

ACCELERATING AOTEAROA: STANDARD OPERATING PROCEDURES & TERMS OF REFERENCE

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Standard Operating Procedures for the Taskforce & Committees of Accelerating Aotearoa

Operating Principles of Accelerating Aotearoa

- Action
- Participation
- Collaboration
- Integrity
- Avoidance of duplication of effort

Chairman

A Chairman will be elected by the Core Group and will Chair all Core Group meetings, Taskforce Meetings and General Meetings. If at any meeting the Chairman is not present, the Core Group Members may elect one of their numbers as Chairman for that meeting.

Meetings

Taskforce and Core Group Meetings will be scheduled at least one month in advance of any meeting.

Offers from Taskforce members to host meetings are gratefully received.

An agenda will be distributed ahead of each meeting. All efforts will be taken to distribute meeting materials ahead of the meeting date.

Minutes will be distributed following each meeting.

Opex Funding requirements - Participants will bear their own costs.

Secretariat functions – will be provided by the Programme Management Office

Accelerating Aotearoa Taskforce Terms of Reference

Background

The Accelerating Aotearoa Taskforce has come together to enable:

- **Focus on digital capability** as the platform for the development & growth of New Zealand's economy,
- **Leadership in creating collaboration** across regions together with both public & private sector organisations,
- **Development of sustainable economic & social solutions** for underserved communities

This Taskforce is the central stakeholder group for Accelerating Aotearoa.

Membership of the Taskforce was historically by invitation to TEOs, Government and Industry leaders. At the Incorporation of Accelerating Auckland, and now Accelerating Aotearoa, Taskforce Members are invited to formalise their interest and commitment to our organisation by applying for Membership of Accelerating Aotearoa Inc.

To become a Member of Accelerating Aotearoa Incorporated, Membership Applications should be made in writing to the Core Group at contact@acceleratingaotearoa.co.nz.

Applicant organisations' activities must be compatible with the ambitions of Accelerating Aotearoa Incorporated.

Responsibilities of the Taskforce

- To foster collaboration between Digital and ICT enterprises, Tertiary training providers (TEOs and PTEs) in New Zealand, Aotearoa.
- To design an ongoing mechanism for collaborative engagement between all Tertiary training providers providing Digital and ICT programmes, Digital and ICT businesses and related organisations
- To establish and manage the ongoing mechanism for collaborative engagement between Tertiary training providers providing Digital and ICT programmes, Digital and ICT businesses and related organisations
- To better align the programmes offered by Tertiary training providers with the skill needs of Digital and ICT enterprises nation-wide.
- To develop and implement strategies designed to increase the participation and completion rates in Digital and ICT programmes of Maori and Pacific Peoples as well as other ethnic groups
- To promote Digital and ICT programmes and careers with different student populations

Mandate

The Tertiary Education Commission approved initial catalyst funding in 2005 for the design and establishment of an ongoing mechanism for collaboration.

The Accelerating Auckland Taskforce was established to fulfil this TEC requirement on the basis of the analysis and advice from MJA in July 2005¹. This role has now been undertaken by the Accelerating Aotearoa Taskforce.

Activities

In overview the Taskforce is the key stakeholder group for the Accelerating Aotearoa Programme of Work.

Taskforce members act as advocates for the Accelerating Aotearoa Programme of Work and participate at the project level where they are able.

Taskforce meetings comprise briefings on current activities and offer an opportunity for members to review and discuss general business items.

In addition to project briefing meetings an Annual General Meeting is held to:

- Elect Core Group members
- Receive reports on the previous year's activities, including financial reports
- Consider any notices of motion and remits, and
- Transact any other business that may properly be conducted at an AGM.

Meeting Frequency & Attendance

Meetings will be held approximately tri-annually and hosted by Taskforce members on an alternating basis.

In general the meetings will be 2 hours followed by an opportunity for informal networking. One meeting per year will accommodate the Society's Annual General Meeting.

Members are asked to confirm their availability 1 week before the meeting. In the event a member is unavailable, the member or his/her organisation may send an alternate from within their organisation, or nominate another member organisation to represent their interest.

Project Managers and other project participants are invited to attend Taskforce Meeting in a "reporting to" capacity.

The Taskforce may invite persons or organisations to attend meetings as it considers appropriate.

¹ Doug Martin, MJA July 2005: Accelerating Auckland report: "A Proposed Model for sector engagement"

Accelerating Aotearoa Core Group Terms of Reference

Background

The Core Group consists of up to 6 Members that are representatives of TEOs or PTEs, up to 5 Members that are industry representatives, and at least one Member that is a representative from a New Zealand organisation promoting economic development for New Zealand.

