Melbourne Collaborative Research Infrastructure Committee (MCRIC)
Terms of Reference

A. Overview

The Melbourne Collaborative Research Infrastructure Committee (MCRIC) provides oversight of the University's research infrastructure strategy. It will oversee the review of existing research infrastructure capabilities and evaluate future investment opportunities, both internally and externally to the University. The Committee will provide guidance to the Deputy Vice-Chancellor (Research) in developing, implementing and reviewing research infrastructure policy.

B. Relationship with other committees

- MCRIC serves as an interface between the researchers, staff and students of the University and the DVC(R) for matters related to research infrastructure.
- MCRIC reviews matters referred to it by the Chair of the Platform Managers Committee.

C. Membership

   a. Committee composition

      The Committee should include individuals in the following roles:

- Pro Vice-Chancellor (Research Infrastructure and Systems)
- Research Infrastructure Strategy Advisor
- A Precinct Representative nominated by the DVC(R)
- Up to 8 collaborative research infrastructure theme representatives as nominated by the Pro Vice-Chancellor (Research Infrastructure & Systems)
- The Chair of the Platform Managers Committee
- A Business Development Director/Manager

      Ex officio members include:

- Team Leader (Research Infrastructure & Strategy Support)
- Project Officer (Research Infrastructure) – meeting administrative support

   b. Term of Membership

      Membership of the Melbourne Collaborative Research Infrastructure Committee is normally three years.

   c. Chair Responsibilities

- The Chair will work to support and facilitate the University's strategic plan for research, focusing on research infrastructure. Agendas will be set with this aim in mind.
- The Chair will facilitate reporting to the DVC(R) and Research Executive as required.
- The Chair will lead and manage updates to the Terms of Reference.

   d. Member Responsibilities

- Members will provide representation and advocacy for the interests of the users of University research infrastructure in their theme area.
- Members are to balance this advocacy with the interests of the broader University and the interests of staff and researchers employed by the University to support research infrastructure.
- Members will provide advice on capital infrastructure investment proposals that fall within their theme area.

- Members will shepherd[1] annual reports from research infrastructure platforms funded by the Melbourne Collaborative Research Infrastructure Program (MCRIP) through the annual review process. Reports will be from platforms outside their theme area.
- When acting as a shepherd, members will provide an evaluation report to accompany the Platform Report for inclusion in the meeting papers. Evaluation reports will be received from shepherds at least 10 working days prior to the meeting.

D. Communication

All submissions and other communication related to the Melbourne Collaborative Research Infrastructure Committee will be directed to the Project Officer (Research Infrastructure).

E. Functions

The functions of the Melbourne Collaborative Research Infrastructure Committee are:

a. To oversee the Melbourne Collaborative Research Infrastructure Program under DVC(R) delegated authority;

b. To strive to promote recommendations to the research community regarding infrastructure business development and professionalism;

c. To provide advice to the DVC(R) on future strategic development and investment in research infrastructure, including external funding opportunities as they arise, and to demonstrate a desire to maximise the commercial potential of such opportunities.

d. To advise the DVC(R) on business planning, policy and management in relation to research infrastructure, including but not limited to the use of platforms, publication authorship and human resources matters (e.g. technical expertise);

e. To maintain awareness of the contribution of research infrastructure platforms towards fulfilling the capability requirements of Higher Degree Research students and advise and liaise with the Pro Vice-Chancellor (Graduate and International Research) on such matters where appropriate;

f. To advise the DVC(R) on the prioritisation of the investment in future Research Capital Infrastructure and Major Projects;

g. To monitor progress and performance of research infrastructure projects and related Steering Committees and review value delivery upon completion;

h. To provide biannual updates to the Committee of Associate Deans Research (CADRe) and engage with members of the research community on research infrastructure matters.

In the next three years, specific deliverables to be supported by MCRIC are:

a. To oversee and guide a working group tasked to complete a comprehensive review of the effectiveness and efficiency of University collaborative research infrastructure culminating in the provision of recommendations for operational best-practice;

b. To support the documentation of a cost base estimate of research infrastructure capital assets and the associated cost and value of maintaining collaborative operations and capabilities (including staff salaries and on-costs);

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[1] The role of shepherd is defined as being a provider of guidance and direction to research infrastructure platform managers and/or steering committees regarding the expectations of MCRIC as required.

  c. To support and assist members of Chancellery (Research & Enterprise) and University Services in the consideration of options for a sustainable funding model for University collaborative research infrastructure.

  d. To advance efforts to develop a human resources framework for specialist capabilities via advocation for improved career pathways for platform staff.

F. Meeting Guidelines

 a. Frequency and Duration

  The Melbourne Collaborative Research Infrastructure Committee will meet bimonthly. Additional meetings of the Committee may be called from time to time for specific purposes as required.

 b. Agendas

  The agenda will be managed by the Team Leader (Research Infrastructure & Strategy Support) and developed in consultation with the Pro-Vice Chancellor Research Infrastructure & Systems) and the Research Infrastructure Strategy Advisor.

  It will be circulated at least 5 working days prior to the meeting.

 c. Attendance

  Members unable to attend may nominate a delegate to attend in their place subject to approval by the Chair prior to the meeting.

 d. Minutes

  Discussions, decisions and actions arising in the meeting will be recorded by the Project Officer (Research Infrastructure). Unconfirmed minutes will be made available to all members within 5 working days of the meeting. Any modifications to the minutes can be made by request to the Project Officer (Research Infrastructure) by email or in the next meeting.

G. Terms of Reference Review

The terms of reference for the Melbourne Collaborative Research Infrastructure Committee will be reviewed annually during the first meeting of the year.