INDUSTRY ADVISORY GROUP - TERMS OF REFERENCE

1. Purpose and Role
The Industry Advisory Group (IAG) will provide strategic direction to the Centre of Excellence for Science Seafood and Health (CESSH). The IAG provides a forum for research, government and industry leaders to discuss key issues facing the sector in Australia and provide guidance to the Director of the CESSH.

The role of the IAG is to provide guidance to the CESSH by identifying industry research needs and assisting to prioritise these needs from an industry perspective.

The IAG will serve in an advisory capacity only and the role does not extend to any executive and policy making authority or corporate governance responsibility. The IAG is not sanctioned to contact or make statements to the media on behalf or the CESSH or Curtin University.

2. Members
- The membership of the IAG will include:
  - the Director of CESSH;
  - an independent industry-based Chair; and
  - key industry, government and research representatives.

- The IAG may not co-opt independent members without the approval of the CESSH Director and IAG Chair.
- The person invited to represent their organisation may not nominate another person without discussing with the CESSH Director and IAG Chair.
- No more than one person may represent an organisation.

3. Chair
The Chair will be a member of the IAG and is responsible for all IAG meetings including setting of the agenda and ensuring meetings run efficiently and effectively.
4. **Secretarial Support**
   
   The Director of CESSH is responsible for providing secretarial support to the IAG.

5. **Meetings**
   
   - The IAG will meet twice per calendar year.
   - If required, additional meetings may take place to discuss pertinent issues.
   - Additional meetings will be approved by the IAG Chair and CESSH Director.
   - There is no requirement for a quorum at IAG meetings.
   - Meetings are held at Curtin University of Technology and teleconference facilities can be made available for those who are unable to attend.

6. **Minutes**
   
   - Agenda items will to be called for and an Agenda forwarded to IAG members 5 working days PRIOR to the date of the scheduled meeting.
   - CESSH is responsible for organising meetings, taking minutes and for disseminating correspondence with regard to IAG issues.
   - Minutes are disseminated within five working days after the meeting.

7. **Reporting**
   
   - Where appropriate, the IAG will report their advice to the CESSH Director in writing.
   - The IAG Chair is responsible for overseeing the preparation of such reports.
   - Reports are presented and approved by the IAG prior to submitting to the CESSH’s Director.

8. **Remuneration**
   
   - A nominal remuneration of $200 per meeting is available to members sitting on the IAG.
   - There is no other facility for remunerate of meeting expenses incurred by IAG members.