Education Report: Appointment of Performance-Based Research Fund Review Panel Members

| To:                      | Hon Jenny Salesa, Associate Minister of Education  
|                         | Hon Chris Hipkins, Minister of Education          |
| Date:                   | 28 June 2019                                      |
| Priority:               | High                                              |
| Security Level:         | In Confidence                                     |
| METIS No:               | 1196268                                           |
| Drafter:                | Georgina English                                  |
| Key Contact:            | Ewan Delany                                        |
| Messaging seen by       | Ewan Delany                                        |
| Communications team:    | Yes                                                |
| Round Robin:            | Yes                                                |

Purpose of Report

The purpose of this paper is for you to:

Agree to the appointment of the Performance-Based Research Fund (PBRF) Review panel members.

Agree that Minister Salesa will send the letters of appointment to these panel members and subsequently issue a press release.
Recommended Actions

The Ministry of Education recommends you:

a. agree to appoint Professor Linda Tuhiiwai Smith to the position of Chair of the PBRF Review panel.

b. agree to appoint Professor Wendy Larner, Dr David Phipps, Professor Ian Town, Associate Professor Yvonne-Underhill-Sem and Associate Professor Marcus Williams as members of the PBRF Review panel.

c. agree that Minister Salesa’s office will send the letters of appointment to these panel members.

d. agree that Minister Salesa’s office will issue a press release around the appointment of these panel members following confirmation from the Ministry that they have accepted the appointment.

e. agree that this Education Report be proactively released once decisions have been announced about the PBRF Review panel.
Selection Process

1 Following Minister Hipkins' approval of the Ministry's shortlist of PBRF Review panel members, we have undertaken a thorough selection process, balancing a range of different factors. We have put together a panel that has a wide range of overlapping and diverse skills and expertise, which cover the key areas you agreed to (METIS 1179182 refers).

2 The panelists we propose are well-known and experienced researchers, academics and industry leaders and were based on recommendations from senior stakeholders, tertiary education institutions and their peak bodies (including Universities New Zealand, Institutes of Technology and Polytechnics (ITPs) and Te Tauhú o Ngā Wānanga), the Tertiary Education Commission (TEC), the Ministry of Business, Innovation and Employment (MBIE), the Royal Society Te Apārangi and the Office of the Prime Minister's Chief Science Advisor.

3 We have also considered several factors that would allow us to achieve a balanced panel, such as a relative gender balance, experience of different sectors, and the inclusion of experts from both New Zealand and overseas tertiary subsectors.

4 Minister Salesa has consulted with relevant Ministers and we understand that there were no objections to the proposed panel members.

Appointment of Panel Members for the PBRF Review

5 The panel that has been confirmed following Ministerial consultation consists of six well-known and experienced researchers and academics.

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<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Reason for Recommendation</th>
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<tbody>
<tr>
<td>Professor Linda Tuhiiwa Smith</td>
<td>University of Waikato</td>
<td>Professor Smith will bring Mātauranga Māori expertise and detailed knowledge of our current system. She is an internationally renowned indigenous researcher and kaupapa Māori researcher. She was the inaugural recipient of the Royal Society Te Apārangi - Te Puāwaitanga Award.</td>
</tr>
<tr>
<td>Professor Wendy Larner</td>
<td>Victoria University of Wellington</td>
<td>Professor Larner will bring expertise in overseas funding systems and detailed knowledge of our current system. She is Provost at Victoria University of Wellington and President of the Royal Society Te Apārangi.</td>
</tr>
<tr>
<td>Dr David Phipps</td>
<td>York University, Canada</td>
<td>Dr Phipps will bring expertise on knowledge transfer and impact. He is an influential research impact specialist based in Canada, where he leads York University’s Knowledge Mobilisation Unit.</td>
</tr>
<tr>
<td>Professor Ian Town</td>
<td>Te Papa Hauora Christchurch Health Precinct</td>
<td>Professor Town will bring detailed knowledge of our current system and practice-based research. He has worked extensively with the PBRF, including as chair of the Sector Reference Group for the 2018 Quality Evaluation. He was also formerly a Deputy Vice-Chancellor at the University of Canterbury.</td>
</tr>
</tbody>
</table>
Associate Professor Yvonne Underhill-Sem

University of Auckland

Associate Professor Underhill-Sem will bring Pacific research expertise and detailed knowledge of our current system. She is one of our most respected Pacific researchers, with a range of relevant experience, including as Director of the New Zealand Institute for Pacific Research.

