

# Working group terms of reference: Māori business definition

## Introduction

As part of its role in producing Tatauranga umanga Māori (TUM), Stats NZ has convened a working group to bring together people with relevant knowledge and expertise to help develop a Māori business definition or definitions. The purpose of the working group is to achieve consensus on the definition or definitions for use in the collection of Māori business measures across the Aotearoa government data system. A Māori business definition or definitions will improve existing and future collections of Māori business data that can be used to identify, develop, and monitor relevant policies, research initiatives, and/or statistical outputs.

This document describes the background for the work, and the purpose of the working group. It then outlines why the group is needed, composition of the group, chair and group responsibilities, decision-making, and how group members are remunerated. The working group will exist for around 15 months from March 2021 to June 2022.

## Background

TUM is a data product that aims to provide insights into the contribution of Māori business to the Aotearoa New Zealand economy. In the past, TUM has used a narrow definition that was operationally feasible to produce Māori business statistics from existing Stats NZ sources. This definition is known to exclude several types of business, in particular, an unknown number of small- to medium-sized enterprises and sole traders. As a result, TUM does not represent the diversity of Māori businesses and their contribution to the Aotearoa New Zealand economy and is not meeting the needs of government and the Māori business sector.

Government and Māori have identified Māori business data as a significant unmet need for information. They are concerned about the lack of reliable, regular, and accurate data on Māori business and Māori economic activity. High quality statistics on Māori business has many uses, including providing iwi and Māori with an understanding of their contribution to the economy, enhancing Māori-Crown relations, and supporting strategic policy. Improved Māori business statistics would also support evidence-based research into the Māori economic activity.

To address these needs, Stats NZ launched a two-year project in July 2020 to engage with Māori development agencies, government, and other data users to identify what statistical, data, and analytic products would better meet user needs, and to define an enduring and fit-for-purpose Māori business definition or definitions. Stats NZ recognises that, as one definition does not fit all, different definitions of Māori business may be required for different purposes.

TUM consists of three streams of work:

- data product: continuously improving the data product for future releases
- engagement: ongoing engagement with key stakeholders to identify needs
- definition: developing a definition or definitions of Māori business for the purpose of collecting official data and producing Māori business statistics.

The working group will focus on the third workstream.

## Composition

Individuals have been asked to sit on the working group because they have:

- deep, broad, and substantial knowledge in the field; and/or
- wide respect as a subject matter expert or authority in the field, with broad community support.

In practical terms, this means individuals who have:

- senior level functional or technical leadership roles related to the subject matter
- ties to government and non-government groups working in this area
- ties to a significant user of the data
- experience in research specific to this subject matter.

Members are appointed to the working group to provide impartial advice based on their knowledge and expertise. They are not appointed to represent the interests of any specific sector, stakeholder, or special interest group, unless explicitly asked for when appointed.

Representatives from government agencies other than Stats NZ will also be involved in providing feedback to this group, to ensure that recommendations from the group are well understood and widely supported across the Aotearoa government data system.

The following individuals have agreed to become members of the group.

Name	Member of	Location
Dr Jason Mika	Academia	Palmerston North
Taonui Campbell	Māori business community	Paeroa
Ngapera Riley	Māori business community	Auckland
Ben Ritchie	Māori business organisation	Wellington
Vonese Walker	Māori business organisation	Rotorua
Darin Bishop	Government agency	Wellington
Jason Clarke	Government agency	Wellington
Paul Clarke	Government agency	Wellington
Mark Dawson	Government agency	Wellington
John Doorbar	Government agency	Wellington
Gareth Edwards	Government agency	Wellington
Mary McCulloch	Government agency	Wellington

Hui will be held throughout the duration of the mahi. It is expected there will be 10 to 12 working group hui in total. This will consist of a few in-person hui and online meetings via video conference. Between hui, communications will continue via email and phone calls. Current alert levels and circumstances due to COVID-19 will of course be taken into consideration for these hui.

