



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI



NEW ZEALAND
SPACE AGENCY

NEW ZEALAND IN SPACE EXHIBITION



2021 ASSESSMENT GUIDELINES

New Zealand Government



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI



NEW ZEALAND
SPACE AGENCY

Ministry of Business, Innovation and Employment (MBIE)

Hīkina Whakatutuki – Lifting to make successful

MBIE develops and delivers policy, services, advice and regulation to support economic growth and the prosperity and wellbeing of New Zealanders. MBIE combines the former Ministries of Economic Development, Science + Innovation, and the Departments of Labour, and Building and Housing.

More information

Information, examples and answers to your questions about the topics covered here can be found on our website, www.mbie.govt.nz, or by calling us free on 0800 20 90 20.

Disclaimer

This document is a guide only. It should not be used as a substitute for legislation or legal advice. The Ministry of Business, Innovation and Employment is not responsible for the results of any actions taken on the basis of information in this document, or for any errors or omissions.

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FOREWORD

Tēnā koutou

Thank you for agreeing to assess New Zealand in Space Exhibition proposals submitted for funding via the Science in Society appropriation. This funding aims to encourage innovative, quality projects that enhance or broaden the connection and engagement of 'harder-to-reach' New Zealanders with science and technology.

These guidelines detail what is involved in the assessment of New Zealand in Space Exhibition proposals and the role that you will play in that process. Informed assessment of proposals is a critical aspect of our investment process, as it forms the basis of our funding recommendations.

We have selected you and other Assessors based on your knowledge and experience. You have not been selected as a 'representative' of a particular organisation or sector. The names of all Assessors and their affiliated organisations are published on our website.

The experience and expertise that you bring to the investment process is greatly appreciated. Thank you for supporting our science investment processes.

INTRODUCTION

As an Assessor, you are critical in helping us identify the proposal that has the greatest potential to meet the investment goals of the New Zealand in Space Exhibition investment opportunity.

These guidelines detail the assessment process and the key assessment roles and responsibilities.

We recommend that you read this document in conjunction with the New Zealand in Space Exhibition Call for Proposals and other relevant information on our webpage.

If you have any questions, feel free to contact us.

Email Assessment queries: nzspaceagency@mbie.govt.nz
IMS queries: imssupport@mbie.govt.nz

Phone 0800 693 778 (Monday to Friday, 8:30am to 4:30pm)



ASSESSMENT ROLES AND RESPONSIBILITIES

The following outlines the key roles and responsibilities involved in the assessment of New Zealand in Space Exhibition proposals.

ASSESSOR

Your role as an assessor is to assess the proposals and contribute to the Panel discussion. Your key responsibilities include:

- › Participating in an online assessor briefing.
- › Declaring any conflicts of interest and adhering to our confidentiality and privacy policies.
- › Reading and assessing assigned proposals, allocating assessment scores that reflect your assessments (using a 7-point scoring system against the assessment criteria) and then recording your scores and supporting comments in our Investment Management System (IMS), a secure online portal.
- › Attending an Assessment Panel meeting where:
 - › the preliminary scores and comments are reviewed,
 - › proposals are scored and ranked, and
 - › advice on the assessment results is recorded by us.

The Assessment Panel does not have delegated authority to make investment decisions.



ASSESSMENT PANEL CHAIR

The role of the Chair is to:

- › Prioritise the discussion of the Panel meeting taking into account advice from the Assessment Panel and the preliminary ranked assessment scores.
- › Identify and take appropriate action over conflicts of interest.
- › Allow time for informed discussion and equitable decision-making and mediate views if required.
- › Ensure that:
 - › the Scoring system is followed, and
 - › the Assessment Panel develops the appropriate commentary on the proposals to inform a funding recommendation and to enable feedback to applicants.
- › Provide a Panel Meeting Report including a funding recommendation.

CONFIDENTIALITY AND PRIVACY

To ensure confidentiality, you must:

- › Ensure the safekeeping of all proposals and related documents (e.g., workbooks, notes, etc.).
- › Destroy any remaining documentation or return it to MBIE at the end of the assessment process.
- › Not correspond with or discuss the contents or assessment of any proposal with the applicant or any other party. If an applicant contacts you about a proposal:
 - › direct them to us, and
 - › email us (nzspaceagency@mbie.govt.nz) with the details of your contact.
- › Not use any confidential information for any purpose other than assessment.

You must agree to adhere to our confidentiality and privacy policies which apply to all personal information collected by us in IMS before you can view your assigned proposals.

Official Information Act 1982

Proposals and their assessments are confidential. Note however that we are subject to the Official Information Act 1982 therefore information relating to an assessment may be released if we are requested to do so under the Act.



