

Te Ohu Whakahaere Rangahau Research and Postgraduate - 21 March 2024



21 March 2024 09:00 AM

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1. Administration	09:00 AM-09:10 AM	3
1.1 Welcome and apologies		
1.2 Te ohu whakahaere membership		3
1.3 Minutes of meeting held on 3 October 2023		4
RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau, Research and Postgraduate approve, as a true and accurate record, the minutes of a meeting of Te Ohu Whakahaere Rangahau, Research and Postgraduate held 3 October 2023.		
1.4 Action List		7
2. Register of Interests	09:10 AM-09:15 AM	10
Members must declare any agenda items where a conflict arises between their role as a member of Te Ohu Whakahaere Rangahau and Research, and the role they are usually employed in, or any private or other external interest they may have and stand aside from decision making in respect of that item.		
3. Terms of Reference 2024	09:15 AM-09:25 AM	12
RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau and Research: a. Review the proposed changes to 'Te Ohu Whakahaere Rangahau Research and Postgraduate Terms of Reference 2024' and provide feedback on these; and b. Recommend to Te Poari Akoranga to approve the revised 'Te Ohu Whakahaere Rangahau Research and Postgraduate Terms of Reference' subject to inclusion of any feedback provided.		
4. Workplan 2024	09:25 AM-09:35 AM	21
5. General business		
6. Next meeting		
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Karakia tīmatanga

Tēnā tātou here are some useful phrases you can use to introduce opening karakia next time you are asked to lead it.

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

Kāti anō kia karakia e manawa ora ai te wānanga nei.

It's only fitting that we begin with karakia so we may strengthen our shared space together.

Karakia tīmatanga Opening incantation

**Whakarongo rā e Rongo
ki Te Pūkenga
te manawa nei
ki te rongo taketake,
te whiwhia, te rawea
te whiwhi-ā-nuku
whiwhi-ā-rangi
i takea mai i te kāhui o ngā ariki.
kia tūturu ka whakamau ai kia
tina,
Tina! (everybody)
Hui e?
Tāiki e!**

Listen o Rongo
to Te Pūkenga
offering gratitude
for the peace and harmony
that allows us to enjoy
he gifts of the earth
and the heavens
bequests of a higher order.
And bind it firmly,
firmly!
Do we all concur?
We concur!

When someone has led karakia to open a hui, it is seen as respectful for someone else to then thank them for carrying out that duty. Here are some mihi to the kaikarakia you can try next time.

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

Ka nui te mihi o te manawa ki a koe, i tō karakia mai.

With heartfelt gratitude, thank you for delivering karakia.

Kia waiho mā ēnei kupu e kawē atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.

May these words convey my sincerest appreciation to you for delivering karakia. Because of you, our shared space is now strengthened.

Te Ohu Whakahaere Rangahau, Research and Postgraduate

Name	Role	Meeting dates
Fiona Beals	Co-Chair	Thurs 7 March
Annemarie Gillies	Co-Chair	Thurs 9 May
Ruth Crawford	Member	Wed 17 July
Tepora Emery	Member	Thurs 12 September
Suzanne Miller	Member	Wed 13 November
Michael Shone	Member	
Jonathan Sibley	Member	
John Stansfield	Member	
Allen Hill	Member	
Louise Rummel	Member	
Waireti Roesenburg	Member	
Christine Cheyne	Member	



Minutes for 3 October Rangahau, Research and Postgraduate Meeting

03/10/2023 | 09:30 AM - 11:30 AM - Auckland, Wellington New Zealand Standard Time

Attendees (8)

Fiona Beals (Co-chair), Whitireia/WelTec; Annemarie Gillies (Co-Chair), EIT;
Ruth Crawford (Member), WITT; Allen Hill (Member), Ara; Suzanne Miller (Member), Otago Polytechnic; Michael Shone (Member), Ara; Jonathan Sibley (Member), EIT; John Stansfield (Member), Northtec.

1. Karakia Tīmatanga

A. Gillies delivered the opening karakia.

2. Welcome / Apologies

F. Beals chaired the meeting.

Quorum of members achieved.

Apologies from T. Emery. M. Haggie has left te ohu.

