



ACOLA SECRETARIAT LTD.

Australian Council of Learned Academies

ANNUAL REPORT 2011

**INCORPORATING BUSINESS PLAN
FOR 2011 - 2013**

■ **CHARTER**

■ **CHAIRMAN'S REPORT**

■ **GENERAL MANAGER'S REPORT**

■ **BUSINESS PLAN 2010 – 2013**

■ **ANNUAL WORK PLAN 2011/2012**

■ **BOARD OF DIRECTORS**

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■ CHARTER

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

■ CHAIRMAN'S REPORT

2010/11 has seen a reinvigoration of the affairs of ACOLA, with all four Learned Academies committing to heightened engagement in multi-disciplinary projects, over and above the extensive research programs already operating within each organisation. The effects of a professional Secretariat have been to help bring focus and clarity to inter-Academy meetings. A systematic appraisal of both internal and external research project proposals in place, plans and schedules have been developed, while correspondence and representation across the sector have multiplied.

Several key projects have been launched, particularly the scoping phase of the *Growing Australia* venture and the *RWS Workshops* to be delivered during 2012 for DIISR. In addition, the Secretariat has ensured that the four Learned Academies are better able to speak with a collective voice, as in the case of the RWS Advisory Group and the 2011 Learned Academies & ACOLA Review.

Dr Margaret Hartley
Chair, Board of Directors

■ GENERAL MANAGER'S REPORT

FINANCE & ADMINISTRATION

For the eight months since the start of operations in November 2010, the Secretariat has delivered financial and administrative services to the Council, in accordance with the Management Agreement. Banking arrangements, payroll systems, insurance, financial delegations and legislative compliance issues were put in place as early as possible. A system of accounting and auditing was established for the Secretariat (as a company limited by guarantee) and for the Council (as an unincorporated association); the affairs of the National Academies Forum were wound-up to June 2010.

An ACOLA office has been established within the ATSE premises in Melbourne. NAF files were relocated from ASSA in Canberra to ACOLA in Melbourne and the NAF website has been archived. A new website at www.acola.org.au has been created, with additional links from 'NAF' and 'ACOLA Secretariat' searches.

REPRESENTATION, NETWORKING & PUBLIC RELATIONS

The General Manager has attended seminars and conferences presented by the Australian Academy of the Humanities, the Academy of the Social Sciences in Australia and the Lowy Institute for International Policy. Significant meetings have been held with the Delegation of the European Union to Australia, the Royal Society of New Zealand, the Hames Group, DIISR staff and the Senior Advisor – Science & Research in the office of Minister Kim Carr. The Secretariat has co-ordinated the representation of the Learned Academies at the Research Workforce Strategy Advisory Group.

PROGRAMS

Significant new initiatives have included the finalisation of a refreshed *Strategic Statement* for ACOLA, as well as a three-year *Business Plan* and a *Work Plan and Budget* for 2011. The Secretariat has also assisted in the development of formal evaluation criteria and a process for managing both

internal and external research project proposals. These have proved useful in reviewing historical proposals as well as in making decisions regarding new projects. The General Manager attends meetings of the Working Group for the ARC LLASP Project *Making Interdisciplinary Research Work - Achieving a Sustainable Australia*.

The General Manager has developed the first and subsequent iterations of the project summary for the ACOLA project *Growing Australia: Economic Prosperity, Environmental Sustainability, Societal Wellbeing*. The Secretariat has developed a web forum for the project and continues to add background documentation, as well as providing secretariat services to the planning committee. The General Manager continues to chair meetings of the Planning Committee and has now taken on the role of Project Manager of this project.

At the request of DIISR, the General Manager developed the proposal for the Research Workforce Strategy (RWS) ACOLA workshops project entitled *Career support for researchers; understanding needs and developing a best practice approach*. The contract has been executed and work has begun to design the series of workshops and report to be delivered in 2012.

