

ANNUAL REPORT 2013

INCORPORATING BUSINESS PLAN FOR 2013-14

ACOLA SECRETARIAT LTD is a company limited by guarantee, established by the four Learned Academies of Australia, acting as the Australian Council of Learned Academies (ACOLA), to carry out projects and manage the business affairs of the Council. The four Learned Academies are the sole members of the company. The relationship between the Council and the Secretariat is governed by a Management Agreement, entered into in May 2010. In terms of that agreement, the role of the Secretariat is that of an independent contractor. The Secretariat is not an employee, servant or agent of the Council. The Secretariat must only conduct projects and activities that are approved by and in accordance with a resolution of the Council. The Secretariat is governed by a Board of Directors which exercises its legal responsibilities in the best interests of the company.

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Australian Council of Learned Academies - Strategic Statement 2013-2015

Introduction

Australia's four Learned Academies are independent organisations made up of the nation's leading experts in all of the major fields of enquiry. More than 2000 of the nation's most eminent scientists, researchers, scholars and practitioners contribute to this rich source of expert knowledge.

ACOLA provides the forum for the four Learned Academies to work cooperatively to develop cutting-edge thinking and integrated problem solving. ACOLA'S purpose is to harness expert knowledge from multiple disciplinary perspectives, to inform national policy and to develop innovative solutions to complex global problems and emerging national needs.

OUR VISION

The integrated application of the best thinking in Australian arts, engineering, humanities, natural sciences, social sciences and technology, to assist the achievement of a healthy, creative, sustainable, democratic, cosmopolitan and productive nation

OUR MISSION

To provide a forum that brings together great minds, broad perspectives and knowledge, to help solve complex societal issues for the benefit of Australia's social, cultural, economic and environmental wellbeing

OUR VALUES

ACOLA values excellence, creativity, inclusiveness, cooperation and multidisciplinary research

OUR OBJECTIVES

(from the ACOLA Constitution)

POLICY

- To deliver policy advice to government on specific issues
- To promote that advice to the wider community and contribute to public debate
- To advocate to senior decision makers matters consistent with the objects of the Council on issues of major national policy

RESEARCH

- To encourage research and scholarship across the disciplines
- To promote an appreciation of the value of national research and scholarship

DEVELOPMENT

- To enhance the prestige and visibility of the four Learned Academies
- To promote closer relations among the four Learned Academies
- To promote administrative efficiency through sharing of information and resources

www.acola.org.au

Annual Report 2013 Incorporating Business Plan for 2013/14

OUR KEY STRATEGIES

- Raise public awareness and understanding of the contributions that the arts, engineering, humanities, natural sciences, social sciences and technology make to Australia's well being
- Promote mechanisms that facilitate the linkage of research and analysis to policy formulation and its application in societal practice
- Encourage fresh, cross-sector ways of thinking about innovation and development and its relationship with the economy and society, as part of achieving a productive and sustainable Australia
- Identify ways to better harness the perspectives of all disciplines to solve complex issues

Australian Council of Learned Academies Secretariat Ltd.

VISION

A Secretariat that serves the Australian Council of Learned Academies, providing not only a coherent, efficient and transparent flow of information and communication between the four academies in matters of mutual interest, but also helping to generate strategic ideas and resources that foster a public understanding of the importance of research and scholarship

MISSION

To provide efficient and effective services to our key stakeholders and to serve as a catalyst for projects that promote research and scholarship in science, technological sciences and engineering, social sciences and the humanities in Australia

VALUES

Respect. We respect and celebrate the ongoing development of human knowledge

Excellence. We are dedicated to scholarly excellence in everything we do

Creativity. We have the courage to innovate and to be creative

Inclusiveness. We embrace the diversity of cultures that is contemporary Australia

Teamwork. We are team players and our contribution lies in the common good

Accountability. We act with integrity and transparency in everything we do

GOALS

Raising public awareness

Raise public awareness and understanding of the contributions that the Learned Academies make to Australia's well being