3. Declaration of Conflict of Interest

4. Administration

4.1 2023 Te Poari Akoranga meeting calendar schedule

4.2 2023 Ngā ohu whakahaere meeting calendar schedule

4.3 Ngā ohu membership list

4.4 Notes of meeting held on 5 September 2023

(A. Hill / J. Sibley)

Resolved that the minutes of the meeting held on 5 September 2023 are a true and correct record.

CARRIED

4.5 Matters Arising

4.6 Action List

The following changes were made to the action list:

- 2405.3 closed.
- 0507.06 awaiting national director appointment.
- 0809.5 awaiting national director appointment.
- 0809.6 rangahau research IP policy to be developed by ohu once Te Pūkenga operational and governance structures are confirmed.
- 0809.8 closed until movement in postgraduate unification.
- 0703.4 need ākongā representative on ohu as this is in ToR. Contact Megan to action. Preference for postgraduate Rangahau research student.
- 0905.4.4 complete.
- 0801.3 complete.
- 0905.1 ongoing. Te Ohu acknowledged the request and opportunity given by ELT to provide a paper advising factors to consider in participating in the upcoming review was positive. Fiona to lead small sub-group comprising J. Sibley, M. Shone, A. Hills, and F. Beals, and circulate the paper back to ohu, and then to ELT.
- 0905.2 ongoing.
- 0905.3 ongoing.
- 0905.4 ongoing.

Te ohu noted that the Ethics Framework was formally approved by Council in November 2022, and then approved by Te Poari as a living document in 2023. Te ohu noted that this policy needs operationalisation and socialisation. Te ohu agreed that the Ethics Framework still needs extensive review and socialisation across Te Pūkenga.

5. Member vacancies

Te ohu moved to closed session for this item.

The co-chairs noted their selection of two new members for te ohu and requested input from the ohu on the third remaining member vacancy. Te ohu discussed the inclusion of Pacific representation and agreed that three new members will be appointed now from existing pool of applicants with the co-opting of a Pacifica member through the Pacific Leadership Group. Query about advertisement and why only two applicants submitted CVs and it was noted that covering

letters may not have been requested which we should do in the future. Te ohu agreed that new members should be inclusion and representative of Te Pūkenga regions.

The ohu agreed on a third member and to send letters to unsuccessful applicants thanking them for their interest and for the new membership condition in ToRs to be filled through co-opting at this point and time given that it has been hard to keep ohu membership.

6. General business

7. Next meeting

8. Karakia Whakamutunga

Annemarie delivered the closing karakia.

The meeting closed at 10.20am.

Consolidated Actions Report					
Report generated on 13/03/2024					
MEETING DATE	STATUS	DUE DATE	ACTION ITEM	ASSIGNEES	SECTION / NOTES
3/10/2023	Overdue	30/11/2023	Send letters to unsuccessful applicants thanking them for their interest.	Governance Advisor	Member vacancies - public excluded
03/10/2023	Pending	20/03/2024	Include in future ToRs a new membership condition that these be filled through co-option given that it has been hard to keep ohu membership.	Governance Advisor	Member vacancies - public excluded
0507-06	Pending	None	1. Co-chair to request operational guidance documents relevant to te ohu for sharing.	Fiona Beals	Awaiting national director appointment.
0507-06	Pending	None	2. Recommend a transition team to enable development of a work plan. This team be drawn from members of the Research Rangahau and Postgraduate group to develop the operational aspects of research.	Te Ohu	Awaiting national director appointment.
0507-06	Pending	None	3. Actions need to be empowered and taken through to completion – the rangahau group is well positioned to support te ohu.	Te Ohu	Awaiting national director appointment.
0507-06	Pending	None	4. Identify work already happening, collaborate with the expertise staff and groups doing the work to support te ohu.	Te Ohu	Awaiting national director appointment.
0809-5	Pending	None	1. Te ohu is requested to support ADI to help shape the operational guidance.	Te Ohu	Awaiting national director appointment.
0809-5	Pending	None	2. A Beaton will follow-up the status of progress re: HRC provider application.	Angela Beaton, ADI	Awaiting national director appointment.
0809-5	Pending	None	3. Academic Governance Co-ordinator will follow up on the special status that subsidiaries have with different organisations to send communications to these organisations.	Angela Beaton, ADI	Awaiting national director appointment.
0809-5	Pending	None	4. A Beaton will send out the operational guidance and support, and provide a list of the organisations and external research contracts.	Angela Beaton, ADI	Awaiting national director appointment.
0809-5	Pending	None	5. Te Ohu, Research Directors and Rangahau Research Forum are requested to provide assistance to A Beaton by collating the list of organisations and external research contracts in play.	Te Ohu, Research Directors and Rangahau Research Forum	Awaiting national director appointment.
0809-6	Pending	None	1. Provision needs to be made within the Framework for public good and determining what is public.	JL / PJ	Rangahau research IP policy to be developed by ohu once Te Pūkenga operational and governance structures are confirmed.