As requested by the President of ACOLA, the General Manager has at various stages completed several minor literature surveys and Internet searches including:

- OECD Governance of International Co-operation on Science, Technology and Innovation for Global Challenges (STIG)
- Urbanisation
- Productivity & Innovation

Dr J de Vos Malan
General Manager & Company Secretary

BUSINESS PLAN 2010 – 2013

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 ▪ Gather appropriate information on key issues ▪ Formulate options for the generation of advice 	<ul style="list-style-type: none"> ▪ All potential opportunities for ACOLA to contribute policy advice to Government departments have been identified and discussed with the Council ▪ Appropriate information has been gathered by Secretariat on key issues prioritised by the Council ▪ Council have been provided with useful options including reports, workshops, seminars, summits and conferences
To promote that advice to the wider community and contribute to public debate	<ul style="list-style-type: none"> ▪ Make the Council's position on major national policy issues widely available 	<ul style="list-style-type: none"> ▪ An updated and improved website has been created and regularly maintained ▪ The website has been further developed as an interactive information tool for researchers ▪ The new website has been actively promoted as a source of trustworthy public information
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 distributed to Council ▪ 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 <i>inter alia</i>: Asia-Pacific Journal, Asia-Pacific Journal of Teacher Education, Australian College of Educators, Australian Teacher Education Association, CHASS, FASTS, PMSEIC, Universities Australia ▪ Opportunities have been created and used, including talks, articles and participation in diverse forums, 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 Australia's well being 	<ul style="list-style-type: none"> ▪ Several speaking opportunities and have been created and media articles have been placed, 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 multi-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 ▪ 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 is 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 	<p>Secretariat services have been provided in accordance with the Management Agreement, including:</p> <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
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

 **BOARD OF DIRECTORS**

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

Dr Margaret Hartley BAppSc, PhD **(CHAIR OF THE BOARD)**
CEO, Australian Academy of Technological Sciences and Engineering

Dr Christina Parolin BA (Hons), PhD (ANU)
Executive Director, Australian Academy of the Humanities

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

 **SECRETARIAT**

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

AUDITOR'S REPORT

■ 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 16.05.11
	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 30.06.11
EMPLOYER	Worksafe Victoria	Registration	Active since 31.12.10
	Superannuation	Registration	Active since 01.11.10
		Quarterly payments	Completed to 30.06.11
GOVERNMENT GRANTS	DIISR 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 28.10.11
		Non-HESA Supplementation Funding Agreement reports	Drafted to 28.10.11
CONTRACTS	DIISR RWS ACOLA Workshops contract	Interim reports	Completed to 30.06.11
	ACOLA Management Agreement	Mid-year and end-of-year reports	Completed to 30.06.11

■ SECRETARIAT WORK PLAN 2011/2012

STRATEGY	2011/12 ACTIVITIES	FUTURE DEVELOPMENT
<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"> ▪ Begin developing a business network across the country ▪ Distribute the brochure to promote ACOLA ▪ Further upgrade the ACOLA website 	<ul style="list-style-type: none"> ▪ Distribute 500 brochures nationally to key stakeholders and potential clients ▪ Develop an interactive website function ▪ Create a group of young associates from emerging researchers and scholars
<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"> ▪ Respond to the <i>Learned Academies Review 2010</i> with a vigorous argument for the future potential of ACOLA as a research broker ▪ Deliver the <i>RWS ACOLA Workshops</i> project ▪ Continue to deliver the <i>LASP Sustainability Project</i> (phases 1 & 2) 	<ul style="list-style-type: none"> ▪ Advocate to DIISR regarding the future potential roles for ACOLA Secretariat ▪ Anticipate a role for ACOLA within the Chief Scientist's "Meta issues advice" proposal ▪ Continue to deliver the <i>LASP Sustainability Project</i> (phases 3 & 4)
<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 a new a smaller case study within the <i>Growing Australia Project</i> ▪ Collaborate with another organization to host a seminar on the next generation's view of the big issues 	<ul style="list-style-type: none"> ▪ Host a seminar for emerging researchers and scholars to further extend the <i>LASP Project</i> multidisciplinary research agenda ▪ Continue to deliver the <i>Growing Australia Project</i> (phase 2) OR alternative
<p>Identify ways to better harness the perspectives of all disciplines to solve complex issues</p>	<ul style="list-style-type: none"> ▪ Draw out the practical outcomes from the <i>ARC LASP Sustainability Project</i> (phase 1) [<i>Guidelines for Multidisciplinary Research</i>] and assist with planning phase 2 	<ul style="list-style-type: none"> ▪ Link the role of emerging researchers and scholars in ACOLA projects to the <i>Research Workforce Strategy</i>