

Future Census Independent Evaluation Panel (IEP) Terms of Reference

Version 1.6 18 July 2024




Document history.

Version	Date	Author	Description of changes
0.1		Paul Robinson	E.g., First draft/second draft/change of membership
0.2	31 May 2024		Review / update of first draft
0.3	4 June 2024		review to Lisa Cheney and Chris Hodgins)
0.4	05 June 2024		Clean copy for Sean Broughton to Review Comments resolved but not Deleted
0.5	17 June 2024		Update from Sean Broughton review
0.6	19 June		Updated post Kate Satterthwaite review
1.0	19 June		Update post Chris Hodgins/Sean Broughton review
1.0	20 Jun		Clean Copy provided for Mark Sowden review / signature
1.2	26 Jun		Additional (Draft) clause re ability to review / update evaluation criteria
1.3	26 Jun		Updated copy: Dr Godfrey / s 9(2)(a) for review
1.4	04 July		Updated with confirmed panel members
1.5	10 July		Confirmed by Evaluation panel as ready for Signature by the Government Statistician
1.6	17 July		Updated to reflect removal of responsibility by Panel to evaluate costing information. Additional Panel Members noted

Reviewers

Name	Title
Name: Lisa Cheney	Title: Design Lead – Future Census
Name: Chris Hodgins	Title: Senior Manager – Products & Partnerships
Name: Fiona Sinclair	Title: Senior Governance Advisor & Executive Services
Name: Kate Satterthwaite	Title: DCE & Chief of Staff
Name: Sean Broughton	Title: GM – Customers & Partners and Project Executive of Future Census Design

Sign-off.

Name	Signature	Date
Name: Sean Broughton		19/06/2024

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1 Purpose

The Future Census Independent Evaluation Panel (the Panel) is convened by the Government Statistician to provide an independent review and evaluation of the concept design and engagement feedback for each of the Future Census options. The Panel is convened to enable a robust, defensible, and fulsome review, evaluation, and recommendation process.

Each Future Census option will be evaluated against a prepared evaluation criteria provided to the Panel and a recommendation report will be delivered. The recommendation report to the Government Statistician will be prepared and presented by the Panel to the Stats NZ Transformation Board and will form a key input into the Government Statistician's in-principle decision on the preferred manner of taking of the 2028 Census and beyond. The Government Statistician will then seek Ministerial and Cabinet endorsement.

Specifically, the Panel will:

- i. participate in the independent review and evaluation of the concept design and engagement feedback for each of the Future Census options.
- ii. evaluate and score each option against the defined evaluation criteria and using the scoring guide.
- iii. decide and agree on a preferred option for 2028 Census and beyond (noting further design work will be required on any recommended option)
- iv. prepare and endorse a report detailing their recommended option, which is to be provided to the Government Statistician and the Stats NZ Transformation Board at the conclusion of the review period (2 August 2024).
- v. incorporate explicit description of additional criteria used in its evaluation that fall outside Stats NZ provided evaluation criteria. This may include dissenting views, additional concerns, assessment of risk or benefits, and caveats which will aid understanding of the Panel's final recommendation(s).

2 Scope

There are five Future Census options within scope of the review, covering three methodological approaches for fulfilling the responsibilities for the manner of taking a census under the Data and Statistics Act 2022.

The approaches (and related options) are:

Administrative data first and full enumeration survey

1. Population counts and some variables from administrative data plus full enumeration census survey for variables not found in administrative data.

Administrative data first and five-yearly attribute survey

2. Population counts and some variables from administrative data plus five-yearly 'census day' large scale attribute survey for other variables (approximately 25 percent of the population)

Administrative data first and annual attribute survey

3. Population counts and some variables from administrative data plus annual 'census day' attribute survey (approximately five percent of population) for other variables (pooled across five years)

4. Population counts and some variables from administrative data plus rolling attribute survey for other variables (continuous survey of approximately five percent of the population pooled across five years)
5. Population counts and some variables from administrative data plus census attribute survey embedded within Stats NZ's household survey programme for other variables (approximately five percent of the population across census and other household surveys pooled across five years)

Material that details the conceptual design of each of these options, including information on people, process, data, and infrastructure needs (and associated timelines etc.) will be provided by the secretariat for review and evaluation by the Panel. In addition to this, relevant information learned through Stats NZ ongoing public consultation and targeted engagement (with agencies, Te Tiriti partners, and priority communities) will also be provided by the secretariat. Material will be given prior to the panels first meeting and the Chair and Panel Members can request additional documentation, or face to face Q&A sessions with Stats NZ subject matter experts through the secretariat during the Panel process.

