

Strategic Science Investment Fund

Call for Proposals

An Opportunity to Host a
New Zealand Mission Operations
Control Centre

2020



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

newzealand.govt.nz

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Published December 2020

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The MethaneSAT Mission Operations Control Centre will be a significant investment in infrastructure that will build New Zealand's capability to operate complex satellite missions.

The Mission Operations Control Centre will provide a set of functional capabilities for the command, control and support of the MethaneSAT satellite and future satellite missions for New Zealand.

In addition to supporting the MethaneSAT mission, the centre will be an enduring piece of national infrastructure available to all New Zealand research organisations to support future missions and enable the enhancement of New Zealand's space sector capability.

The Opportunity to Host a New Zealand Mission Operations Control Centre

The Ministry of Business, Innovation & Employment (MBIE) invites proposals from New Zealand universities to host a New Zealand Mission Operations Control Centre to support the MethaneSAT mission.

The Environmental Defense Fund (EDF), a United States based not-for-profit organisation, and its subsidiary MethaneSAT Limited Liability Company (MethaneSAT LLC) are leading the development of a state-of-the-art satellite to detect global methane emissions with unprecedented accuracy (MethaneSAT mission). The New Zealand Mission Operations Control Centre (MOCC) will support the MethaneSAT mission by providing the physical and cloud-based capabilities for the command, control and support of the satellite which include:

- > Payload and spacecraft operations,
- > Assessment of satellite and payload health and safety,
- > Performance trending assessments of engineering telemetry,
- > Management of ground services including ground stations, orbit determination and collision and avoidance, and
- > Constraint checking prior to command upload and verification of success.

The Investment Goals

<p>The MOCC will support New Zealand’s first national official space mission as a country to combat climate change.</p>	<p>The MOCC is a significant investment in developing technical aerospace capability.</p>	<p>The MOCC will create an enduring national infrastructure capability that can be employed across multiple space missions.</p>
<p>The primary focus of the MOCC will be to support the successful delivery of the MethaneSAT mission. The MethaneSAT mission will focus on collecting data about methane emissions and will complement New Zealand’s investments in climate science and in research to reduce domestic greenhouse gas emissions. It will demonstrate global leadership by supporting a science mission that will directly help to fight climate change.</p>	<p>Space-enabled research has significant potential for New Zealand. Hosting a MOCC that meets MethaneSAT’s complex mission requirements will build essential capability and develop New Zealand’s international credibility in the space sector. Hosting the MOCC in a university will enable students to get close to a major satellite mission with globally significant outcomes. It will open up opportunities for structured course components and extra-curricular training opportunities. Over the long term, the MOCC will help train the next generation space scientists, engineers and entrepreneurs.</p>	<p>In addition to supporting the MethaneSAT mission there is potential to create an enduring piece of national infrastructure available to all New Zealand research organisations to support future missions. Successful MOCC delivery for the MethaneSAT mission will enhance New Zealand’s profile making us a sought after international partner for Earth science missions and continue the growth of our emerging space sector.</p>

The Primary Responsibilities of the Host

We are seeking a Host for the MOCC that:

- > Has a track record and reputation of successfully delivering enduring infrastructure programmes,
- > Has a cohesive set of educational offerings in relevant areas, for example, climate science, aerospace and related engineering research, and a strategy for existing educational programmes, including non-credit programmes that the MOCC would be able to support and build on,
- > Is committed to creating an enduring national capability for the benefit for New Zealand science sector, and
- > Has demonstrated its ability to work collaboratively with both domestic and international partners.

MBIE has contracted Rocket Lab to take initial responsibility for the MOCC operations post-commissioning. The successful applicant of this hosting opportunity will be supported by Rocket Lab to establish a MOCC on its campus and take over operations from Rocket Lab approximately one year after the satellite has been launched.

The primary functions of the Host are set out below. For the full technical specifications of the MethaneSAT programme detail and the requirements of the MOCC, see the *MethaneSAT Mission Operations Control Centre and Support Implementation Plan* on our [Mission Operations Control Centre Hosting Opportunity webpages](#).

MOCC Establishment and Delivery

From contract to launch in Q4 2022¹

- > Prepare a physical, secure location for the MOCC.
- > Appoint a MOCC Director responsible for the programmatic and technical oversight of the MOCC. Appoint MOCC staff and secure the necessary resources.
- > Prepare in consultation with Rocket Lab, a curriculum and training programme for mission operators and MOCC staffing plans.
- > Participation and attendance of the MOCC Director in design reviews and mission tests including the:
 - Joint Project Working Group,
 - Mission Science Working Group, and the
 - Mission Operations Oversight Group.
- > Establish a Memorandum of Understanding that sets out how the Host and Rocket Lab will work together.
- > Prior to transition shadow Rocket Lab staff during MOCC operational tasks.

From launch in Q4 2022 to Q1 2027¹

- > Establish a recruiting and training schedule for student interns to perform mission operations responsibilities and ensure compliance with New Zealand and US regulatory requirements.
 - > Work with Rocket Lab to transition the mission operations of MethaneSAT from the Rocket Lab MOCC to the MOCC Host.
-
- Handover includes all mission related/required application and data processing software, data archives, procedures, and engineering analysis tools.
-
- > Put in place arrangements for management of technical mission support services, including ground station networks, terrestrial links (as necessary), and tracking and collision avoidance and orbit determination.
 - > Engage with the overall MethaneSAT mission, particularly with the United States and New Zealand research teams on the objectives and technical aspects of the mission.

¹ The proposed launch dates are indicative and subject to change.

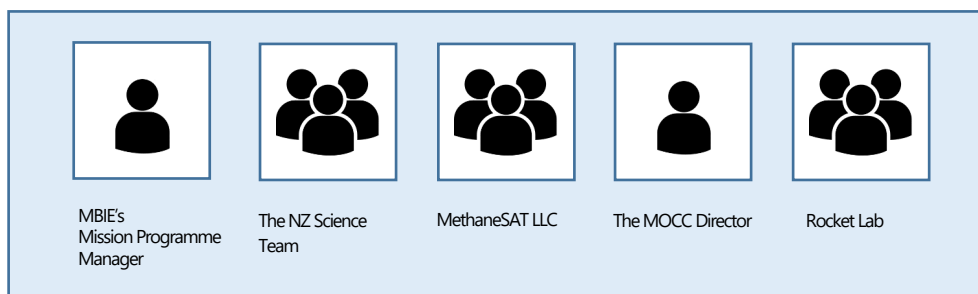
Education and Outreach

Build New Zealand’s capability by:

- > Incorporating the MOCC into a multi-disciplinary educational course curriculum developing broader outreach and education activities and relevant training programmes (e.g. MOCC staff accreditation).
- > Attracting and training the next generation of space scientists, engineers, entrepreneurs and business leaders by leveraging existing and creating new courses at a range of levels from undergraduate through to post graduate and short courses.
- > Implementing a strategy for making the MOCC accessible to the research sector, providing opportunities to other domestic tertiary students and generally promote space science and engineering as well as public outreach.

