Research Due Diligence Advisory Group (RDDAG)

Terms of Reference & Membership

Preamble & Objectives
Convened by the Deputy Vice-Chancellor (Research) and supported by Chancellery (Research & Enterprise), the Research Due Diligence Advisory Group is established:

- to provide a point of review for research due diligence processes and risk matrices noting that in the pursuit of research opportunities, benefits and risks of particular activities need to be considered;
- to consider emerging and potential risks, including any foreign interference and security threat risks, at sector and country level; and
- to provide review and point of escalation on research due diligence and related risk matters.

Review processes will be guided by the University’s Research Strategy and by the research and due diligence principles, in conjunction with relevant policies and frameworks including Ethics and Integrity, Intellectual Property and Conflict of Interest. When process review reveals potential problems and/or when significant reputational or security risks are identified, the Advisory Group will provide advice on the appropriate process for resolving these matters, which may include referring the matter to the Office of the DVC-R for final determination.

Functions
The RDDAG is the forum which:

- Provides advice to the DVC-R on emerging and potential risks in research, broadly described as conducted by University employees, including Graduate Researchers
- Reviews process on cases that have been rejected, questioned or not resolved
- Provides advice to the DVC-R in the circumstance where processes in Academic Divisions have been unable to reach resolution
- Provides advice to the DVC-R on whole of University and cross-Divisional risks (i.e. where the matter is broader than the remit of a single Academic Division)
- Provides advice and guidance to COO portfolio (most relevantly RIC and Legal and Risk) as to agreed application of risk matrices and other due diligence processes
- Provides guidance to COO portfolio (most relevantly RIC and Legal and Risk) as to development and dissemination of appropriate education materials to staff and, where relevant, students
- Receives reports from Academic Division Research Committees on research due diligence matters as appropriate
- Receives reports from and provide reports to the Risk Management Advisory Group

https://policy.unimelb.edu.au/MPF1194

2020 Research Due Diligence Advisory Group Membership
Chair: Deputy Vice-Chancellor (Research) (or nominee): Prof James McCluskey
Chair of the University Council Trusts and Foundation Committee: TBC
Deputy Vice-Chancellor (International) (or nominee): Prof Michael Wesley
Pro-Vice Chancellor (Research Capability): Prof Julie McLeod
General Counsel and Executive Director Legal and Risk (or nominee): Ms Debra Tegoni
Executive Director Research Innovation & Commercialisation (or nominee): Mr Ken Jefferd
Representative, Academic Board: Prof Janet Hergt
Representative, Risk Management Advisory Group: Dr Julie Wells
Representative of Committee of Associate Deans Research (CADRe): TBC
Representative of Deans: Prof Mark Cassidy

Meeting Schedule
- The Advisory Group will meet at least twice per year, with further meetings scheduled as required and determined by the DVC-R.
- A quorum is reached when 5 Advisory Group members are present. One member must be the Council representative or the DVC-R (or nominee).
- There will normally be no delegates for this meeting. Senior executives with formal acting responsibilities may attend.
- By invitation: The group may, as required, invite attendance from other persons to provide advice, information, expertise or insights to discussions.

Finalised: 27 November 2019