CONFLICTS OF INTEREST

MBIE follows a rigorous process to maintain the credibility of investment decisions and to assure applicants that their proposal is fairly and reasonably appraised.

Before starting to assess, you must check your list of assigned proposals for any conflicts of interest and either accept or decline the assignments as appropriate (see page 12 for details on how to do this).

What is Considered a Conflict of Interest?

Conflicts of interest may occur on two levels; direct and indirect.

- › A **direct** conflict of interest would be deemed if you are:
 - › directly involved with a proposal (as a participant, manager, mentor, or partner) or you have a close personal relationship with the applicant, for example, family members, or
 - › a collaborator or in some other way involved with an applicant's proposal.
- › An **indirect** conflict of interest would be deemed if you:
 - › are employed by an organisation involved in a proposal but you are not part of the applicant's proposal.
 - › have a personal and/or professional relationship with one of the applicants, for example, an acquaintance.
 - › have or had involvement with a proposal that is in direct competition with a proposal being assessed or where the impacts proposed by a proposal under discussion may compete with your personal business interests.

Reporting Identified Conflicts

All conflicts of interest must be declared to MBIE.

If you identify a direct conflict with a proposal that has been assigned to you, you must decline the assignment. If you identify an indirect conflict, email us at nzspaceagency@mbie.govt.nz with the details for further discussion before accepting or declining the assignment.

Handling Conflicts of Interest During the Assessment Panel Meeting

If there is a direct conflict of interest with a proposal about to be discussed during the Panel meeting, declare the conflict to the Assessment Panel Chair. You will be required to leave the room during the ensuing assessment discussion.

The actions required for a declared indirect conflict of interest is the discretion of the Chair. This could be to:

- › leave the room
- › stay but remain silent unless asked to respond to a direct question
- › contribute to the assessment of the proposal.

Should the Chair declare a conflict of interest with a proposal, a Deputy Chair will be appointed for the ensuing assessment discussion.

All conflict of interest declarations and resulting assessor actions during the Panel meeting will be recorded.



THE ASSESSMENT PROCESS

The key dates and an overview of the assessment process follows.

KEY DATES

- 19 April 2021 Assessor briefing
- 19 April 2021 Proposals assigned
- By 12 noon, 30 April 2021..... Assessment recorded in IMS
- June 2021..... MBIE decisions on proposals announced

TIME COMMITMENT

We envisage your involvement in the assessment process to be as follows.

| UP TO: | TO: |
|------------------------|---|
| Half a day | Read through these guidelines and background documents, and participate in an online assessor briefing. |
| 1-2 hours per proposal | Read your assigned proposals, assign scores and enter those scores with comment in IMS. |
| Half a day | Attend the Assessment Panel meeting in Wellington, New Zealand. |

ASSESSOR BRIEFING

Prior to performing assessments, Assessors are required to attend a one hour online briefing session. The purpose of this session is to familiarise you with the:

- › Assessment tools and resources that are available.
- › Content of the New Zealand in Space Exhibition Call for Proposals 2021 including the structure of the application form, the assessment criteria, and the scoring guide.

Information about this briefing will be sent to you separately.

HOW AND WHEN PROPOSALS ARE ASSIGNED

From **19 April 2021** we will confirm your assigned proposals by email.

You use IMS to:

1. Log on to view your assignments, identify and notify us of any conflicts of interest and then accept or decline your assignments accordingly.
2. Open (download and/or print) all assigned, accepted proposals.

Refer to page 15 for further instruction on IMS.



HOW AND WHEN ASSESSMENTS ARE RECORDED

Your assessment scores and comments are recorded in IMS. This must occur on or before **12 noon, 30 April 2021**. Assessor scores and comments will be collated and used to support discussions during the Panel meeting.

ASSESSMENT PANEL MEETING

The Assessment Panel meets in Wellington on **10 May 2021**. The purpose of this meeting is to:

- › discuss the preliminary assessment scores and supporting comments,
- › score and rank the proposals, and
- › form a funding recommendation for MBIE.