Collaboration, network development, and stakeholder relationships

- > Work closely with MBIE to ensure the activities raise the profile of the space sector through showcasing the MOCC facility.
- > Together with other New Zealand research organisations, identify opportunities for future space mission collaborations that could utilise the MOCC.
- > The Host’s MOCC Director will work alongside MethaneSAT LLC, Rocket Lab, and where applicable the New Zealand Science team, in a Joint Project Working Group coordinated by MBIE’s Mission Programme Manager. The primary responsibility of the working group is to:
 - coordinate New Zealand’s overall interests in the MethaneSAT programme,
 - maintain dialogue throughout the mission with MethaneSAT LLC, and
 - ensure mission activities are balanced with overall science priorities and national goals.



The Joint Project Working Group

The Funding Available

Up to \$3.35 million² over 4 years followed by negotiated funding for an additional 3 years

We are looking to contract and fund a Host for a period of 7 years. Funding of:

- > up to \$350,000² will be available to the Host in year 1 to engage with the mission development activities and initiate institutional planning for training and facilities.
- > up to \$1 million² will be available per annum for years 2, 3, and 4 to support the transition to hosting and subsequent operation of the MOCC.

Additional funding for the remainder of the contracted term will be negotiated after a mid-term review.

This investment will be funded through the Strategic Science Investment Fund (SSIF) Infrastructure. SSIF Infrastructure supports infrastructure with high national benefits that will not emerge in the course of usual business because of the scale, complexity, long duration and multi-user nature of the investment.

Host Contribution

As Host, the successful applicant will be required to:

- > Provide and maintain physical, secure building space on campus for the MOCC
- > Provide and maintain specialised secure network access and IT hardware and software,
- > Fund key personnel salaries and overheads, and
- > Fund all educational activities, including those relating to the incorporation of the MOCC into the course curriculum.

Details of the contribution will be negotiated with the successful applicant at the contracting stage.

² Monetary values are exclusive of GST and in NZ Dollars.

Application and Assessment Information 5

Who can Apply?

To be eligible for funding under this Call for Proposals:

1. The applicant must be a New Zealand university.
2. The applicant must have the capacity and facilities to establish the MOCC on campus.

Key Dates

Information session	4 February 2021
Submission period for proposals	15 January 2021 <i>until 12 noon</i> , 16 March 2021
Assessment Panel meeting	23 March 2021
MBIE investment decisions announced	April 2021
Contract begins	<i>Negotiated, from 1 May 2021</i>

Any change to key dates will be notified via an [Alert](#) email.

Information Session

We will be holding a virtual MOCC Information Session for universities on **4 February 2021**. At this session we will:

- > outline the vision and intent of the investment,
- > discuss the assessment criteria and application process, and
- > answer questions in an open forum together with Rocket Lab and key contacts from the MethaneSAT mission. Questions in advance are welcomed.

We strongly recommend university representatives attend this session if you are intending to apply for this hosting opportunity.

Registration is required.

To register your attendance to the MOCC Information session, email SSIF.investment@mbie.govt.nz on or before **22 January 5pm** with your name, organisation and your research interest(s).

On receipt of your registration email, we will confirm your attendance and advise of further details. Limits to numbers from a single organisation may apply.

The Assessment Criteria

All eligible proposals will be assessed against the assessment criteria, their alignment with the investment goals for this opportunity, and how the proposal gives effect to the Vision Mātauranga policy.

Assessment will be performed by a panel comprising MBIE officials, MethaneSAT LLC representatives, and independent assessor(s). The names and details of assessors will be published on our website late January 2021.

Eligible applicants may be invited to present to the panel. We will provide additional information to invited applicants nearer the time.

MISSION OPERATIONS CONTROL CENTRE HOST ASSESSMENT CRITERIA	Weighting
<p>MOCC Establishment and Delivery</p> <p>To what extent does the applicant demonstrate:</p> <ul style="list-style-type: none"> > A commitment to build a facility and acquire the specialist capability and resources required to support the establishment and ongoing operation of the MOCC including basic infrastructure, for example: <ul style="list-style-type: none"> – suitably qualified technical staff, – appropriate IT systems, and – relevant security requirements. > Access to complementary research infrastructure to support Earth observation and climate science in addition to related engineering and aerospace research and development. > Commitment to developing a comprehensive recruitment, screening and training programme for student-intern operators and MOCC staff. 	30%
<p>Education and Outreach</p> <p>To what extent does the applicant demonstrate:</p> <ul style="list-style-type: none"> > A strong reputation in the fields of climate science, aerospace and related engineering research across government, industry, research organisations, and internationally. > A clear vision for incorporating the MOCC into a multi-disciplinary educational course curriculum developing broader outreach and education activities and relevant training programmes (e.g. MOCC staff accreditation). > A commitment to making the MOCC accessible to students and researchers from other research organisations and the broader space sector. 	30%
<p>Impact and benefit for New Zealand</p> <p>To what extent does the applicant demonstrate:</p> <ul style="list-style-type: none"> > A compelling vision for the MOCC, how it will deliver the MethaneSAT mission and MBIE objectives and what role it will play in attracting future space missions to New Zealand. > Commitment to creating an enduring national capability for the benefit for New Zealand science sector. > The ability to deliver against the principles of the Vision Mātauranga policy, and a commitment to implementing Vision Mātauranga principles in the MOCC's operations and training programmes. 	20%
<p>Collaboration, network development, and stakeholder relationships</p> <p>To what extent does the applicant demonstrate:</p> <ul style="list-style-type: none"> > A strong track record of engaging effectively with domestic and international stakeholders in relevant sectors to deliver high quality research programmes. > The support of relevant New Zealand based research organisations, the New Zealand space industry and other space science and research end-users to host the MOCC. > The ability to develop networks, build connections and attract top talent to further develop and enhance New Zealand's space sector reputation and attractiveness for international space missions. 	20%

Conflicts of Interest

We will publish the names of assessors on in late January before the application period closes. If you identify that an assessor has an actual, potential or perceived direct or an indirect conflict of interest, you must email SSIF.investment@mbie.govt.nz with the details for further discussion.

Conflicts of interest may occur on two different levels:

- > A **direct** conflict of interest; where an assessor is:
 - directly involved with a proposal (*as a participant, manager, mentor, or partner*) or has a close personal relationship with the applicant, e.g., a family member, or
 - a collaborator or in some other way involved with an applicant’s proposal.
- > An **indirect** conflict of interest; where an assessor:
 - is employed by an organisation involved in a proposal but is not part of the applicant’s proposal.
 - has a personal and/or professional relationship with one of the applicants, e.g., an acquaintance.
 - is assessing a proposal under discussion that may compete with their business interests.

Privacy

You are responsible for ensuring that all parties mentioned in your proposal:

- > have confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct, and
- > are aware of MBIE’s [IMS Privacy Statement](#) that describes how this information will be used and know the process to follow should any changes to this information be required.

Key Reference Documents

When developing your application, we encourage you to consult the following key reference documents.