Core Group Members are appointed for a one-year term and will hold office from the conclusion of each AGM until the next AGM.

Responsibilities of the Core Group

- To manage, in person or by delegation the business and affairs of Accelerating Aotearoa.
- To elect a Chairperson who will Chair all Core Group meetings, Taskforce Meetings and General Meetings
- To appoint such employees or contractors as it considers necessary to carry out its powers and duties
- To determine employees' or contractors' remuneration and terms of appointment
- To provide advice and advocacy for the Accelerating Aotearoa Programme of Work
- To advise on mitigating Project Risks
- To receive the reports of the Executive Director

Meeting Frequency & Attendance

Meetings will be held, as a rule, three times annually. A meeting of the Core Group may be held by a number of Core Group Members who constitute a quorum being assembled at the same time and place. Each Core Group Member has one vote.

Activities

The Core Group is elected to:

- Keep proper records of all proceedings and meetings of the Core Group and of every General Meeting
- Keep all other documents, records, reports and communications connected with Accelerating Aotearoa Incorporated
- Keep proper books of account and financial records of Accelerating Aotearoa Incorporated
- Have control of all funds of Accelerating Aotearoa Incorporated and operate all bank accounts in the manner determined by the Core Group
- Have control of the Common Seal

As soon as practicable following the end of each Financial Year the Core Group must prepare a statement containing the:

- Income and expenditure for that Financial Year; and
- Assets and liabilities of Accelerating Aotearoa Incorporated as at the end of that Financial Year.

Accelerating Aotearoa Project Steering Group Terms of Reference

Background

Accelerating Aotearoa's Project Steering Groups are the operational structure for delivering the Accelerating Aotearoa's Programme of Work.

Project Steering Groups are the engagement point for active participation within the Programme have been designed specifically to increase the buy-in to the initiative from project stakeholders. Within the Project Steering Group stakeholders are afforded opportunity for the active leadership of and participation in each project's activities.

Responsibilities of Project Steering Groups

- To provide co-ordination and integration of the Accelerating Aotearoa Programme of Work
- To provide inter-organizational (Business, Government, TEO and PTE) leadership
- To ascribe responsibility for the successful delivery of the projects in this programme of work on time, in scope and in budget
- To actively participate in ensuring the delivery of benefits to participating organisations
- To review and sign off of project plans
- To resolve issues escalated to the Project Steering Group
- To actively assist in mitigating Project Risks escalated to the Project Steering Group
- To evaluate and approve/ or not approve any requests to change the scope of the Project Steering Group

Role of the Accelerating Aotearoa Executive Director

Background

The Executive Director is contracted by Accelerating Aotearoa and responsible to the Core Group and the Accelerating Aotearoa Taskforce for the delivery of the Accelerating Aotearoa Programme of Work.

The high level responsibility of the Executive Director is the optimisation of available funding for the advancement of the imperatives of Accelerating Aotearoa.

Responsibilities of the Executive Director

- To identify, develop and deliver project opportunities that may enhance the goals and objectives of Accelerating Aotearoa
- To identify, develop and maintain strategic relationships (e.g.: Ministers, MPs, other Government leaders, Business leaders)
- To identify and appoint project managers and third party resources as required
- To receive project reports from project managers
- To appoint additional contracted expertise as appropriate
- To report to the Core Group on the Programme progress and expenditure
- To present reports for Core, Taskforce and other meetings as required

Role of the Accelerating Aotearoa Programme

Management Office

Background

The Programme Management Office is contracted to Accelerating Aotearoa Inc and responsible to Accelerating Aotearoa Inc through the Executive Director for the delivery of projects within the Accelerating Aotearoa programme of work.

Responsibilities of the Programme Management Office

- To broker project and funding opportunities with potential project partners.
- To work with project partners to support the scoping of projects, preparation of budgets and submissions
- To manage project managers and third party contractors and receive project reports
- To manage additional contracted expertise as appropriate
- To meet with project managers to review status and issues, attend project meetings as appropriate and support monthly project reporting
- To support additional contracted expertise as appropriate
- To prepare and maintain Programme documentation and templature
- To schedule and coordinate meetings of the Core Group, Taskforce and Project Steering Groups.
- To prepare and publish meeting agendae, keep and publish meeting minutes where required.
- To manage and maintain management accounts for submission to the Core Group including payment of approved project costs including project management fees in accordance with project budgets