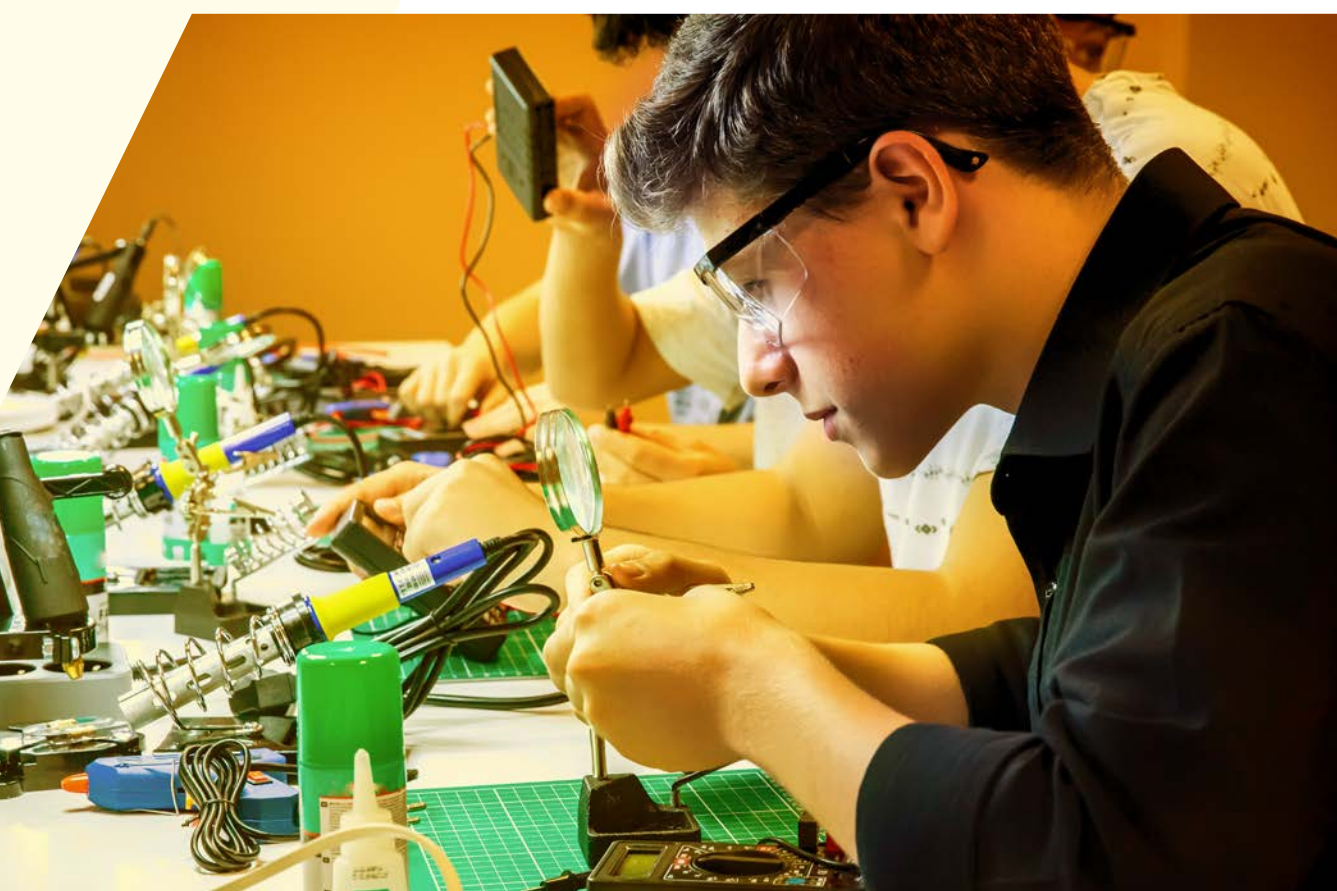
The Panel's discussion and moderation may take into account any additional information gathered during the assessment process. The consensus scores will be recorded by us and formally recorded in IMS. Further details on this meeting will be sent to you closer to the time.

The Assessment Panel does not have delegated authority to make investment decisions.

RECOMMENDATIONS AND FUNDING DECISIONS

The Assessment Panel Chair will provide us with a report which proposal should be funded. The final funding decision will be made by the General Manager of the Science System Investment and Performance Branch in the Labour, Science and Enterprise Group, MBIE.

Decisions will be publicly announced in **June 2021**. We will provide applicants with general feedback based on the Assessment Panel's comments about the overall quality of proposals.





PERFORMING ASSESSMENTS

Use the following procedure to assess proposals.

THE ASSESSMENT STEPS

1. Read and understand the assessment criteria and our Government's investment goals for the New Zealand in Space Exhibition Call for Proposals 2021.

Read and understand the assessment criteria detailed in these guidelines. This includes the scoring guide and the objectives and outcomes of the New Zealand in Space Exhibition (see page 12). The scoring guide and the points to note for each assessment criteria provide a common interpretation to clarify and help ensure consistency in application and understanding.

Read these guidelines in conjunction with the New Zealand in Space Exhibition Call for Proposals 2021 available on our [website](#).

2. Accept (or decline) assigned proposals.

Accept your assigned proposals or decline if you deem a conflict of interest exists (see page 16 for details).