Consolidated Actions Report					
Report generated on 13/03/2024					
MEETING DATE	STATUS	DUE DATE	ACTION ITEM	ASSIGNEES	SECTION / NOTES
0809-6	Pending	None	2.Mātauranga Māori –Māori communities to include whānau, marae, hapu and iwi) which better define Māori communities in the sense of Mātauranga Māori origins.	JL / PJ	Rangahau research IP policy to be developed by ohu once Te Pūkenga operational and governance structures are confirmed.
0809-6	Pending	None	3.5.4 – Te Pūkenga’s position on Mātauranga Māori. Te Pūkenga will not assert any rights unless appropriate permissions have been sought by appropriate parties.	JL / PJ	Rangahau research IP policy to be developed by ohu once Te Pūkenga operational and governance structures are confirmed.
0809-6	Pending	None	4.5.2d – clarification and intent of the use of ‘absolute discretion’. Agree to soften the wording	JL / PJ	Rangahau research IP policy to be developed by ohu once Te Pūkenga operational and governance structures are confirmed.
0809-6	Pending	None	5.6.1.7 – remove reference to pronouns	JL / PJ	Rangahau research IP policy to be developed by ohu once Te Pūkenga operational and governance structures are confirmed.
0809-6	Pending	None	6.Statement of Te Pūkenga trademark portfolio will be held with Legal or Marketing. Assurance that trademarks are not inadvertently infringing trademark rights. Still under consideration until organisational design is released.	JL / PJ	Rangahau research IP policy to be developed by ohu once Te Pūkenga operational and governance structures are confirmed.
0809-6	Pending	None	7.The final document will be sent to the Co-chairs to review the changes before the Framework is submitted for approval to Te Pūkenga Council.	JL / PJ	Rangahau research IP policy to be developed by ohu once Te Pūkenga operational and governance structures are confirmed.
0809-8	Complete	None	1.An invitation to S Marshall to speak to the members about his work in this area is noted as a future Agenda item.	Fiona Beals, Governance Advisor	Closed until movement in postgraduate unification.
0809-8	Complete	None	2.Te Ohu will ask the Rangahau Research forum to start working on a list of supervisors across the network. Definition of Supervisor – defined in the Academic Regulatory Framework. Once Framework is approved, recommend to use the definition to compile a list of supervisors etc.	Te Ohu	Closed until movement in postgraduate unification.

Consolidated Actions Report					
Report generated on 13/03/2024					
MEETING DATE	STATUS	DUE DATE	ACTION ITEM	ASSIGNEES	SECTION / NOTES
0703-4	Pending	None	Learner member representation. Need akonga representative on ohu as this is in ToR. Contact Megan to action. Preference for postgraduate Rangahau research student.	Co-Chairs, Governance Advisor	
905.1	Pending	None	Seek clarity from ELT as to PBRF participation in the upcoming round and raise the risk to the organisation of not participating.	Co-Chairs	Ongoing Fiona to lead small sub-group comprising J. Sibley, M. Shone, A. Hills, and F. Beals, and bring report back to ohu, and then to ELT.
905.2	Pending	None	Provide written notes on the operationalisation of Te Pūkenga Code of Ethical Conduct.	DCE ACLS	Ongoing. Fiona and Annemarie to raise Te Matarau Whānui at next Te Poari Ākoranga
905.3	Pending	None	Meet and to discuss the Te Pūkenga Code of Ethical Conduct and build in the necessary governance components.	DCE ACLS, Co-Chairs	Ongoing.
905.4	Pending	None	Seek endorsement from ELT to take a leadership role in the socialisation, review, and finalisation of the framework and the determination of the process for operationalization.	Co-Chairs	Ongoing.



