

Policy – Commissioned Industry Reports

Authority: C.A. Board of Directors
Last updated: 14/03/2022
Page 1 of 3

1. Purpose and Scope

Composites Australia Inc. (C.A.) exists to advance the interests of the Australian composites industry and its stakeholders by supporting the development and growth of knowledge, innovation and technology. This policy governs the commissioning of industry reports that examine key aspects of the Australian composites manufacturing sector while ensuring that C.A.'s time and expertise are utilised effectively and in alignment with its strategic objectives.

2. Priority of Members

Composites Australia's first responsibility is to its fee-paying members. As an industry association, members collectively own C.A., and its primary focus is serving their interests. Commissioned reports require significant resources, including staff time and the accumulated knowledge of the Association and its board members and Executive Director. As such, requests for commissioned reports will be managed carefully to ensure they do not impede C.A.'s ability to serve its membership. Recognising there is a cost to the association through the diversion of C.A.'s time and expertise away from core member services, any such commissioned work will be structured to ensure fair compensation for the resources allocated and to uphold the integrity of C.A.'s commitments to its members.

3. Commissioning of Reports

Commissioned reports may be undertaken for the following parties:

- For companies or organisations requesting industry reports for commercial purposes, a fee of \$350 excl. GST, per hour will be charged and is payable in advance of the report being provided.
- This fee accounts for the time, expertise, and intellectual property developed by C.A. over years of industry engagement.
- For projects supported by government funding, C.A. will negotiate an appropriate in-kind contribution offset where possible.
- The arrangement must ensure that the value of C.A.'s knowledge contribution is appropriately recognised and reciprocated.

4. Approval Process

All requests for commissioned reports must be formally submitted in contract form to C.A. for approval. Approval will be based on the following considerations:

- Alignment with C.A.'s strategic objectives and member interests.
- Availability of C.A.'s resources without negatively effect core member services.
- Financial viability and agreed fee structure or in-kind contributions.

5. Grant Funding Endorsements and Related Reports

- C.A. is frequently called upon to provide proprietary industry reports from firms, universities, and other educational institutions by way of endorsement, cash, and in-kind contributions.
- Requests for grant endorsements will be considered only when aligned with C.A.'s mission, values, and strategic objectives.

- C.A. is not bound to endorse any grant funding applications except with Board approval.
- Appeals for support must clearly articulate objectives for Sovereign Manufacturing Capability and how the proposed program will strengthen the Australian composites industry.
- Any industry-wide false statements or manufactured claims for commissions, grant funding or media attention will be vigorously opposed and can result in legal action.

6. Use and Distribution of Reports

- Reports produced under a commissioned arrangement remain the intellectual property of C.A. unless otherwise agreed in writing.
- Distribution rights will be determined based on contractual agreements made at the time of commissioning.
- C.A. reserves the right to decline commissioned reports that conflict with its mission or the interests of its members.
- All content mentioning C.A. or its branding must be approved before publication in any form, including social or traditional media.

7. Financial Contributions

- C.A. does not generally provide monetary contributions to programs to offset the cost of commercial reports.
- In-kind contributions may be considered under specific circumstances and require a formal written proposal.
- Any expenses incurred due to in-kind contributions, such as travel or accommodation, must be reimbursed by the program's budget.
- C.A. will ensure that professional time invested in endorsed programs is adequately compensated.

8. Compliance and Reporting

- C.A. must be informed of any incidents where a grant recipient fails to comply with contractual reporting requirements.
- C.A. must be notified of the acceptance of the closeout of any grant.
- Any misrepresentation or unethical behaviour related to endorsed programs may lead to revocation of C.A.'s services.

8.1. Definition of Unethical Behaviour

Unethical behaviour, in the context of C.A.'s commissioned reports, includes but is not limited to:

- Providing false or misleading information in the process of commissioning a report.
- Misrepresenting research findings, industry data or C.A.'s involvement in a project.
- Failing to disclose conflicts of interest or affiliations that may affect the integrity of the project.
- Engaging in discriminatory, exploitative or deceptive business practices.
- Breaching confidentiality agreements or misusing proprietary information obtained through C.A.'s involvement.
- Attempting to unduly influence state or federal policy without approval or involvement of C.A..

9. Review and Updates

This policy will be reviewed periodically to ensure it aligns with C.A.'s strategic priorities and operational capabilities. Amendments may be made as necessary to reflect changes in industry demands and organisational priorities.

10. Contact Information

For inquiries regarding commissioned industry reports or grant funding endorsements, please contact Composites Australia at [contact details].

11. Linked Policies

- Branding Guidelines
- Social Media
- Privacy Policy
- Use of A.I.
- Magazine Editorial and Content Policy
- Grant funding and program endorsement
- Use of Composites Australia Trademark
- Safeguarding Sensitive Information

END