Providing linkage mechanisms

Promote mechanisms that link research and analysis to policy formulation

Encouraging fresh, cross sector thinking

Encourage fresh, cross sector thinking about innovation and development and ways to harness the perspectives of all disciplines

Efficient and effective governance & administration

Provide an efficient and transparent flow of information and communication

CHAIR'S REPORT

2012/13 has seen ACOLA Secretariat Ltd take on a new role, initiated by Australia's Chief Scientist, Professor Ian Chubb AO, and utilising its function as the liaison body between the four Learned Academies. Since June 2012, the company has managed a major new three-year multidisciplinary research program Securing Australia's Future, providing evidence-based research for the Prime Minister's Science Engineering & Innovation Council (PMSEIC).

In order to implement and support the program, the ACOLA Secretariat Melbourne staff was increased from EFT 1.5 to EFT 3.85, and part-time project managers have been engaged in Canberra and Sydney.

In addition to the six initial projects that comprised the program Securing Australia's Future, ACOLA Secretariat has continued to manage a 2010-2012 LASP project (Making Interdisciplinary Research Work) and completed an internally funded project run in collaboration with VicHealth (Australia's Progress in the 21st Century).

ACOLA Secretariat staff members continue to network across the research sector through participation in numerous public events. The variety of activities being undertaken through the Secretariat has brought the organisation into a collaborative relationship with a wide variety of research organisations, Academy Fellows and individual research contractors. The rapid expansion in the number, variety and scope of research programs being managed by the Secretariat has also presented many challenges, and it is a credit to a very hard working Secretariat team that the company has fulfilled its obligations to its many and varied stakeholders.

Dr Christina Parolin
Chair, Board of Directors

GENERAL MANAGER'S REPORT

FINANCE & ADMINISTRATION

In accordance with the Management Agreement, the Secretariat has continued to deliver financial and administrative services to ACOLA Council. At the same time, the Secretariat has further developed its own project management capacity, in order to rise to the challenge created through the initiative of the Office of the Chief Scientist. Additional staff numbers have been engaged; company policies and procedures have been reviewed and a formal operating manual produced. The company's business systems have been strengthened, in recognition of the more complex nature of the business.

The ACOLA website at www.acola.org.au has been entirely redesigned, following an architecture more appropriate to the expanded role of the company. Behind the scenes, drawing on expertise from the defence materiel sector, the Secretariat has developed a sophisticated custom-built information management system

REPRESENTATION, NETWORKING & PUBLIC RELATIONS

ACOLA Secretariat staff has continued to expand the public profile of the Council through attendance and representation at public forums, including for example the ICT Life Sciences Forum Graeme Clark Oration (Melbourne), the OECD Measuring Well-Being for Development and Policy Making Conference (New Delhi) and the 1st Annual International Interdisciplinary Conference (Azores).

PROGRAMS

During FY 2013, the Secretariat has continued project management of the ARC LASP Project Making Interdisciplinary Research Work - Achieving a Sustainable Australia. The Secretariat has also completed and launched a report entitled Career support for researchers; understanding needs and developing a best practice approach. This study was commissioned by DIISCRTE.

In collaboration with VicHealth and several other stakeholder organisations, the Secretariat completed an internally funded project entitled Australia's Progress in the 21st Century.

Throughout FY2013, the dominant program activity has been the OCS/PMSEIC research program, Securing Australia's Future (SAF). The Secretariat now provides project management services to the SAF Program Steering Committee and is responsible for the overall management and reporting to ARC on the six initial projects within the programme. One of these is directly project managed by the Secretariat, while the Learned Academies provide project-specific management support services across the remaining five projects.

