

Terms of Reference

TAWC Advisory Panel

Purpose

The purpose of this document is to outline the role, responsibilities, and operations of the TAWC Advisory Panel (TAP, or Panel).

Document Ownership and Control

The TAP Secretariat is responsible for the development, implementation, and maintenance of the TAWC Advisory Panel’s Terms of Reference.

The Terms of Reference have been reviewed by the following parties on the following dates:

Version	Reviewer Name	Comments	Date
1	TAWC Advisory Panel	Role of Panel and Panel Member tenure needs clarification	17 June 2020
2	TAWC Advisory Panel	Responsibilities of Panel Members and Role of Chair need clarification	15 July 2020
3	TAWC Advisory Panel	Responsibilities of Chair needs clarification	22 July 2020
4	TAWC Advisory Panel	Item 2.1 needs revision	4 Aug 2020
5	TAWC Advisory Panel	Process for resignation and procedure if consensus is not reached need clarification	5 Aug 2020
6	TAWC Advisory Panel	Approved out of session	19 Aug 2020

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1. Background on The Animal Welfare Collaborative

1.1. The Animal Welfare Collaborative (TAWC) was established in 2018 by The University of Queensland, The University of Newcastle, The University of Western Australia, and The University of Adelaide to be a “facilitator” of interactions among the multiple parties in Australia who have an interest in animal welfare. To this end, TAWC is a broad network of organisations and individuals working together to improve animal welfare. TAWC is dedicated to improving the welfare of all animals, including animals used for research and teaching; livestock and production animals; animals used for work, recreation, sport, entertainment, and display; pets and companion animals; and wild animals. TAWC’s mission is to facilitate positive change in the welfare of animals by providing:

- 1.1.1. A safe forum for diverse groups to engage constructively around ways to improve animal welfare;
- 1.1.2. A swift vehicle for different sectors to exchange critical information on animal welfare and coordinate action, where appropriate; and
- 1.1.3. A clear process for animal carers, decision makers, and other stakeholders to make tangible and ongoing improvements in animal welfare.

2. Role and Responsibilities of the TAWC Advisory Panel

2.1. The role of the TAWC Advisory Panel (TAP or Panel) is to provide the TAWC Executive Committee (also referred to as the TAWC Team) with expert advice and guidance on TAWC’s activities, such that these activities align with the 5-year objectives in the Strategic Plan and result in tangible progress towards TAWC’s vision of *continuous improvement in the welfare of animals as the result of collective action*. Members of the Panel may choose to serve in a personal capacity or as representatives of the organisations for which they work. Unless explicitly stated, the views expressed by Members of the Panel are not to be considered the official view or policy position of any other organisation. Specific responsibilities of the TAP include the following:

- 2.1.1. Contribute advice to the drafting of TAWC’s Strategic Plan every five years and to any potential mid-term reviews of the Strategic Plan;
- 2.1.2. Advise TAWC on how to best engage with the various stakeholder groups in animal welfare, and where appropriate, suggest links to these groups;
- 2.1.3. Advise TAWC on how to maintain a safe and productive forum for constructive dialogue among the stakeholders with whom TAWC interacts;

- 2.1.4. Advise TAWC on ways to minimise risks to TAWC’s reputation, independence, and stakeholder trust;
- 2.1.5. Advise TAWC on the gaps in information flow and coordination across sectors that need to be filled; and
- 2.1.6. Advise TAWC on opportunities to facilitate targeted action to improve animal welfare in the form of partnerships, collaborative projects, cross-sectoral initiatives, or working groups.

3. Power of the Panel

- 3.1. The Panel is an advisory body only, and although the Panel’s advice may be used to inform decisions of the TAWC Executive Committee, the Panel itself has no decision-making authority.