Associate Professor Marcus Williams

Unitec Institute of Technology

Associate Professor Williams will bring detailed knowledge of our current system. He is a cross-disciplinary art practitioner, who has collaborated and exhibited throughout NZ, Australia, the UK and Europe. He also brings experience of how the PBRF operates in a non-university context.

6 Minister Salesa has also agreed that Professor Linda Tuhiwai Smith be appointed to chair the panel. Professor Smith comes highly recommended and also has a range of invaluable experience within our research system, having served on both the Health Research Council and the Marsden Council. As well as being a founding Joint Director of Ngā Pae o te Māramatanga, the Māori-focused Centre of Research Excellence, she is now Chairperson of its International Research Advisory Board.

7 As per the Cabinet Office Circular CO (19) 1: Revised Fees Framework for members appointed to bodies in which the Crown has an interest, membership of the PBRF Review panel is a voluntary position for those employed in full time roles in New Zealand wānanga, universities, polytechnics and institutes of technology.

8 This means that only Dr David Phipps and Professor Ian Town will be paid an honorarium for their time on the Review panel, although all six panel members will be eligible to have their expenses reimbursed.

9 Professor Ian Town has recently been appointed by the Ministry of Health as their Chief Science Advisor on a part time basis. As per the Cabinet Office Circular CO (19) 1: Revised Fees Framework for members appointed to bodies in which the Crown has an interest, Deputy-Director General Keriana Brocking at the Ministry of Health has agreed that Professor Town is still able to sit on the PBRF Review panel.

Next Steps

10 Once you have both agreed to the appointment of the panel members, Minister Salesa’s office will arrange for the letters of appointment to be sent out (Annexes 1 – 6). Following this, we will notify you when all of these panel members have given us verbal confirmation that they have received their letter and are able to sit on the panel.

11 After this has occurred, Minister Salesa’s office will issue a press release announcing the appointment. A draft press release is attached below (Annex 7). We expect the Review will commence in mid-July. We anticipate that the first meeting of the panel will take place on Monday 22 July. We will liaise with Minister Salesa’s office around whether she is able to attend and meet the panel.

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
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<tr>
<td>Sending of letters of appointment by Minister Salesa’s office</td>
<td>Wednesday 3 July</td>
</tr>
<tr>
<td>Ministry notifies Minister Salesa’s office of final confirmation of all panel members</td>
<td>By Wednesday 10 July</td>
</tr>
</tbody>
</table>
12 We anticipate that the panel will meet five times over the next six months, which will begin with an introductory meeting on Monday 22 July, where the panel will discuss how they would like the Review process to work and some introductory material on the PBRF.

13 Following this, there will be three meetings based around the six areas in the Terms of Reference and a concluding meeting, where the panel will discuss the final content of their independent report.

14 We are continuing to work with MBIE and the TEC on how we can support the panel during the Review. We will provide Minister Salesa and her office with regular updates on the Review as it progresses.

Proactive Release

15 We recommend this Education Report is released when final decisions on the PBRF Review panel members are announced. Any information which may need to be withheld will be done so in line with the provisions of the Official Information Act 1982.

Annexes

Annex 1: Letter of Appointment for Professor Linda Tuhiiwai Smith
Annex 2: Letter of Appointment for Professor Wendy Larner
Annex 3: Letter of Appointment for Dr David Phipps
Annex 4: Letter of Appointment for Professor Ian Town
Annex 5: Letter of Appointment for Associate Professor Yvonne Underhill-Sem
Annex 6: Letter of Appointment for Associate Professor Marcus Williams
Annex 7: Draft Press Release
Annex 1: Letter of Appointment for Professor Linda Tuhiwai Smith

Professor Linda Tuhiwai Smith
University of Waikato

Dear Professor Smith

NOTICE OF APPOINTMENT AS CHAIR OF THE PERFORMANCE-BASED RESEARCH FUND REVIEW PANEL

I am pleased to inform you that I have appointed you as the Chair of the Performance-Based Research Fund (PBRF) Review panel. I set out the terms of the appointment below.

Term

Your appointment is from 8 July 2019 to 31 December 2019. If an extension to this timeframe is required, the Ministry of Education will agree a variation to this Letter of Appointment with you.

Roles and Duties

The PBRF Review panel’s role is to provide an independent report on the PBRF, guided by the Terms of Reference.

This will involve:

- Attending up to five 1-2 day meetings in Wellington (via teleconference where necessary), facilitated by the Ministry of Education and contributing fully to discussions,
- Reviewing any papers prepared as part of the review, and
- Liaising with experts where appropriate (method of liaison to be determined at the first meeting).

