

Te Pūnaha Hihiko - Vision Mātauranga Capability Fund Reporting Guidelines

For Work
Programmes funded
from 2016



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Introduction

This document provides information on how to interpret and answer questions when submitting your mid-point progress or your final report (reports), using MBIE's Investment Management System (IMS) – a secure online portal.. Your assigned super user is your first port of call for advice on any reporting issues.

What is Required?

Your reports provide a set of information updating MBIE on the status of your contract and progress towards delivering on the work programme. Reports are submitted through the MBIE Portal. The requirements for reports are based on the [Vision Mātauranga Capability Fund Investment Contract](#).

The reporting template is designed to be updated by the contract holder at the mid-point of the work programme and at the end of the work programme. The reporting template and reporting process is the same for both reports. However the progress report at the mid-point of the work programme should cover the period from the start of the work programme up to the mid-point whereas the final report should cover the whole work programme duration. Reporting is a contractual obligation and scheduled payments will be put on hold until a satisfactory report has been submitted and assessed to a Gold or Green status.

Reporting Deadlines

The VMCF Investment Contract sets out the contractual reporting requirements in detail. The table below provides an overview of the reporting requirements for contracts of 12 months or more.

REPORT TYPE	PERIOD COVERED	DUE DATE
Progress Report	Start date of work programme and last day of the month before the report is due	One month before mid-point of the work programme or as otherwise agreed with MBIE
Final Report	Delivery of the work programme from the start date to the end date	No later than one month after the end date of the work programme

What Happens when I Submit my Report?

MBIE will use reports to assess the contract performance and may assign a Red, Amber, Green or Gold (RAGG) status to each contract. Contract holders will be notified of the status assigned to their contracts. The RAGG status is based on:

- > delivery reported against the work programme
- > how successfully MBIE considers the contract will achieve the contracted deliverables and broader results and benefits by the contract maturity date.

What Happens if my Contract gets a Red or Amber Status?

Contracts assigned with a Red or Amber status may require remedial action(s) to be taken. MBIE will follow up the remedial actions to ensure they are completed before the contract status can be re-assigned as Green or Gold and any scheduled or withheld can be released.

MBIE strongly recommends that contract holders notify us of the need for any contract variations as soon as they become apparent and do not wait until a reporting period. Remedial action(s) may create a trigger for contract variations.

For contracts where remedial action(s) are not completed this may trigger a contract termination either at the request of MBIE or the contract holder.

Further Information

Email Reporting queries: VMCF@mbie.govt.nz
Portal queries: imssupport@mbie.govt.nz

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

How to Complete your Report

The report has seven sections:

- 1 Report
- 2 Public Statement
- 3 Project Deliverable Status
- 4 Mentoring Report (for placement contracts only)
- 5 Contract Conditions Report
- 6 Attestation Letter(s)
- 7 Co-Funding.

For each section, this document describes what MBIE needs, why they need it, and how the information you provide may be used. It indicates any word limits or other standards for your reporting. It also suggests some content you may choose to include if it is appropriate

1. Report

When writing your reports you should refer to the Work Programme in your contract. Reports should provide information about the status and progress towards delivering the work programme in your contract. This section should be a maximum of 4,000 words (approximately four A4 sized pages) long.

Reports should provide information in the context of the aim of the fund:

“To strengthen capability, capacity, skills and networks between Māori and the science and innovation system and increase understanding of how research can contribute to the aspirations of Māori organisations and deliver benefit for New Zealand.”

