



TERMS OF REFERENCE

LDaCA PROJECT STEERING COMMITTEE 2024-28

LANGUAGE DATA COMMONS OF AUSTRALIA

Approvals and version control

DATE	STATUS	ISSUED BY	COMMENTS
23/2/2024	Draft	Robert McLellan	Issued initial draft for review
14/3/2024	Draft	Robert McLellan	Revisions after Steering Committee review
14/3/2024	Approved	Michael Haugh (Chair)	Completed – endorsed by Steering Committee and approved by chair
26/4/2024	Draft	Sue Plunkett-Cole	Removed AIATSIS member, updated UQ policy naming
20/09/2024	Draft	Sue Plunkett-Cole	Adding new CIs, changes to section 4 meeting times
26/09/2024	Changes from Chair	Michael Haugh	Clarification of members
30/09/2024	For voting at SC	Robert McLellan	
30/09/2024	Approved	Michael Haugh (Chair)	Completed – endorsed by Steering Committee and approved by chair
07/02/2025	Amendment	Sue Plunkett-Cole	Amendments to membership section: Ola Boichak removed and proxy information clarified

Table of Contents

Statement of Intent:	3
1. Overview:	3
2. Role and membership of the committee:	3
Chair	4
Secretariat	4
Advisor/ Stakeholder Member	4
Casual Vacancies	4
Removal of a Member	4
Membership list	5
3. Accountability and transparency:	6
Reporting	6
Code of Conduct	6
Conflict of Interest	6
Confidentiality	7
4. Meetings:	7
Meeting frequency and format	7
Meeting Fees, Remuneration and Reimbursements	8
Frequency of Meetings	8
5. Governance:	8
Agendas, Minutes and Meeting Papers	8
Decision-making	8
Quorum	8
Appointment of Proxies	9
6. Endorsement:	9
Resolution	9
Review Date	9

Statement of Intent:

The Terms of Reference for the LDaCA Project Steering Committee outlines the key governance functions and purpose of the group. It is a living document made readily available for reference and is to be reviewed on a regular basis.

1. Overview:

Up until now, we have relied on word of mouth to find out where our language content is. But we can never be sure to have found it all. The Language Data Commons of Australia (LDaCA) seeks to make language data appropriately available for academic and non-academic use.

The LDaCA national infrastructure project focuses specifically on the management of language data including access to knowledge and access controls, processes for secure data storage and the training of data stewards. To facilitate access to collections with appropriate controls, LDaCA is developing a suite of standards, technologies, tools and systems to catalogue, index and publish data. LDaCA aims to construct a portal for the discovery of and appropriate access to nationally significant language data and, thereby, enhance the conservation of the linguistic and Indigenous knowledges pertaining to cultural applications of science and the preservation of cultural heritage by the most effective integration of the FAIR principles through a CARE principles-oriented governance framework.

2. Role and membership of the committee:

The group is charged with the responsibilities of a Project Steering Committee (PSC). The Committee will comprise chief investigators (CIs) and representatives of the partner institutions as listed in the LDaCA (NCRICS) project plan as well as key stakeholders at the discretion of the lead institution.

The members hold collective knowledge and experience in fields relevant to the project. Furthermore, the group must act in the best interest of the project, execute good judgement in decision-making and reflect the views and cultural perspectives of the diverse community groups reflected within the project.

The Project Steering Committee will:

- Approve the project's strategy, project plan and budget
- Provide those directly involved in the project with guidance on project issues
- Ensure the project's scope aligns with the requirements of key stakeholder groups
- Be an advocate for the project and actively communicate with key stakeholders
- Endorse the progress of the Project's outputs, as required
- Monitor the achievement of the Project's outcomes and benefits
- Support and assist with the identification and release of key subject matter experts to work on the project
- Monitor and advise on the resolution of high-level issues and advise all stakeholders of high-level risks as soon as possible
- Monitor and advise on risk mitigation
- Monitor project quality and timeliness
- Review and endorse project progress reports as required by the Head Agreement
- Endorse changes against scope, timeframe, impact/benefits where they exceed tolerances and submit changes for approval by the ARDC.

The Steering Committee will bring together experience and expertise in:

- Governance, leadership and strategic thinking
- Partnership building and fundraising
- Data and Collections
- Technology and Infrastructure
- Research Expertise
- Global Competencies
- Community Engagement

Chair

PSC meetings will be chaired by the appointed chairperson. Appointment is made by the lead institution. The Chair holds voting rights.

Secretariat

The nominated secretariat for the committee is a specialist member who does not hold voting rights. The secretariat is a representative of the lead institution and will support the committee through:

- coordination of meeting arrangements (venue, travel arrangements etc.);
- preparing and distributing agendas and meeting papers;
- where appropriate, contribute to the committee's work by providing policy, research or engagement advice;
- preparing and distributing approved communiques, meeting notes, records of decisions, reports and other information as required; and
- record keeping processes in accordance with the UQ [Information Management](#) policy.