3. Read assigned proposals (see page 17 for details).

4. Select an assessment score and record associated commentary.

Only assess the information presented in the proposal. Applicants are obliged to present the relevant information therefore if a proposal has obvious gaps, reflect this in your score and detail the significant issues in your comments.

As directed in your assignment, independently score each proposal using the assessment criteria (see pages 13 and 14 for details).

For each criterion, select a score ranging from 1 (low quality) to 7 (high quality) from the scoring grid that best matches your assessment AND how well the proposal would deliver on the objectives and outcomes of this investment opportunity.

While certain sections of proposals specifically align with the assessment criteria, evaluate the proposal as a whole before finalising your assessment.

Record your assessment scores in IMS (see page 17) and comment on why you selected those scores. Your comments should also identify if applicable the specific reasons for a deficiency, particularly if you are recording a score of 4 or less.

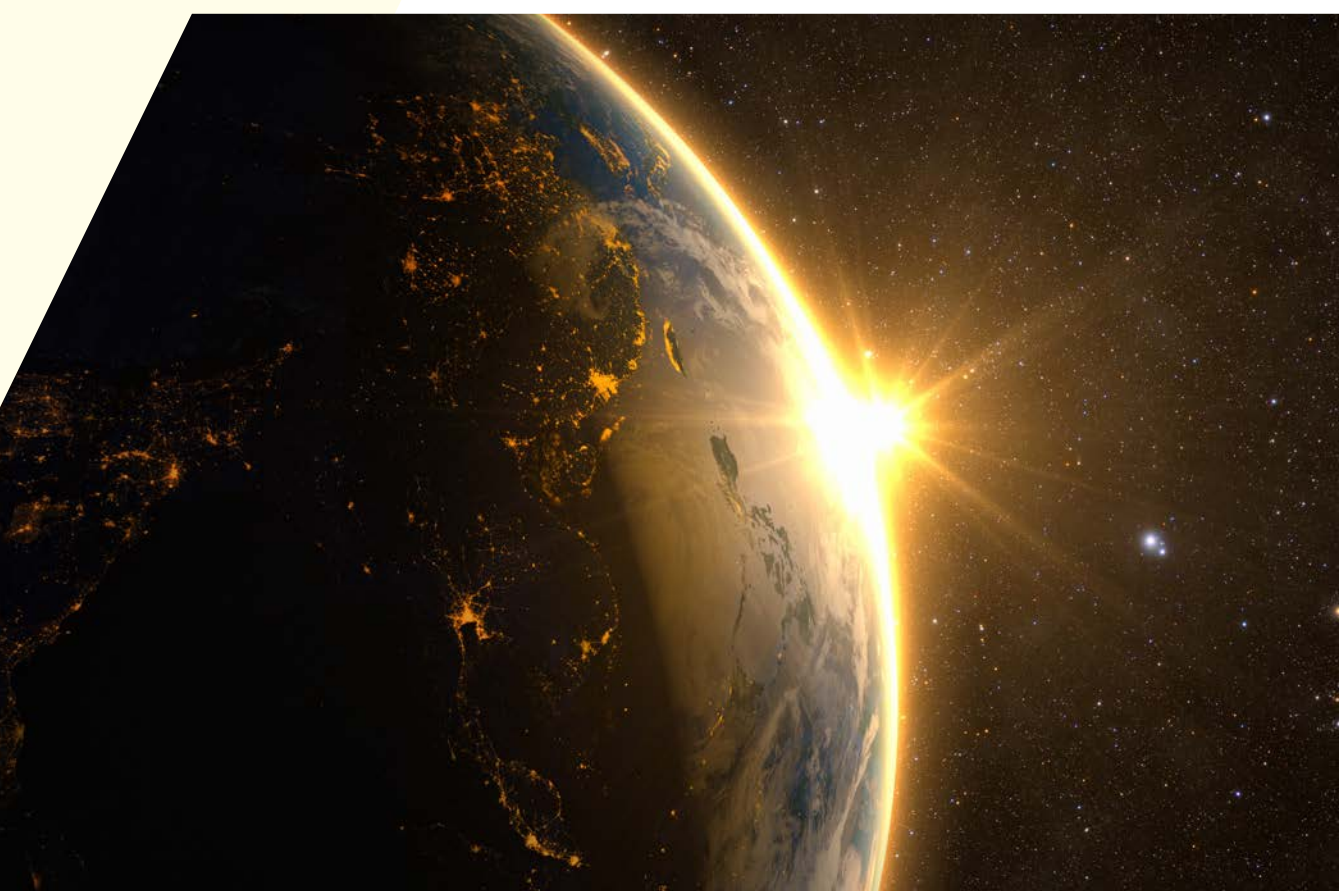
Ensure that your comments are accurate, professional, honest, and correlate to the score and description associated with the scoring guide. Do not include names and be mindful that if requested to do so, they may be made available under the Official Information Act.