3 Membership

The Chair and Panel Members are required to attend each planned meeting during the review period, where possible. The Secretariat will endeavour to schedule meetings to ensure maximum attendance. Where a Panel Member is unable to attend, delegation of attendance is not permitted. If unable to attend Panel Members will be provided with the relevant papers and can request a catch-up session with the secretariat which will be scheduled at their convenience.

Any changes in Panel membership need to be agreed by the Chair and the Government Statistician.

Designation	Name
Chair	Dr Jonathan Godfrey
s 9(2)(a)	

4 Conflicts of interest

Stats NZ recognises that membership of the Panel is from a diverse range of community groups and sectors across Aotearoa New Zealand, as well as an international Census expert. The Chair and Panel Members may have activities or interests broader than Stats NZ that create a conflict of interest. Actual, potential, and perceived conflicts of interest will be declared upon signature to the letter of appointment from the Government Statistician.

The Secretariat maintains a declaration of interest register for all perceived, potential, and actual financial and non-financial interests for the Chair and Panel Members. A clear conflict of interest plan will be developed as part of the initial meeting of the Panel and will be agreed amongst all Members and approved by the Chair.

The Secretariat ensures the declarations are current and will update the register with any new declarations through the review period and will notify the Chair accordingly. The Chair will discuss potential conflicts of interest with the Government Statistician (or delegate identified by the Government Statistician), and the secretariat will then assist with the documentation of an agreed conflict-of-interest management plan.

5 Fees and remuneration.

The Chair and Panel Members will be paid fees and costs relating to meeting attendance, in accordance with the *Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest*.

Panel Members will be remunerated at a (pro-rated) daily rate of \$616 plus GST, consistent with the Cabinet Fees Framework for fees for statutory bodies. The Chair will be remunerated at a (pro-rated) daily rate of \$974 plus GST.

Stats NZ will assist in any administration related to system set up prior to the Chair and Panel Members invoicing for their time. Invoices can be submitted on a weekly basis and will be paid within 10 business days.

The Chair and Panel Members may be paid extra fees when significant preparation and/or travel time is required prior to meetings.

Members who are employees of the wider State Sector are not entitled to be paid fees for group business if this is conducted during regular paid work time (i.e. Members cannot be paid twice by the Crown for the same hours).

The Secretariat will book travel and accommodation on behalf of the Chair and Panel Members but will not reimburse for travel or accommodation booked without prior approval.

The Secretariat will reimburse the Chair and Members for incidental costs directly incurred as part of performing their duties as a Chair or Member of the Panel, provided these have prior approval (i.e. printing costs, parking to attend relevant meetings).

6 Roles and responsibilities

Role	Responsibilities
Chair	<ul style="list-style-type: none"> • Guide the Panel through the review process to effectively review, understand, and assess the options presented. • Manages the review process with the Panel to the agreed outcome objective within the prescribed time frames. • Support the Panel in working towards a consensus view of the option (and a back-up option, if desired) for recommendation to the Government Statistician. • Set the tone of the review process to ensure the Panel successfully fulfils its purpose. • Sets the tone to ensure an effective governance culture is developed and maintained. • Is the official spokesperson for the Panel as the key advisor to the Government Statistician regarding the Panel’s operations. • Assists with facilitation of effective meetings which stimulate robust debate and critical thinking. • Ensures diverse and or conflicting views are openly discussed and debated and that all Panel Members feel they have a voice. • Supports the membership of, and approves any changes to, the Panel’s membership, in consultation with the Government Statistician. • Escalates (with support from the facilitator) any topic or issue that cannot be resolved, or a decision which cannot be reached by the Panel, to the Future Census Board or and/or Government Statistician to be resolved. • Ensures there is a clear conflict of interest management plan in place that has the visibility of all Panel Members. • Final approval of the report to the Government Statistician, to be presented to the Stats NZ Transformation Board.
Panel Members	<ul style="list-style-type: none"> • Actively participate in the review process with the Panel to the agreed outcome objective within the prescribed time frames. • Participate fully with the Panel through the review process to effectively review, understand, and assess the options presented for review. • Support the Chair in contributing to discussions and decisions. • Support other Panel Members in working towards a consensus view of the option (and a back-up option, if desired) that is to be recommended to the Government Statistician. • Support the Chair and the other members of the Panel to ensure the Panel successfully fulfils its purpose. • Champions the work of the Panel and never disagrees with outcomes outside of Panel meetings. • Does the necessary preparation before meetings to ensure robust