It is expected that all members of the panel will attend all scheduled meetings (via teleconference where necessary). If a member of the panel is unable to attend a meeting, then there is to be no proxy for that member at the meeting. It is the Chair’s responsibility to inform the Ministry of Education if they are unable to attend, and prior to the meeting, to provide the Ministry of Education with comments on the issues to be discussed.

An important principle guiding the work of the panel is that, while its members are drawn from a range of tertiary education organisations, their role is not to act as representatives for their respective organisations.

The panel will agree to a more detailed outline of their roles and duties at the first panel meeting.

Managing Conflicts of Interest

Conflicts of interest may occur because many of the panel members are associated with the PBRF and/or have had their research assessed by the PBRF Quality Evaluation; this will be taken into account. In the event the PBRF Review panel considers any other matters that potentially or directly conflicts with your interests, you should abstain from discussion and voting on the matter.
As the Chair you are responsible for identifying instances where you may have a conflict of interest and raising this with the Ministry of Education prior to the conflict affecting the panel process.

The panel will agree the terms of a Conflict of Interest policy at the first panel meeting.

**Additional Duties of the Chair**

As the Chair of the PBRF Review panel, your role will include chairing all meetings of the panel and some additional meetings with Ministry officials. You will also be responsible for managing any conflicts of interests for other members of the panel (deciding if conflict exists and the appropriate action to take).

**Public Sector Principles**

You are expected to maintain the values and ethos of the public service. All members of the PBRF Review panel must be aware of the importance of personal integrity and the need to declare conflicts of interest, either potential or actual. Members must also ensure they have the interest and enthusiasm needed to contribute effectively to the performance of PBRF Review panel throughout their term of membership.

**Confidentiality**

As a member of the PBRF Review panel, you may receive confidential information or be a party to discussions and decisions that are confidential. You are responsible for taking all reasonable steps to maintain the security of the information provided to you and maintaining confidentiality.

It is essential that the papers provided to the panel, and any subsequent panel discussions, remain confidential to the group, at least until such time as revised papers are circulated for wider sector consultation. All other information must be treated as confidential in perpetuity.

The panel will agree the terms of a Confidentiality policy at the first panel meeting.

**Public Comment**

You may not make statements to the media or any other third party, including via social media, about your work on the panel or the PBRF review, without the prior consent of the Ministry of Education. All requests are to be made through you as the Chair.

**Fees**

Membership of the PBRF Review panel is a voluntary position for those employed in full time roles in New Zealand wānanga, universities, polytechnics and institutes of technology. This is in accordance with the Cabinet Office Circular CO (19) 1: *Revised Fees Framework for members appointed to bodies in which the Crown has an interest.*

If you change employer during your term, you should discuss your PBRF Review panel role with your new employer and reconfirm your fees arrangement with the Ministry of Education contact person below.
Other Expenses

All PBRF Review panel members are entitled to be paid reasonable and actual allowances for travelling and other expenses relating to the performance of their duties and responsibilities as members. Reimbursement is made by invoice to the Ministry of Education.

All expenses will be paid in accordance with the Ministry of Education’s travel, accommodation and expense claim policy, which will be provided at the first meeting.

Resignation

You may at any time resign from this office by notifying the Associate Minister of Education in writing with two weeks’ notice.

More information

Thank you for accepting the Chair role. I hope you will enjoy your tenure with the PBRF Review panel.

Yours sincerely

Hon Jenny Salesa
Associate Minister of Education

Acceptance form

To confirm your acceptance of the terms set out in this letter, please sign below and return a scanned copy to the Ministry of Education by [date one week from date of letter] at

I agree to the terms of appointment as Chair of the PBRF Review panel.

Name: __________________________________________________________

Signature: _________________________________________________________

Date: __________________________________________________________
Annex 2: Letter of Appointment for Professor Wendy Larner

Professor Wendy Larner
Victoria University of Wellington

NOTICE OF APPOINTMENT AS A MEMBER OF THE PERFORMANCE-BASED RESEARCH FUND REVIEW PANEL

I am pleased to inform you that I have appointed you as a member of the Performance-Based Research Fund (PBRF) Review panel. I set out the terms of the appointment below.

Term

Your appointment is from 8 July 2019 to 31 December 2019. If an extension to this timeframe is required, the Ministry of Education will agree a variation to this Letter of Appointment with you.

Roles and Duties

The PBRF Review panel's role is to provide an independent report on the PBRF, guided by the Terms of Reference.

