PROFESSIONAL STANDARDS COUNCILS

Framework on

Acquiring, curating, and publishing material in the Research Library

For Professional Standards Councils

December 2021

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1.　Framework statement

This Framework details the Professional Standards Councils' process for acquiring, curating, and publishing material in the Research Library hosted on the Councils' website.[1] The Research Library aims to do the following:

- publish research commissioned and endorsed by the Councils

- promote evidence-based good practice methods to regulate professional standards and develop regulatory capacity

- publish material relating to emerging issues in line with the Councils' strategic objectives and initiatives.

2.　Purpose

This Framework guides the way the Councils, and the Professional Standards Authority on their behalf, acquire, curate, and publish material in their online Research Library.

The Research Library is an exercise of the Councils' function to publish information on matters associated with the improvement of professional standards by occupational associations.[2]

Publications in the Research Library are considered in two workstreams of the Councils:

1. research developed in conjunction with Partnering Organisations through Australian Research Council ('ARC') Linkage Grants

2. strategic goals or initiatives developed by the Councils.

This Framework applies to all material published in the Research Library, and to all Councils' members and Authority staff who are engaged in acquiring, curating, and publishing material on their behalf.

3.　Key approvals and review

Exercising the function to publish and retire information

The Councils will approve all material for publication and retired material for removal, unless they are routine administrative updates, whereby the Chief Executive Officer has delegation to approve and publish.

Review cycle

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[1] For Councils' Research Library, refer <https://psc.gov.au/research-library>.
[2] *Professional Standards Act 1994* (NSW) s 43; Each other jurisdiction's legislative instruments uses wording to the same effect.

On behalf of the Councils, the Authority will review material in the Research Library.

A review of the Research Library's operation, such as identifying broken links or updating links to current versions of material,[3] will occur every three (3) years or as required in response to feedback.

A review of the Research Library's material will occur at times as required, in response to:

- a Councils' direction
- stakeholder feedback
- changes in legislation or policy,
- industry-specific issues raised by the Councils' stakeholders.

The review will determine the material's relevance to the Councils' objectives, and validity with current legislation, policy, or practices.

4. ARC research

ARC research commissioned by the Councils and published in the Research Library requires the following:

STEP 1: Planning

- *Develop a plan*
    - Develop a communication and implementation plan,[4] which outlines:
        - any legal or operational implications from the ARC agreement(s) [5]
        - how to implement relevant website designs and draft content
        - approval/review requirements and dates
        - strategies for post-publication communications.
    - Action the implementation plan, subject to any legal and governance issues identified below.
- *Legal and governance issues*
    - If applicable, seek the Councils' approval to obtain legal advice to ensure consistency with the ARC agreement and relevant national/state legislation or regulations.

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[3] Including, but not limited to, instances where the material has been superseded by more recent material.
[4] Subject to PSC Stakeholder Engagement Framework, PSC Style Guidelines, and *Strategy 2021* Communications Plan.
[5] Including but not limited to:

- restrictions placed on the Intellectual Property licence granted to Councils
- disclaimer requirements
- third party consent requirements.

- Consult with staff in the Authority that may be familiar with the legal or policy requirements.

STEP 2: Approve

- Obtain the Councils' approval to publish material in the Research Library, and its relevant implementation plan (including website designs).

- Provide notice or obtain approval of the publication to ARC research partners and relevant parties to the ARC agreement, as required.

- Obtain approval for routine administrative updates by the Chief Executive Officer.

STEP 3: Publish and monitor

- Once approved, the Authority to upload to the Research Library web page and take any other steps necessary to communicate published material to the relevant stakeholders.

- Monitor the need for updating material and website content where a need is identified.

STEP 4: Review

- Monitor the material's review date to ensure it is issued for review with sufficient time to complete the review cycle.

5. Strategic Initiatives

The acquisition, curation, and publication of material arising from the Councils' strategic initiatives requires the following:

STEP 1: Identify and scope

- *Identify the need for the curation or acquisition.*

  - Identify the strategic goal or initiative the published acquired/curated material will achieve and identify its relevance to the Councils' measures.

  - Check whether any existing materials in the Research Library serve the same purpose and consider synergies in updating other relevant materials.

  - Identify the nature of the materials required for the strategic goal or initiative, where it may be appropriate for the material to be:

    - peer-reviewed academic research

    - grey literature written by statutory authorities or regulators

    - news articles.[6]

  - Conduct research to identify material which adheres to the above considerations.[7]

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[6] Articles that meet Strategic Initiatives, include material published less than two years prior to the time of evaluation and are published by an identifiable source. Any research relied on by the news articles should generally be published by an identifiable source.
[7] If moving to *Step 3: Acquisition*, associated costs may involve consideration for the copyright and legal advice which may be sought for the acquisition agreement.

