



Australian Centre for Accelerating Diabetes Innovations

ACADI'S Vision is: To benefit people with diabetes at each stage from diagnosis to its devastating complications.

ACADI'S Purpose is: To deliver novel interventions for timely diagnosis, prevention and treatment of diabetes and its complications.

ACADI Management Committee

Terms of Reference

1. Committee name

The Australian Centre for Accelerating Diabetes Innovation (ACADI) Management Committee ("the Committee")

2. Type

- 2.1 The ACADI is a virtual collaborative diabetes centre. Its headquarters are located at the University of Melbourne (UoM) which is the designated administering organisation. UoM will provide essential management functions and nation-wide co-ordination of the ACADI.
- 2.2 UoM will give due consideration to the recommendations of the ACADI Management Committee but will not be bound by these in the execution of their responsibilities as the administering organisation.
- 2.3 The ACADI Management Committee will be comprised of the following members:
 - ACADI Director;
 - ACADI Deputy Director;
 - Nominated ACADI Complication Leads;
 - ACADI Training Program Lead;
 - ACADI Indigenous Advisory Group Chair; and
 - Senior administrative personnel
- 2.4 The Chair of the Management committee will invite platform leads from time to time as necessary.
- 2.5 The Committee will be chaired by the ACADI Director. (The ACADI Director is responsible for developing and implementing strategies for, and managing, the ACADI (in conjunction with the ACADI Centre Manager with support from the ACADI management team) and for coordinating the research effort and reporting structures across all ACADI partners.)
- 2.6 Under the Committee's terms of reference sub-committees of the ACADI Management Committee may be established to facilitate day-to-day management activities.
- 2.7 Under the Committee's terms of reference, additional working groups may also be formed to undertake specific tasks and ad-hoc items which may periodically arise.

3. Purpose

The aim of the Committee is to:

- 3.1 Support the purpose and mission of the ACADI.
- 3.2 Provide information and recommendations to the Council and Advisory Groups as required.
- 3.3 Provide advice to the ACADI Director on matters related to the implementation of the ACADI and its projects.
- 3.4 Review the ACADI activities to maintain and encourage better collaboration between stakeholders.

4. Scope

- 4.1 The Committee shall contribute towards developing, implementing and translating the ACADI's strategies and initiatives in alignment with the ACADI's priorities across the following areas (including but not limited to):
 - project management:
 - receive, review and evaluate project proposals or changes to project proposals, and make recommendations to the Committee Chair on their adoption or rejection, taking into consideration advice from the independent scientific and commercialisation advisory boards;
 - facilitate the delivery of projects to meet the requirements of the Funding Agreement and milestones;
 - training and sustainability milestones;
 - translation initiatives;
 - finance and reporting;
 - risk management;
 - marketing and communications; and
 - any other functions that may be necessary for the monitoring, management and direction of the ACADI.
- 4.2 The Committee shall communicate key matters to the Council, the ACADI platforms, the ACADI Advisory Groups and the ACADI stakeholders as appropriate.

5. Authority and reporting

- 5.1 The Committee will consider and approve matters related to ACADI operations to ensure optimal capability and performance.
- 5.2 The Committee will endorse proposals and subsequently make recommendations to the ACADI Council on strategic matters.
- 5.3 The Committee's Chair will formally report to the ACADI Council at the monthly Council meeting.
- 5.4 The Chair may formally establish sub-committees of the Management Committee to facilitate day-to-day management of the ACADI.
- 5.5 Working groups may also be established and dis-established as required and shall operate under the strategic direction of the Committee to which they shall regularly report. Specific reporting requirements will vary based on the program of work with which the specific working group has been tasked.