This will involve:

- Attending up to five 1-2 day meetings in Wellington (via teleconference where necessary), facilitated by the Ministry of Education and contributing fully to discussions,
- Reviewing any papers prepared as part of the review, and
- Liaising with experts where appropriate (method of liaison to be determined at the first meeting).

It is expected that all members of the panel will attend all scheduled meetings (via teleconference where necessary). If a member of the panel is unable to attend a meeting, then there is to be no proxy for that member at the meeting. It is the member’s responsibility to inform the Chair if they are unable to attend, and to prior to the meeting provide the Chair with comments on the issues to be discussed.

An important principle guiding the work of the panel is that, while its members are drawn from a range of tertiary education organisations, their role is not to act as representatives for their respective organisations.

The panel will agree to a more detailed outline of their roles and duties at the first panel meeting.

Managing Conflicts of Interest

Conflicts of interest may occur because many of the panel members are associated with the PBRF and/or have had their research assessed by the PBRF Quality Evaluation; this will be taken into account. In the event the PBRF Review panel considers any other matters that potentially or directly conflicts with your interests, you should abstain from discussion and voting on the matter.
Panellists are responsible for identifying instances where you may have a conflict of interest and raising this with the Chair prior to the conflict affecting the panel process. The Chair is responsible for deciding whether or not a conflict of interest exists in any instance and the appropriate action to take.

The panel will agree the terms of a Conflict of Interest policy at the first panel meeting.

Public Sector Principles

You are expected to maintain the values and ethos of the public service. All members of the PBRF Review panel must be aware of the importance of personal integrity and the need to declare conflicts of interest, either potential or actual. Members must also ensure they have the interest and enthusiasm needed to contribute effectively to the performance of PBRF Review panel throughout their term of membership.

Confidentiality

As a member of the PBRF Review panel, you may receive confidential information or be a party to discussions and decisions that are confidential. You are responsible for taking all reasonable steps to maintain the security of the information provided to you and maintaining confidentiality.

It is essential that the papers provided to the panel, and any subsequent panel discussions, remain confidential to the group, at least until such time as revised papers are circulated for wider sector consultation. All other information must be treated as confidential in perpetuity.

The panel will agree the terms of a Confidentiality policy at the first panel meeting.

Public Comment

You may not make statements to the media or any other third party, including via social media, about your work on the panel or the PBRF review, without the prior consent of the Ministry of Education. All requests are to be made through the Chair.

Fees

Membership of the PBRF Review panel is a voluntary position for those employed in full time roles in New Zealand wānanga, universities, polytechnics and institutes of technology. This is in accordance with the Cabinet Office Circular CO (19) 1: Revised Fees Framework for members appointed to bodies in which the Crown has an interest.

If you change employer during your term, you should discuss your PBRF Review panel role with your new employer and reconfirm your fees arrangement with the Ministry of Education contact person below.

Other Expenses

All PBRF Review panel members are entitled to be paid reasonable and actual allowances for travelling and other expenses relating to the performance of their duties and responsibilities as members. Reimbursement is made by invoice to the Ministry of Education.

All expenses will be paid in accordance with the Ministry of Education's travel, accommodation and expense claim policy, which will be provided at the first meeting.
Resignation

You may at any time resign from this office by notifying the Associate Minister of Education and the Chair of the panel in writing with two weeks’ notice.

More information

Thank you for accepting this role. I hope you will enjoy your tenure with the PBRF Review panel.

Yours sincerely

Hon Jenny Salesa
Associate Minister of Education

Acceptance form

To confirm your acceptance of the terms set out in this letter, please sign below and return a scanned copy to the Ministry of Education by [date one week from date of letter] at

I agree to the terms of appointment as a member of the PBRF Review panel.

Name: ______________________________________

Signature: _____________________________________

Date: ________________________________________

Version: 1, Version Date: 28/06/2019

Document Set ID: 873830
Annex 3: Letter of Appointment for Dr David Phipps

Dr David Phipps
York University

Dear Dr Phipps

NOTICE OF APPOINTMENT AS A MEMBER OF THE PERFORMANCE-BASED RESEARCH FUND REVIEW PANEL

I am pleased to inform you that I have appointed you as a member of the Performance-Based Research Fund (PBRF) Review panel. I set out the terms of the appointment below.

Term

Your appointment is from 8 July 2019 to 31 December 2019. If an extension to this timeframe is required, the Ministry of Education will agree a variation to this Letter of Appointment with you.