Exercise your knowledge, judgement and expertise to reach clear and soundly based assessments that are fair, objective and evidence-based.

Be wary of 'drift' in your scoring. It is common for scoring to change as Assessors gain experience with the assessment process. If scoring has drifted you may want to review your scores and comments before finalising.

5. Participate in an Assessment Panel meeting.

6. Securely destroy (or return to us) all proposals and supporting documentation when the assessment process is complete.



NEW ZEALAND IN SPACE EXHIBITION OBJECTIVES

The purpose of this investment is to:

- › Develop educational resources for students based round activities in the New Zealand in Space sector to inspire students towards careers in the space sector and further uptake of space related science, technology, engineering and mathematics (STEM) subjects.
- › Increase access to and ability to engage with space education so more students are able to participate in space education as part of their curriculum.
- › Demonstrate how space interacts with other areas of science and society to increase students' understanding of scientific concepts, methods and processes and the relevance of space science in everyday life.

NEW ZEALAND IN SPACE EXHIBITION OUTCOMES

To have:

- › A space themed exhibition focused on increasing students' understanding of scientific concepts, methods and processes and the relevance of space science in everyday life.
- › Displays, activities and interactive exhibits to showcase activities in the New Zealand in Space environment and demonstrate how space interacts with other science areas and society.
- › Displays, activities and interactive exhibits featuring New Zealand's space technologies and showing how research fits within broader scientific concepts such as force, measurement etc.
- › Content which demonstrates career pathways and opportunities in the New Zealand in Space sector.

Assessment Criteria and Scoring Guide

Use this scoring guide to help form your assessment and determine a score. When conducting your assessments, exercise your knowledge, judgement and expertise to reach clear and decisions that are sound, fair, objective and evidence-based.

ASSESSMENT CRITERION: EXCELLENCE (50% Weighting)

- When assessing a proposal against the Excellence criterion, consider excellence as:
- > Whether a coherent strategy and proposal is outlined that identifies how the objectives being sought through this investment will be delivered and measured.
 - > The ability of the project team to connect with the target audience and whether the proposal addresses the needs of the target audience and involves innovative approaches and engagement methods appropriate for the target audience.
 - > Demonstrate how Te Ao Māori is incorporated in the proposal.
 - > Whether it is clear that the proposal is able to demonstrate scientific knowledge, processes and methods relevant to the activities occurring in the New Zealand Space sector, and how STEM and the space sector interact with society.
 - > The quality of the project team- including skills mix, available support, resources, experience and track record.
 - > Whether the proposal can be delivered in the required timeframe.
 - > The strength of the linkages with relevant stakeholders and ability to engage with partners involved in the New Zealand space sector.
 - > Whether the project demonstrates good value for money.

SCORE & KEYWORDS

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|--|---|--|---|---|--|
| <p><i>(Low quality)</i> None Insufficient Not relevant No information Missing</p> | <p>Vague Unclear Unlikely Dubious Little relevance</p> | <p>Limited benefit / impact Minimum acceptable level Uncertainty Lacks detail</p> | <p>Acceptable Sufficient Adequate Suitable</p> | <p>Significant Clear Multiple High level Robust</p> | <p>Certain Enduring Effective Major Comprehensive Strong Experience</p> | <p><i>(High quality)</i> Excellent Exemplary Detailed Step-change Impressive</p> |
| <p>Content is missing, irrelevant or has no potential to deliver a quality project.</p> | <p>Many aspects are missing, have low relevance, or have little potential.</p> | <p>Many aspects are adequately met, but with some gaps or deficiencies.</p> | <p>All aspects met to a generally adequate level.</p> | <p>All aspects are adequately met; with some strongly met.</p> | <p>All aspects are strongly met; with some met at an excellent level.</p> | <p>All aspects are met in a highly innovative, relevant, credible and exemplary manner.</p> |

ASSESSMENT CRITERION: IMPACT (50% Weighting)

- When assessing a proposal against the Impact criterion, consider impact as:
- > Whether the project is likely to contribute to the objectives and outcomes.
 - > Whether the proposal is able to engage the identified target audience and provide opportunities for increased engagement with science, technology and the space sector.
 - > The overall reach and the extent to which the applicant will engage harder to reach groups such as Māori and Pasifika, and young rural New Zealanders.
 - > The extent to which Te Ao Māori is incorporated.
 - > Whether the successful delivery of the project is likely to deliver positive change in the way the target audience engages with science and technology so that science and technology becomes more important or relevant for them and/or they are able to engage with societal debate about science and technology issues.