6. Membership

- 6.1 The Committee will be comprised of the ACADI Director, the ACADI Deputy Director, nominated Complication Leads, Training Lead, and senior administrative personnel as follows:
 - 6.1.1 Name of representative, organisation and portfolio:
 - Professor Elif Ekinci: University of Melbourne (*Chair*, ACADI Director, Priority 1 Lead)
 - Professor David O'Neal: University of Melbourne (Deputy Director, Priority 3 Lead)
 - Professor Josephine Forbes: University of Queensland (Priority 1 Lead)
 - Associate Professor Sarah Glastras: University of Sydney (Training Lead)
 - Professor Richard Maclsaac: University of Melbourne (Priority 1 Lead)
 - Professor Alan Cass: Menzies School of Health Research (Priority 1 Lead)
 - Professor Stephen Twigg: University of Sydney (Priority 2 Lead)
 - Associate Professor Spiros Fourlanos: University of Melbourne (Priority 3 Lead)
 - Associate Professor Wendy Davis: University of Western Australia (Priority 3 Lead)
 - Mr Ray Kelly: Director, Ray Kelly Fitness (Indigenous Advisory Group Chair)

Dr Anna Wood: Menzies School of Health Research

- 6.2 Extended membership includes the following non-voting members:
 - Dr Dhiraj Hans, University of Melbourne (Business Development Manager, Research, Innovation and Commercialisation)
 - Dr Michelle le Roux, ACADI Centre Manager (*Secretariat*)
- 6.3 The membership does not have formal delegates.
- 6.4 Members must attend a minimum of 50% of scheduled meetings per 12-month period. A member who does not meet the minimum attendance requirement will be notified in writing by Chair and may be subject to removal from the Group at the discretion of the Chair.
- 6.5 The membership term for Committee members will be one year, however members may be re-appointed for further terms at the discretion of the Committee Chair.
- 6.6 In the event of Committee member resignation or changes to portfolio responsibility, a replacement member will be appointed by the Committee Chair.
- 6.7 Other representatives such as platform leads or chairs of advisory committees may be invited to attend at the discretion of the Committee Chair for discussion of specific topics.

7. Meeting arrangements

- 7.1 The Committee will meet monthly (or at more frequent intervals as determined by the Chair) in person/via video conference
- 7.2 Quorum:
 - 7.2.1 Will be deemed to be 50% of voting members (including the Chair)
 - 7.2.2 Committee meetings can proceed if less than 50% of voting members (including Chair) are in attendance
 - 7.2.3 There must be a quorum for any voting by the Committee to take place.
- 7.3 Proxies: if any Committee member is unable to attend a meeting, any nominated replacement must have the appropriate ACADI Confidentiality Agreement in place prior to attendance.
- 7.4 Out of session decisions will be deemed acceptable:
 - 7.4.1 At the discretion of the Committee Chair
 - 7.4.2 All out of session correspondence will be managed by the Committee Secretariat via email
 - 7.4.3 All out of session approvals will be recorded in the agenda, minutes and actions of the next scheduled committee meeting.
- 7.5 Meeting papers:
 - 7.5.1 Will be prepared by the Committee Secretariat and distributed by email
 - 7.5.2 Meeting papers including attachments, will be provided to all Committee Members no later than 3 working days prior to each meeting and minutes distributed no later than 10 working days after each meeting.

8. Resources and budget

- 8.1 All expenditure planned by the Committee will be approved by the Committee Chair as appropriate.
- 8.2 All meetings, either face-to-face or virtual, will be arranged by the Committee Secretariat.

9. Review

- 9.1 The Terms of Reference will be reviewed on an (at least) annual basis by the Committee, and upon endorsement will be reported by the secretariat to the ACADI Council for approval.

Document history

Version	Date	Amendments / comments	Version author
2025-01	10/02/2025	Updated 4.1 to include risk management Updated 6.1.1 to add Dr Anna Wood Approved by Council	Management Committee Secretariat
2024-01	13/05/2024	Updated 6.1.1 Priority 2 lead changed to Professor Stephen Twigg Item 6.2 Secretariat details updated. Approved by Council	Management Committee Secretariat
2023-01	30/06/2023	Updated: - Membership - Review Approved by Council	Management Committee Secretariat
2022-01	25/03/2022	Draft reviewed by Management Committee	Management Committee Secretariat