AIJA
The Australasian Institute of Judicial Administration Limited

PROTOCOL FOR THE CONDUCT OF JOINT VENTURES WITH OR BY THE AUSTRALASIAN INSTITUTE OF JUDICIAL ADMINISTRATION LIMITED

A key role for the Australasian Institute of Judicial Administration Ltd is to promote discussion of, and research and education on, all matters which directly impact on the capacity of Australian courts to enhance their own administration.

The Institute has only limited human and financial resources and is therefore keen to optimise their utilisation. One way in which this can be done is by engaging in appropriate "joint ventures" with other organisations where such are consistent with the role and aims of the Institute.

Such "joint ventures" might take a number of forms. These range from mere joint sponsorship of activities which are supported and endorsed by the Institute without any commitment of resources, through to fully joint activities in which the control, cost and content are truly joint.

In any form, however, the Institute needs to be satisfied that:

- the purpose of the particular activity is compatible with and conducive to the role and aims of the Institute;
- the other organisation is of such standing and integrity that the Institute should be publicly associated with it;
- the activity will in all its aspects be sufficiently well administered as to allow confidence as to its likely success, and that adequate arrangements exist for consultation on changes to any significant element of the activity proposed during development or implementation phases;
- if the Institute is asked to commit human or financial resources to the activity, that such commitment is within its capacities and of quantified proportions;
- if the activity is to be conducted "for profit" or on a cost recovery basis, that suitable arrangements are made for a return to the Institute; and
- in all cases, that appropriate arrangements exist for financial reporting of income and expenditure to the Board of Directors.

Matters which may guide the Institute in its decision on whether or not to participate in a venture include:

- the identity of conference participants, speakers, researchers, etc;
- the terms of reference for research projects, and arrangements for oversight thereof;
- the content of conference or course agendas, and arrangements for variation thereof;
- whether research or conference papers will be available for publication and, if so, by whom and on what conditions; and
- the circumstances in and terms on which the Institute may withdraw from the venture should it feel that it is necessary or desirable to do so.

Proposals for joint venture activities should ordinarily be discussed in the first instance with the President or the Chief Executive. Formal agreement to any particular venture should ordinarily be reached at a meeting of the Board of Directors.

This Protocol was reviewed and approved by the AIJA Board on 7 June 2025.