SCORE & KEYWORDS

| Score | Keywords | Description |
|----------|---|--|
| 1 | <i>(Low quality)</i> None Insufficient Not relevant No information Missing | Content is missing, irrelevant or has no potential to have a positive impact. |
| 2 | Vague Unclear Unlikely Dubious Little relevance | Many aspects are missing, have low relevance, or have little potential. |
| 3 | Limited benefit / impact Minimum acceptable level Uncertainty Lacks detail | Many aspects are adequately met, but with some gaps or deficiencies. |
| 4 | Acceptable Sufficient Adequate Suitable | All aspects met to a generally adequate level. |
| 5 | Significant Clear Multiple High level Robust | All aspects are adequately met; with some strongly met. |
| 6 | Certain Enduring Effective Major Comprehensive Strong Experience | All aspects are strongly met; with some met at an excellent level. |
| 7 | <i>(High quality)</i> Excellent Exemplary Detailed Step-change Impressive | All aspects are met in a highly innovative, relevant, credible and exemplary manner. |

VIEWING ASSIGNED PROPOSALS AND RECORDING ASSESSMENTS

This section details how to access the proposals assigned to you for assessment and how to record your assessment. Both of these actions are performed in IMS.

For all IMS queries, e-mail or call:

Email imssupport@mbie.govt.nz

Phone 0800 693 778

(Monday to Friday, 8:30am to

Accessing IMS

► To log in to IMS:

Access IMS using either Chrome or Firefox.

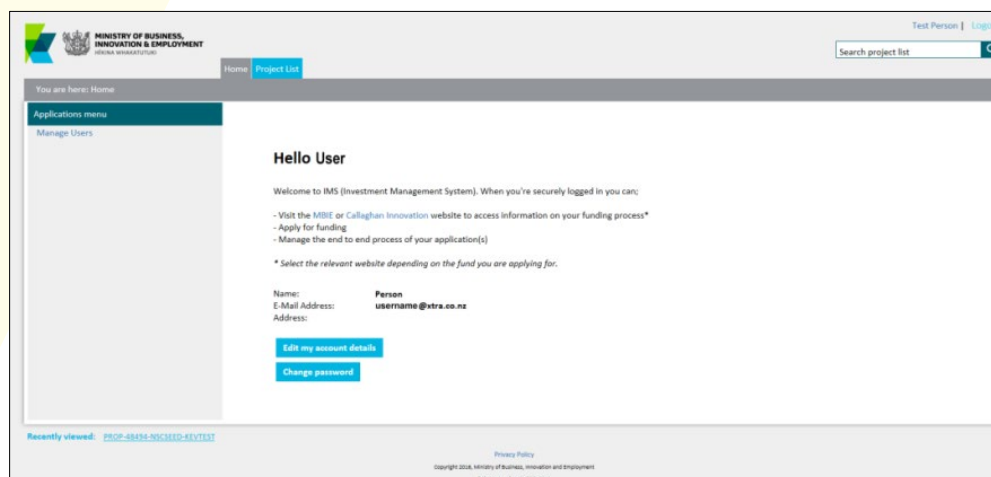
Five or more failed log in attempts will automatically lock you out of the system. If this occurs, contact us and ask for your account to be unlocked.

For first time Assessors:

1. You will receive an email containing your portal username and a temporary password. Click the **portal** link in this email. The IMS access agreement displays. This agreement details the terms and conditions governing the use of IMS.

Your temporary password will expire in 72 hours and can only be used once. The access agreement will only appear once, the first time you log in.


2. Read and accept this agreement. Once accepted, an **Edit password** screen displays.
3. Following the on screen prompts, enter your temporary password and then enter a new permanent one.
4. Click the **Save Changes** button. The IMS Home tab displays.



For existing Assessors:

1. Click the MBIE IMS Portal link (ims.msi.govt.nz/).
2. Type your Username and Password.
3. Click the **Login Securely** button. The IMS Home tab displays.

► To log out of IMS:

1. Do one of the following:
 - Click the Logout hyperlink (*located top right of the Home tab*).
 - Click the  (where UN is your initials) located top right of assessment **Scoring** page.

