# Vision Mātauranga Capability Fund Connect and Placement Scheme progress and final reporting template

Use this template for the Vision Mātauranga Capability Fund Connect and Placement Scheme progress reports and final reports.

This template covers:

* How to enter and submit your report
* The required report content
* How we assess your report.

Your reports tell us the status of your contract and the progress you are making towards delivering your project. Reports are submitted through Pītau (our online Investment Management System). The requirements for reports are based on the Vision Mātauranga Capability Fund (VMCF) Investment Contract.

### Report completion and submission requirements

* Progress reports are due at least one month before the mid-point of the term of your contract and cover the period from the start of the work programme to the last day of the month before the report is due.
* Final reports are due no later than one month after the end of your work programme and cover the entire work programme from start to finish.
* Download the report template to complete. Once you have completed it, copy and paste your content into Pītau.

Reporting is a contractual obligation, and scheduled payments will be put on hold until a satisfactory report has been submitted and assessed as ‘On Track’ or ‘Exceeding’ status.

### Contact details

General queries: [vmcf@MBIE.govt.nz](mailto:vmcf@MBIE.govt.nz)

IMS Support: [IMSsupport@MBIE.govt.nz](mailto:IMSsupport@MBIE.govt.nz) | 0800 693 778

## Progress Report Template

### Section 1: Work Programme update

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| 1.1 **Organisation information**  Please provide information including:   * your name * your organisation * your contract number   Enter your answers here…  By submitting your report, you agree your submission is a true and correct record, and accurately reflects the state of the whole investment and includes all relevant information. | |
| **1.2 Project Update (150 words maximum)**  Do you consider your project to be ‘On Track’, ‘On Track with issues’, or ‘Off Track’ to deliver on the plan described in your contract?  If ‘On Track’, please provide summary of your performance, achievement, description of the mentoring arrangements (if applicable) and challenges up to the time of this declaration.  If you consider your project to be ‘On Track with issues’ or ‘Off-Track’, please provide information about the progress you are making and your challenges towards delivering the plan.  Details should:   1. Be written in the context of the plan described in your contract. 2. Include information about the progress made towards delivering the plan. 3. Include information on key achievements and challenges or concerns.   This section will help us to assess whether you are able to overcome your difficulties or if a contract variation will be required.  Enter your answer here... |
| * 1. **Confirmation from Partner Organisation**   **For this reporting section, upload a signed letter (in PDF format) from your partner organisation which states that this report has been prepared in conjunction with that organisation and that the information contained in the report is accurate.** |

### Section 2: Emerging risks and mitigations

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| * 1. **Changes to your project (150 words maximum)**   To complete your project, have you done, or are planning to do, something different from what you originally expected?  Answer Yes or No  If you answer ‘Yes’ please explain your changes and include:   1. Why you might need to change some or all the things you expected to do. 2. The risks and actions taken to mitigate the risks.   Enter your answer here… |