Roles and Duties

The PBRF Review panel's role is to provide an independent report on the PBRF, guided by the Terms of Reference.

This will involve:

- Attending up to five 1-2 day meetings in Wellington (via teleconference where necessary), facilitated by the Ministry of Education and contributing fully to discussions,
- Reviewing any papers prepared as part of the review, and
- Liaising with experts where appropriate (method of liaison to be determined at the first meeting).

It is expected that all members of the panel will attend all scheduled meetings (via teleconference where necessary). If a member of the panel is unable to attend a meeting, then there is to be no proxy for that member at the meeting. It is the member’s responsibility to inform the Chair if they are unable to attend, and to prior to the meeting provide the Chair with comments on the issues to be discussed.

An important principle guiding the work of the panel is that, while its members are drawn from a range of tertiary education organisations, their role is not to act as representatives for their respective organisations.

The panel will agree to a more detailed outline of their roles and duties at the first panel meeting.

Managing Conflicts of Interest

Conflict of interests may occur because many of the panel members are associated with the PBRF and/or have had their research assessed by the PBRF Quality Evaluation; this will be taken into account. In the event the PBRF Review panel considers any other matters that potentially or directly conflicts with your interests, you should abstain from discussion and voting on the matter.
Panellists are responsible for identifying instances where you may have a conflict of interest and raising this with the Chair prior to the conflict affecting the panel process. The Chair is responsible for deciding whether or not a conflict of interest exists in any instance, and the appropriate action to take.

The panel will agree the terms of a Conflict of Interest policy at the first panel meeting.

**Public Sector Principles**

You are expected to maintain the values and ethos of the public service. All members of the PBRF Review panel must be aware of the importance of personal integrity and the need to declare conflicts of interest, either potential or actual. Members must also ensure they have the interest and enthusiasm needed to contribute effectively to the performance of PBRF Review panel throughout their term of membership.

**Confidentiality**

As a member of the PBRF Review panel, you may receive confidential information or be a party to discussions and decisions that are confidential. You are responsible for taking all reasonable steps to maintain the security of the information provided to you and maintaining confidentiality.

It is essential that the papers provided to the panel, and any subsequent panel discussions, remain confidential to the group, at least until such time as revised papers are circulated for wider sector consultation. All other information must be treated as confidential in perpetuity.

The panel will agree the terms of a Confidentiality policy at the first panel meeting.

**Public Comment**

You may not make statements to the media or any other third party, including via social media, about your work on the panel or the PBRF review, without the prior consent of the Ministry of Education. All requests are to be made through the Chair.

**Fees**

As a member of the PBRF Review panel you will be paid a fee of $9,000. This is in accordance with the Cabinet Office Circular CO (19) 1: Revised Fees Framework for members appointed to bodies in which the Crown has an interest.

If you become a New Zealand public sector employee during your term, you should discuss your Independent Panel Name role with your employer and confirm your fees arrangement with the Ministry of Education contact person below.

**Other Expenses**

All PBRF Review panel members are entitled to be paid reasonable and actual allowances for travelling and other expenses relating to the performance of their duties and responsibilities as members. Reimbursement is made by invoice to the Ministry of Education.

All expenses will be paid in accordance with the Ministry of Education's travel, accommodation and expense claim policy, which will be provided at the first meeting.
Resignation

You may at any time resign from this office by notifying the Associate Minister of Education and the Chair of the panel in writing with two weeks’ notice.

More information

Thank you for accepting this role. I hope you will enjoy your tenure with the PBRF Review panel.

Yours sincerely

Hon Jenny Salesa
Associate Minister of Education

Acceptance form

To confirm your acceptance of the terms set out in this letter, please sign below and return a scanned copy to the Ministry of Education by [date one week from date of letter] at

I agree to the terms of appointment as a member of the PBRF Review panel.

Name: ____________________________________________

Signature: __________________________________________

Date: ____________________________________________
Annex 4: Letter of Appointment for Professor Ian Town

Professor Ian Town
Te Papa Hauora Christchurch Health Precinct

Dear Professor Town

NOTICE OF APPOINTMENT AS A MEMBER OF THE PERFORMANCE-BASED RESEARCH FUND REVIEW PANEL

I am pleased to inform you that I have appointed you as a member of the Performance-Based Research Fund (PBRF) Review panel. I set out the terms of the appointment below.

Term

Your appointment is from 8 July 2019 to 31 December 2019. If an extension to this timeframe is required, the Ministry of Education will agree a variation to this Letter of Appointment with you.

Roles and Duties

The PBRF Review panel's role is to provide an independent report on the PBRF, guided by the Terms of Reference.