- > The *MethaneSAT Mission Operations Control Centre and Support Implementation Plan* which details the technical specifications of the MethaneSAT programme
- > The *SSIF Infrastructure Investment Contract*

See our [Mission Operations Control Centre Hosting Opportunity webpages](#) for these documents.

- > The [National Statement of Science Investment 2015-2025](#) details the Government’s ten-year vision for New Zealand’s science system.
- > The [Vision Mātauranga policy](#) outlines the Government’s policy framework that aims to unlock the innovation potential of Māori knowledge, resources and people to assist New Zealanders to create a better future.
- > MBIE’s [Diversity in Science Statement](#).

See also:

- > <https://www.mbie.govt.nz/science-and-technology/space/space-related-opportunities-in-new-zealand/methanesat-mission/>
- > <https://www.mbie.govt.nz/about/news/lead-scientist-named-for-methanesat-team/>
- > <http://www.methanesat.org>

Investment Decisions and Contracting

Decision Making

The assessment panel will provide recommendations to MBIE which will inform the final decision. The final decision will be made by the General Manager of the Science System Investment and Performance Branch in the Labour, Science and Enterprise Group, MBIE.

All applicants will be notified of the outcome.

Contracting, Reporting and Monitoring

At contracting, we will work with the successful applicant to negotiate a SSIF Infrastructure Investment Contract. (See our [Mission Operations Control Centre Hosting Opportunity webpages](#).)

The contracting process will:

- > Finalise the work programme.
- > Agree key performance indicators (KPIs) that will be used to measure the success of the investment.
- > Establish the timing of mid-term review.
- > Require the contracted party to, in line with the Government's Protective Security Requirements guidelines, put in place, and comply with, appropriate and manageable risk mitigation measures.

We may also:

- > Set pre-contractual conditions that must be met before entering into a contract.
- > Add additional terms and conditions, for example, MBIE approval of key MOCC personnel.
- > Vary the funding amount from that proposed and require that the proposed work programme be negotiated to our satisfaction to reflect the changed funding.
- > Decide not to invest at any point along the process.

By submitting an application, you agree to the terms and conditions set out in this Call for Proposal and the SSIF Infrastructure Investment Contract.

Under the terms of the SSIF Infrastructure Investment Contract, the Host will be required to provide the following reports to us for the duration of funding:

REPORT TYPE	PURPOSE	REPORT DUE DATE
Annual Report	To confirm progress towards delivery of the Science Infrastructure Platform in the preceding 12 month period (1 July – 30 June) and status towards achieving agreed KPIs.	By 31 August each year
Annual Update	To confirm the proposed work programme for the upcoming 12 month period (1 July – 30 June)	By 30 April each year

Further Information

Email Application queries: SSIF.investment@mbie.govt.nz
IMS queries: imssupport@mbie.govt.nz

Phone 0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

You can also [subscribe](#) to our Alert email.

Preparing your Application

This section contains a proposal template that you can use to prepare your application for this hosting opportunity. All applications are entered and submitted in our Investment Management System (IMS) – a secure online portal (*see page 17*).

The proposal template outlines the information we are seeking in a funding proposal for the role of Host. Direction and guidance on what we are looking for and how to prepare that information is provided but note that this is not intended to constrain the information you provide. Mandatory information is marked with an asterisk (*). We recommend you use this template to draft the required information and then when ready to submit, copy and paste the necessary segments into the appropriate IMS fields and upload documentation where directed.

Ensure that your application:

- > complies with the eligibility criteria outlined in this Call for Proposals
- > addresses the activities and meets the requirements outlined in the *MethaneSAT Mission Operations Control Centre and Support Implementation Plan* (see our [Mission Operations Control Centre Hosting Opportunity webpages](#)).
- > addresses the assessment criteria outlined in this Call for Proposals
- > addresses the investment goals outlined in this Call for Proposals
- > addresses the aims of the *Vision Mātauranga policy* to achieve excellent research of relevance and impact to Māori and New Zealand, and where relevant, describes how your programme of work programme will support Vision Mātauranga
- > meets all applicable timing, formatting, system, or other similar administrative requirements as noted in this Call for Proposals.

Diversity in Science and Research

We are committed to understanding and promoting diversity in Science and Research. Individuals fulfilling key roles in your proposed work programme will be required to individually register in IMS. Once registered, they will then be invited to enter their diversity data. For more information, see our [Diversity Statement](#).

Tips for a Good Application

- > Structure your narrative in a logical way – so there is a natural and obvious flow between your ideas.
- > Consider using subheadings to highlight and guide the reader to the key messages you want to convey.
- > Avoid large blocks of text. White space enhances the visual impact of your proposal and makes reading easier.
- > Cross reference, rather than duplicate information where possible, e.g., “Key end users, including but not limited to those listed in Section X will be invited...”.
- > Check spelling, grammar, and readability.

Proposal Template

This template details the key information you should cover in your proposal. This is a guide and is not intended to constrain the information you provide. Use it to help gather the information you need to formulate your proposal. An asterisk (*) indicates mandatory information.

Proposals are entered and submitted to MBIE in IMS. See *Submitting Proposals* on page 17 for detailed instruction.

The proposal submission period is from **15 January 2021** until **12 noon, 16 March 2021**

These dates are subject to change. Any change will be notified via an [Alert](#) email.

PROPOSAL TEMPLATE		
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information. Once prepared, IMS will guide you through how to enter and submit your proposal.</i>		
WORD LIMIT		
PROPOSAL INFORMATION		
*Full Title	Tell us the title of your proposal. Titles should clearly reflect the nature of the work involved. Do not include acronyms or abbreviations. Avoid cryptic or humorous “tabloid” style titles.	
*Duration of Programme	Specify the duration of your work programme; this must be 7 years .	
*Start and end dates	Specify the start and end dates of your work programme. <ul style="list-style-type: none"> > The start date must be on or after 1 May 2021. > The end date must be 30 June 2028. 	
Contact details	*Primary Contact	Provide the name, email address and telephone number of your primary contact person. Remember, this contact must have the mandate to discuss the proposal with MBIE officials and should <u>not be the proposed MOCC Director</u> .
	*Secondary Contact	Provide a name, email address and telephone number of a second contact person. This secondary contact must differ from the primary.
*Eligibility	Confirm (<i>yes or no</i>) that your application meets this funding opportunity’s eligibility criteria by answering yes or no to the following questions: <ul style="list-style-type: none"> > This application is from a New Zealand university > The MOCC will be established on a university campus. 	
	If you do not meet the above criteria, explain why.	<i>100 words</i>

PROPOSAL TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information. Once prepared, IMS will guide you through how to enter and submit your proposal.*

WORD LIMIT

*Executive summary	<p>Summarise your vision for a successful MOCC and tell a compelling story about the operations underpinning it and the impact it could have.</p> <p>Structure your executive summary around the assessment criteria and refer to the investment goals.</p> <p>This summary is your opportunity to introduce assessors to your vision, the potential impact(s) of that vision and your methodology.</p> <p>It should not:</p> <ul style="list-style-type: none"> > Introduce material that is not already present in the proposal, nor > Include references, hyperlinks, video or audio files. 	<i>500 words</i>
*Public Statement	<p>Provide a short summary of the proposal for public release. Include:</p> <ul style="list-style-type: none"> > What the proposal is planning to do, > Why it is being done, > When it will be done, and > By whom. <p>Do not include any confidential information, references, hyperlinks, video or audio files.</p>	<i>300 words</i>
*Project Location	<p>Provide details of the location where the MOCC will be established and provide the physical address</p>	
*Online presence	<p>What online presence will be given to the MOCC, e.g. a website or social media accounts, etc.</p>	<i>200 words</i>