## Final Report Template

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| 1.1 **Organisation information**  Please provide information including:   * your name * your organisation * your contract number   Enter your answers here…  By submitting your final report, you agree your submission is a true and correct record, and accurately reflects the state of the whole investment and includes all relevant information. |
| 1.2 **Project Summary (up to 4000 words maximum)**  This section details the status and progress you are making in delivering the work programme in your contract. It should provide information in the context of the aim of the Fund:  *‘To strengthen capability, capacity, skills and networks between Māori and the science, innovation and technology system and increase understanding of how scientific research can contribute to the aspirations of Māori organisations and deliver benefit for New Zealand.’*  When completing this section, you will need to refer to the Work Programme in your contract.  In this reporting section please:   * provide an overview on progress made towards delivering the work programme as described in your contract and include information on highlights over the contract period. * specify the Vision Mātauranga theme(s) that are relevant to your project. Here, select one or more of the following:   + Indigenous innovation   + Taiao/environment   + Hauora/health   + Mātauranga * describe how the work to date has contributed to unlocking the science and innovation potential of Māori knowledge, resources, and people for the benefit of New Zealand. * describe what you have learnt (so far) that will help you carry out Vision Mātauranga relevant science, innovation and technology activities in the future. * please tell us what risks materialised during the project and how they were managed. * describe any opportunities that may or have led to additional benefits not expected earlier. * if there has been a significant departure from the projected figures or information contained in the work programme explain why this has occurred. The report should also provide any information that would enhance our understanding of any research performed as part of the Work Programme.   Enter your answer here… |
| 1.3 **Public Statement -** **(up to 300 words maximum)**  In this reporting section, please provide:   * a short summary suitable for public release, of what you have achieved in your project and include any outcomes. Please ensure to highlight science achievements, outputs, and outcomes from the project. * several “keywords” for increased searchability. Helpful keywords are:   + the name of iwi/hapū involved (if applicable)   + reference to land area (both region (in English) and rohe (Te Reo) names)   + relevant Vision Mātauranga theme(s) – i.e., name of theme   + scientific discipline.   Enter your answer here... |
| 1.4 **Project Deliverable Status**  In this reporting section, for each of the work programme deliverables in your contract select the option that best describes their current status.  **Complete** - the deliverable(s) has already been completed  **Off track** - the deliverable will not be provided before the end date of the contract  If you select:   * **Off track**, provide a reason and any remedial action that you plan to take.   Enter your answers here…  *Limit 75 words per entry* |
| 1.5 **Mentoring Report (ONLY APPLICABLE FOR PLACEMENT SCHEME)**  In this reporting section, describe the mentoring arrangements which have taken place. These should be similar (or identical to) those described in your contract.   * list who usually takes part in the mentoring sessions and describe how mentoring occurs. * explain what benefit you consider you have derived from the mentoring arrangements and in what way this will influence how you undertake future activities. * describe any additional value the person undertaking the Placement OR either organisation has gained from the mentoring arrangements.   Enter your answers here... |
| 1.6 **Confirmation from Partner Organisation**  For this reporting section, upload a signed letter (in PDF format) from your partner organisation which states that this report has been prepared in conjunction with that organisation and that the information contained in the report is accurate. |
| 1.7 **Co-Funding**  In this reporting section, please:   * If applicable, provide an update on the actual amount of co-funding either cash or in-kind received from any partner organisations listed in the work programme. * if applicable, specify in your report how any in-kind co-funding has been calculated. * if the amount of co-funding received is less than the amount specified in the contract please give a reason for this.   Enter your answers here...   * in-kind co-funding is non-cash contributions that contribute directly to your programme for example, the use of equipment, staff time, or access to data. * actual personnel costs incurred by the partner organisation are treated as in-kind costs, e.g. staff costs met by the partner organisation for an individual who has been placed, or for the mentoring or supervision of the individual who has been placed. * the value of in-kind co-funding should in most cases be the actual cost paid by the co-funder. If necessary, the value may be estimated using either the usual cost of the good or service as advised by the provider or, if the item is not generally traded, your estimate of the out-of-pocket costs sustained by the provider in making the good or service available to you. |
| 1.8 **Contract Conditions Report**  There may have been special conditions imposed on the project when your contract was issued. If in your contract you have special contract conditions, in this reporting section please tell us how you continue to meet these conditions.  Enter your answers here... |

## How we assess your report and performance

MBIE reviews your progress and final report and uses the following criteria to assign your contract an assessment rating in the form of Exceeding, On-Track, On-Track with issues, Off-Track that best reflects your reported progress. Contract holders are notified of their report status by email.

If your contract is assigned ‘On-Track with issues’ status, remedial action is required. In this event, MBIE will discuss with you what that may involve. After an agreed period, MBIE will follow-up on your progress.

If your contract is assigned ‘Off-Track’ status, remedial action is also required and your contract payments may be suspended. In this event, MBIE will discuss with you what that may involve. After an agreed period, MBIE will follow-up on your progress. Once all remedial actions have been actioned, any payments withheld will be released.

Incomplete remedial action(s) may result in a contract termination. In this event, unspent funds will need to be returned to us.

### Exceeding

Your contract is performing above expectation, that is:

* it is on track to deliver the Work Programme deliverables; and
* the broader results and benefits to end users are above expectations and/or at a level of quality well above expectation or well ahead of time.

### On-Track

Your contract is performing satisfactorily, that is:

* it is on track to deliver the Work Programme deliverables; and/or
* the broader results and benefits are in line with expectations; and/or
* it has delivered or will deliver on time and at the expected level of quality; and/or
* there might be some issues or concerns, but the Contract Holder has them under control and do not pose an issue with future deliverables.

### On-Track with Issues

There are issues with the contract, that is:

* more information is required to make an assessment; and/or
* some action is required to get the contract back on track, for example, some issues may have been identified which means that the Work Programme deliverables and broader results and benefits:
* have not been delivered on time AND MBIE has not received an acceptable contract variation request that fully resolves the issues; and/or
* are highly unlikely to be delivered by the time the contract matures, or they will be at a level of quality below expectation.
* More frequent monitoring (or a variation to the contract) is required with the objective of getting the project back on track; and/or
* contract conditions (if any) are not satisfied

### Off-Track / At Risk

There are serious issues with the contract that require action by the organisation and/or intervention by MBIE, that is:

* the Work Programme deliverables and broader results and benefits will be severely under-delivered in terms of quality and timeliness, or there is a risk that the contract may fail completely; and
* immediate action/intervention is required to preserve the value of MBIE’s investment.