This will involve:

- Attending up to five 1-2 day meetings in Wellington (via teleconference where necessary), facilitated by the Ministry of Education and contributing fully to discussions,
- Reviewing any papers prepared as part of the review, and
- Liaising with experts where appropriate (method of liaison to be determined at the first meeting).

It is expected that all members of the panel will attend all scheduled meetings (via teleconference where necessary). If a member of the panel is unable to attend a meeting, then there is to be no proxy for that member at the meeting. It is the member’s responsibility to inform the Chair if they are unable to attend, and to prior to the meeting provide the Chair with comments on the issues to be discussed.

An important principle guiding the work of the panel is that, while its members are drawn from a range of tertiary education organisations, their role is not to act as representatives for their respective organisations.

The panel will agree to a more detailed outline of their roles and duties at the first panel meeting.

Managing Conflicts of Interest

Conflicts of interest may occur because many of the panel members are associated with the PBRF and/or have had their research assessed by the PBRF Quality Evaluation; this will be taken into account. In the event the PBRF Review panel considers any other matters that potentially or directly conflicts with your interests, you should abstain from discussion and voting on the matter.
Panellists are responsible for identifying instances where you may have a conflict of interest and raising this with the Chair prior to the conflict affecting the panel process. The Chair is responsible for deciding whether or not a conflict of interest exists in any instance, and the appropriate action to take.

The panel will agree the terms of a Conflict of Interest policy at the first panel meeting.

Public Sector Principles

You are expected to maintain the values and ethos of the public service. All members of the PBRF Review panel must be aware of the importance of personal integrity and the need to declare conflicts of interest, either potential or actual. Members must also ensure they have the interest and enthusiasm needed to contribute effectively to the performance of PBRF Review panel throughout their term of membership.

Confidentiality

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It is essential that the papers provided to the panel, and any subsequent panel discussions, remain confidential to the group, at least until such time as revised papers are circulated for wider sector consultation. All other information must be treated as confidential in perpetuity.

The panel will agree the terms of a Confidentiality policy at the first panel meeting.

Public Comment

You may not make statements to the media or any other third party, including via social media, about your work on the panel or the PBRF review, without the prior consent of the Ministry of Education. All requests are to be made through the Chair.

Fees

Membership of the PBRF Review panel is a voluntary position for those employed in full time roles in New Zealand wānanga, universities, polytechnics and institutes of technology. This is in accordance with the Cabinet Office Circular CO (19) 1: Revised Fees Framework for members appointed to bodies in which the Crown has an interest.

If you change employer during your term, you should discuss your PBRF Review panel role with your new employer and reconfirm your fees arrangement with the Ministry of Education contact person below.

I understand that you have recently been employed as the Chief Science Advisor by the Ministry of Health and as per the Cabinet Office Circular CO (19) 1: Revised Fees Framework for members appointed to bodies in which the Crown has an interest, Deputy Director General Keriana Brooking at the Ministry of Health has agreed that you are still able to sit on the PBRF Review panel.

Other Expenses

All PBRF Review panel members are entitled to be paid reasonable and actual allowances for travelling and other expenses relating to the performance of their duties and
responsibilities as members. Reimbursement is made by invoice to the Ministry of Education.

All expenses will be paid in accordance with the Ministry of Education’s travel, accommodation and expense claim policy, which will be provided at the first meeting.

Resignation

You may at any time resign from this office by notifying the Associate Minister of Education and the Chair of the panel in writing with two weeks’ notice.

More information

§ 9(2)(a)

Thank you for accepting this role. I hope you will enjoy your tenure with the PBRF Review panel.

Yours sincerely

Hon Jenny Salesa
Associate Minister of Education

Acceptance form

To confirm your acceptance of the terms set out in this letter, please sign below and return a scanned copy to the Ministry of Education by [date one week from date of letter] at

§ 9(2)(a)

I agree to the terms of appointment as a member of the PBRF Review panel.

Name: __________________________________________

Signature: _______________________________________

Date: ___________________________________________
Annex 5: Letter of Appointment for Associate Professor Yvonne Underhill-Sem

Associate Professor Yvonne Underhill-Sem
University of Auckland

Dear Associate Professor Underhill-Sem

NOTICE OF APPOINTMENT AS A MEMBER OF THE PERFORMANCE-BASED RESEARCH FUND REVIEW PANEL

I am pleased to inform you that I have appointed you as a member of the Performance-Based Research Fund (PBRF) Review panel. I set out the terms of the appointment below.

