



19 OCT 2020

Tēnā koe

On 6 September 2020, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information in relation to the Children and Families Research Fund panel:

- 1. The name and bio of each member of this independent selection panel.*
- 2. The job descriptions of these members and their pay rate per assessment or hourly rate.*
- 3. How you call for public application to this selection panel and your selection criteria.*
- 4. During the panel process, how many applications you have received, how many you shortlisted, and how many you have appointed.*
- 5. What are their terms of appointment?*

For the sake of clarity, I will respond to each of your questions in turn.

- 1. The name and bio of each member of this independent selection panel.*

The Children and Families Research Fund Panel consists of the following individuals:

- Dr Jan Pryor (Chair), psychologist and former Families Commissioner, with expertise and experience in longitudinal research, including the Growing Up in New Zealand (GUINZ) study.
- Stephanie Palmer, Senior Analyst, Research and Evaluation, Insights MSD, Ministry of Social Development.
- Dr Michael Slyuzberg, Principal Advisor, Research and Evaluation, Ministry of Justice.
- Fiona Imlach, Victoria University of Wellington (formerly Principal Researcher, Health Promotion Agency).
- Denise Brown, Principal Social Statistician, Statistics New Zealand.

The Panel may also be assisted by non-voting members from within the Ministry's Research and Evaluation team, who are familiar with the GUINZ data.

2. *The job descriptions of these members and their pay rate per assessment or hourly rate.*
3. *How you call for public application to this selection panel and your selection criteria.*
4. *During the panel process, how many applications you have received, how many you shortlisted, and how many you have appointed.*

No specific job description exists for panel members. The expectations of the panel members are outlined in the Terms of Reference, which are enclosed at the end of this response as **Appendix A**.

Prospective panel members are approached by the Ministry from known individuals who match the following criteria:

- Longitudinal research experience
- Policy representation
- Māori/Pacific representation
- Data analytics and methodology knowledge
- Has previously worked with or knows about GUINZ data

In accordance with Cabinet Fees Framework CO (12) 6, the panel Chair will be paid \$818 per day. Please note, panel member Fiona Imlach was entitled to \$518 per day as she is not a Government employee, but she has confirmed she will not be invoicing us for her time. As the other members of the panel are Government employees they are not entitled to payment. As such, these panel members are considered voluntary.

Individuals that are on the panel are not allowed to submit an application to the Fund either as a research individual or part of the research team. This limits the amount of people we are able to approach or that show interest in being on the panel.

5. *What are their terms of appointment?*

The panel is only contracted to assist on the current year of funding. All panel members must adhere to the Terms of Reference.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter available to the wider public. The Ministry will do this by publishing this letter on the Ministry of Social Development's website. Your personal details will be deleted, and the Ministry will

not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with this response to your request regarding the assessment panel for the Children and Families Research Fund panel, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Ngā mihi nui

A handwritten signature in black ink, consisting of a stylized 'M' followed by a long, sweeping horizontal line that ends in a small curve.

Michelle Parsons
General Manager, Research and Evaluation

Appendix A

Assessment Panel - Terms of Reference

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| Background | <p>The Children and Families Research Fund (the Fund) consists of \$750,000 annually available to support policy-relevant research which uses data from the <i>Growing Up in New Zealand</i> longitudinal study. The Fund is administered by the Ministry of Social Development (MSD).</p> <p>Proposals submitted to the Fund are funded on the basis of recommendations from an independently chaired Assessment Panel (the Panel).</p> |
| Purpose | <p>The role of the Panel is to:</p> <ul style="list-style-type: none">• assess applications to the Fund against set eligibility and assessment criteria• provide written documentation relating to the scoring and assessment of applications• recommend to the Ministry of Social Development (MSD) which proposals should receive funding based on their scores against the set criteria <p>The role of Panel members is to:</p> <ul style="list-style-type: none">• read Fund applications in preparation for each meeting• assess applications using provided assessment criteria and scoring documentation within 10 working days of receipt• document scores, strengths and weaknesses of applications in relation to the assessment criteria, with a view that this may be communicated to the applicants as feedback• attend meetings and actively participate in the Panel's discussions, with a view to reaching a collective decision on the funding recommendations to be provided to MSD• communicate with the Panel Chair about any issues affecting their involvement and participation in the Panel. <p>In addition to the above duties, the Panel Chair's role is to:</p> <ul style="list-style-type: none">• facilitate the Panel meeting, including moderation of scores across the Panel and management of any declared conflicts of interest. |
| Membership | <p>The Panel's collective expertise enables them to assess applications to the Fund for quality, feasibility and fit to the assessment criteria. The Panel is not based on representation from all relevant sectors.</p> <p>The Panel is chaired by an expert in longitudinal research and policy applications of research, and is independent of government agencies. The Panel Chair for the 2020/21 funding round is Dr Jan Pryor. Dr Pryor was the inaugural Director of the McKenzie Centre for the Study of Families at Victoria University of Wellington, and former Chief Families</p> |

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| | <p>Commissioner.</p> <p>Other members of the Panel comprise research and policy professionals from across the public sector. Members for the 2020/21 funding round are:</p> <ul style="list-style-type: none"> • Stephanie Palmer, Senior Analyst Research and Evaluation, Ministry of Social Development • Dr Michael Slyuzberg, Principal Advisor Research and Evaluation, Ministry of Justice • Fiona Imlach, Principal Researcher, Health Promotion Agency • Denise Brown, Principal Social Statistician, Stats NZ <p>The Panel may also be assisted by a non-voting member from MSD who is familiar with the GUINZ data, the Data Access Protocol and the Data Access Committee.</p> |
| Accountability | The Panel will make recommendations to MSD on which proposals should receive funding and how much funding they should receive. |
| Review | These Terms of Reference may be reviewed as required by MSD. |
| Meetings | <p>The Panel will meet once each year for assessment of each round of Fund applications. Meeting dates will occur within one month of the closing date for Fund applications, and no less than 10 working days after Panel members receive applications and assessment materials.</p> <p>Meetings will be face-to-face wherever possible, although video conference or teleconference facilities may be used if required.</p> <p>The minutes of each Panel meeting will be prepared by the secretariat, provided by the MSD Research & Evaluation Unit. Minutes will record:</p> <ul style="list-style-type: none"> • the declaration of any conflicts of interest and steps taken to manage these • a summary of the scores, strengths and weaknesses of each Fund application • the Panel's recommendation of which proposals should be funded and the amount funded for each. |

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| Conflicts of Interest | <p>Members of the Panel will disclose any potential, perceived or actual conflicts of interest to the Chair as soon as practicable, by completing a Conflict of Interest and Confidentiality Agreement. Where conflicts of interest have been declared, the Panel may decide to:</p> <ul style="list-style-type: none">• require that the member leave the meeting room and take no part in the discussion or decision relating to advice on that item of business, or• allow the member to remain in the meeting room and<ul style="list-style-type: none">◦ take a full part in the discussion and decision relating to advice on that item of business, or◦ take a full part in the discussion but take no part in the decision relating to advice on that item of business, or◦ take no part in the discussion or decision on advice relating to that item of business. |
| Confidentiality and Official Information | <p>Panel members shall not disclose any confidential information obtained in the course of the Panel's activities without the prior approval of the Chair.</p> <p>The provisions of the Official Information Act 1982 apply without exception to the activities of the Panel. The members of the Panel are responsible for ensuring they are aware of the provisions of the Act and the extent to which written material of meetings is potentially recoverable under the Act.</p> |