ASSESSMENT CRITERIA

*How will your organisation establish and deliver the MOCC services?	<p>In your answer tell us about:</p> <ul style="list-style-type: none"> > Your organisation's capability to build a facility and acquire the resources required to support the establishment and ongoing operation of the MOCC including basic infrastructure (e.g. suitably qualified technical staff, appropriate IT systems, and relevant security requirements). > Your organisation's ability to access complementary research infrastructure to support Earth observation and climate science and related engineering and aerospace research and development initiatives. > Your organisation's capability to deliver a comprehensive and appropriate recruitment, screening and training programme for student-intern operators and MOCC staff. <p>Do not include references, hyperlinks, video or audio files.</p>	<i>1000 words</i>
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PROPOSAL TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information. Once prepared, IMS will guide you through how to enter and submit your proposal.*

WORD LIMIT

<p>*How will your organisation contribute building capability through training, education and outreach?</p>	<p>In your answer tell us about:</p> <ul style="list-style-type: none"> > Your organisation’s reputation across government, industry, research organisations and internationally, in the fields of climate science, aerospace and related engineering. > Your organisation’s vision for incorporating the MOCC into: <ul style="list-style-type: none"> – its educational course curriculum, – broader outreach and education activities, and – the development of training programmes (e.g. MOCC staff accreditation). > How you will ensure that the MOCC is accessible to students and researchers from other research organisations and the broader space sector. <p>Do not include references, hyperlinks, video or audio files.</p>	<p>1000 words</p>
<p>*How will your organisation create impact and benefit for New Zealand through hosting the MOCC?</p>	<p>In your answer tell us about:</p> <ul style="list-style-type: none"> > Your organisation’s vision for the MOCC, how it will deliver the MethaneSAT mission and MBIE objectives and what role it will play in attracting future space missions to New Zealand. > Your organisation’s commitment to creating an enduring national capability for the benefit for New Zealand science sector. > Your organisation’s ability to deliver against the principles of the Vision Mātauranga policy, and your commitment to implementing Vision Mātauranga principles in the MOCC’s operations and training programmes. <p>Do not include references, hyperlinks, video or audio files.</p>	<p>1000 words</p>
<p>*How do you intend to form and maintain domestic and/or international collaborations, networks, and stakeholder relationships?</p>	<p>In your answer tell us about:</p> <ul style="list-style-type: none"> > Your organisation’s track record of establishing and leading successful multi-party research collaborations. > Evidence that your organisation has the support of relevant New Zealand based research organisations, industry and other space science and research end users to host the MOCC. > Your organisation’s ability to develop networks, build connections and attract top talent to further develop and enhance New Zealand’s space sector reputation. <p>Do not include references, hyperlinks, video or audio files.</p>	<p>1000 words</p>
<p>*Vision Mātauranga</p>	<p>Summarise how Vision Mātauranga is relevant to the proposal, with reference to the four research themes of the Vision Mātauranga Policy and the investment goals.</p> <p>Do not include references, hyperlinks, video or audio files.</p> <p><i>See also Appendix 2: Strengthening Your Approach to Vision Mātauranga on page 27.</i></p>	<p>500 words</p>

PROPOSAL TEMPLATE		
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information. Once prepared, IMS will guide you through how to enter and submit your proposal.</i>		WORD LIMIT
PROGRAMME DETAILS		
*Vison / Impact / Strategic intent statement	<p>Present your vision for the MOCC in terms of the MethaneSAT mission and beyond. Include information on how you propose that the MOCC will:</p> <ul style="list-style-type: none"> > Successfully support the MethaneSAT mission, > Enable student involvement, > Enable capability building, > Be shared across New Zealand (sharing the facility), and > Create collaborations with overseas partners. <p>Do not include references, hyperlinks, video or audio files.</p>	<i>500 words</i>
*Work programme	<p>Provide a work programme that indicates the proposed work to be carried out over the term of the funding period to show how you plan to establish the MOCC and deliver on the investment goals.</p> <p>We will negotiate the final work programme with the successful applicant at contracting and this will be used by us to monitor the achievement of deliverables.</p> <p>Structure your work programme as follows. The details you provide should reflect the key elements and stages of the project, their sequencing and timing. Do not include references, hyperlinks, video or audio files.</p>	
<u>WORK PROGRAMME STRUCTURE</u>		
	<p>Key Outcome 1: MOCC Establishment and Delivery</p> <p>For this key outcome provide:</p> <ul style="list-style-type: none"> > A detailed description of the MOCC establishment milestones and delivery activities, and their > Start and end dates. 	<i>500 words</i>
	<p>Key Outcome 2: Education and Outreach</p> <p>For this key outcome provide:</p> <ul style="list-style-type: none"> > A detailed description of the proposed education and outreach activities, and their > Start and end dates. 	<i>500 words</i>
	<p>Key Outcome 3: Impact and Benefit for New Zealand</p> <p>For this key outcome provide:</p> <ul style="list-style-type: none"> > A detailed description of the proposed activities, and their > Start and end dates. 	<i>500 words</i>
	<p>Key Outcome 4: Collaboration, Network Development, and Stakeholder Relationships</p> <p>For this key outcome provide:</p> <ul style="list-style-type: none"> > A detailed description of the proposed collaboration, network development, and stakeholder relationship activities, and their > Start and end dates. 	<i>500 words</i>

PROPOSAL TEMPLATE

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WORD LIMIT

***Key Performance Indicators** Using the sample table that follows, provide up to six indicative KPIs that show how you will measure the performance of your work programme over the term of the investment. KPIs should: 250 words

- > Illustrate performance that reflects the investment goals of this opportunity and the expected benefits of the investment
- > Be SMART (specific, measurable, achievable (even if aspirational) relevant and time bound)
- > Show how the outputs of your work programme will lead to delivery of impact through excellent science and building of advanced energy technology capability, and
- > Be measures that can track progress over time.

We will work with the successful applicant to develop an outcomes and impacts framework and negotiate final KPIs for their work programme at the contracting stage.

Sample KPI Table

Performance Area	Measure	Target	Start Date	End Date
e.g., Strategic Intent		<i>how often you will be reporting on the KPI</i>		
e.g., Impact				
e.g., Domestic and International Collaboration				
e.g., Investing in People				
e.g., Vision Mātauranga				

FINANCIAL INFORMATION

***Total MBIE funding requested** Enter the amount of funding (*excluding GST*) by financial year you are requesting from MBIE for the first 4 years of funding.

Financial Year				Total Funding Requested (excl. GST)
2020/2021	2021/2022	2022/2023	2023/2024	
0.00	0.00	0.00	0.00	0.00

Additional funding for the remainder of the contracted term will be negotiated following a mid-term review.

