

# Australian Microbiome End User Strategy Working Group Terms of Reference v1.0

## 1. Introduction

The Australian Microbiome initiative is a continental-scale, collaborative project aspiring to characterise the diversity and ecosystem services of the microorganisms inhabiting natural Australian ecosystems.

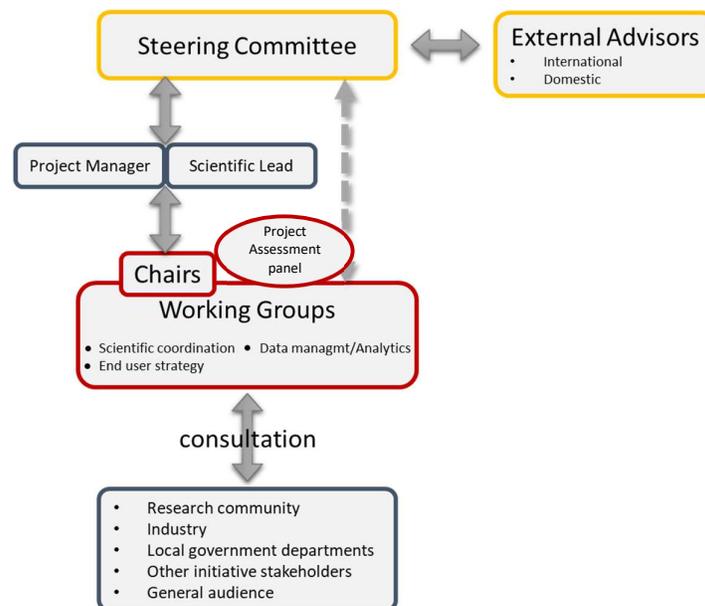
The current core partners funding the establishment of the Australian Microbiome initiative are Bioplatforms, IMOS, CSIRO, and Parks Australia through the Bush Blitz program funded by the Australian Government and BHP. The consortium will seek further investment from other organisations to ensure the totality of the program is funded.

The initiative aims to develop an Australian microbial diversity and genomics resource for management, monitoring, and R&D purposes. The consortium efforts will:

- Sustain and strengthen the Australian environmental microbial diversity and genomic resource
- Engage a broad range of end users
- Enhance functionality to allow translation of the resource to applied outcomes for a broad range of end-users and uses

## 2. Structure

To ensure proper management of the initiative a structure of executive streams have been established as shown in the diagram below. In addition, the initiative will receive input of external advisors.



Each of the working groups will engage in broad consultation of the consortium and provide informed recommendations to the Steering Committee. The working groups may be assigned a set of deliverables alongside an indicated timeframe of completion.

The groups are designed to bring together individuals possessing knowledge of the relevant functional areas as well as expertise in disciplines and will act either individually or collectively to undertake assigned tasks and activities in order to achieve the project's objectives.

As the initiative progresses, it may be appropriate to reframe working group composition and responsibilities.

### 3. Terms

This Terms of Reference is effective from the start of the framework initiative (1<sup>st</sup> January 2019) and stands until the completion of the tasks assigned to the End User Strategy working group and no later than the expected completion date of the initiative estimated at 31<sup>st</sup> December 2021 (3 years).

### 4. Membership

The End User Strategy Working Group is composed of:

Name	Role	Affiliation
Indi Hodgson-Johnston	Chair	IMOS
Katie Dafforn	Member	Macquarie University
Gupta Vadakattu	Member	CSIRO
Jaimie Potts	Member	NSW Dpt of Planning, Industry and Environment
Jo Harding	Member	Parks Australia
Jess Melbourne-Thomas	Observer (6 months)	Assist with development of strategy
Sophie Mazard	Observer, Project Manager	Bioplatforms Australia

A working group member can terminate their appointment at any time during the term of the initiative. The departing member must inform the group of their departure with at least a month notice. Departing members may nominate a replacement member for approval by the Steering Committee.

### 5. Roles and Responsibilities of the Working group

The End User Strategy working group provides scientific guidance to the Australian Microbiome Initiative consortium. Members of the working group are expected to act in an impartial manner, representing the interest of the consortium above personal/organisational interests.

The End User Strategy working group is accountable for:

- Develop and foster mutually beneficial links with a broad range of end-user groups
- Identify new areas for extension of project with links to end-user group
- Identify potential co-investment that could be brought into the program from engaged end-user groups

The membership of the End User Strategy Working Group will be tasked to

- Identify and consult with end users (potential for organising end user engagement workshop)
- Develop an effective engagement strategy between the various stakeholders (6 months, by June 2020).

### 6. Meetings and Agenda

Meeting agendas and supporting papers will be provided by the Chair with support from the initiative's Project Manager.

Meetings will be held either in person or through teleconference for convenience. If required subgroup meetings will be arranged at a time convenient to subgroup members for the requirement of defined tasks.

Recommendations will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

Individuals or groups of members within the Working Group may be allocated specific tasks. These tasks will be discussed and agreed with those who are assigned responsibility and will be formalised in a written task definition. Activities associated with specific tasks and the estimated timescale for their completion will be incorporated into the initiative workflow.

### 7. Reporting

The position of the End User Strategy working group within the overall Initiative governance structure is shown in the diagram in Section 1. Minutes will be made available on the OSF initiative page (<https://osf.io/w8xpe/>).

- The working group will report to the Steering Committee regarding the progress of their activities.
- The working group members will keep records of consultation and minutes of meetings

### 8. Amendment, modification or variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the End User Strategy working group members and the Steering Committee.