Te Ohu Whakahaere Rangahau, Research and Postgraduate Register of Interests

As at 14 March 2024

Name	Interest	Nature of Interest
Fiona Beals Co-Chair	Te Pūkenga Committee	Representative to Te Poari Akoranga.
	Whitireia and WelTec	Employee
	Ara Taiohi	Member
Annemarie Gillies Co-Chair		
Dr. Allen Hill Member	Ara Institute of Canterbury	HOD Humanities
Suzanne Miller Member		
Michael Shone Member	Ara Institute of Canterbury	<ul style="list-style-type: none"> - HOD Applied Sciences and Social Practice - Director Research, Scholarships and Postgraduate Studies
Jonathan Sibley Member		
John Stansfield Member	NorthTec	Pathways manager
	Island Waste Collective Ltd	Director
	The CeanStream Charitable Trust	Trustee
	The Northern Drivers Charitable Trust	Trustee
	Orapiu Grove Farm	Partner
Louise Rummel		
Waireti Roestenburg		

Christine Cheyne		
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Pūrongo Te Ohu Whakahaere Rangahau Research and Postgraduate o Te Poari Akoranga | Rangahau, Research and Postgraduate Subcommittee of the Academic Board report

7 March 2024

Title	Te Ohu Whakahaere Terms of Reference Review 2024
Provided by	Fiona Beals and Annemarie Gillies, co-chairs Te Ohu Whakahaere Rangahau, Research and Postgraduate
Author	Louise Courtney, Governance Advisor
For	Discussion and Approval

Te Taunaki | Recommendation

It is recommended that Te Ohu Whakahaere Rangahau, Research and Postgraduate:

a.	Review the proposed changes to 'Te Ohu Whakahaere Rangahau Research and Postgraduate Terms of Reference 2024' and provide feedback on these; and
b.	Recommend to Te Poari Akoranga to approve the revised 'Te Ohu Whakahaere Rangahau Research and Postgraduate Terms of Reference' subject to inclusion of any feedback provided.

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to review the Terms of Reference for Te Ohu Whakahaere Rangahau, Research and Postgraduate for 2024 and recommend these to Te Poari Akoranga for approval.

Te tāhuhu kōrero | Background

The Terms of Reference for Te Poari Akoranga | The Academic Board were reviewed in 2023 and changes were approved by Te Pūkenga Council on 8 February 2024. These changes align to the letter of expectations received from the Minister for Tertiary Education and Skills in December 2024. As a result, updates to the Terms of Reference for ngā Ohu Whakahaere | subcommittees is necessary.

The Terms of Reference for Te Ohu Whakahaere Rangahau, Research and Postgraduate have been to align to the new TORs for Te Poari Akoranga and ensure that they are fit for purpose in the current environment. References to strategic future direction have been removed to align with the planned disestablishment of Te Pūkenga.

Te Ahunga Ki Mua | Next steps

The Council Secretariat team will review the terms of current members to ensure that these are in line with the TORs and report to the next hui of Ohu on which members require renewal of their terms.

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

The look and feel of the Terms of Reference have been amended to align with the styles and headings for other Te Pūkenga Council committees.



Pūrongo Te Ohu Whakahaere Rangahau Research and Postgraduate o Te Poari Akoranga | Rangahau, Research and Postgraduate Subcommittee of the Academic Board report

While some of headings are new to Ohu terms of reference, the content and intent remains essentially the same:

- The former Purpose section keeps the same wording but is bullet pointed as it is in the Te Poari Akoranga terms of reference.
- Powers and Authority now incorporates both the Ngā Mahi and Tuku Mana sections and makes clearer the relevant delegation from Te Poari Akoranga.
- Mematanga incorporates the content in the former Mematanga, Whakaingoatia, Kōrama and Hui sections.

There have been a number of changes to the membership section. One is to the number of members required to allow for flexibility in membership as opposed to a static number.

Appendices

Appendix 1: Terms of Reference Te Ohu Whakahaere Rangahau Research and Postgraduate 2024



Te Ohu Whakahaere Rangahau, Research and Postgraduate Terms of Reference

Terms of Reference

1. Whakapapa | Background

- (a) In accordance with the Te Pūkenga Delegations Policy, Te Poari Akoranga (Te Poari) may establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari and to make appointments to the same.
- (b) The Ohu Whakahaere (national subcommittees of Te Poari) will provide assurance and confidence that academic leadership is strengthened in its key area of focus.