***Host Contribution** Provide full details of your expected contribution for the first 4 years of funding. Additional contributions for the remainder of the contracted term will be negotiated at mid-term review. 200 words

Sub-contracting Funding for sub-contracting is the amount you plan to spend on work done by other organisations in order to complete your work programme. If applicable, for each year of funding, tell us about any sub-contractors that will be involved. For each sub-contracting organisation provide:

- > the name of the sub-contracting organisation, and
- > the amount provided per year (*excluding GST*).

Do not include references, hyperlinks, video or audio files.

PROPOSAL TEMPLATE

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information. Once prepared, IMS will guide you through how to enter and submit your proposal.*

WORD LIMIT

Project Team Where known, specify the following information for the MOCC Director and key individuals that will be involved in establishment and operations of the MOCC and provide supporting CVs.

1. First and last name
 2. Organisation
 3. Role
 4. Email
- > The MOCC Director is the individual responsible for establishing the MOCC and managing the operations.
 - > CVs should conform to the RS&T CV format.

As part of MBIE's diversity policy, these roles will be invited to register separately in IMS and enter their diversity data as part of their profile. You can trigger these registration invitations to be sent to your team members when entering your team information. Once they register, your team members will receive an email with information on how to then enter and manage their profile.

For more information on the collection of diversity information, see our [IMS portal webpage](#).

ADDITIONAL INFORMATION

*Intellectual Property Management	<p>Outline how you will identify, protect and share any intellectual property generated by the Platform in accordance with the investment goals and to ensure maximum benefit to New Zealand. This includes management of IP between collaborators and contract partners, including Rocket Lab and MethaneSAT LLC.</p> <p>Do not include references, hyperlinks, video or audio files.</p>	500 words
Other Information	<p>Provide any relevant information that directly supports your proposal.</p> <p>We may require successful applicants to provide supporting information prior to contracting.</p>	250 words
Conflicts of interest	<p>Declare any potential conflict of interest and say why. This may include possible conflicts with all or a combination of assessors, a part of MBIE, Rocket Lab, or MethaneSAT LLC.</p> <p>The list of assessors will be published on our Mission Operations Control Centre Hosting Opportunity webpages.</p>	250 words

Submitting Proposals

Applications are entered and submitted to MBIE in our Investment Management System (IMS) – a secure online portal. IMS opens for applications **15 January 2021** and closes **12 noon, 16 March 2021**. Applications will not be accepted after this date.

These dates are subject to change. Any change will be notified via an [Alert](#) email.

A proposal is considered submitted if it has a status of **Submitted to IMS** in IMS.

Accessing IMS

■ To log in to IMS:

Access IMS using either Chrome or Firefox.

Five or more failed log-in attempts will automatically lock you out of the system. If this occurs, contact us and ask for your account to be unlocked.

For all IMS queries, e-mail or call:

Email imssupport@mbie.govt.nz

Phone 0800 693 778

(Monday to Friday, 8:30am to 4:30pm)

For first time users:

If you have not used IMS before, complete and email an [IMS access request form](#) to imssupport@mbie.govt.nz. On acceptance, you will receive a Username and temporary password.

1. Click the **Portal URL** link in your Welcome email.
2. Type your Username and temporary password (*as detailed in your registration email*). The IMS **Edit password** tab displays.
3. Type your new password.
4. Retype your new password in the **Confirm new password** field.
5. Click the **Save Changes** button. A **Portal Access Agreement** displays.
6. Read the access agreement and then click the **Accept** button. The IMS **Home** tab displays.

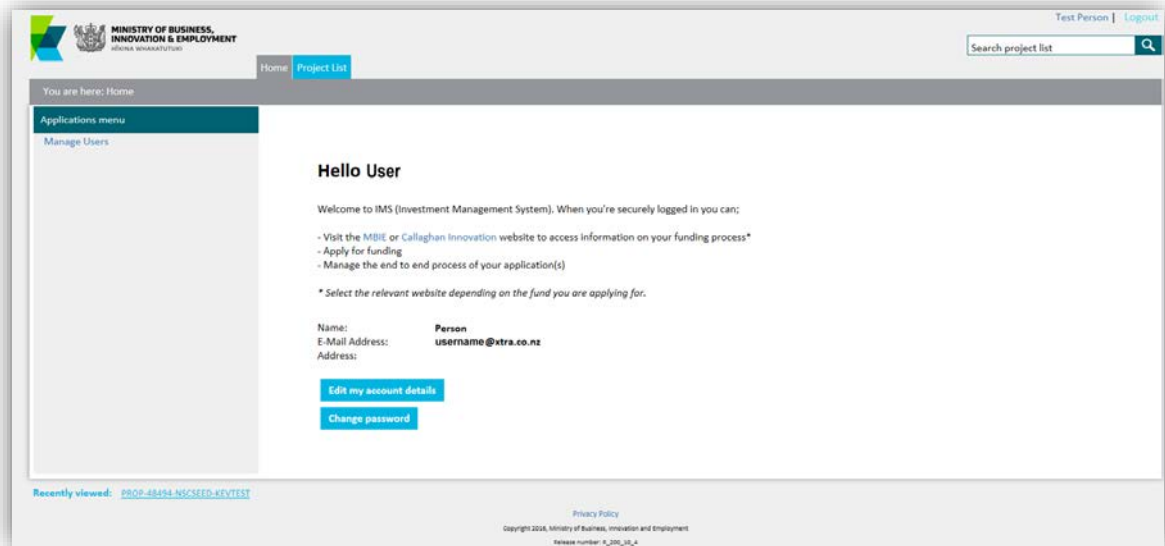
For existing users:

For returning applicants, log in using your existing username and password. If you've forgotten this, use the **I've forgotten my password** option.

1. Click the **MBIE IMS Portal** link (ims.msi.govt.nz/).
2. Type your Username and Password.
3. Click the **Login Securely** button. The IMS **Home** tab displays.

- **To logout, click the Logout hyperlink (located top right of every tab).**

Navigating IMS



The IMS Home tab

From IMS **Home** tab you can:

- > Manage access to system for your organisation's personnel.
- > Maintain your personal details, including your IMS password.
- > Access your **Project List** (containing the applications for your organisation).

Customising your View

The IMS **Project List** tab lists the applications submitted by your organisation. Here you open and view the details of all applications and contracts to which you have access.

You can filter and sort this list to view only those of interest, and customise the columns to show only the information required.

You can also determine the number of applications that display using the **Display field** (located bottom left of the tab).

You will only see information to which you have permission.