- Identify any financial implications that requires approval by the Councils.

- Submit a paper to the Councils outlining publication options, the value of the material to the identified strategic goal and any associated costs.

STEP 2: Approval to seek acquisition or curation

- If applicable, obtain endorsement to acquire or curate the material from the Councils' relevant Committees and/or Advisory Groups.

- Obtain the Councils' approval to acquire or curate the material, and its relevant implementation plan.

- Identify whether the material requires acquisition or curation by referring below to 'Definitions and Acronyms' on page 7.

  - If **acquisition**, go to **Step 3**.
  - If **curation**, go to **Step 4**.

STEP 3: Acquisition

- *Planning and actions*

  - Develop an implementation plan[8] which outlines how to:

    - contact the Intellectual Property/Copyright owner

    - negotiate the terms of acquisition, including terms of usage in relation to the Intellectual Property

    - seek permission to publish the material on the Research Library.

  - Action the implementation plan, subject to funding and legal issues identified below:

- *Funding*

  - Where the acquisition requires funding, request the Councils' approval to incur the expense.

  - Upon the Councils' approval, communicate with the owner of the Intellectual Property and notify the intended date of publication on the Research Library.

- *Legal and governance issues*

  - If applicable or directed, seek the Councils' advice to obtain legal advice when drafting an agreement with the copyright owner, to ensure consistency with national/state legislation or regulations.

  - If applicable, consult with the appointed sponsor or reference group of the Councils, who may also provide an authorising environment to seek legal advice.

  - Consult with staff in the Authority that may be familiar with the legal or policy requirements.

- *Go to Step 5.*

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[8] Subject to PSC Stakeholder Engagement Framework, PSC Style Guidelines, and *Strategy 2021* Communications Plan.

STEP 4: Curation

- *Planning and actions*

  - Develop an implementation plan[9] which outlines how to:

    - contact the Intellectual Property/Copyright owner OR confirm the terms of curation with the relevant party[10]

    - develop draft website designs and content in relation to the curated material

    - check the above draft to ensure it is an ethical curation of material[11]

  - Action the implementation plan, subject to the legal and governance issues identified below:

- *Legal and governance issues*

  - If applicable, seek the Councils' appointment of a sponsor or reference group to the issue, to guide and endorse the curation.

  - Consult with staff in the Authority that may be familiar with the legal or policy requirements.

- *Go to Step 5.*

STEP 5: Update register

- If applicable, update the Councils' Intellectual Property Register.

STEP 6: Approval for publication

- Obtain the Councils' approval to publish material (including website designs) in the Research Library, noting any correspondence received from the copyright owner.

- Obtain approval for routine administrative updates by the Chief Executive Officer.

STEP 7: Publication

- The Authority to upload material on the Councils' website and take any other steps necessary to communicate the published material to the relevant stakeholders.

STEP 8: Review

- Monitor the material to ensure it is issued for review with sufficient time to complete the review cycle.

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6.   Supporting Information

Document number	TBA
Legislative Compliance	This Framework supports the Councils' compliance with the following legislation: • *Professional Standards Act 1994* (NSW) and all other

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[9] In instances where the material has restrictions on content curation, outline any requirements of notice to the copyright owner and any disclaimer requirements.
[10] Absent any requirements to acquire IP rights.
[11] For more information on ethical content curation, refer <https://contentmarketinginstitute.com/2013/11/ethical-content-curation-checklist/>.

	jurisdictions

7. Definitions and Acronyms

Authority	The Professional Standards Authority.
Acquisition	The act of acquiring a form of right over the material for the purpose of publication.
ARC Agreements	Collaborative research agreements between the Professional Standards Councils and Partnering Organisations as part of the Australian Research Council's ('ARC') Linkage Projects.
ARC Research Partners	The Partnering Organisations stated in Councils' ARC Linkage Grants Agreements.
Curation	The act of selecting material and referencing it in a published paragraph through a hyperlink.
PSCs/Councils	Professional Standards Council NSW, Professional Standards Council VIC, Professional Standards Councils TAS, Professional Standards Councils QLD, Professional Standards Councils WA, Professional Standards Councils ACT, Professional Standards Councils NT.
Professional Standards Legislation	Professional Standards Acts and Regulations or equivalent in each state and territory.

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