Advisor/ Stakeholder Member

An Advisor committee member may be a representative of specific communities or organisations and is not employed otherwise by the project. They may be appointed when required to provide specialist advice and/or consultations at the discretion of the lead institution. They shall not hold voting rights.

Casual Vacancies

A casual vacancy for any members (as listed above) shall be filled by any appropriate replacement at the discretion of the Chair and the lead institution for the period of vacancy only.

Removal of a Member

At the discretion of the lead institution, a member's tenure on the PSC may be terminated or replaced if the member fails to attend at least 50% of the meetings scheduled within each period without showing reasonable cause or fails to fulfil the member roles and responsibilities as listed above.

Membership list

This list is in order of committee role, then alphabetical order by family name. Members of the Steering Committee hold voting rights.

If a member wishes to appoint a proxy on their behalf, they are to notify the Chair ahead of the relevant meeting. The Chair will confirm any proxies at the opening of the meetings.

Name	Organisation & Title	Committee Role
Prof Michael Haugh	The University of Queensland Chief Investigator	Chairperson
Dr Rose Barrowcliffe	The University of Queensland Chief Investigator	Member
Prof Monika Bednarek	The University of Sydney Chief Investigator	Member
Adam Bell	AARNet Chief Investigator	Member
Prof Clint Bracknell	University of Western Australia Chief Investigator	Member
Jenny Fewster	Australian Research Data Commons Director, HASS & Indigenous RDC	Member
A/Prof Kathryn Gilbey	Batchelor Institute Chief Investigator	Member
Robert McLellan	The University of Queensland Project Manager (LDaCA)/ Industry Fellow	Member
Dr Martin Schweinberger	The University of Queensland Chief Investigator	Member
Dr Marissa Takahashi	Queensland University of Technology (Digital Observatory) Chief Investigator	Member
A/Prof Nick Thieberger	The University of Melbourne Chief Investigator	Member
Prof Catherine Travis	Chief Investigator	Member
Beau Williams	First Languages Australia Chief Investigator	Member
Desmond Crump	The University of Queensland Industry Fellow	Advisor
Dr Amanda Harris	PARADISEC	Advisor
Lauren Reed	AIATSIS	Advisor
Prof Jane Simpson	Australian National University	Advisor
Moises Sacal Bonequi	The University of Queensland Research Technology (LDaCA)	Standing Guest (ex-officio)
Dr Ben Foley	The University of Queensland Data & Collections (LDaCA)	Standing Guest (ex-officio)
Dr Sam Hames	The University of Queensland	Standing Guest

	Research Analytics (LDaCA)	(ex-officio)
Dr Simon Musgrave	The University of Queensland Research Support and Training (LDaCA)	Standing Guest (ex-officio)
Siobhann McCafferty	Australian Research Data Commons, HASS & Indigenous RDC	Standing Guest (ex-officio)
Chenoa Pettrup	The University of Queensland Industry Engagement & Comms (LDaCA)	Standing Guest (ex-officio)
Sue Plunkett-Cole	The University of Queensland Project Coordinator (LDaCA)	Secretariat (ex-officio)
Dr Peter Sefton	The University of Queensland Research Technology (LDaCA)	Standing Guest (ex-officio)

3. Accountability and transparency:

The role of the committee, and the names of its members, should be made public through LDaCA media and websites. This may also be reflected by the ARDC.

Reporting

The formulation of the PSC is subject to the co-investment funding agreement between the University of Queensland (UQ) on behalf of LDaCA and its partners, and the Australian Research Data Commons (ARDC) on behalf of the National Collaborative Research Infrastructure Strategy (NCRIS). Reporting made on the PSC's progress will be against the terms of the current project plan. The business and progress of the committee (where appropriate) will be drafted in a communique and following approval from the committee, will also be made publicly available.

Code of Conduct

PSC Members are bound by the University of Queensland's [Code of Conduct](#). The University is committed to comply with applicable laws and Standards, to promote a culture of fair and ethical behaviour and to encourage the reporting of corrupt practices, breaches of the law, and matters detrimental to the University or its reputation.

Also, for reference is the [ARDC Code of Conduct](#). It is expected that PSC members will not breach this code of conduct. In the instance of subjectivity or dissonance between the two codes, the UQ Code of Conduct will take precedence.

Conflict of Interest

Conflict of Interest is a situation where an actual, perceived or potential conflict exists:

A perceived conflict exists where it could reasonably be perceived, or give the appearance, that a competing interest could improperly influence the performance of a staff member's duties and responsibilities to the University.

A potential conflict of interest arises where a staff member has an interest or obligation, whether personal or involving a third party, that could conflict with the staff member's duties and responsibilities to the University.

An actual conflict involves a direct conflict between a staff member's duties and responsibilities to

the University and a competing interest or obligation, whether personal or involving a third party.

PSC Members adopt the following Conflict of Interest resolution methodology.