ACCEPTING/DECLINING ASSIGNED PROPOSALS

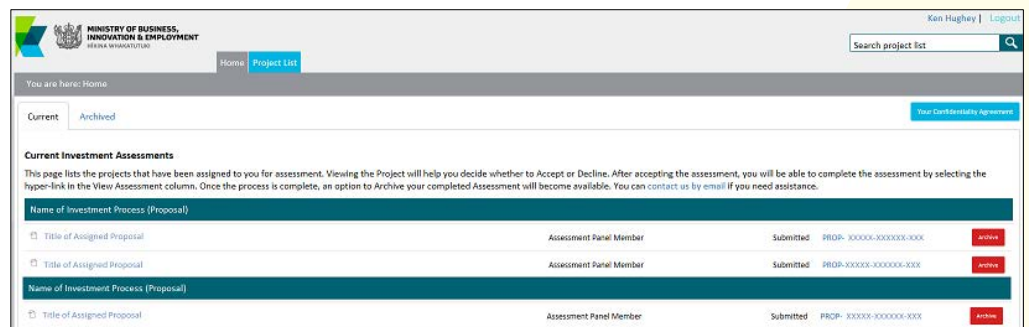
Proposals will be assigned to you for preliminary assessment by 19 April 2021.

► To accept (or decline) an assignment:

1. On the **Home** tab, click the **Investment Assessment** link > **Current** tab.
2. Read and accept the confidentiality agreement. This agreement details the terms and conditions governing the assessment process.

This agreement will only display when you first access your list of assigned proposals if this is the first time you have been engaged by us to perform assessments. You can revisit this agreement at any stage by clicking the **Your Confidentiality Agreement** button located top right of the **Investment Assessment** link > **Current** tab.

3. Once accepted, the list of all proposals assigned to you displays.



4. Scroll down the list to see your assignments.
The proposals assigned to you are listed under the **View Project** column, grouped by investment process. If you have performed assessments in the past, your new assignments will be at the top of the list under the heading **New Zealand in Space Exhibition (Proposals)**.
5. For the first proposal listed, click the link under **View Project**. A summary of the proposal opens in a new browser tab.
6. After reading the proposal summary, if:
 - > You deem a **direct conflict of interest** exists:
 1. Select the browser tab displaying IMS.
 2. Click the **Decline** button adjacent to the proposal.
 3. In the resulting dialog, enter the reason and click the **Save** button.
The declined proposal is automatically removed from your assigned list.
 4. Close the summary.
 - > You deem an **indirect conflict of interest** exists, close the proposal's summary and email us at nzspaceagency@mbie.govt.nz to discuss further.
 - > There is **no conflict of interest**, close the summary and click the **Accept** button adjacent to the proposal.
The proposal is allocated an **In progress** status.
7. Repeat the above steps for all the proposals in your list.

Viewing and Printing Assigned Proposals

► To view and print a proposal:

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Project** link. The full proposal (*in PDF form*) displays in a separate browser tab.
3. From here you can view, print and if required download the proposal to your computer to enable access without having to be logged into IMS.

The proposal's identification number is prominently displayed in the header of the proposal.

Proposals must be kept confidential. You **must**:

- ensure the safe keeping of all proposals and related documents (*e.g., workbooks and notes, etc.*) during the assessment process.
- securely destroy all saved/printed proposals (*or return to us*) after the assessment process is completed.

Recording Assessments

Your assessments are due on or before **12 noon, 30 April 2021**.

► To record your assessments:

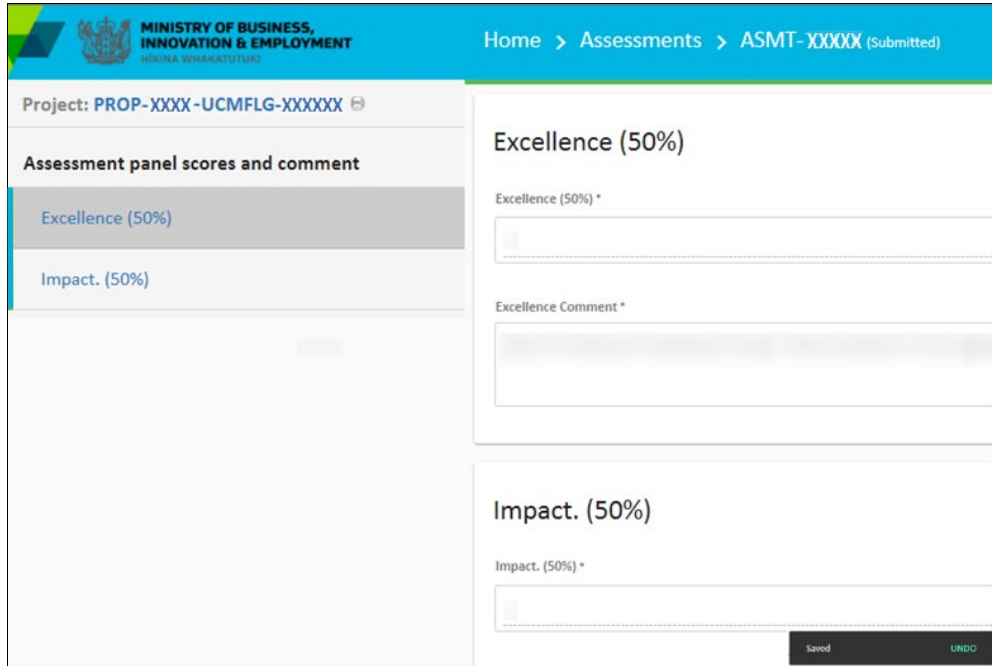
1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a proposal's **View Assessment** link. A **Scoring** page opens in a separate browser tab.