Dr J de Vos Malan

General Manager & Company Secretary

Business Plan FY2014 – 2015

GOAL ONE: POLICY		
OBJECTIVE	TARGETS	PERFORMANCE MEASURES
To deliver policy advice to Government on specific issues	<ul style="list-style-type: none"> Identify useful opportunities to provide policy advice in general Gather appropriate information on key issues identified by Government Develop outcomes for Council related to the generation of advice 	<ul style="list-style-type: none"> All opportunities for ACOLA Council, program steering committees (PSCs) and expert working groups (EWGs) to contribute policy options to Government stakeholders have been effectively created The Secretariat has facilitated and supported the work of the SAF PSC and EWGs in gathering information on key issues prioritised by PMSEIC Council have been provided with useful and appropriate outcomes including reports, workshops, seminars, summits and/or conferences
To promote that advice to the wider community and contribute to public debate	<ul style="list-style-type: none"> Make the Council position on major national policy issues widely available 	<ul style="list-style-type: none"> The updated ACOLA website has been maintained to reflect current outcomes, including reports, working papers and media releases The website has been promoted as a source of trustworthy public information Any media releases approved by Council have been facilitated
To advocate to senior decision makers matters consistent with the objects of the Council on issues of major national policy	<ul style="list-style-type: none"> Promote mechanisms that facilitate the linkage of research and analysis to policy formulation and its application to societal practice Provide an efficient and transparent flow of information with and within the Council 	<ul style="list-style-type: none"> Relevant documents have been prepared and distributed to Council and (where relevant) to the Office of the Chief Scientist and/or other appropriate stakeholders Council has been provided with comprehensive bi-annual reports on the operating environment All confidential information has been handled discreetly

GOAL TWO: RESEARCH		
OBJECTIVE	TARGETS	PERFORMANCE MEASURES
To encourage research and scholarship across the disciplines	<ul style="list-style-type: none"> Identify ways to better harness the perspectives of all disciplines to solve complex issues 	<ul style="list-style-type: none"> All four Academies have been successfully involved on a consensual basis in ACOLA projects Significant numbers of current Fellows and emerging scholars and researchers have been involved in ACOLA projects There has been a balance of positive feedback from participants
To promote an appreciation of the value of national research and scholarship	<ul style="list-style-type: none"> Develop and maintain links with appropriate organisations and publications Develop a network of contacts across the research and education sectors in Australia and abroad Demonstrate effective use of all opportunities to advocate for the value of research and scholarship 	<ul style="list-style-type: none"> Links have been developed and maintained with: Office of the Chief Scientist staff, Commonwealth departments and other stakeholders Avenues have been created for interested and appropriate stakeholders to contribute to ACOLA research projects Opportunities have been created and used, including talks, articles and participation in diverse fora, to promote the value of research and scholarship across all the academic disciplines

GOAL THREE: DEVELOPMENT		
OBJECTIVE	TARGETS	PERFORMANCE MEASURES
To enhance the prestige and visibility of the Learned Academies	<ul style="list-style-type: none"> • Raise public awareness and understanding of the contributions that the arts, engineering, humanities, natural sciences, social sciences and technology make to Australian well being 	<ul style="list-style-type: none"> • Several speaking opportunities have been created and media articles have been placed (as approved by Council), which create appropriate publicity for the collective work of the Academies • Media releases and position papers involving ACOLA members have been regularly updated on the ACOLA website • Other ways of influencing the media have been explored, including educating journalists in the significance of contemporary research
To promote closer relations among the Learned Academies	<ul style="list-style-type: none"> • Representatives of all four Learned Academies participate in inter- Academy meetings and discussions • All four Academies are represented in inter-disciplinary working groups 	<ul style="list-style-type: none"> • A high proportion of available opportunities have been taken up by ACOLA to participate in appropriate Academy events, when invited to do so • The Secretariat has actively ensured that all four Academies are well- briefed on all matters concerning ACOLA
To promote administrative efficiency through sharing of information and resources	<ul style="list-style-type: none"> • Encourage fresh, cross-sector ways of thinking about innovation and development and its relationship with the economy and society, as part of achieving a sustainable Australia 	<ul style="list-style-type: none"> • The Secretariat has encouraged a regular exchange of information and publications between the four Academies • The ACOLA website remains linked to the four Academies and other appropriate databases • The Secretariat has actively worked towards the development of consensus on key issues

