



AUSTRALIAN MUSEUM EUREKA PRIZES

JUDGES CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY 2018

CODE OF CONDUCT

Introduction

The judging of the Australian Museum Eureka Prizes is a revered task conducted by some of Australia's best scientists, researchers, communicators, educators, industry leaders and policy makers.

To whom the code applies

The Code of Conduct applies to those who have agreed to provide their time and expertise as a judge of an Australian Museum Eureka Prize.

Reaching a judging outcome

Judges individual assessment and rankings -

To reach a judging outcome each judge is expected to read and/or watch and/or listen to all the entries supplied and then rank the entries against the prescribed criteria. Judges must submit their rankings to the Eureka Prizes team for collation by the agreed deadline (see the 'Information for Judges' document).

Panel email discussion and teleconference -

Judges will make themselves available for email discussions and a teleconference (if required) to reach a judging outcome within the agreed timeframe. A face-to-face meeting will be held for the Sleek Geeks Science Eureka Prize and the Eureka Prize for Science Journalism only.

Additional reports and follow-up with assessors -

The judging panel may request additional reports from short-listed candidates if one or more of the judges are not satisfied with those supplied. In addition, judging panels reserve the right to contact assessors, who provide reports with additional perspective and informed opinion on entries, for further information or clarification. These requests would be facilitated by the Manager of the Eureka Prizes who will contact the assessors on behalf of the judging panel.

Reaching a judging outcome -

Judging in the Australian Museum Eureka Prizes is a consensual process. Any member of the judging panel may, however, request a vote of the panel rather than a consensus decision. Ballots in any vote will be recorded and retained by the Eureka Prizes team. Neither the ballots of individual judges nor the ballot totals will be made public.

Awarding a Eureka Prize -

Generally the judging panel, by the conclusion of the judging deliberations, would have identified three finalists including one winner. The judges have the right not to award a prize in any given year if, in their view, the quality of entries is insufficiently meritorious.

AUSTRALIAN MUSEUM EUREKA PRIZES

1 William Street Sydney NSW 2010 Australia T 61 2 9320 6483 eureka@austmus.gov.au australianmuseum.net.au/eureka

ABN 85 407 224 698



Nominating for the Australian Museum Eureka Prizes -

Judges are eligible to enter, nominate or provide assessors reports for the Australian Museum Eureka Prizes, as long as they do not enter, nominate or provide assessors reports for the Eureka Prize that they are judging.

Confidentiality

The judging panels are composed in such a way that ensures there are individuals with a broad range of experience and knowledge relevant to the prize, eliminating the need to consult with others outside of the judging panel. The judging material is to be handled in the strictest of confidence and must not be shared or discussed with anyone outside the judging panel. In addition:

- Judges are not at liberty to discuss the details of the entries or entrants outside the official judging deliberations. The deliberations of the judging panel will remain strictly confidential, even after the panel concludes.
- All recommendations and decisions taken are binding and final and no correspondence will be entered into on such matters with entrants, nominators, assessors, members of the public etc.
- Judges must adhere to all embargoes relating to the official announcement of judging outcomes as directed by the Eureka Prizes team.

Equity, Diversity and Inclusion

The Australian Museum Eureka Prizes is committed to equitable opportunity, promoting diversity and an environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equity and dignity. Judges should be mindful of their responsibility to promote equality of opportunity and to avoid discrimination at all times throughout the judging process.

CONFLICT OF INTEREST POLICY

Judging panels consist of individuals with experience and knowledge relevant to the nature of the individual prize – including, in most cases, one prize sponsor representative. Given this, it is unrealistic to expect that an individual judge may not at some time know, or know of, an entrant in the prize they are judging, or have some relationship with them or their work.

The integrity of the Australian Museum Eureka Prizes requires that all effort is made to deal with conflicts of interest in the prize judging process.

What is a conflict of interest?

A conflict of interest is defined as a situation in which a person has a private, personal or professional interest sufficient to influence, have the potential to influence, or be perceived to influence, the objective exercise of his or her duties. This includes any relationship with an entrant (individual or organisation) that would influence a judge from offering an unbiased evaluation or reaching an unbiased decision on the merits of the entry. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

Conflicts of interest may arise in the following situations: direct involvement in the entry, or the body of work associated with the entry; direct or potential involvement due to a personal or professional financial interest in the outcome of the entry; potential involvement as a scientific (i.e. collaborators, student/supervisor relationship, or co-authors) or department/institutional colleague (i.e. members of the same research institute, university department or faculty); perceived involvement due to a family/personal relationship; or any other perceived conflicts.



Why does the Eureka Prizes have a Conflict of Interest Policy?

The purpose of the Australian Museum Eureka Prizes Conflict of Interest Policy is to:

1. identify conflicts of interest that would make it difficult for judges to reach an unbiased decision or would result in a perception of bias in the judging process; and
2. determine appropriate actions that can be taken to address conflicts of interest.

Disclosure

Each judge has an obligation to disclose to the Eureka Prizes team at the commencement of the judging process any actual or potential conflict of interest, or relationship that may lead to a perception of a conflict of interest so this can be shared with the associated judging panel. Disclosure is designed to alert the judging panel to a conflict or potential conflict of interest, and to allow the panel to discuss and evaluate the identified conflict of interest and decide whether or not it is of a nature to interfere with the judging process. The Eureka Prizes team will keep records of such disclosures.

Protocol when a conflict of interest exists

Where a judge discloses a conflict and the panel agrees that a conflict of interest exists, the judge concerned will be required to withdraw from ranking and discussing that entry/entries. A judge may continue to participate in the discussion of other entries, so long as the discussion is not focused on the merits of an entry relative to an entry where a conflict exists.

To ensure an entrant is not disadvantaged because of a judge's conflict, the average of the other judges' rankings would be added to determine the overall score.

Where another judge raises a question or concern regarding a judge's possible conflict of interest that has not previously been declared, the panel will need to review the judging process to date to ensure adherence to these guidelines.

Quorum requirements

A quorum of three judges is required to determine the judging outcome of a Eureka Prize. If a judging panel does not meet quorum due to conflict of interest or other reasons, an honorary judge will be appointed to fulfil quorum and finalise the judging outcome. The honorary judge will be appointed by the Eureka Prizes team.

Compliance with this policy

If the Eureka Prizes team has a reason to believe that a person subject to the policy has failed to comply with it, they will investigate the circumstances. If it is found that this person has failed to disclose a conflict of interest, the Eureka Prizes team may take action against them. This may include seeking to terminate their role as an Australian Museum Eureka Prize judge.

If a judge suspects that one of their fellow judges has failed to disclose a conflict of interest, they should notify the Eureka Prizes team who will follow up the matter.

Contacts

For questions about this policy, contact the Eureka Prizes Manager Cara Bevington via email cara.bevington@austrmus.gov.au or phone (02) 9320 6483.