



APPEALS POLICY

Background

Coastal People: Southern Skies (CPSS) Centre of Research Excellence primary funding is from the Tertiary Education Commission (TEC). This policy sets out the appeals process for CPSS members who wish to dispute decisions made by CPSS. The policy covers only the business conducted by CPSS members in the course of their CPSS-related activities.

The **vision** of CPSS is flourishing wellness (mauri ora) or coastal communities.

The **mission** of CPSS is to connect, understand and restore coastal ecosystems of NZ and the Pacific through transformative research, local action and by unlocking potential through new pathways to learning.

The **values** of CPSS are central to all that we do and all of our actions are underpinned by these values; our values are based on **KAITIAKITANGA** and **MANA**:

MEANINGFUL
AUTHENTIC
NATURAL
ACTION

Content

1. In alignment with CPSS values, and to uphold mana tangata, we respect that all members of CPSS have the right to appeal a decision relating to funding in CPSS, where the decision relates specifically to the failure of a process that may have impacted on the decision making.
2. This process will be undertaken in a mana enhancing way.
3. The member wishing to appeal a decision should write via email to the Kaiurungi Programme Manager identifying the decision they wish to appeal, within ten working days of receiving notification of the decision. If the member requires more time to consider the decision, seek advice and support, they should email the Kaiurungi Programme Manager stating the decision they are considering appealing and the anticipated time frame they require before formally submitting an appeal, if they choose to do so. The member will be notified when their appeal request (or time extension request) is received. The member will be kept updated by the Kaiurungi Programme Manager as the decision-making process for the appeal is established.
4. Appeals that directly involve either or both of the Co-Directors will be managed by the Board Chair who will take the place of the Co-Director on the Appeals Committee.



5. The Co-Directors, or the Board Chair, will be notified of the appeal and are responsible for setting up an appropriate decision-making process for the appeal.

Appeals will be overseen by a small *ad hoc* committee (the Appeals Committee) formed by the Co-Directors and consisting of one Co-Director, one mentor, the Kaitiaki Kaupapa Manager, the Pou Tuarā Community Based Manager, and may include a member of the Research Advisory Group. A Chair will be appointed from within this membership each time the Committee is convened.

6. The Chair of the Appeals Committee will contact the member and request a short report outlining the appeal. The information and level of detail required in the report will be communicated to the member and the member will be given sufficient time to prepare a report.

If appropriate, a hui can be arranged and held with the Chair, the member, and any support people. If required, an internal or external facilitator can be used to ensure safety for the member, and all involved.

7. The formal appeals process will use the Royal Society New Zealand's procedures for handling complaints as a guide.
8. If the appeal cannot be resolved by the Appeals Committee, then it will progress to the Governance Board. The decision of the Governance Board on the appeal will be considered final.
9. Decisions on appeals will not be considered a basis for future disputes.

Related Documents

Funding Allocation Policy

Funding Allocation Procedure

Membership Guidelines

Royal Society New Zealand Procedures for Complaints

<http://royalsociety.org.nz/who-we-are/our-rules-and-codes/procedures-for-dealing-with-issues-and-concerns-about-conduct/complaints-procedures/>

Contact for further information

If you have any queries regarding the content of this policy or need further clarification, contact the Kaiurungi Programme Manager, AJ Woodhouse (aj.woodhouse@otago.ac.nz).