GOAL FOUR: GOVERNANCE		
OBJECTIVE	TARGETS	PERFORMANCE MEASURES
To provide efficient and effective services to key stakeholders	<ul style="list-style-type: none"> • Produce reports for Board and Council as required • Co-ordinate meeting agendas as required • Schedule and manage all Board and Council meetings • Prepare timely and accurate minutes of all meetings • Maintain business affairs 	<ul style="list-style-type: none"> • Secretariat services have been provided for the Board and (in accordance with the Management Agreement) for Council, including: <ul style="list-style-type: none"> ○ Payment of expenses ○ Maintenance and operation of ACOLA bank accounts ○ Legislative compliance ○ Maintenance of appropriate insurances ○ Full briefing regarding projects and other activities ○ Maintenance of confidentiality ○ Attendance at meetings ○ Appropriate development and use of ACOLA property • Secretariat services have been provided for the SAF Program Steering Committee and other Steering Committees and Project Working Groups
To serve as a catalyst for projects that promote research and scholarship	<ul style="list-style-type: none"> • Establish appropriate evaluation criteria • Develop internal and external proposals • Establish and manage a project selection process • Manage projects approved by Council 	<ul style="list-style-type: none"> • Evaluation criteria have been drafted (Secretariat) and approved (Council) • All proposals internally generated and externally received have been adequately developed and budgeted by Secretariat • Bi-annual project selection process has been managed • Project correspondence has been timely and successfully completed • Projects approved by Council have been effectively managed by Secretariat

KEY DOCUMENTS

The following contracts, annual grants and project funding agreements apply to FY 2014 and 2015:

- Management Agreement between ACOLA Council and ACOLA Secretariat Ltd (May 2010)
- 2013 HERP Funding Agreement (Jan-Dec 2013)
- ARC LASP Project Funding Agreement Making Interdisciplinary Research Work (2010-2012, since extended, through ATSE)
- ARC LASP Program Funding Agreement Securing Australia's Future (October 2012 – June 2015)
- Inspiring Australia/HERP Funding Agreement (June 2012 - June 2014)
- VicHealth Funding Agreement Australia's Progress in the 21st-century Pilot Project (June 2012- June 2013, as extended)

SECRETARIAT WORK PLAN FY2014

Strategy	FY2014 Activities	Future Development (FY2015)
<p>Raise public awareness and understanding of the contribution that the arts, engineering, humanities, natural sciences, social sciences and technology make to Australia's well being</p>	<ul style="list-style-type: none"> • Complete, publish and distribute <i>Final Reports</i> for SAF Projects #2 and #6; <i>First Interim Reports</i> for SAF Projects #1, 3, 4 and 5; <i>Second Interim Report</i> for SAF Project #4; <i>Final Report</i> for AP21C Pilot Project; and <i>Final Report</i> for LASP Sustainability Project • Facilitate appropriate public events as approved by Council and agreed by stakeholders 	<ul style="list-style-type: none"> • Complete, publish and distribute appropriate reports for remaining SAF projects and for any new SAF projects initiated in FY2014 • Facilitate appropriate public events as the projects progress to conclusion
<p>Promote mechanisms that facilitate the linkage of research and analysis to policy formulation and its application in societal practice</p>	<ul style="list-style-type: none"> • Complete the extension of LASP Sustainability Project (Phase2/3) • Manage the delivery of LASP Sustainability Project (Phase 4) 	<ul style="list-style-type: none"> • Facilitate appropriate public events as the non-SAF projects progress to conclusion • Host a national inter-disciplinary research conference, to further the outcomes of the ACOLA strategic agenda
<p>Encourage fresh, cross-sector ways of thinking about innovation and development and its relationship with the economy and society, as part of achieving a productive and sustainable Australia</p>	<ul style="list-style-type: none"> • Develop and manage any new project proposals raised within the SAF Program • Develop and manage any additional, non-SAF research project proposals approved by Council 	<ul style="list-style-type: none"> • Complete, publish and distribute appropriate reports for continuing projects and for any new projects initiated in FY2014 • Facilitate appropriate public events as the projects progress to conclusion
<p>Identify ways to better harness the perspectives of all disciplines to solve complex issues</p>	<ul style="list-style-type: none"> • Review resources and adjust staff as required by the project work load • Apply the strengthened governance and audit processes to the acquittal of the SAF Program grant • Monitor the impact of ACOLA Secretariat activities 	<ul style="list-style-type: none"> • Begin the process of winding up program-specific Secretariat staff and infrastructure as the SAF Program reaches a conclusion (July 2015) • Ensure that all project and program documentation is captured and archived • Renew the mission of ACOLA post-SAF
<p>Ongoing Secretariat responsibilities</p>	<p>Continue to provide efficient and effective services to key stakeholder groups including ACOLA Council, SAF Program Steering Committee, other Steering Committees and Project Working Groups, including: Briefings and reports, meeting arrangements, agendas, minutes and other business affairs as required; financial management, accounting and audit services; insurances, governance and legislative compliance; IT services, record-keeping, IP and confidentiality controls; and appropriate development and use of ACOLA property</p>	

