# Commercialisation Partner Network Annual Reporting Template

Use this template for Commercialisation Partner Network (CPN) annual reporting. This template covers:

* The period you need to report on
* The required report content
* How and when to submit your report
* Contact details
* How we assess your report

**The period you need to report on**

Your annual report details your MBIE funded work programme’s progress towards your agreed KPIs between 1 July 2024 and 30 June 2025.

**The required report content**

This template below covers all the content required for your report.

Complete all the sections in MS Word using the guidance provided.

**How and when to submit your report**

When ready:

1. Copy your completed MS Word report content into Pītau – our online portal.

If you don’t have access to Pītau you will need to request access from your Organisation Administrator.

1. Once completed, click the **Submit for QA** button. Your Organisation Administrator will then perform a quality assurance check, finalise your report, and submit to MBIE.

You can do this anytime between **Friday 1 August 2025 and Friday 29 August 2025.** Please allow time for your Organisation Administrator to perform a quality assurance check.

### Contact details

If you have any questions, please contact your Research Office or Organisation Administrator first. Otherwise, feel free to contact MBIE using email addresses below:

General queries: [annualreporting@mbie.govt.nz](mailto:annualreporting@mbie.govt.nz)

Pītau queries: [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)or Phone: 0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

## Section 1: Progress Reporting

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| 1.1 **Reporting dates**  Enter the start and end date of the reporting period into the appropriate input box. For 2023-2024  Annual Reporting this period is 01/07/2023 to 30/06/2024. |
| 1.2 **Publicly available update to be published on the MBIE website (350 words maximum)**  Provide a short summary of progress in the reporting year. This is an opportunity to identify your key achievements or highlights over the reporting period.  Please do not provide sensitive or confidential information as this update may be used in public communications and on the MBIE website.  Enter your answer here… |
| 1.3 **Key Performance Indicators (200 words maximum)**  The status of each of your Key Performance Indicators. Select one of the following:   * Complete * On Track * On Track with Issues * Off Track   Please provide relevant commentary. If you have selected **‘Off Track’** or **'On Track with Issues'** you are required to provide a reason and any remedial action that you plan to take in the text box provided.  If the due date on the KPI has passed, only **‘Complete’** or **‘Off Track’** will be available as an option.  Enter your answers here… |
| 1.4 **Confidential Progress Updates**  **List any achievements/highlights.**  Enter your answer here...  **List any opportunities**  Enter your answer here...  **Are there any future challenges to delivery?**  Enter your answer here...  **Is there any further information you wish to provide?**  Enter your answer here...  **Is there any supplementary documentation you wish to provide?**  This might be an organisational annual or governance report, external highlight, etc.  If Yes, please upload within the relevant submission box within Pītau or submit as an Enquiry c/o your CPN Investment Manager.  Enter your answer here... |

**How we assess your report and performance**

MBIE assesses your report and will assign your contract a **Support Level** of either **Low**, **Medium**, or **High** that best reflects your reported progress. Contract holders are notified of their contract support level in December. A support level is assigned by MBIE based on our assessment of your report to indicate the level of assistance we believe is required from MBIE to give you the best chance of successful delivery of the Work Programme.

Descriptions of the Support Levels are outlined below. Both Medium Support and High Support require remedial action by the contract holder.

**Low Support**

Your contract is performing satisfactorily, and:

* is on track to deliver the Work Programme deliverables; and
* the broader results and benefits are in line with expectations; and
* has delivered or will deliver on time and at the expected level of quality.

**Medium Support**

There are issues with the contract, and:

* more information is required to make an assessment; and/or
* a variation to the contract (in addition to any contract variation requests received prior to the Annual Reporting portal opening) is required with the objective of getting the project back on track; and/or
* contract conditions (if any) are not satisfied; and/or
* some action is required to get the contract back on track, for example, some issues may have been identified which means that the Work Programme deliverables and broader results and benefits:
* have not been delivered on time AND MBIE has not received an acceptable contract variation request that fully resolves the issues; and/or
* are highly unlikely to be delivered by the time the contract matures, or they will be at a level of quality below expectation.

**Remedial action is needed by the contract holder**

If your contract is assigned Medium Support, remedial action is required and MBIE will discuss with you what that may involve. After an agreed period, MBIE will follow-up on your progress.

Incomplete remedial action(s) may result in a contract termination. In this event, unspent funds may need to be returned to us.

**High Support**

There are serious issues with the contract that require action by the organisation and/or intervention by MBIE, and:

* the Work Programme deliverables and broader results and benefits will be severely under-delivered in terms of quality and timeliness, or there is a risk that the contract may fail completely; and/or
* immediate action/intervention is required to preserve the value of MBIE’s investment.

**Remedial action is needed by the contract holder**

If your contract is assigned High Support, remedial action is required, and your contract payments may be suspended. In this event, MBIE will discuss with you what that may involve. After an agreed period, MBIE will follow-up on your progress. Once all remedial actions have been actioned, any payments withheld will be released.

Incomplete remedial action(s) may result in a contract termination. In this event, unspent funds may need to be returned to us.