4. Composition of the Panel

- 4.1. The Panel consists of approximately 12, but not more than 15, Members.
- 4.2. Panel Members are selected for their individual expertise, not because of organisational affiliations.
- 4.3. Members will come from diverse backgrounds, representing to the greatest extent possible the multiple sectors and contexts in which animal welfare is considered, so that the Panel gains maximum benefit from the diversity of thought that comes from different backgrounds, genders, skills, and perspectives.
- 4.4. Ideally, the combined skills of the Panel Members will cover the following areas:
 - 4.4.1. Knowledge of relevant stakeholders, latest science, and animal welfare priorities across the following sectors:
 - 4.4.1.1. Animals used for research and teaching;
 - 4.4.1.2. Livestock and production animals;
 - 4.4.1.3. Animals used for work, recreation, sport, entertainment, and display;
 - 4.4.1.4. Pets and companion animals; and
 - 4.4.1.5. Wild animals;
 - 4.4.2. Understanding of social, political, and economic factors affecting animal welfare best practices;

- 4.5. Should topics arise that are beyond the current expertise of the Panel, the Panel may decide to invite external experts to serve as Observers to the Panel while those issues are being discussed;
- 4.6. Observers are not members of the Panel but may attend TAP meetings to offer their input as requested;
 - 4.6.1. Both the Chair of the TAWC Executive Committee and another member of the TAWC Executive Committee, who fills the role of Secretariat for the Panel, have standing invitations to participate as Observers of the Panel. In doing so, they act as representatives of TAWC;
 - 4.6.2. Where appropriate, other individuals may be invited to attend TAP meetings as Observers by consensus of the Panel Members.
- 4.7. **Panel Chair**
 - 4.7.1. The Chair is an active Member of the Panel and is expected to fulfil the responsibilities of a Panel Member;
 - 4.7.2. The role of the Chair is to act as a link between the Panel and the TAWC Executive Committee;
 - 4.7.3. The responsibilities of the Chair include the following:
 - 4.7.3.1. Ensure that the overall performance of the Panel aligns with the vision set out in its Terms of Reference;
 - 4.7.3.2. Facilitate effective functioning of the Panel, including planning meeting agendas such that Panel meetings are efficient and useful;
 - 4.7.3.3. Manage the conduct, frequency, and length of Panel meetings;
 - 4.7.3.4. Facilitate proper information flow to the Panel;
 - 4.7.3.5. Effectively communicate the views of the Panel to the TAWC Executive Committee, such that the Panel fulfils its role to TAWC;
 - 4.7.3.6. Seek to ensure that the Panel has the opportunity to maintain adequate understanding of TAWC's current and planned activities and the opportunities and challenges facing TAWC; and

- 4.7.3.7. Guide the Secretariat in preparing documents and templates that will improve the efficiency of the Panel’s meetings and discussions.
 - 4.7.4. The Chair may choose to accept an honorarium for work completed in line with these responsibilities, which are beyond the responsibilities of a Panel Member;
 - 4.7.4.1. The amount of the honorarium must not be more than what constitutes a reasonable fee for the work completed;
 - 4.7.4.2. Regardless of whether the Chair accepts the honorarium, the Chair will not be considered an employee of TAWC for independence and liability purposes;
 - 4.8. The Chair must preside at all Panel meetings at which he/she is present. If the Panel Chair is not present at a Panel Meeting, the Chair must nominate one of the Panel Members to preside for that meeting.

5. Appointment, Resignation, and Review of Composition of the Panel

- 5.1. Panel Members may be nominated by any current Panel Member or TAWC Executive Committee member and are appointed by consensus of the current Panel Members;
- 5.2. Members of the Panel serve a term of 2–5 years, with the staggering of retirement of Panel Members in order to maintain corporate knowledge and relevant skills on the Panel.
 - 5.2.1. A Panel Member may serve an additional term of 2–5 years by consensus of the Panel Members.
- 5.3. The Chair may be nominated by any current Panel Member or TAWC Executive Committee member and is appointed by consensus of the Panel Members;
- 5.4. The Chair is appointed for a period of 12 months. The Chair may be re-appointed twice, up to a total term of 3 years.
- 5.5. If a consensus about items 5.1–5.4 is not reached, a decision may be reached by secret ballot out of session. In this instance, all Members are expected to vote, and the option receiving the simple majority of votes will be selected.
- 5.6. A Panel Member may resign from the Panel at any time by providing written notice to the Panel Chair. Unless otherwise indicated, the resignation will take effect

immediately. The resigned Member is expected to attend the next scheduled Panel meeting in order to hand over any responsibilities.