2. Ngā Tikanga | Purpose / Scope

- (a) To provide leadership in rangahau, research and innovation, and postgraduate activity, by having oversight of rangahau and research planning across Te Pūkenga business divisions, policy, funding and ethics.
- (b) Continue to foster regional rangahau and research programmes (including postgraduate research programmes), which where relevant or possible have national connections, to leverage current Te Pūkenga research capability, enhance research capability, and support the development of rangahau and research collaborations and partnerships.
- (c) Identify, promote and enhance best practice rangahau, research, research capability and innovation, and postgraduate programme delivery including that relating to research ethics across Te Pūkenga.
- (d) Receives and monitors annual research and postgraduate reports from regional centres and work-based learning providers, where appropriate.

3. Powers and Authority

- (a) In accordance with the Delegations Policy, Te Poari is granted the specific authorities listed below. All delegated authority must be exercised in accordance the purpose of Te Poari as set out in Section 3 of these Terms of Reference.

Ref	Subject	Description	Objective
6.	Research	To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.	To conduct research, with a focus on applied and technological research (section 315 of the Act). Teaching and learning is supported by research, evidence, and best practice (Charter, Schedule 13 of the Act)

Commented [FB1]: Not sure how to reword this Anne-Marie???

Commented [AG2]: Not sure either



- (b) Te Poari delegates Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate (Te Ohu) to:
 - i) Review and monitor:
 - a. the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research.
 - b. rangahau and research capacity and capability across Te Pūkenga
 - c. the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions
- (c) In line with the powers to sub-delegate in the table above, from time to time, Te Poari may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. In doing so, it requires:
 - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
 - ii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
 - iii) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.
- (d) All media and public comment should be considered in consultation with Te Pūkenga Council.
- (e) Any official information requests to Te Poari should be directed to the Official Information Act (OIA) team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
 - i) Pounuku Rangahau (Chair) (1 member)
 - ii) Research active staff members (including emerging and early career researchers) (3-7 members)
 - iii) Staff members from postgraduate programmes (1-3 member/s)
 - iv) Learner member nominated by the Interim Learner Advisory Committee for Te Pūkenga (1 member)
 - v) Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (c).
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
 - i) commitment to rangahau and research quality with significant experience at the management of staff and student research functions at a senior management/executive level



- ii) ability to apply both a local and global view to rangahau and research needs and strategic direction
 - iii) authoritative and specialist knowledge, skills, and experience in the areas of applied and technological rangahau and research, with a demonstrable track record in industry/community partnered research and Kaupapa Māori research, a strong publication record in the areas of focus and the related methodologies Te Pūkenga is seeking to develop.
 - iv) members will be selected on the basis of commitment to rangahau and mātauranga Māori;
- (c) In addition to the criteria in Section 4. (c), the following specialist criteria may be applied when appointing members:
- i) Demonstrated knowledge and experience, and a commitment to Mātauranga Māori;
 - ii) Demonstrated knowledge and experience in addressing inequities in tertiary education provision related to gender, sexuality, age, disability, and ethnicity;
 - iii) Demonstrated innovation in ako (specifically teaching, learning and research) with up-to-date specialist knowledge, skills and experience in academic quality, programme development and delivery; and
 - iv) Broad sector and systems delivery knowledge and demonstrated experience, including work-based, work-integrated, distance, kanohi ki te kanohi, blended delivery and regional competencies and experience.
- (d) Members will be appointed for up to two years, with the option of renewal for one further year, to be made by Te Poari. Membership of Te Ohu may be revoked by either Te Poari or the appointed member at any time by giving four weeks' written notice in writing.
- i) These members may resign from Te Ohu at any time by notifying the Chair with a copy to the Governance Advisor.
 - ii) A member's appointment may be terminated at any time for good reason by the Te Poari Akoranga Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Ohu hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

5. Ngā ohu whakahaere o Te Ohu Whakahaere Rangahau, Research and Postgraduate | Subcommittee of the Rangahau, Research and Postgraduate subcommittee