Please cover the following in your report:

- > Provide an overview on progress made towards delivering the work programme as described in your contract. Please include information on highlights over the reporting period.
- > Which Vision Mātauranga theme(s) are relevant to your project (select all those that apply from the list below)?
 - Indigenous innovation – contributing to economic growth through distinctive science and innovation
 - Taiao/environment – achieving environmental sustainability through iwi and hapū relationships with land and sea
 - Hauora/health – improving health and social wellbeing
 - Mātauranga – exploring indigenous knowledge and science and innovation.
- > Describe how the work to date has contributed to unlocking the science and innovation potential of Māori knowledge, resources, and people for the benefit of New Zealand.
- > What have you learnt (so far) that will help you carry out Vision Mātauranga relevant research, science, and technology activity in the future?
- > Please describe any risks that may affect delivery of the work programme (progress report only). For final reports please tell us what risks materialised during the project and how they were managed.
- > Please describe any opportunities that may or have led to additional benefits not expected earlier.
- > If there has been a significant departure from the projected figures or information contained in the work programme please explain why this has occurred. The report should also provide any information that would enhance the Ministry’s understanding of any research performed as part of the Work Programme.

2. Public Statement

Enter a short summary of what you have achieved in your project to date suitable for public release. Please also include several “keywords” for increased searchability. If practical you can copy the “Public statement” from your proposal and paste it here with any changes you wish to make.

Helpful keywords are:

- > The name of iwi/hapū involved (if applicable)
- > Reference to land area (both region (in English) and rohe/Te Reo names)
- > VM theme relevance – i.e. name of theme
- > Scientific discipline.

3. Project Deliverable Status

For each of the Impact Statements in your contract select the option that best describes their current status.

- > **Achieved** means that the deliverable has been achieved
- > **On track** means that the deliverable is on track and will be achieved on or before the end date (or the end of the contract).
- > **On track with issues** means that the deliverable has encountered some issues which may have an adverse impact on the deliverable.
- > **Off track** means that there are severe problems challenging the deliverable which are likely to prevent you from achieving the deliverable.
- > **Not Achieved** means that the deliverable will not be provided before the end date (or the end of the contract).

4. Mentoring Report - Placements Contracts Only

Mentoring Reports are required for **Placement contracts only**. Skip this section if your contract is not a Placement contract.

Describe the mentoring arrangements which are taking place. These should be similar (or identical to) those described in the Work Programme Agreement.

- > List who usually takes part in the mentoring sessions, and describe how mentoring occurs.
- > Explain what benefit you consider you have derived from the mentoring arrangements and in what way this will influence how you undertake future activities.
- > Describe any additional value the person undertaking the Placement OR either organisation has gained from the mentoring arrangements.

5. Contract Conditions Report

There may have been special conditions imposed on the project when your contract was issued. If you have a Special Contract Condition, please use this section to tell us how you continue to meet this condition.

You can check what, if any, conditions your contract has from the project **Home** tab. Click on **Conditions** under the **Performance management and reporting requirements menu** option to display any conditions.

6. Attestation from Partner Organisation

All programmes should upload a letter from your partner organisation which states that this report has been prepared in conjunction with that organisation and that the information contained in the report is accurate.

MBIE recommends you upload your document in PDF format.

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7. Co-Funding

Please provide an update on the actual amount of co-funding either cash or in-kind received from any partner organisations listed in the work programme. If the amount of co-funding received is less than the amount specified in the contract please give a reason for this.

Notes:

- > In-kind co-funding is non-cash contributions that contribute directly to your programme e.g. the use of equipment, staff time, or access to data.
- > Actual personnel costs incurred by the partner organisation are treated as in-kind costs, e.g. staff costs met by the partner organisation for an individual who has been placed, or for the mentoring or supervision of the individual who has been placed.
- > The value of in-kind co-funding should in most cases be the actual cost paid by the co-funder. If necessary, the value may be estimated using either the usual cost of the good or service as advised by the provider or, if the item is not generally traded, your estimate of the out-of-pocket costs sustained by the provider in making the good or service available to you.
- > Specify in your report how any in-kind co-funding has been calculated.

Creating and Submitting your Report

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If you have not used the IMS portal before, you need to complete and email a [registration form](#) to imssupport@mbie.govt.nz. On acceptance, you will receive a Username, temporary password and instruction on how to access.

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

Five or more failed login attempts will automatically lock you out of the system. If this occurs, contact the Investment Operations Team and ask for your account to be unlocked.