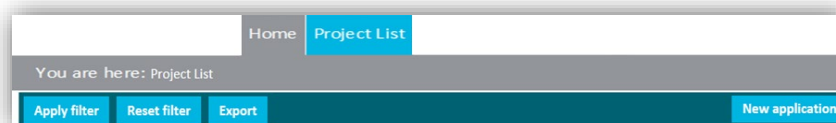
Reference	Agency	Contract	Status	Assigned to	Status updated date	Team
REG-50337-ENDRP	MBIE		In progress		22/09/2016	Contestable Investments
REG-50336-ENDRP	MBIE		In progress		22/09/2016	Contestable Investments
REG-50335-ENDRP	MBIE		In progress		22/09/2016	Contestable Investments
REG-50334-ENDSI	MBIE		Registered		22/09/2016	Contestable Investments

Entering and Submitting a Proposal

Complete all the required fields. Mandatory fields are marked with an asterisk (*).
Ensure all sections are completed and meet the requirements as per this Call for Proposals.

■ To enter and submit a proposal in IMS:

1. On the IMS Home tab, click the **Project List** tab.
2. Click the **New Application** button (located to the right of the tab).



3. On the resulting tab, select **2020 Mission Operation Control Centre (MOCC) Host** from the **Investment Process** field.
4. Enter the title of your proposal in to the **Full title** field and then click the **Create** button. The first section you need to complete displays.

Provide a meaningful short title of no more than six words. Do not use acronyms or abbreviations. Your short title will be used for everyday use and reference.

5. IMS will guide you through the completion of the required fields and the uploading of all required documentation.

You will be required to confirm the NZBN or the Registration number of the applicant organisation. This should field auto populate with correct number. If the field is blank or incorrect, contact imssupport@mbie.govt.nz.

We recommend that you familiarise yourself with the the system well before the deadline. When complete, click the **Save & next section** button to move to the next section.

You can copy and paste your prepared information directly into the IMS fields.

Where directed upload documents supporting your application. All forms of documents (e.g., Excel, Word and PDF) can be uploaded. If a PDF, ensure that it is unsecured. If secured, we will not be able to access or print your application. Image files cannot be uploaded.

You can save, log out, and return to IMS to edit your application before submitting it.





Mandatory fields are marked with an asterisk (*).

> Fields with a red * must be completed before you can save and close the current section.

> Fields with a black * must be completed before you can submit your application.

We recommend that you regularly click the **Save** button to save work as you are going.

Symbols alongside each section in the navigation panel allow you to easily check the completeness of your submission.

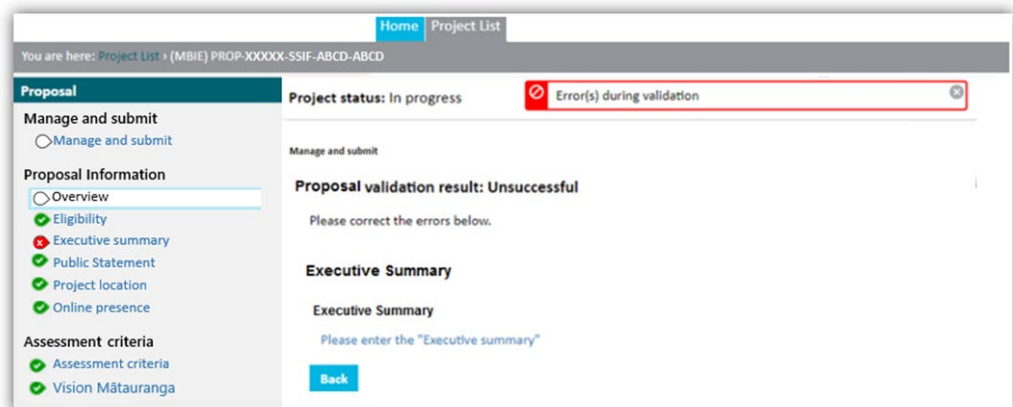
THE SYMBOL ...	INDICATES THE SECTION ...
	has not started.
	is in progress.
	contains invalid or incomplete fields.
	is complete and valid.


The sections to complete are listed in the left hand navigation panel. Click a section to access it directly or move through the sections sequentially by completing them and clicking the **Save & next** section button.

A warning displays if you attempt to leave a section without saving your information. Choose to:
> **Leave this Page** to exit the section without saving (*all changes made during that session be lost*), or


> return to the section and either continue to add information or click the **Save & next** section button.


- When all sections are complete, scroll to the top of navigation panel and click the **Manage and submit** link.
- Click the **Check my application before submission** button to run a validation check. This will verify the completeness of your application and will detect any missing content.

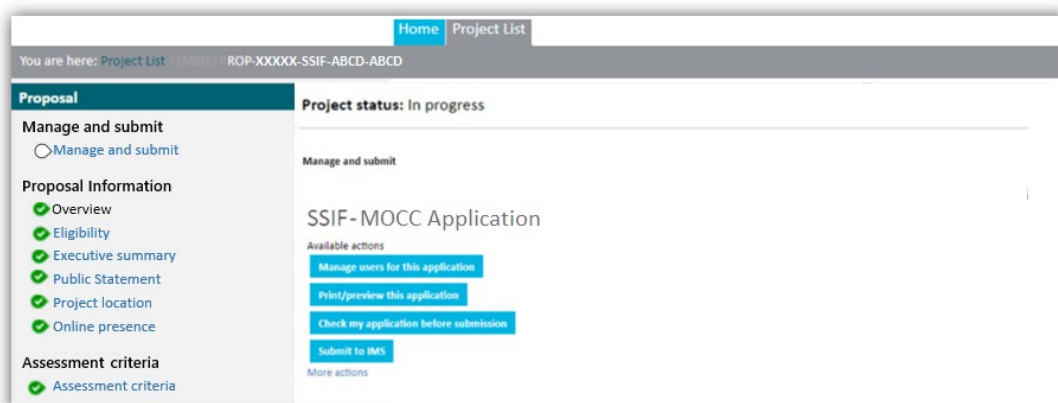


If the validation is successful, every section in the navigation panel is marked with the symbol . If errors and/or incomplete fields are detected, you will see:

> light blue error message hyperlinks in the **Proposal validation result** section.

> a  beside the relevant sections.

8. Click the first error message to open the section, make the required corrections/additions and then click the **Save** button.
9. If applicable, repeat for other sections marked with .
10. When all errors have been corrected and/or any missing information added, click the **Manage and submit** link then click the **Check my application before submission** button again.
11. On achieving a successful validation click the **Submit to QA** button (*Users*) or the **Submit to IMS** button (*Super Users*).



12. Read and accept the declaration.

If you clicked **Submit to IMS** and your application is listed on the **Project List** tab with a status of **Submitted to MBIE**, it has been successfully submitted. If you clicked **Submit to QA** ensure that your Super User performs their quality assurance check and submits your application before the deadline.

Administering Applications

Checking the Progress of your Application

Three key features in the IMS portal enable you to quickly see where you are at in the application process.

1. The status of your current application.
2. The completeness of your application (see page 20).
3. The number of days until the submission is due.

CHECKING THE STATUS OF YOUR APPLICATION

The status of your current application phase displays in the **Project List** and at the top of key application tabs.