1. Identify	Perceived		Potential		Actual	
2. Manage	Register	Restrict	Recruit	Remove	Relinquish	Resign
3. Monitor	Review					

At commencement of each meeting, if applicable, each committee member will provide written declarations, through the Chair, to the Language Data Commons of Australia declaring any material personal interests they may have in relation to their responsibilities.

Should committee members identify that they have an actual, perceived or potential, direct or indirect pecuniary interest in a matter being considered, or about to be considered shall, as soon as the relevant facts have come to their knowledge, disclose verbally and in writing the nature of the interest to the LDaCA. The committee member must immediately withdraw from providing advice on any proposal if they have an actual conflict of interest and return all relevant documentation to the committee secretariat.

Panel members must not enter into any communication with external parties regarding any committee considerations which are not already publicised. Additional conflict of interest information is available in the [Code of Conduct](#) for UQ.

Confidentiality

Committee members are privy to discussions on the basis of confidentiality. There must be no disclosure of the nature or content of those discussions outside of committee membership. Committee members should not communicate with the media on the business of the committee, or the nature of any advice made by members, unless authorised by the lead institution.

4. Meetings:

Meeting frequency and format

A minimum of 6 PSC meetings are scheduled annually. Meetings will vary in length, depending on the agenda of the time. PSC meetings will be chaired by the appointed chair and recorded by the secretariat. In the absence of the chair, such responsibilities shall be delegated to another steering committee member or LDaCA ex-officio member determined by the lead institution.

The lead institution may call for extra meetings (if required).

Meetings may be held face-to-face, via teleconference, video conference or 'hybrid' – a combination of all.

Meeting Duration

The duration of the meetings is defined as follows:

Half day meetings – any meeting up to 4hrs in length (<4hrs)

Full day meetings – any meeting greater than 4hrs in length (>4hrs)

External Invitation / Participation

The PSC (through the chair) or lead institution may invite guests to attend meetings to provide information to the committee.

Meeting Fees, Remuneration and Reimbursements

Committee members are not paid sitting fees to attend meetings. Attendance is a requirement of members' collaborative investment and engagement with the project.

For in-person meetings, travel and accommodation are to be organised by the respective Committee Members and their institutions/ organisations. Committee Advisors can request travel expenses be reimbursed by UQ.

Frequency of Meetings

Six meetings per year will be held, with at least one of these being held in person.

The committee will meet where possible in the following months which avoid difficult times in the academic calendar: March, May, June, August, October, November.

Where possible, steering committee meetings will be scheduled to coincide with other events that attendees will be participating in in person, to allow for the possibility of an in-person meeting to be held with those present alongside the steering committee meeting (whether that be held in person or online).

5. Governance:

Agendas, Minutes and Meeting Papers

Best efforts are to be made to distribute the agenda at least 5 business days ahead of scheduled meetings. Agendas, Minutes and other Board Papers will be distributed either via email as attachments or online link to a meeting documents folder.

Late agenda items and papers will not be accepted except at the discretion of the chair.

Committee records are subject to state legislation (QLD Public Records Act 2002) and are managed by the secretariat in accordance with the UQ [6.40 Information Management](#) policy.

Following each meeting, the chair will review the minutes and action register. The Chair will submit their confirmation to the secretariat who will then distribute them to all members, ideally within 5 business days. The minutes and action register will also be included with the Board Papers for the following meeting.

Decision-making

Recommendations and decisions of the committee are to be developed by consensus.

Quorum

The quorum for a committee meeting shall be 50% of the voting membership, plus one.

Where a loss of quorum is identified, the meeting may be adjourned until a time the chair determines. Alternatively, the meeting may progress as an 'inquorate meeting' although any matters for decision

must be ratified at the next committee meeting, or by flying minute, before those decisions can be actioned.

Appointment of Proxies

Members of the Project Steering Committee may nominate a proxy to attend a meeting on their behalf if the member is unable to attend. The Chair must be notified in writing of the nomination of proxy in a timely manner prior to the scheduled meeting. A proxy nomination may only be conveyed by the representative voting member.

The nominated proxy shall have voting rights at the attended meeting and may provide relevant comments and feedback regarding the Project Steering Committee meeting to the member they are representing.

It is the responsibility of the steering committee member to brief the proxy on key matters upon which they are to represent as well as instruct the proxy on the member's vote, should they wish to be represented in a ballot.

A vote without instruction from the representative member will be abstained.

Establishment of subcommittees and advisory functions

The PSC may:

- a) establish 1 or more subcommittees to assist the PSC to exercise the committee's functions, inclusive of specialist advice and deliberations and
- b) appoint 1 or more members of the PSC to be the members of the subcommittee.

6. Endorsement:

Resolution

The above Terms of Reference were adopted by the Project Steering Committee through formal resolution. The Resolution is as follows: "On this day, the 30th of September, 2024, the members of the Project Steering Committee approve the Terms of Reference document in its entirety and adopt it for use as formal Terms of Reference."

Review Date

This document will be reviewed by the PSC in time for the following year.