Board of Directors

Dr John Beaton BA, MA, PhD
Executive Director, Academy of the Social Sciences in Australia

Dr Margaret Hartley BAppSc, PhD FTSE
CEO, Australian Academy of Technological Sciences and Engineering

Dr Sue Meek BSc (Hons), MSc, PhD FTSE FAICD
Chief Executive, Australian Academy of Science

Dr Christina Parolin BA (Hons), PhD (**CHAIR OF THE BOARD**)
Executive Director, Australian Academy of the Humanities

Secretariat

Fiona Clothier
Management Accountant

Dr Jacques de Vos Malan DMus, GAICD
General Manager & Company Secretary

Dr Renée Dutton B.Sc. (Hons), PhD
Policy & Projects Manager

Regina Lane M Soc Sci
Senior Project Officer

Rebecca Skinner B.Sc., GCPubPolMgt
Communications & Project Manager

LEGISLATIVE & CONTRACTUAL COMPLIANCE

ACOLA Secretariat Ltd is up to date in its compliance with the provisions of relevant Federal corporate and tax legislation, as well as State legislation. All commercial contractual obligations are also up to date.

<i>Category</i>	<i>Authority</i>	<i>Compliance required</i>	<i>Status</i>
CORPORATE	ASIC	Registration	Active since 07.05.10
		Company officers	Updated 16.11.10
		Annual review	Updated 05/13
	Australian Business Register	ABN	Active since 01.11.10
OPERATIONAL	Australian Taxation Office	Tax File Number	Active since 01.11.10
		GST Registration	Active since 01.11.10
		PAYG Registration	Active since 01.11.10
		Quarterly BAS (GST and PAYG)	Completed to 30.06.13
EMPLOYER	Worksafe Victoria	Registration	Active since 31.12.10
	Superannuation	Registration	Active since 01.11.10
		Quarterly payments	Completed to 30.06.13
GOVERNMENT GRANTS	DIICCSRTE Funding requirements	Directors & Officers Insurance	Active since 21.02.11
		Public Liability Insurance	Active since 21.02.11
		HESA-HERP Funding Agreement reports	Drafted to 30.10.13
		Non-HESA Supplementation Funding Agreement reports	Drafted to 30.10.13
	ARC Funding requirements	Funding Agreement Reports	Drafted to 19.10.13
CONTRACTS	DIICCSRTE RWS ACOLA Workshops contract	Final report	Completed to 30.06.13
	ACOLA Management Agreement	Mid-year and end-of-year reports	Completed to 30.06.13