	<p>decision-making and complete their respective actions.</p> <ul style="list-style-type: none"> • Always acts in the collective interest of the Panel and its objective(s). • Ensures they provide visibility of any real, potential, or perceived conflicts of interest, via the conflicts of interest form, and actively supports the conflict-of-interest plan coordinated and managed by the Chair. • May recuse themselves or be asked to step out of meetings where appropriate (e.g. in response to a conflict of interest). • Takes responsibility to contribute to the content of the recommendation report. • Endorse the overall Panel recommendation report for the Chairs approval.
Attendees	<ul style="list-style-type: none"> • Can support the discussion. • Do not have voting rights. • May recuse themselves or be asked to step out of meetings where appropriate (e.g. in response to a conflict of interest or privileged discussions etc.).
Observers	<ul style="list-style-type: none"> • Attend the meeting, at the discretion of the Chair, to ensure alignment between their respective functional areas and make connections, where required. • Do not have voting rights. • May recuse themselves or be asked to step out of meetings where appropriate (e.g. in response to a conflict of interest or privileged discussions etc.).

Panel Support: The Panel is supported by the following parties:

Role	Responsibilities
Transformation Board	<ul style="list-style-type: none"> Responsible for providing governance and advisory support, if required. Promotes centre of excellence governance practices in supporting the effective operations of the Panel. Provides an escalation point for the Panel if required.
Stats NZ Secretariat,	<ul style="list-style-type: none"> Stats NZ will provide a secretariat function, made up of three Stats NZ Staff, one who will assist the Chair in facilitating the meetings, one that will provide logistics support and one who will provide support to the Chair and Panel Members in drafting their report. In conjunction with the Chair, the facilitator (within the secretariat) is responsible for supporting the overall progression of the review.

Other duties of the secretariat include:

- Support the Chair with determining and confirming agendas for meetings and document review.
- Supporting the Chair to facilitate effective meetings that stimulate robust debate and critical thinking.
- With the agreement of the Chair, escalating any topic or issue that cannot be resolved, or a decision which cannot be reached by the Panel, to the Stats NZ Transformation Board or and/or Government Statistician to be resolved.
- Enabling connections to other Stats NZ organisational functions and subject matter experts.
- Coordinating and distributing evaluation material and providing a quality assessment of all material submitted to the Panel. Provision of the Evaluation Criteria and Framework that will be used by the Chair and Panel Members to undertake the evaluation of the five Future Census options.
- Providing feedback to subject matter experts and others as appropriate (including on behalf of the Panel).
- As required, records, maintains, and disseminates actions, decisions, forward agenda items, risks and manages these on behalf of the Chair.
- Coordinates the physical and virtual environment of the Panel and arranges meeting logistics.
- Promotes centre of excellence governance practices in supporting the effective operations of the Panel.
- In conjunction with Chair, inducts new Panel Members.
- Drafts the recommendation report for review and endorsement (via signature) by the Chair and Panel Members.

