



GUIDELINES FOR NEW PARTNERS (INCLUDING APPLICATION PROCESS FOR COLLABORATION PARTNERS)

Background

The initial partnerships were established during the development of the Coastal People: Southern Skies Centre of Research Excellence (the Centre) funding application which was submitted to the funder, the Tertiary Education Commission (TEC), in November 2020.

The Centre's Leadership Team recognises that in order to fully realise the opportunities afforded to the Centre by the funding, we need to be able to add new partners as our research programme evolves. These guidelines outline the partnership criteria and describe the application and assessment process for those wishing to express interest in becoming a partner.

Our **vision** is flourishing wellness (mauri ora) of coastal communities.

Our **mission** 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.

Our **values** 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**

Partnership Criteria

1. All partners are expected to operate in a manner that aligns with our values (namely kaitiakitanga and MANA (meaningful, authentic, natural, action) in all interactions with the Centre including interactions with our researchers, our research teams, our students, the communities we work with, and other Centre stakeholders.
2. Groups/organisations whose work aligns with the research undertaken by the Centre may be partners.
3. Partnerships will take one or more of the following forms:
 - (a) A group/organisation involved in a research project which is aligned with the research programme of the Centre and is being undertaken by members of the Centre. The research project may be funded by the Centre.
 - (b) A group/organisation who has signed a Memorandum of Understanding with the Centre.



- (c) A group/organisation who have signed a Memorandum of Understanding with the Host Institution.
- (d) A group/organisation who has an application to become a Collaboration Agreement Partner approved, or who is invited to become a Collaboration Agreement Partner, and who signs the Collaboration Agreement.

Partners' Obligations

1. Partners of the Centre are expected to operate in a manner that aligns with our values (namely kaitiakitanga and MANA (meaningful, authentic, natural, action) in all interactions with the Centre including interactions with our researchers, our research teams, our students, the communities we work with, and other Centre stakeholders.
2. Partners of the Centre are expected to abide by the Royal Society New Zealand's Code of Ethics.
3. Partners of the Centre will contribute to the functioning of the Centre and will provide information in a timely and professional manner. Partners will support the development of the Centre to achieve its goals.
4. Partners will use the Coastal People: Southern Skies Centre of Research Excellence affiliation on all relevant publications.
5. Partners will provide information required for reporting according to the timetable, including any deadlines.
6. Partners of the Centre will collectively deliver on the activities and outcomes as detailed in the Annual Plan.

Applications for Collaboration Agreement Partners

1. Applications from potential partners will be accepted at any time.
2. An application for partnership should be sent to the Directors of the Centre (director.cpss@otago.ac.nz) and contain the following:
 - (a) A statement of the applicant's alignment with the values of the Centre (kaitiakitanga and MANA).
 - (b) Details of the potential partner's areas of research/work interest(s) and a discussion of how/where this fits in the research programme of the Centre. This section should clearly identify any particular programmes/resources that the applicant will bring to the Centre.
 - (c) Details of any current research/work programmes that fit with the research of the Centre. This should include, where relevant, the funder(s), the amount of funding and the other parties involved in the research/work programme.
 - (d) Details of the legal status of the partner (including copies of relevant documents such as Charities Commission certification).
 - (e) The names and contact details of two referees who have a working relationship with the applicant.

Assessment Criteria for Collaboration Agreement Partner Applications

The applications will be assessed against the following criteria:



- Alignment of the applicant's values with the values of the Centre.
- The fit of the applicant's research/work programme with the research programme and aspirations of the Centre.
- Excellence of the applicant's research/work/community service (i.e. demonstrated capability to deliver meaningful outcomes).
- The feedback from the referees.

Assessment Process for Collaboration Agreement Partner Applications

Senior Leadership Team Deliberation

1. All applications for membership will be received by the Senior Leadership Team who will review the application against the assessment criteria and gather the references; with a focus on the operational relationship, interactions with the applicant to date and the applicant's ability to deliver.

Current Collaboration Partner Approval

1. The Research & Enterprise Office of the host will seek approval from the current Collaboration Agreement Partners. All current Collaboration Partners must agree to the inclusion of the new Collaboration Partner in the Agreement.

Governance Board Decision

1. Provided all current Collaboration Partners agree that the new Collaboration Partner is acceptable, the Governance Board will consider the assessment from the Senior Leadership Team with feedback from current Collaboration Agreement Partners collected by the Research & Enterprise Office, alongside their own assessment, and make a decision on the application.
2. The applicant will be advised of the outcome of the application, in writing, within one month of submission.

Process for Invited Collaboration Agreement Partners

From time to time, members of the Senior Leadership Team or Board may identify a potential Collaboration Agreement Partner. In these circumstances, the following steps are required.

1. The Senior Leadership Team must agree to the invitation being extended.
2. The Board must agree to the invitation being extended.
3. The Research & Enterprise Office of the host must seek approval from the current Collaboration Agreement Partners. All current Collaboration Partners must agree to the inclusion of the new Collaboration Partner in the Agreement.
4. The invitation shall be sent by the Board Chair provided all criteria are met.

Appeals Process

1. Any appeals relating to the outcome of an application must be submitted to the Kaiurungi Programme Manager in writing within five working days of the outcome notification.
2. The appeal will be considered in accordance with the Appeals Policy.



Termination of Partnership

1. Partners may choose to terminate their partnership.
 - (a) A Partner who is not a Collaboration Agreement Partner may terminate their partnership at any time in writing to the Kaiurungi Programme Manager.
 - (b) A Collaboration Agreement Partner may terminate their partnership at any time in line with the termination clause in the Collaboration Agreement.
2. Failure to act in a manner that is in line with the values of the Centre may result in termination of the partnership.

Contact for further information

If you have any queries regarding the content of these guidelines or need further clarification, contact the Kaiurungi Programme Manager).