THE STATUS ...	INDICATES YOUR APPLICATION ...
In progress	has been created and is under completion.
Submitted for QA	has been completed and submitted to a super-user for QA.
Submitted to IMS	has been submitted to us.
Registered	has been registered.
Not Progressing	has been withdrawn.
Not submitted	has not been submitted. If you miss the cut-off-date for submitting your application, we can make the application 'Not Submitted'. You will be able to view the application and/or delete it. You will not be able to edit it or submit the application.
Ineligible	does not meet the criteria of the investment process applied for. The application cannot be edited or resubmitted.
Declined	has been declined for funding. The application cannot be edited or resubmitted.
Approved	has been approved. You can proceed to the next stage in the contracting process. You will not be able to edit the application.

CHECKING WHEN YOUR APPLICATION IS DUE

The status bar at the top of the tab displays when the application must be submitted.

Project status: **In progress** **The registration has not been submitted** (You have 15 day(s) to submit the Project)

Withdrawing an Application

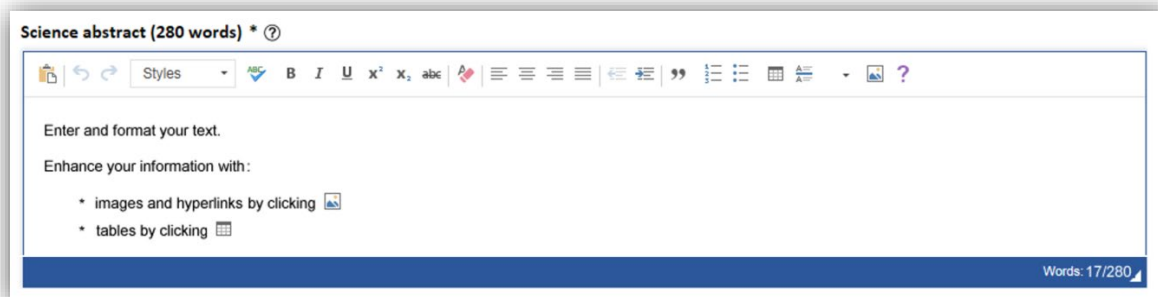
You can withdraw your application at any time **before** it has been submitted. Withdrawn applications cannot be edited or resubmitted. They remain in your organisation's project list with a status of **Not Progressing** and can be viewed and printed.

- **To withdraw an un-submitted application:**
 1. Locate and open the application.
 2. Click the **more actions** link.
 3. Click the **Make not progressing** button.
- **To withdraw a submitted application,** contact the Investment Operations team.

IMS Tips

A few common actions and commands you may find useful when using IMS.

Formatting Text, and Adding Images and Hyperlinks



Use the text panel toolbar to format your information and if applicable add images, hyperlinks and/or tables. Adhere to the word limits specified. This limit includes words in a table and references/citations. It does not include images. To help you there is an automatic word count tracker at the bottom right hand corner of every text panel.


- > Use plain text when copying and pasting into IMS.
- > Use subheadings to highlight your key messages.
- > Avoid large blocks of text. White space enhances the visual impact and makes reading easier.
- > Use images sparingly. Make them count by extending not just illustrating your word count.

Updating your Details

From the IMS **Home** tab, you can maintain your details held in the system as and when required.

- **To view and/or update your details:**
 1. Click the **Edit my account details** button on the **Home** tab.
 2. Update your details as required and click **Save**.
- **To change your password, click the Change password button on the Home tab.**

Maintaining Contact Details

On person fields, use the **Lookup** button  to locate and auto complete fields with the details of individuals in your organisation as well as add and maintain these details.

- **To locate:**
 1. Enter the person's name and click the **Search** button.
 2. Locate them in the list and click the **Use** button.

Lastname	Firstname	Organisation
Mr	Bloggs	Joe Bloggs Research Lir

■ **To add:**

1. Click the **Add** button.
2. Enter the contact details and click the **Save & Use** button.

The phone number and email address is mandatory.

■ **To modify:**

1. Select the person and click the **Edit** button.
2. Edit the details and click the **Save & Use** button.

■ **To delete,** select the person and click the **Delete** button.

Appendix 1:

Terms and Conditions Relating to this Call for Proposals

You can submit your proposal to Host a New Zealand Mission Operations Control Centre from **15 January 2021 until 12 noon, 16 March 2021** or as notified through an [Alert](#) email. Late applications will not be accepted.

By submitting an application you are agreeing to these terms and conditions.

1. General

1.1 The terms and conditions are non-negotiable and do not require a response. Each applicant that submits a Proposal (hereafter referred to as “you”) will be deemed to have agreed to the Call for Proposals terms and conditions without reservation or variation.

2. Investigations and reliance on information

2.1 You must examine this Call for Proposals and any documents referenced by this Call for Proposals and carry out all necessary investigations before submitting a Proposal. If you are in doubt as to the meaning of any part of this Call for Proposals, you must set out in your Proposal the interpretation and any assumptions you used.

2.2 MBIE will not be liable (in contract or tort, including negligence, or otherwise) to anyone who relies on any information provided by or on behalf of MBIE in or in connection with this Call for Proposals.

3. Reliance by applicants

3.1 All information contained in this Call for Proposals or given to you by MBIE is for the purpose of allowing you to prepare your Proposal. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be up to date.

4. Reliance by MBIE

4.1 MBIE may rely upon all statements you make in your Proposal and in correspondence or negotiations with MBIE or its representatives. If a Proposal is funded by MBIE, any such statements may be included in a Work Programme Agreement.

4.2 You must ensure all information you provide to MBIE is complete and accurate. MBIE is under no obligation to check any Proposal for errors, omissions, or inaccuracies. You must notify MBIE promptly upon becoming aware of any errors, omissions, or inaccuracies in your Proposal or in any additional information you provide.

5. Inducements

5.1 You must not directly or indirectly provide any form of inducement or reward to any assessor, officer, employee, advisor, or other representative of MBIE in connection with this Call for Proposals.

5.2 Business-as-usual communications (relating to funding under existing arrangements between MBIE and your organisation) will be maintained with the usual contacts. However, during the Call for Proposal process, you must not use business-as-usual contacts to solicit or discuss details of this Call for Proposals or any application you have, or intend to, submit, with any person at MBIE or its agents, including assessors.

6. Ownership and intellectual property

6.1 This Call for Proposals and any other documents MBIE provides to you remain the property of MBIE. All copyright and other rights in this Call for Proposals and in any other documentation or information provided to you or any other person by or on behalf of MBIE in connection with this Call for Proposals will remain with, and belong at all times to, MBIE or its licensors.

6.2 MBIE may request at any time the immediate return of all documents supplied and any copies made of them. You must comply with any such request in a timely manner.

6.3 Any Proposal or information you supply to MBIE will become the property of MBIE and may not be returned to you. Ownership of the Intellectual Property rights in a Proposal does not pass to MBIE. However, in submitting a Proposal, you grant MBIE a non-exclusive, non-transferable, perpetual licence to retain, use, disclose, and copy your Proposal for any purpose related to this Call for Proposals process.

6.4 By submitting a Proposal, you warrant that the provision to MBIE of the information contained in your Proposal, and MBIE’s use of it for the evaluation of your Proposal and for any resulting negotiation, will not breach any third-party intellectual property rights.