- 5.7. Upon the resignation or retirement of a Panel Member, the Panel will review its composition. Based on the skills present on the Panel, the Panel may decide to search for a new Member to fill the vacancy or to leave the position vacant.

6. Member Responsibilities

6.1. Attend Panel meetings, and

- 6.1.1. As a whole, or as individual Panel Members, provide advice to TAWC (generic in nature and not related to any specific transaction or entity);
- 6.1.2. Provide feedback from relevant stakeholder groups on current matters of priority, interest, or concern; and
- 6.1.3. In principle, and subject to other commitments, make themselves available to provide advice on ad hoc issues or to TAWC working groups (specific to their expertise), which may arise from time to time and which are beyond the forum of the Panel meeting.

7. Meeting Proceedings and Administration

7.1. Frequency of meetings

- 7.1.1. The Panel meets at least once quarterly.
- 7.1.2. The Chair of the TAWC Executive Committee, in consultation with the Panel Chair, may convene ad hoc meetings of the Panel if necessary.

7.2. Establishing a quorum

- 7.2.1. Given that the Panel is an advisory body, issues submitted to the Panel for discussion will not be subject to any vote (except in the case of appointments, as indicated in 5.5). As such, quorum requirements do not apply to meetings of the Panel.

7.3. Conduct of meetings

- 7.3.1. Agenda items for the Panel meetings may be proposed by any Panel Member or by the Chair of the TAWC Executive Committee. The agenda of each meeting is finalised by the Panel Chair and is circulated by the Secretariat to Panel Members prior to the meeting.
- 7.3.2. Panel meetings are held by videoconference.

- 7.3.3. The Panel holds one face-to-face meeting each year, and Panel Members are encouraged to attend in person. TAWC will cover the reasonable travel costs of Panel Members to the face-to-face meeting.

7.4. Conflicts of interest protocols

- 7.4.1. At the beginning of each meeting, each Member must disclose to the Panel any conflicts of interest, real or potential, that they may have in relation to any agenda item.
- 7.4.2. Members must also notify the Panel of any conflicts of interest that arise during the course of the meeting.
- 7.4.3. Unless the Panel decides otherwise, the Member should then exclude themselves from the meeting for each relevant agenda item and not take part in Panel discussions relating to that matter.

7.5. Confidentiality

- 7.5.1. Advice and input provided by Members of the Panel will be treated as confidential by the TAWC Executive Committee and by Panel Members. Panel Members must treat any information and materials provided by the TAWC Executive Committee as confidential.
- 7.5.2. Unless otherwise advised, TAWC may acknowledge the existence of the Panel and name Members of the Panel in its Annual Report and on its website.

7.6. Secretariat

- 7.6.1. A member of the TAWC Executive Committee provides secretarial services to the Panel, which include scheduling meetings, compiling and circulating the agenda and relevant papers to Panel Members prior to each Panel meeting, taking minutes during each Panel meeting and circulating these to Panel Members following the meeting, and progressing actions for resolution.
- 7.6.2. The Secretariat is considered an Observer and a representative of TAWC and is not a Panel Member.

7.7. Review of Terms of Reference

- 7.7.1. The Secretariat orchestrates a review by the Panel of its terms of reference on an annual basis.

8. Standing Agenda

8.1.1. The Standing Agenda of TAP meetings is set out below:

8.1.1.1. Welcome and apologies;

8.1.1.2. Conflict(s) of interest;

8.1.1.3. Update from Chair of TAWC Executive of Committee;

8.1.1.4. Topics discussed and recommendations agreed;

8.1.1.5. Next meeting.