Term

Your appointment is from 8 July 2019 to 31 December 2019. If an extension to this timeframe is required, the Ministry of Education will agree a variation to this Letter of Appointment with you.

Roles and Duties

The PBRF Review panel's role is to provide an independent report on the PBRF, guided by the Terms of Reference.

This will involve:

- Attending up to five 1-2 day meetings in Wellington (via teleconference where necessary), facilitated by the Ministry of Education and contributing fully to discussions,
- Reviewing any papers prepared as part of the review, and
- Liaising with experts where appropriate (method of liaison to be determined at the first meeting).

It is expected that all members of the panel will attend all scheduled meetings (via teleconference where necessary). If a member of the panel is unable to attend a meeting, then there is to be no proxy for that member at the meeting. It is the member’s responsibility to inform the Chair if they are unable to attend, and to prior to the meeting provide the Chair with comments on the issues to be discussed.

An important principle guiding the work of the panel is that, while its members are drawn from a range of tertiary education organisations, their role is not to act as representatives for their respective organisations.

The panel will agree to a more detailed outline of their roles and duties at the first panel meeting.

Managing Conflicts of Interest

Conflicts of interest may occur because many of the panel members are associated with the PBRF and/or have had their research assessed by the PBRF Quality Evaluation; this will be taken into account. In the event the PBRF Review panel considers any other matters that potentially or directly conflicts with your interests, you should abstain from discussion and voting on the matter.
Panellists are responsible for identifying instances where you may have a conflict of interest and raising this with the Chair prior to the conflict affecting the panel process. The Chair is responsible for deciding whether or not a conflict of interest exists in any instance and the appropriate action to take.

The panel will agree the terms of a Conflict of Interest policy at the first panel meeting.

Public Sector Principles

You are expected to maintain the values and ethos of the public service. All members of the PBRF Review panel must be aware of the importance of personal integrity and the need to declare conflicts of interest, either potential or actual. Members must also ensure they have the interest and enthusiasm needed to contribute effectively to the performance of PBRF Review panel throughout their term of membership.

Confidentiality

As a member of the PBRF Review panel, you may receive confidential information or be a party to discussions and decisions that are confidential. You are responsible for taking all reasonable steps to maintain the security of the information provided to you and maintaining confidentiality.

It is essential that the papers provided to the panel, and any subsequent panel discussions, remain confidential to the group, at least until such time as revised papers are circulated for wider sector consultation. All other information must be treated as confidential in perpetuity.

The panel will agree the terms of a Confidentiality policy at the first panel meeting.

Public Comment

You may not make statements to the media or any other third party, including via social media, about your work on the panel or the PBRF review, without the prior consent of the Ministry of Education. All requests are to be made through the Chair.

Fees

Membership of the PBRF Review panel is a voluntary position for those employed in full time roles in New Zealand wānanga, universities, polytechnics and institutes of technology. This is in accordance with the Cabinet Office Circular CO (19) 1: Revised Fees Framework for members appointed to bodies in which the Crown has an interest.

If you change employer during your term, you should discuss your PBRF Review panel role with your new employer and reconfirm your fees arrangement with the Ministry of Education contact person below.

Other Expenses

All PBRF Review panel members are entitled to be paid reasonable and actual allowances for travelling and other expenses relating to the performance of their duties and responsibilities as members. Reimbursement is made by invoice to the Ministry of Education.

All expenses will be paid in accordance with the Ministry of Education’s travel, accommodation and expense claim policy, which will be provided at the first meeting.
Resignation

You may at any time resign from this office by notifying the Associate Minister of Education and the Chair of the panel in writing with two weeks’ notice.

More information

If you have any questions or concerns about your appointment, please contact Ewan Delany, Senior Policy Manager | Pouwhakahaere Kaupapa, Tertiary Policy | Mātauranga Matua. He is available on 027 450 9793 or you can email him at ewan.delany@education.govt.nz.

Thank you for accepting this role. I hope you will enjoy your tenure with the PBRF Review panel.

Yours sincerely

Hon Jenny Salesa
Associate Minister of Education

Acceptance form

To confirm your acceptance of the terms set out in this letter, please sign below and return a scanned copy to the Ministry of Education by [date one week from date of letter] at ewan.delany@education.govt.nz.

I agree to the terms of appointment as a member of the PBRF Review panel.

