

TERMS OF REFERENCE EDUCATION COMMITTEE

Version: 1	Approved by: WaterRA Board
Effective Date: 01 July 2013	Administered by: Chair, Education Committee
Review Date: 30 June 2014	

Purpose

1. The Education Committee is the advisory committee which provides advice to WaterRA staff for the administration of the Education Program. The main responsibilities of the Education Committee are to review project proposals and candidate applications for the various WaterRA Scholarship Initiatives including PhD, Masters and Honours Scholarships. The intent of this review mechanism is to establish a transparent and rigorous due diligence process to ensure that WaterRA scholarships are awarded to the best candidates and that WaterRA is achieving its aim of supporting Australian Water Sector to build capacity and capability in research related fields.

Additionally the Education Committee has a further role to make recommendations and provide advice to the WaterRA CEO. The WaterRA CEO can action recommendations in line with delegated authority. The Minutes are to be presented to Board as an Issue for Notation.

Membership

2. The Education Committee will ideally consist of a total of 10 members with equal representation from industry and research members to ensure that the Education Program is addressing the needs of the wider WaterRA membership. The membership of the Education Committee will include:
 - a. WaterRA CEO (or delegate)
 - b. WaterRA Education Program Coordinator
 - c. Member representatives from a broad spectrum of the WaterRA membership:
 - i. 4 WaterRA Research organisations representatives
 - ii. 4 WaterRA Industry representatives

Committee members need not send a proxy if unable to attend.

Members of the Education Committee may be rotated on a bi-annual basis to ensure all industry and research members have an opportunity to participate in the Education Committee. This does not preclude members from serving more than 1 term continuously. The membership of the Education Committee is ultimately determined by the CEO.

WaterRA will confirm membership at the end of each 2 year period.

3. Members of the Education Committee must:
 - a. Understand the strategic implications and outcomes of the WaterRA research agenda and ensure that projects submitted for funding support fulfil the requirements of WaterRA and its members
 - b. Have a broad understanding of the project requirements that are suitable for research projects at postgraduate level
 - c. Have a broad understanding of academic requirements for selecting high quality candidates for scholarship award
 - d. Be completely impartial at all times and act in the best interest of WaterRA

- e. Declare any potential conflicts of interest prior to making comments/recommendations on a project proposal or potential student candidate
- f. Identify improvements to WaterRA process
- g. Work together as a team to achieve WaterRA's objectives

Functions

4. The Education Committee will assess and provide recommendations for the following Education Program Initiatives:
 - a. Honours Scholarships
 - b. Masters Scholarships
 - c. PhD Scholarships
 - d. Any other Initiative developed under the Education Program

The primary focus of the workload being in the period July to October.

5. The Education Committee will assess project proposals against the WaterRA Project Prioritisation Criteria and provide advice to WaterRA on project proposals submitted for Program Initiatives including, but not limited to, the following:
 - a. An assessment of the project against the WaterRA criteria
 - b. Identification of additional information required by the proponent before the project proposals can be considered for funding
 - c. Identify weaknesses/deficiencies in project proposals and, as appropriate, advise the Education Program Coordinator of actions required to address these issues for review by the Education Committee prior to recommendation to the CEO and the Board for consideration
 - d. Suitability of proposals as a student research project at postgraduate level
 - e. Endorse project proposals that meet the WaterRA criteria
6. The Education Committee will assess potential student candidates against the WaterRA Student Criteria and provide advice to WaterRA on the following:
 - a. An assessment of the candidate's application against the WaterRA criteria
 - b. Identify the candidate's suitability to undertake the project, taking into account the background of the candidate's study, skills and experience in accordance with the project requirements
 - c. Identify weaknesses in the candidate's application form and, as appropriate provide recommendations to the Education Program Coordinator of actions that could be undertaken to address these issues for further review
7. Education Committee members will provide feedback for project proposals within an agreed timeframe.
8. Those projects or candidates deemed by the Education Committee not to comply with the WaterRA criteria will be submitted to the CEO with recommendations detailing why the project/candidate is unsuitable.

Meeting Procedures

9. The WaterRA CEO (or delegate) has the authority to call Education Committee meetings and the meeting duration will be dependent upon the business of the meeting including number of project proposals and candidates that are under consideration.



10. The Education Committee will have up to three meetings per year to consider Education Program Initiatives.
11. Meetings will generally be held via teleconference. Face-to-face meetings will be arranged as required.
12. WaterRA will provide secretariat support for the meetings, including distribution of meeting papers and taking of meeting Minutes.
13. WaterRA will circulate meeting papers at least 5 working days prior to an Education Committee meeting.