CAUL or nominee from the CAUL board
- ARMS representative – Chair of ARMS or nominee from the ARMS board
- Chair of Universities Australia DVC-R Committee or their nominee from the committee
- NHMRC representative – CEO or their nominee
- ARC representative – CEO or their nominee
- CAUDIT representative – CEO or their nominee
- ORCID Board representative (APAN region)
- Researcher(s)

The Committee shall nominate an Independent Chair. The Chair will be part of the research community and understand the importance of ORCID and PIDs.

Secretarial support for the Committee will be provided by the Australian Access Federation (ORCID Consortium Lead).

The Committee may, on occasion, issue a standing invitation to a member of the Australian ORCID Consortium not otherwise represented on the Committee for their expertise.

## Term

### **Chair**

The term for the chair will be three years with the option to run for a second term.

### **Members**

Members will complete a three-year term in their current representative roles. Should a member representative leave the member organisation, their successor or nominee will step into the ORCID Steering Committee role.

A member can serve up to three terms on the Committee provided their nomination continues to be supported by the nominating organisation.

## Powers of the Committee

The Committee may not make any decisions or act in a manner that jeopardises the operation of the Australian Access Federation Ltd as the ORCID Consortium Lead in fulfilling their requirements and supporting members as outlined in the ORCID agreement and the direction of the AAF Board.

## Decision Making

Decisions at a meeting of the Committee, or of any sub-committee appointed by the Committee, are decided by a majority of the votes of members of the Committee or sub-committee present at the meeting.

Each member present at a meeting of the Committee, or of any sub-committee appointed by the Committee (including the person presiding at the meeting), is entitled to one vote, but if the votes on any question are equal, the person presiding may exercise a second or casting vote.

A decision will be deemed to have been made at a committee meeting if a majority of members are in favour of the decision.

If equal votes are cast for and against a decision at a committee meeting, and the person presiding at the meeting does not exercise a casting vote, that decision is not carried.

Should the Committee issue a standing invitation to a member of the Consortium not otherwise represented on the Committee for their expertise, this role will be a non-voting role.

All Committee members must declare any conflicts of interest. Conflict of interest is defined as any instance where a member has a direct financial or other interest which influences, or may appear to influence, proper consideration within the Committee on a matter or proposed matter. Where the member does not voluntarily exclude themselves from any decision-making process, the Committee will, where the remaining members deem it necessary, decide by resolution of the remaining members whether the member should exclude themselves from the consideration of the item.

### Meeting Frequency and Quorum

The Steering Committee will meet at least three times each calendar year with at least one meeting face to face and the other two via videoconference or teleconference at the discretion of the Committee. Items may be dealt with outside of meetings via email under the guidance of the Chair as required.

Attendance at ORCID Steering Committee meeting is compulsory for all members. If a member cannot attend either in person or virtually, they must nominate another representative to attend in their stead and advise the chair or secretarial support.

A quorum shall be 50% of the voting members of the Committee plus one. If a quorum is not present, the meeting will be dissolved.

At meetings of the Committee, the Chair presides. If the Chair is not present, a remaining member of the Committee may be chosen by the members present to preside.

### Appointment of Committee Members

Committee members must disclose any potential conflicts of interest upon formation of the Committee and update this annually or when their circumstances change.

### Honorarium and Costs

Committee members will not receive an honorarium or bursary for their services on the Committee.

The cost of flights, accommodation and other travel related out of pocket expenses will be covered by Committee members' respective organisations.

If the Independent Chair is not associated with an organisation some travel expenses may be reimbursed by the AAF.