Name: ____________________________________________

Signature: ____________________________________________

Date: ____________________________________________
Annex 6: Letter of Appointment for Associate Professor Marcus Williams

Associate Professor Marcus Williams  
Unitec Institute of Technology

Dear Associate Professor Williams

NOTICE OF APPOINTMENT AS A MEMBER OF THE PERFORMANCE-BASED RESEARCH FUND REVIEW PANEL

I am pleased to inform you that I have appointed you as a member of the Performance-Based Research Fund (PBRF) Review panel. I set out the terms of the appointment below.

Term

Your appointment is from 8 July 2019 to 31 December 2019. If an extension to this timeframe is required, the Ministry of Education will agree a variation to this Letter of Appointment with you.

Roles and Duties

The PBRF Review panel's role is to provide an independent report on the PBRF, guided by the Terms of Reference.

This will involve:

- Attending up to five 1-2 day meetings in Wellington (via teleconference where necessary), facilitated by the Ministry of Education and contributing fully to discussions,
- Reviewing any papers prepared as part of the review, and
- Liaising with experts where appropriate (method of liaison to be determined at the first meeting).

It is expected that all members of the panel will attend all scheduled meetings (via teleconference where necessary). If a member of the panel is unable to attend a meeting, then there is to be no proxy for that member at the meeting. It is the member’s responsibility to inform the Chair if they are unable to attend, and to prior to the meeting provide the Chair with comments on the issues to be discussed.

An important principle guiding the work of the panel is that, while its members are drawn from a range of tertiary education organisations, their role is not to act as representatives for their respective organisations.

The panel will agree to a more detailed outline of their roles and duties at the first panel meeting.

Managing Conflicts of Interest

Conflicts of interest may occur because many of the panel members are associated with the PBRF and/or have had their research assessed by the PBRF Quality Evaluation; this will be taken into account. In the event the PBRF Review panel considers any other matters that potentially or directly conflicts with your interests, you should abstain from discussion and voting on the matter.
Panellists are responsible for identifying instances where you may have a conflict of interest and raising this with the Chair prior to the conflict affecting the panel process. The Chair is responsible for deciding whether or not a conflict of interest exists in any instance and the appropriate action to take.

The panel will agree the terms of a Conflict of Interest policy at the first panel meeting.

**Public Sector Principles**

You are expected to maintain the values and ethos of the public service. All members of the PBRF Review panel must be aware of the importance of personal integrity and the need to declare conflicts of interest, either potential or actual. Members must also ensure they have the interest and enthusiasm needed to contribute effectively to the performance of PBRF Review panel throughout their term of membership.

**Confidentiality**

As a member of the PBRF Review panel, you may receive confidential information or be a party to discussions and decisions that are confidential. You are responsible for taking all reasonable steps to maintain the security of the information provided to you and maintaining confidentiality.

It is essential that the papers provided to the panel, and any subsequent panel discussions, remain confidential to the group, at least until such time as revised papers are circulated for wider sector consultation. All other information must be treated as confidential in perpetuity.

The panel will agree the terms of a Confidentiality policy at the first panel meeting.

**Public Comment**

You may not make statements to the media or any other third party, including via social media, about your work on the panel or the PBRF review, without the prior consent of the Ministry of Education. All requests are to be made through the Chair.

**Fees**

Membership of the PBRF Review panel is a voluntary position for those employed in full time roles in New Zealand wānanga, universities, polytechnics and institutes of technology. This is in accordance with the Cabinet Office Circular CO (19) 1: *Revised Fees Framework for members appointed to bodies in which the Crown has an interest.*

If you change employer during your term, you should discuss your PBRF Review panel role with your new employer and reconfirm your fees arrangement with the Ministry of Education contact person below.

**Other Expenses**

All PBRF Review panel members are entitled to be paid reasonable and actual allowances for travelling and other expenses relating to the performance of their duties and responsibilities as members. Reimbursement is made by invoice to the Ministry of Education.

All expenses will be paid in accordance with the Ministry of Education’s travel, accommodation and expense claim policy, which will be provided at the first meeting.
Resignation

You may at any time resign from this office by notifying the Associate Minister of Education and the Chair of the panel in writing with two weeks’ notice.

More information

Thank you for accepting this role. I hope you will enjoy your tenure with the PBRF Review panel.

Yours sincerely

Hon Jenny Salesa
Associate Minister of Education

Acceptance form

To confirm your acceptance of the terms set out in this letter, please sign below and return a scanned copy to the Ministry of Education by [date one week from date of letter] at

I agree to the terms of appointment as a member of the PBRF Review panel.

Name: _____________________________________________________________

Signature: __________________________________________________________

Date: __________________________________________________________________