The working group will meet monthly. It may meet more often if deemed necessary.

## Roles and responsibilities

The commitment of working group members starts in March 2021 and ends in June 2022. This period may be extended if needed, particularly if the working group is involved with other work associated with Stats NZ.

Members will have the following responsibilities:

- 1) Contributing to the development of the definition or definitions and achieving the desired outcomes.
- 2) Helping to identify key stakeholders and methods of communication.
- 3) Providing advice to ensure the outcomes of the kaupapa are relevant to the current and future needs of Māori.
- 4) Attending hui, raising issues, contributing to discussion and making decisions.
- 5) Reviewing and drafting materials.

**Working group members will be asked to allocate an average of two hours a week to this kaupapa for hui and preparation.**

In preparation for hui, working group members are expected to attend the hui (in person or by video conference), read pre-hui papers, raise issues, contribute to discussions of issues, and develop robust recommendations for the definition or definitions.

Stats NZ will chair each hui and set the agenda. Relevant information will be distributed to working group members at least **five** working days in advance of each hui. It is at the discretion of the chair to accept late agenda items and papers.

The minutes of the previous hui shall be circulated to members within 10 working days after the hui.

For more information of their roles and responsibilities see [Appendix 1](#).

## Decision-making

### Authority to make decisions

Consensus on matters discussed by the working group will be sought; recommendations and contributions from working group members will be highly significant. Stats NZ will have responsibility for all final decisions on any guidance, papers, and definition(s) produced as a result of this mahi because of the Government Statistician's legislative duty 'to define, lay down, and promote standard concepts, procedures, definitions, and classifications for use in official statistics' (Statistics Act 1975, s 14(i)).

If consensus cannot be reached the working group will defer to the TUM project board for strategic direction and decision-making to enable the workstream to progress in the agreed timelines. Escalation from the TUM project board will follow the project governance structure, as described in [Appendix 2](#). The TUM project board organisation structure is shown in [Appendix 3](#).

### Urgent decisions/advice

Decisions/advice from the working group will be scheduled within the regular working group hui where possible. Decisions/advice may be made by the working group outside of the regular hui, by calling a special hui or gaining views/approval individually (called a 'round robin').

### Proxies for hui

Members of the working group may nominate a proxy to attend a hui if the member is unable to attend. The chair will be informed of the substitution at least one working day prior to the scheduled hui. The nominated

proxy shall provide relevant comments/feedback to the working group from the member they are representing when attending the hui, and report back to the member after the hui.

## **Remuneration of members**

The remuneration of working group members will be determined by guidance from the Public Service Commission's guidelines and discussed with each member individually.

### **Public sector members**

- Members who are employees of the wider public sector are not entitled to be paid fees for group business if this is conducted during regular paid working time (that is, members cannot be paid twice by the Crown for the same hours).

### **Non-public sector members**

- Will be remunerated at an agreed hourly rate. This fee would include payment for time in attendance of hui, preparation for the hui, and travel time when travelling on the same day.
- For online hui, will be remunerated agreed hourly rates, plus preparation time if applicable.

Stats NZ will reimburse travel and accommodation for members if required, with prior approval.

Stats NZ will reimburse members for incidental costs directly incurred as part of performing their duties as a member of the group, provided these have prior approval.

Stats NZ will cover other expenses as detailed in this section.