7. Confidentiality

7.1 You and MBIE will each take reasonable steps to protect Confidential Information and, subject to paragraph 7.3, and without limiting any confidentiality undertaking agreed between them, will not disclose Confidential Information to a third party without the other's prior written consent.

7.2 You and MBIE may each disclose Confidential Information to any person who is directly involved in the Call for Proposals process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the Call for Proposals.

7.3 You acknowledge that MBIE's obligations under paragraph 7.1 are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 2020, parliamentary and constitutional convention and any other obligations imposed by law. Where MBIE receives an OIA request that relates to your Confidential Information, MBIE will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.

8. The Proposal process

8.1 Despite any other provision in this Call for Proposals, MBIE reserves the following rights:

- > MBIE may amend, suspend, cancel and/or re-issue the Call for Proposals or any part of the Call for Proposals.
- > MBIE may make any material change to the Call for Proposals (including any date) on the condition that you are given a reasonable time within which to respond to the change.
- > In exceptional circumstances, MBIE may accept a late Proposal where it considers that there is no material prejudice to other applicants.
- > MBIE may waive irregularities or requirements in or during the Call for Proposals process where it considers it appropriate and reasonable to do so.
- > Your Proposal may not be approved for funding.
- > All or any Proposal (s) may be rejected.
- > Your Proposal may be accepted in whole, or in part.
- > Any information you provide to MBIE with your Proposal may be retained or destroyed.
- > Clarification may be sought from any applicant(s) in relation to any matter in connection with the Call for Proposals process.
- > Any applicant(s) may be contacted, which may be to the exclusion of any other applicant(s), at any time before or after the approval (if any) of Proposal (s).
- > MBIE may reject, or not consider further, any documentation related to your Proposal that may be received from you, unless it is specifically requested.
- > This Call for Proposals process may be run in such manner as MBIE may see fit.

9. No contractual obligations created

9.1 No contract or other legal obligations arise between you and MBIE out of or in relation to this Call for Proposals or Call for Proposals process, until a formal written contract (if any) is signed by both you and MBIE.

9.2 This Call for Proposals do not constitute an offer by MBIE to provide funding or enter into any agreement with you. The call for and receipt of Proposals does not imply any obligation on MBIE to contract any funding requested in your Proposal. MBIE will not be bound in any way until a contract is executed.

9.3 MBIE makes no representations nor gives any warranties in this Call for Proposals.

9.4 Any verbal communications made during the Call for Proposals process will not be binding on MBIE and are subject to the terms of this Call for Proposals.

10. No process contract

10.1 Despite any other provision in this Call for Proposals or any other document relating to this Call for Proposals, the issue of this Call for Proposals does not legally oblige or otherwise commit MBIE to proceed with or follow the process outlined in this Call for Proposals or to assess your Proposal or enter into any negotiations or contractual arrangements with you.

10.2 For the avoidance of doubt, this Call for Proposals process does not give rise to a process contract.

11. Exclusion of liability

11.1 Neither MBIE nor any assessment panel members, officers, employees, advisers or other representatives will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by you, your affiliates or any other person in connection with the this Call for Proposals process, including without limitation:

- > the assessment process
- > the preparation of any Proposal
- > any investigations of or by any applicant
- > concluding any contract
- > the acceptance or rejection of any Proposal
- > the suspension or cancellation of the process contemplated in this Call for Proposals, or
- > any information given or not given to any applicant(s).

11.2 By participating in this Call for Proposals process, you waive any rights you may have to make any claim against MBIE. To the extent that legal relations between MBIE and you cannot be excluded as a matter of law, the liability of MBIE is limited to \$1.

11.3 Nothing contained or implied in or arising out of this Call for Proposals or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

12. Costs and expenses

12.1 MBIE is not responsible for any costs or expenses incurred by you in the preparation of an application.

13. Governing law and jurisdiction

13.1 This Call for Proposals will be construed according to, and governed by, New Zealand law and you agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning this Call for Proposals or any Proposal.

14. Public statements

14.1 MBIE may make public the following information:

- > the title of the Proposal
- > the names of MOCC Director and Key Individuals
- > the public statement provided when applying for funding
- > the total amount of funding and the period of time for which funding has been approved
- > a successful applicant case study
- > the sector to which the research relates.

14.2 MBIE asks that you don't release any media statement or other information relating to the process outlined in this Call for Proposals, or the submission or approval of any Proposal to any public medium without providing sufficient advance Notice to MBIE.

Appendix 2:

Strengthening Your Approach to Vision Mātauranga

This guidance is to help you consider Vision Mātauranga when you develop your proposal.

Through the [Vision Mātauranga policy](#), we encourage appropriate and distinctive research arising from the interface between Māori knowledge and science, to deliver effective and innovative products, services and outcomes for Māori and all New Zealand.

Vision Mātauranga comes alive when the following principles guide proposals that involve Māori:

<i>Partnership</i>	- genuine partnership with Māori, integrated through the programme
<i>Reciprocity</i>	- co-development and contribution each way, sharing of benefits
<i>Empowering Māori</i>	- active roles and responsibilities for Māori, contributing to Māori capability
<i>Creativity</i>	- the generation of distinctive research arising from and responding to Māori.

Your proposal should show how you have responded to opportunities presented by relevant Māori knowledge, resources or people. This could include:

- > the steps you have taken to identify research opportunities relevant to Māori interests
- > how particular Māori interests will be involved, and how you propose to respond to the distinctive issues and needs of those Māori interests
- > how contributions or innovations drawn from Māori are integrated in the proposal
- > which of the four Vision Mātauranga outcome benefits outlined in the Endeavour Fund Investment Plan 2019-2021 you propose to address and how.

We would rather see Vision Mātauranga embedded in proposals rather than added in through retrofitting or by writing one golden paragraph. Please consider if you have provided sufficient information to show how your proposal:

- > analyses Māori needs, opportunities or resources
- > responds to values, histories, relationships, rights, and aspirations held by Māori interests
- > outlines where and why your research is taking a generic approach, a Māori-centric approach, kaupapa Māori research approach, or a mix across the proposal
- > incorporates authentic Māori voices and expertise relevant to the design of the proposal, especially if it includes kaupapa Māori research
- > details agreed engagement methods or principles specific to the proposal, especially if you are proposing work at the interface between knowledge systems
- > details specific and agreed Māori roles and responsibilities. These could include Māori as: researchers, funders, knowledge contributors, participants, end users, partners, leaders, advisors, or governance members
- > support other specific commitments between your team and Māori, e.g., decision-making, ownership of IP, appropriate use of Māori characterisation, implementation, contribution to the interface between knowledge systems
- > how the above is being resourced and supported.

Keep in mind that people with expertise in Vision Mātauranga and related research methodologies are often called upon for many applications across multiple research areas, and this can take their time away from other Māori development opportunities. Early and authentic engagement, and following the principles above, will help applicants and Māori organisations manage their use of such expertise.

If you think Vision Mātauranga is not relevant, you should test this assumption with independent advisors with relevant strategic Vision Mātauranga experience. You will need to provide evidence to explain why you consider Vision Mātauranga is not applicable.



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

newzealand.govt.nz