You can view and print the proposal by clicking the printer icon next to the proposal's number at the top left of the **Navigation** panel.

You **must**:

- ensure the safe keeping of all proposals and related documents, e.g., workbooks, notes, etc.
- securely destroy all saved/printed proposals once the assessment process is complete.

- Enter your assessment scores and comments into the relevant fields. The areas you are required to respond to are detailed in the **Navigation** panel on the left hand side of the screen. You can either scroll down the page to view and enter all fields or click on a link in the panel for direct access.



Your entries are automatically saved at regular intervals. A **Save and Undo** panel displays (*bottom right of the screen*) every time an automatic save occurs at which time you are given the opportunity to **Undo** the changes if necessary.

Ensure that your comments are accurate, professional, honest, and correlate to the score and description associated with the scoring guide. Do not include names and be mindful that if requested to do so, they may be made available under the Official Information Act. Respond only to what you have been asked to assess.

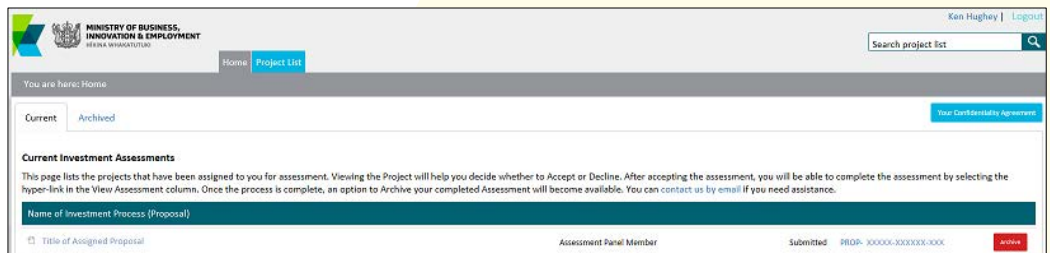
- When your assessment is complete (you have recorded your assessment rating and comment(s) into all of the fields), click the **Submit** button.
- A summary dialog displays with your assessment. If your recorded answers are satisfactory to you, click the **Save** button and then the **Submit** button. If not, click the **Back** button to return to the **Scoring** page and modify your assessment.

The **Submit** button is not active until all fields are complete. Once submitted, the proposal is automatically assigned the status **Submitted**.

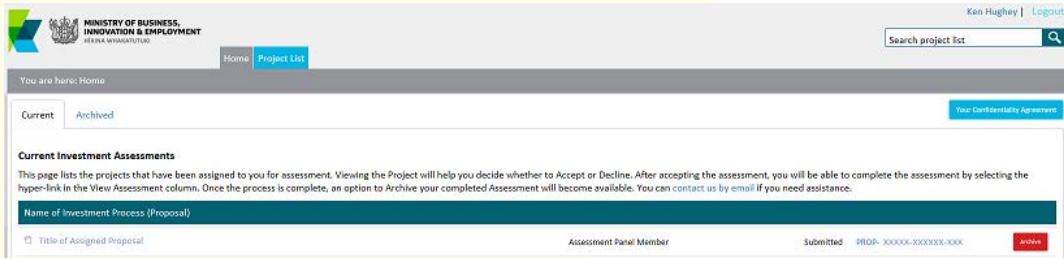
- Close the browser tab displaying the **Scoring** page and return to the tab displaying your list of assignments.

You may need to refresh the browser page to display the change in status.

- For the proposal you have just scored, click the **Archive** button. The proposal is automatically removed from your list of assignments.





View all archived assignments on the **Archived** tab. You can retrieve the proposal at any stage by clicking the **Unarchive** button.



Remember to securely destroy all saved/printed proposals after the assessment process is completed.

Checking the Status of your Assessments

Check the completeness of your assessment of a proposal by looking at the left hand Navigation panel.

| THE COLOURED BAR | INDICATES YOU HAVE... |
|---|-----------------------|
|  | recorded a response |
|  | yet to respond |

You can also click the mouse at the top of the **Scoring** page to view a Progress bar.



**FOR MORE INFORMATION VISIT US
ONLINE AT WWW.MBIE.GOVT.NZ**

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