

The R&D Tax Incentive is jointly administered by:



Australian Government  
Department of Industry,  
Science and Resources

**AusIndustry**



Australian Government  
Australian Taxation Office

[www.business.gov.au/RDTI](http://www.business.gov.au/RDTI)  
[www.ato.gov.au/RDTI](http://www.ato.gov.au/RDTI)

## Roundtable - Terms of Reference

The R&D Tax Incentive Roundtable (Roundtable) is the peak forum for engaging with key stakeholders of the R&D Tax Incentive program.

The forum is jointly sponsored by the Department of Industry, Science and Resources (DISR) and the Australian Taxation Office (ATO). Roundtable members are invited to share their insights on the R&D Tax Incentive program.

<p>Purpose</p>	<p>The Roundtable aims to bring together diverse stakeholders to share insights and discuss opportunities to improve program administration.</p> <p>The objectives of the Roundtable are to:</p> <ul style="list-style-type: none"> <li>• exchange stakeholder information and industry insights on the use and impact of the R&amp;D Tax Incentive program</li> <li>• discuss emerging issues</li> <li>• receive constructive feedback on administrative challenges experienced by program stakeholders and hold collaborative discussions on potential solutions</li> <li>• share information on program performance and delivery</li> </ul>
<p>Co-chairs</p>	<p>The Roundtable is co-chaired by DISR and the ATO. Other Roundtable members may be invited to co-chair a meeting or facilitate a topic of discussion. Roundtable co-chairs host the meeting and establish the agenda.</p>
<p>Meetings</p>	<p>Roundtable meetings:</p> <ul style="list-style-type: none"> <li>• may be held online or at any DISR or ATO office around Australia</li> <li>• may be hosted by a Roundtable member at their organisation's premises</li> <li>• will be held at least twice a year</li> </ul> <p>Members are responsible for any arrangements or expenses related to meeting attendance.</p> <p>Roundtable members are encouraged to promote interactive discussion and are welcome to propose agenda items in advance of a meeting. This may include member or guest speaker presentations on a topic of relevance to members and the R&amp;D Tax Incentive program.</p> <p>Agenda, venue and co-chair proposals can be forwarded to AusIndustry at <a href="mailto:rdti.engagement@industry.gov.au">rdti.engagement@industry.gov.au</a> for consideration.</p> <p>A summary of the meeting will be circulated to all Roundtable members and published on <i>business.gov.au</i> to enable members to share and disseminate information to the benefit of program participants.</p>

<p>Membership</p>	<p>Roundtable membership aims to represent the diversity of R&amp;D Tax Incentive stakeholders and utilises member panels to achieve balanced representation. Each panel has multiple members who are rotated for each meeting. Each panel member will be invited to attend at least one meeting per year.</p> <p>Member panels:</p> <ul style="list-style-type: none"> <li>• companies</li> <li>• industry, research and tax associations</li> <li>• tax consultant firms</li> </ul> <p>Roundtable membership:</p> <ul style="list-style-type: none"> <li>• occurs by invitation</li> <li>• is extended to an organisation to nominate their meeting representative</li> <li>• is extended for a two year term which may be extended</li> </ul> <p>Each meeting will be attended by representatives from DISR and the ATO and balanced representation from each panel. Representatives from the R&amp;D Tax Incentives Committee (R&amp;DIC) may also be invited to Roundtable meetings as observers.</p> <p>Organisations may submit an expression of interest to join a member panel. Requests will be considered in respect of balanced and appropriate representation.</p>
<p>Member participation</p>	<p>Roundtable members are expected to:</p> <ul style="list-style-type: none"> <li>• actively and respectfully engage with Roundtable members to constructively contribute to discussions</li> <li>• enable open discussion by not attributing specific comments or sensitivities to any Roundtable participant or member organisation without their permission</li> <li>• acknowledge that government decisions may not align with the views or recommendations of all panel members</li> </ul> <p>Members who do not uphold the standards of respectful discussion and collaboration may be excluded from Roundtable membership.</p>
<p>Working Groups</p>	<p>Roundtable co-chairs may invite members to join a working group for more detailed engagement on a specific issue, project or proposal.</p>