- (a) The following ohu whakahaere | subcommittee will report to Te Ohu Whakahaere Rangahau, Research and Postgraduate:
- i) **Independent National Animal Ethics Committee** (Ohu Whakahaere Tikanga Matatika Kararehe), to:
 - a. The national animal ethics committee will report to Te Ohu. The purpose of the committee will be to ensure Te Pūkenga is compliant with national and international standards for animal ethics.
 - b. The national animal ethics committee will be accredited by the Ministry of Primary Industries National Animal Ethics Advisory Committee (NAEAC). In addition to balanced internal membership, the committee will comprise at least three mandated external members to ensure independence and transparency



and to ensure consistency of oversight of ethics processes at Te Pūkenga campuses.

- c. The Animal Ethics Committee will have balanced representation of Māori and Pasifika members.

ii) **Independent National Human Ethics Committee** (Ohu Whakahaere Tikanga Matatika)

- a. The national human ethics committee will report to Te Ohu. The purpose of the committee will be to ensure Te Pūkenga is compliant with national and international standards for human ethics and that Te Pūkenga develops and implements an appropriate rangahau and research ethics ontology and related processes.
 - b. The national human ethics committee will be Health Research Council accredited and will have an external, independent chair and several external committee members to ensure independence and transparency and to ensure consistency of oversight of ethics processes at Te Pūkenga campuses, with Te Pūkenga researcher membership covering the principal research foci/discipline areas of the institution.
 - c. The national human ethics committee will have balanced representation of Māori and Pasifika members.
- (b) Ngā ohu whakahaere will consist of members drawn from across the organisation, or within the business divisions for Animal Ethics with relevant, demonstrated skills and experience. Appointments to each ohu whakahaere will be made by Te Poari in accordance with the terms of reference for the ohu, reflecting the value of appropriate geographical spread of representation.
- (c) Hui will be conducted according to a schedule agreed on by Te Poari, appropriate to its tasks and sub-delegations. Where sub-delegations are in place, hui will be conducted under LGOIMA rules outlined in section 6. (f).
- (d) The ohu whakahaere will report to Te Ohu on any strategic and key issues that most concern Te Ohu.

6. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Ohu will meet regularly during an academic year.
 - i) Meetings may be conducted by teleconference, videoconference or in person.
 - a. If a hui is held in person, members will make reasonable efforts to attend in person.
 - b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
 - ii) Te Ohu may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters, and/or if determined necessary by the Chair.
 - iii) Hui dates will be set annually by the Council Secretariat to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.



- (c) If a member is unable to attend a hui, they must provide the Chair with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to the hui in their place.
- (d) A Governance Advisor shall service Te Ohu meetings to provide secretariat support and resources.
 - i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Chair.
 - ii) Minutes of the meetings shall be prepared, retained and distributed to Te Ohu members, management and external auditors, as well being made available to Te Poari Akoranga.
- (e) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Ohu has been delegated authority to make decisions on behalf of Te Poari as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Ohu resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
 - ii) The date, time and place of Te Ohu hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
 - iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Ohu relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
 - iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
 - a. Te Ohu resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or
 - b. the item is a minor matter relating to the general business of Te Ohu; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.
 - v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).

7. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Ohu members shall:
 - i) Review any papers prepared for Te Ohu, prepare adequately prior to each hui and participate actively in hui, contributing to actions when agreed.



- ii) Bring matters of significance to the attention of Te Ohu and use professional perspectives to undertake analysis or prepare advice as required.
 - iii) Contribute to the development of a forward work programme for Te Ohu.
 - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Ohu.
 - v) Consult with and consider advice from the three Advisory Committees to Council established under section 325 of the Act on significant matters relating to the strategic direction of Te Pūkenga which are relevant to those groups represented by each Advisory Committee.
 - vi) Comply with Te Pūkenga Council and Committees [Code of Conduct Policy](#)
- (b) In addition, the Chair of Te Ohu shall:
- i) consult with members to draft a forward work programme for Te Ohu, for agreement with Te Poari Chair;
 - ii) set agendas with the assistance of the Governance Advisor, and approve minutes;
 - iii) chair and facilitate hui, encouraging and modelling open communication where all members contribute effectively;
 - iv) manage any conflicts of interests for other members of Te Ohu, including deciding if a potential conflict exists and determining, with assistance from the Governance Advisor, what action is appropriate;
 - v) represent the Committee in any hui with Te Poari Akoranga and/or Chair as required;
 - vi) ensure that any requests for media and public comment and any official information requests made to the Committee are escalated to the Chair of Te Poari Akoranga; and
- (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)

8. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Ohu as hui are anticipated to occur during normal working hours. Expenses related to Te Ohu should be included in each employee's usual expense cost centre.
- (b) For learner members of Te Ohu, fees will be equivalent to the learner member fees outlined in the Terms of Reference for Te Poari Akoranga. Learner members may claim reimbursement for out-of-pocket taxi, mileage or parking expenses and any expenses actually and reasonably incurred when travelling on Te Pūkenga business in accordance with Te Pūkenga policy. The standard should be modest and appropriately reflect public sector norms. [National Expenditure Policy](#)

9. Pūrongo | Reporting obligations

The Chair of Te Ohu will report to Te Poari using the Council's agenda framework on any delegations that have been exercised and the strategic and key issues that most concern Te Poari.

10. Accountability

Te Ohu shall:



- (a) self-assess its performance against these Terms of Reference on an annual basis. This self-assessment shall include feedback from Te Poari on its perspective on the performance of Te Ohu, as provided by the Chair of Te Poari.
- (b) confirm annually that all responsibilities outlined in these Terms of Reference have been carried out.

11. Review of the Terms of Reference

Te Poari shall, on an annual basis (or as otherwise necessary), review and, if appropriate, update these Terms of Reference for consideration and approval by Te Poari Akoranga.

Approved by the Te Poari Akoranga of Te Pūkenga on 28 March 2024

Kieran Hewitson

Te Poari Akoranga Co-Chair

Deborah Young

Te Poari Akoranga Co-Chair

Te Ohu Whakahaere Rangahau Research and Postgraduate - 21 March 2024 - Workplan 2024

Te Ohu Whakahaere Rangahau Research and Postgraduate	bi-monthly	6/7 Mar		Thurs 9 May		Wed 17 July		Thur 12 Sept		Wed 13 Nov		
Te Ohu Whakahaere Terms of Reference review												
Develop/Review workplan for 2024												
2025 meeting dates												
Self assessment for 2024												
<i>Review governance mechanisms for the monitoring of research projects with ethical component – animal, human, taonga, and environmental.</i>												
<i>Develop a Rangahau, Research and Innovation Strategy for Te Pūkenga</i>												
<i>Stand up appropriate governance mechanisms for the monitoring of research projects in terms of ethics – animal, human, taonga, and environmental.</i>												
<i>Lead the development of an Intellectual Policy framework for Te Pūkenga</i>												
<i>Work on relevant research related post-graduate policies and procedures.</i>												

Karakia whakakapi

Tēnā tātou here are some useful phrases you can use to introduce closing karakia next time you are asked to lead it.

Māku e whakakapi te wānanga nei.

I will conclude our shared space.

Kia whakakapia te wānanga nei ki te karakia.

May our shared space be concluded with karakia.

Kua pau tonu te wā, nā reira māku e whakakapi te wānanga nei ki te karakia.

We're just about out of time, therefore I will conclude our shared space with karakia.

Karakia whakakapi Closing incantation

Puritia,
puritia ngā kōrero o te wānanga
puritia Kia ū, kia mau
puritia kia ita
Unuhia, unuhia atu rā
Te tapu o te kāhui o ngā ariki
mauria atu rā ko te kahu ora o
Rongo
he rongo taketake
he rongo mau tonu
ka whakamau kia tina,
Tina! (*everybody*)
Hui e, Tāiki e!

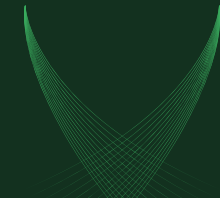
Hold fast,
hold firmly the words of the
academy
cement them firmly
fixed in the mind.
Release ourselves
of the decorum of formality
let us take up the life giving
cloak of Rongo
the permanence of peace
and harmony
and bind it firmly,
Firmly!

Our values



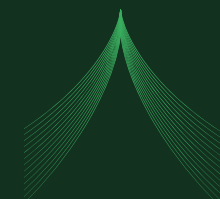
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person