For all IMS portal queries, e-mail or call the Investment Operations Team:

Email imssupport@mbie.govt.nz

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

■ Creating and Submitting a Report

1. Click the **Project List** tab on the **Home** page.
2. Locate the project you want to report against.

If you cannot locate the project in the list, you have not been given the correct access rights. Ask your organisation's super user to add you as a user to this project.

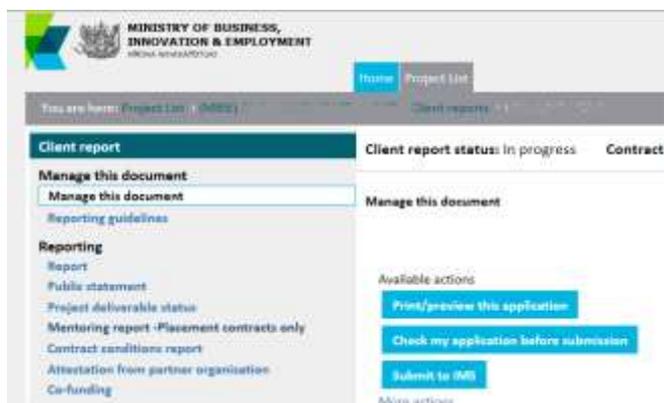
3. Click the **Client report** link for the appropriate project.



4. Click the **Add** button.



5. Click the link for the relevant section and enter/copy and paste the appropriate information into the space provided. Click on either the:
 - Save button to save what you have entered and stay on the screen, or
 - Save and Next Section button to save what you have entered and to move to the next section of the report.



Refer to page 4 for detailed help on the sections.

6. When complete, click on **Manage this document**.

The screenshot shows a sidebar menu under the heading 'Reporting' with the following items: Report, Public statement, Project deliverable status, Mentoring report -Placement contracts only, Contract conditions report, Attestation from partner organisation, and Co-funding. To the right, under 'Available actions', there are three blue buttons: 'Print/preview this application', 'Check my application before submission', and 'Submit to IMS'. Below these buttons is a link for 'More actions'.

7. Click the **Check my report before submission** button to verify if there are any issues with the report.

If the validation is successful the **Validation Successful** screen displays:

The screenshot shows the 'Reporting' sidebar menu on the left. The main content area displays 'Client report validation result: Successful' in bold, with 'Status: In progress' below it.

If errors and/or incomplete fields are detected, the **Validation Unsuccessful** screen displays:

The screenshot shows the 'Reporting' sidebar menu on the left. The main content area displays 'Client report validation result: Unsuccessful' in bold, followed by 'Please correct the errors below.' Below this, there is a sub-section titled 'Reporting' with the item 'Project deliverable status' highlighted.

8. Click the first error message to open the section, make the required corrections/additions and click the **Save** button.

If applicable, repeat for other sections listed on the screen

9. Once you have corrected all of the errors and / or added all of the missing information, click the **Manage this document** link then the **Check my report before submission** button again.

10. Click the **Manage this document** link, then click the:

- **Submit for QA** button (standard users) to submit the report to your super user for review and final submission to IMS.
- **Submit to IMS** button (Super Users only) to submit the report to MBIE. After this you will not be able to make any changes to the report.

The screenshot shows the 'Manage this document' screen. On the left is a sidebar menu with 'Manage this document' at the top, followed by 'Reporting guidelines', 'Progress reporting' (with sub-items: Progress report, Public statement, Project deliverable status, Mentoring report -placement contracts only, Contract conditions report, Attestation from partner organisation, Co-funding), and 'Co-funding'. The main content area shows 'Manage this document' at the top, followed by 'Available actions' with three blue buttons: 'Print/preview this application', 'Check my application before submission', and 'Submit to IMS'. Below these buttons is a link for 'More actions'.

11. Send an email to VMCF@mbie.govt.nz to notify MBIE that the report has been submitted.

