



RESEARCH GOVERNANCE COMMITTEE CHARTER



1. Establishment

The Committee is established by the Board of the Sax Institute in accordance with its rules and objectives. The Committee shall be known as the Research Governance Committee

2. Composition

- 2.1. The Research Governance Committee shall consist of at least three members, a majority of whom shall be non-staff members of the Board. A Committee member with appropriate expertise may also be appointed by the Board from outside the Institute.
- 2.2. The Board shall appoint one of the Members, Chairperson of the Committee.
- 2.3. The tenure of Committee members shall be three years, after which time each member will be eligible for re-appointment on a rotational basis.
- 2.4. Notwithstanding paragraph 2.3, the appointment of Committee members who are also members of the Board will be terminated upon the earlier termination of their appointment to the Board.
- 2.5. Members of the Committee should preferably have a mix of research governance, legal, or other appropriate expertise.
- 2.6. Representatives of management, including the Division Head of Intramural Research, shall be invited to attend Committee meetings, where the Committee deems it appropriate.

3. Objective

The primary objective of the Research Governance Committee is to ensure that the Institute handles allegations that research has not be conducted responsibly, in a manner that is effective, fair and ethical.

4. Powers and Responsibilities

- 4.1. The Research Governance Committee has no executive power or decision-making authority in relation to the research operations of the Institute. It functions in an oversight and review role, which includes advising the Board about allegations of Research Misconduct and initiating or conducting Research Misconduct inquiries in accordance with the Sax Institute Research Misconduct Policy.
- 4.2. The Committee has the authority to request any information it requires from the Institute, including the CEO, in so far as the disclosure of this information is permitted by law, including the *Privacy Act 1988 (Cth)*, *Privacy and Personal Information Act (NSW) 1998* and *Health Records and Information Privacy Act (NSW) 2002*.
- 4.3. The Committee is authorised to seek such independent, professional advice as it considers necessary to carry out its duties, including in relation to initiating or conducting

Research Misconduct inquiries. The costs of seeking any such advice will be met by the Sax Institute.

4.4. The members of the Committee are responsible for ensuring the efficient and effective operation of the Committee and for taking the appropriate steps to ensure they have the requisite knowledge and training to undertake their role.

4.5. The Committee must report to the Board any significant matter that may impact on the research operations of the Institute.

5. Functions

In fulfilling its objective (Section 3), the Committee will exercise the following functions:

5.1 Receive reports of Research Misconduct allegations, either from the Designated Person, CEO, or directly from the complainant;

5.2 Initiate or conduct Research Misconduct inquiries as necessary, and in accordance with the Sax Institute Research Misconduct Policy;

5.3 Oversee and review the conduct and outcomes of Research Misconduct inquiries, where the Committee has elected to appoint an external inquiry panel; and

5.4 Consider reports from management on the incidence and handling of allegations that research has not been conducted responsibly, including reports relating to conduct that does not amount to Research Misconduct.

6. Role of individual Research Governance Committee Members

Research Governance Committee Members, in discharging their duties will:

6.1. Act in good faith and honestly at all times. When initiating or conducting Research Misconduct inquiries, act in accordance with the principles of procedural fairness and natural justice.

6.2. Make reasonable inquiries and assessments to ensure that the Institute is operating efficiently, effectively and legally towards achieving its research governance obligations and goals.

6.3. Undertake diligent assessment of all information and matters put before the Committee.

7. Avoidance of Conflicts of Interest

7.1. Committee Members should seek to avoid any conflict of interest between their roles as Committee Members and any other interests that they may have.

7.2. Where a Committee Member becomes aware of an actual, perceived or potential conflict of interest, that Committee Member shall formally declare the conflict of interest and not participate in any deliberation on that matter at any Committee meeting.

8. Meetings

8.1. The Committee is an ad hoc Committee that will meet from time to time to deal with matters arising from allegations of Research Misconduct.

8.2. The Chairperson will be required to call a meeting of the Committee if the:

8.2.1. Committee receives a report from the Designated Person or CEO that there has been an allegation of Research Misconduct; or

8.2.2. Chairperson is requested to do so by any two Committee members.

8.3. A secretarial service, including an officer who is to be nominated by the Committee as the Secretary of the Committee, shall be provided by the Institute.

8.4. The Secretary of the Committee, in conjunction with the Chairperson, shall be responsible for circulating the meeting agenda and associated documentation to Committee members and observers at least one week prior to the meeting, or shorter if the meeting agenda involves an allegation of Research Misconduct.

8.5. Items included on the agenda for each meeting may be at the request of any member of the Committee and/or at the discretion of the Committee Chairperson.

8.6. The Secretary of the Committee shall be responsible for keeping the minutes of meetings of the Committee and circulating them to Committee members.

8.7. A quorum shall consist of two of the Committee members.

9. Reporting

9.1. After the minutes of any meetings have been accepted as a correct account by the Research Governance Committee members, the minutes shall be circulated promptly to the Board.

9.2. The Research Governance Committee shall annually provide a report to the Board on its operation and activities for the year. The Committee shall report any other matters it deems of sufficient importance to the Board, as required.

10. Review of the Charter

10.1. The Research Governance Committee shall review the continuing relevance of this Charter on an annual basis or otherwise as required. Where changes are deemed necessary, they shall be submitted to the Board for endorsement.

11. Definitions

Designated Person means the Institute employee appointed, pursuant to the *Australian Code for the Responsible Conduct of Research (2007)* and the Sax Institute Research Misconduct Policy, to receive written allegations or complaints of Research Misconduct, to undertake preliminary investigations of allegations or complaints and to advise the CEO on how allegations or complaints should be handled.

Research Misconduct means a breach of the *Australian Code for the Responsible Conduct of Research (2007)*, done with intent and deliberation, recklessness or gross and persistent negligence and involving serious consequences such as false information on the public record, or adverse effects on research participants, animals or the environment.

Version Control			
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