Subject matter experts	<ul style="list-style-type: none"> • Provide subject matter expertise/input/advice to the Panel, in group and 1:1 meetings (if required). • Represents a functional area in the business – related to their area of expertise or function. • Works to ensure clear understanding for the Panel of the five Future Census options, including: <ul style="list-style-type: none"> ○ The concept design options. ○ The key requirements to be met for each option. ○ How those requirements will be met. ○ The key differences between concept design of each option and how they are delivered.
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7 Logistics and administration

Meeting operations

The Chair and Panel Members are supported by the Secretariat, including a Facilitator, to ensure the effective and efficient operation of the review process by putting in place the following arrangements, in consultation with the Chair:

Topic	Role
Frequency	<ul style="list-style-type: none"> • The Panel will meet over the four-week period as defined by an agenda to be confirmed with the Chair. Additional meetings may be scheduled when needed, and Members are notified of these as early as possible. All procedures, rules, and practices for regular meetings stay in place for additional meetings.
Notice of meetings	<ul style="list-style-type: none"> • Panel Members are advised of the meeting dates. Urgent meetings may be convened with the Chair’s agreement.
Setting the agenda	<ul style="list-style-type: none"> • The Chair sets the agenda with the support of the Secretariat.
Quality of research, papers, and other information	<ul style="list-style-type: none"> • A range of collateral pertaining to the concept design of the options under review will be collated and provided to the Panel, both prior to the first meeting and throughout the Panel Evaluation Period. The Panel can request and review any other information it considers relevant to its review and evaluation, provided the information is in existence. • Where there is summarised research which may utilise embargoed data, there will be an internal Stats NZ process to release this research. The Panel will be notified of this prior to receiving and or reviewing. Review under embargo will be subject to the confidentiality certificate – signed by all Panel Members. • Good quality papers are important. Stats NZ assures that that all research, papers, and other information provided to the Panel and have had appropriate analysis/assessment and quality assurance undertaken to ensure clarity and subsequent robust discussion and decision-making.

Distribution of review collateral	<ul style="list-style-type: none"> Review collateral will be provided to the Panel prior to the first meeting and throughout the Panel Evaluation Period.
Actions arising from meetings and workshops	<ul style="list-style-type: none"> Where appropriate, the Secretariat will record any actions arising from meetings and workshops. Follow-up and completion on any actions will be noted for the Chair, as required.
Escalation Process	<ul style="list-style-type: none"> Should the Chair or any Panel Member need to bring any matter for escalation, they should in the first instance notify the Chair. The escalation request will be acknowledged to the notifier along with the steps and personal involved in any necessary review. A timeframe for response will also be provided with acknowledgement. The Secretariat will support the Chair in this process.

Decision rights

Topic	Role
Decision-maker(s)	<ul style="list-style-type: none"> The aim is to achieve consensus, and the principles of collective responsibility apply. The Chair may, however, bring discussion to an end and determine a position based on majority consensus.
Quorum	<ul style="list-style-type: none"> A quorum protocol is not required for review meetings to proceed. For the meetings where the future census design options are evaluated against the evaluation criteria, all Panel Members should be present. Any non-attendance must be approved by the Chair.
Delegated Financial Authority	<ul style="list-style-type: none"> There is no delegated financial authority
Declarations of Interest	<ul style="list-style-type: none"> The Secretariat will coordinate and maintain declarations of interests for all perceived, potential, and actual financial and non-financial interests for the Chair and all members of the Panel. They will ensure the Panel are aware of the requirement to notify immediately any new declarations for the duration of the panel review period. The Secretariat will follow the conflicts of interest procedure if a potential, perceived or actual interest is identified at a meeting.

Communication and reporting

Topic	Role
Reporting	<ul style="list-style-type: none"> Given the short-term nature of the Panel, there is no formal requirement for regular reporting on progress from the Chair. Where possible, weekly meetings will be held between the Chair and the Government Statistician.

8 Panel engagement beyond scope of this terms of reference

It is envisaged by Stats NZ that there will be opportunity beyond the scope of this terms of reference for the Chair and Panel Members to maintain connection with the design process in relation to the manner of taking the 2028 Census and beyond.

While still in the early stages of conception, this ongoing engagement could be in the form of individual and/or collective opinions and/or advice.

The above mentioned is included for noting by the Chair and Panel Members and options for future involvement could be discussed during the review period and prior to the end date of the Panel.

9 Review of terms of reference

The terms of reference will be reviewed by the Panel Members prior to sign-off by the Chair and Government Statistician. The terms of reference will be reviewed as required.

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Dr Jonathan Godfrey
Chair
Date:

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Mark Sowden
Government Statistician
Date: