

# ALA Original NCRIS Funding Agreement

## Governance Structure

*(extract)*

CSIRO, through CSIRO Entomology, will be the lead agency, with overall responsibility for the management and implementation of the Project, in accordance with the reporting and accountability requirements outlined in this Funding Agreement.

CSIRO Entomology will sub-contract with organisations to establish, operate and/or provide access to project infrastructure as defined by this Project Plan. Contractual arrangements between CSIRO Entomology and other parties will, where appropriate, require them to act in accordance with the principles and procedures of the NCRIS programme and this Funding Agreement and Project Plan. Other cash and in-kind contributions will be resourced and managed by the various contributing organisations, consistent with this Project Plan

The overall governance arrangements are outlined below and also highlighted in Figure 1 below.

### 1. CSIRO as lead agent

- Participation Agreement - with contributing participants to ensure provision of data and access to collections. The agreement describes the in-kind contributions to be provided by each party (General Contributions – overall internal management of data to populate the Atlas; and Project Contributions – contributions of data specifically for the Atlas and as agreed with the ALA Management Committee). It also sets out rights and responsibilities around ownership of data and tools, access principles, and licenses to use.
- Consulting/Service/Procurement agreements - to provide the Framework and Tools
- Project Management – employment of the ALA project management staff – a ALA Director, Project Officer and administrative assistant
- International Engagement - Managing the Australian GBIF membership and international engagement with similar projects in other jurisdictions



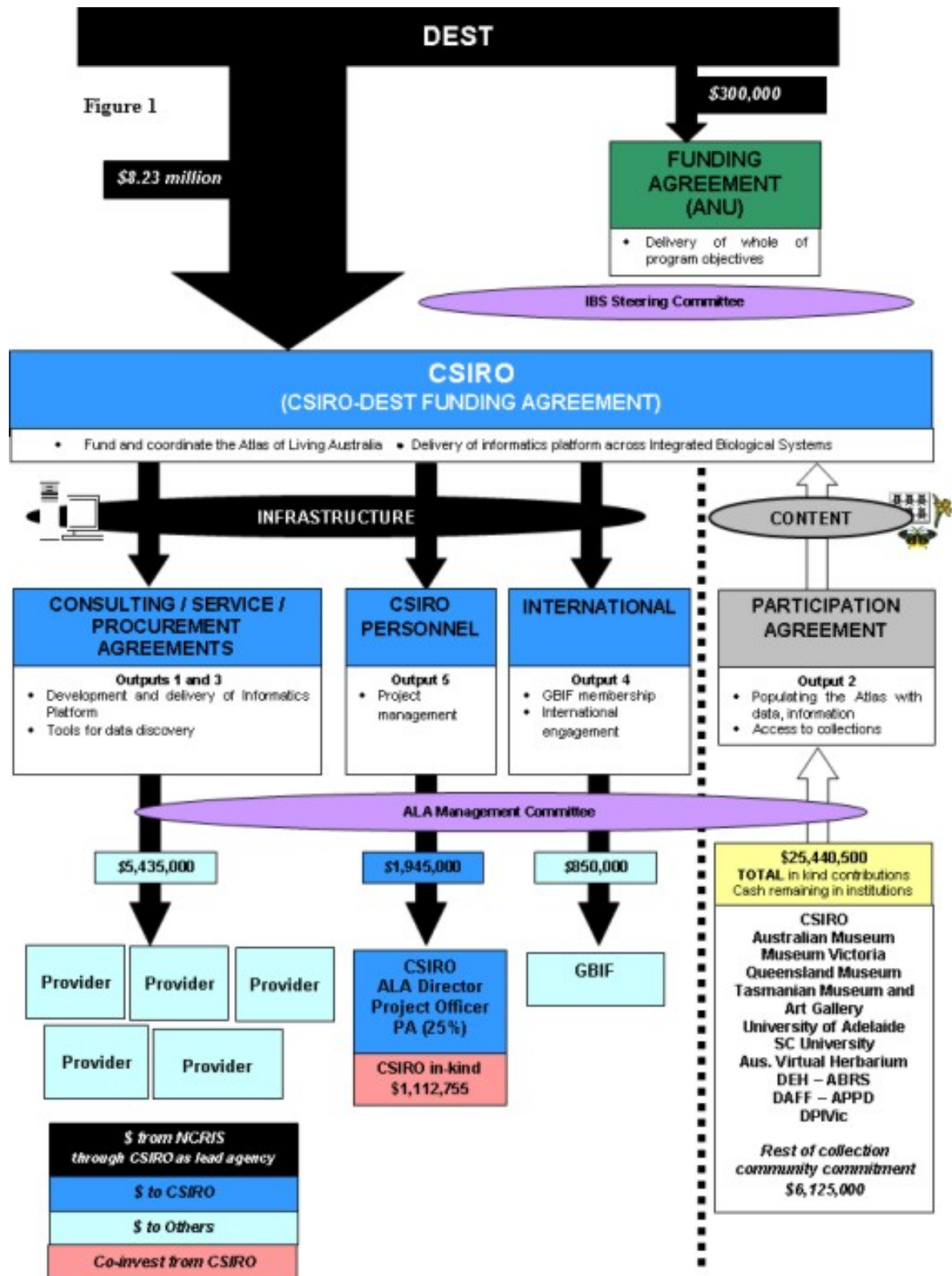
## 2. ALA Management Committee

- ALA Management Committee – a committee of key representative stakeholder to assist with the design, construction and implementation of the ALA together with accountability and monitoring functions. Roles, responsibilities and operation of the committee will set out in a terms of reference document.
- Sub committees or working groups – established by the ALA Management Committee to assist with various technical and strategic aspects of the Project.

## 3. IBS Steering Committee

The NCRIS *Integrated Biological Systems* (IBS) capability comprises three separate but related projects – the *Australian Phenomics Network*, the *National Plant Phenomics Facility* and *The Atlas of Living Australia*. The Steering Committee to the IBS will provide overall strategic vision to, and integration between, the capability components.





## Lead Agency

CSIRO will enter into a “Participation Agreement” with all the Content providers which will set out the obligations of the participants in providing data and access to



their collections, a fundamental requirement in order to populate the Atlas infrastructure. The contracted contributions will match those contributions outlined in the Funding Agreement (see Table 2) and include General Contributions – overall internal management of data to populate the Atlas; and Project Contributions – contributions of data specifically for the Atlas and as agreed with the ALA Management Committee). The Participation Agreement also sets out rights and responsibilities around ownership of data and tools, access principles, and licenses to use .

Development of the Framework and Tools outlined under Outputs 1 and 3 will be managed through a series of *sub-contracts with service/product/consultancy providers* to deliver the software and associated IT infrastructure for the Atlas, in particular the web and informatics platform and data discovery tools. It is anticipated that standard CSIRO procurement standards & procedures would be used to undertake these tasks in consultation with, and direction from the ALA Management Committee.

CSIRO will employ the ALA Director, a project officer and part time administrative support for the ALA. The ALA Director will be responsible for overseeing the design, development and implementation of the *Atlas*. The ALA Director will be responsible, under the guidance of the ALA Management Committee, for drafting the Progress Reports and Annual Business Plans for submission to DEST. Acting under advice from the ALA Management Committee, the ALA Director will liaise with other parts of 5.2 (Mouse Genomics and Plant Phenomics) and other relevant capabilities of NCRIS (such as 5.1, 5.3, 5.8, 5.11 and 5.16) to ensure that the ALA is developed to meet the long term needs of biodiversity data at all levels of biological organisation. The ALA Director will drive the ALA - building relationships, managing the work programme and providing leadership and coordination with the ALA Management Committee. The project officer will be responsible for the day-to-day administrative aspects of the *Atlas*, including the reporting requirements to DEST and will also assist the Management Committee in its duties.

## **ALA Management Committee**

The ALA Management Committee will manage the development of the ALA. It will represent parties who have stewardship of biological data, as well as those experts in bioinformatics. The Committee will set priorities for funding and establish strategic milestones. It will assist the ALA Director to develop the work program and preferred providers of the activity. It will advise CSIRO on the project design and implementation, will monitor progress against milestones and will examine and approve the Progress Reports and Annual Business Plans for the Project prior to their submission to DEST.

The Management Committee will be made up of representatives from the two stakeholder groups that have a vested interest in the development of the Atlas.

(i) One representative from each of the four peak organisations that speak for the biological collections of Australia and would act in a collegiate way:

- Council of Heads of Australasian Herbaria (CHAH)



- Council of Heads of Australian Faunal Collections (CHAFC)
- Australian Microbial Resources Research Network (AMRRN)
- Council of Australian Museum Directors (CAMD)

(ii) One representative of each of the following key organisations or elements of the Atlas:

- CSIRO executive, for the lead agency
- Bioinformatics Expert
- Project Leader of Mouse Genomics (5.2.1)
- Project Leader of Plant Phenomics (5.2.2.)
- ALA Director (5.2.3) ex officio
- Australian Biological Resources Study (ABRS)

The ALA Management Committee will develop terms of reference around its roles, responsibilities and functioning including:

#### *Strategy & Policy*

- setting of project priorities
- longer term strategic directions
- interactions with other projects within the capability and committees of other NCRIS capabilities (e.g. 5.1, 5.3, 5.8, etc)
- policies on data access and international engagement
- development of Intellectual Property and Access Guidelines.
  - establishing technical subcommittees or working groups
  - review reports, contributions and Annual Business plans
  - performance measurement
  - general meeting and governance operations eg Chair, no. of meetings etc.

