

ATUC Responsibilities

Version 1.0

Adopted 6 December 2022

This list of responsibilities supplements the ATUC Terms of Reference which are approved by the ATNF Steering Committee.

ATUC Members

- Proactively seek feedback from their local user communities using any suitable means prior to each ATUC Open Session, communicating feedback to the committee.
- Attend Open Sessions, proactively requesting information from ATNF Staff as required to consider matters of interest to the user community.
- Attend Closed Sessions, actively contributing to group discussion and contributing to drafting the Report to the Director.
- Undertake any additional tasks as directed by the ATUC Chair during Closed Session meetings.

ATUC Chair

In addition to the responsibilities of an ATUC Member, the Chair will also:

- Work with ATNF Director to establish relevant and useful agendas for Open Sessions, and, where mutually deemed necessary, supplementary Science Days.
- Chair the Open and Closed Session meetings.
- Coordinate the production of ATUC Reports to the Director and deliver them in a timely manner.
- Provide reports to ATSC as requested, including an annual report in March/April of each year.

ATUC Executive Officer

- Establish dates of ATUC meetings in coordination with ATNF Director and ATUC Chair.
- Attend Closed Sessions on behalf of ATNF Director, providing live feedback and advice to ATUC as necessary to maintain productive discussions.
- Ensure timely mutual delivery of ATUC Report to the Director, and corresponding ATNF Director's Reply.
- Coordinate meeting organisation, including community announcements and registrations, delegating administrative tasks where relevant.
- Oversee implementation of effective meeting format and organisation of presentation materials.
- Progressively implement mechanisms to facilitate optimal engagement with ATUC and the broader ATNF community.
- Maintain regular communication with ATUC members via suitable means.

- Maintain up-to-date information on ATUC webpage about general committee matters including current membership.

Head of ATNF Science (on behalf of ATNF Director)

- Establish Open Session agenda with ATUC Chair.
- Maintain up-to-date information about ATUC meetings on ATUC webpage.
- In advance of Open Session meetings, coordinate a planning and information sharing session with ATNF Staff.
- Coordinate production of the Director's Reply in a timely fashion.
- Attend a limited portion of the Closed Session (per invitation) to capture initial feedback and advice from ATUC.

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