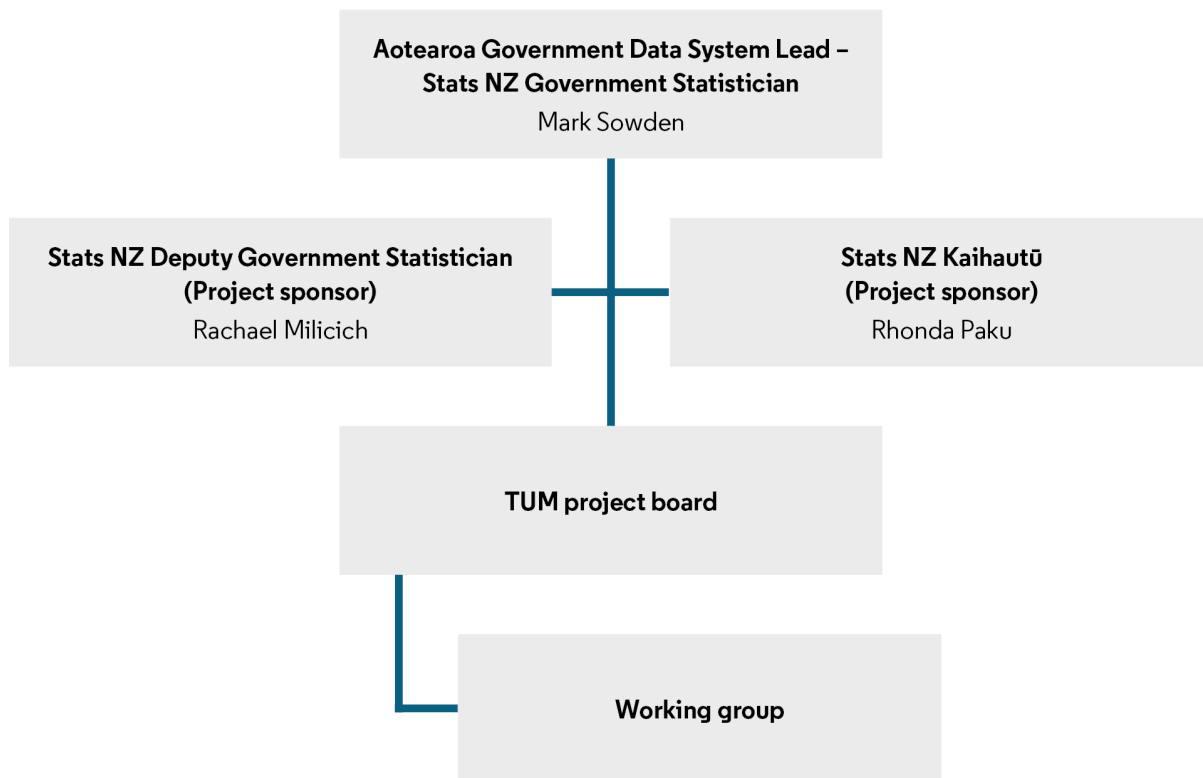
## **Acknowledgement**

Stats NZ wishes to acknowledge the commitment of group members. Your willingness to contribute time, expertise and insight is what makes it possible to achieve the aims of this mahi.

## Appendix 1 – Roles and responsibilities

Role	Responsibility
Chair/facilitator	<ul style="list-style-type: none"> <li>• Planning and chairing the working group hui.</li> <li>• Making sure that sufficient notes will be taken during the hui to track decisions and progress.</li> <li>• Managing day-to-day workstream.</li> <li>• Ensuring that the working group is focused throughout its appointed time period on achieving its objectives and delivering a definition or definitions of Māori business to be used across the data system.</li> <li>• Ensuring that the group gives value for money, ensuring a cost-conscious approach to the project, balancing the demands of the business, user and supplier.</li> <li>• Reporting back internally on progress and decisions to project leadership and governance as required.</li> </ul>
Working group member	<ul style="list-style-type: none"> <li>• Contributing to the development of documents and the definition or definitions.</li> <li>• Representing the user as well as the supplier interests and views.</li> <li>• Specifying the needs of those who will use the definition.</li> <li>• Contributing to all discussions and decision-making.</li> <li>• Ensuring solution(s) meet user needs.</li> <li>• Attending scheduled hui, or sending a proxy if unable to attend.</li> </ul>

## Appendix 2 – TUM project governance



### Text alternative for diagram, TUM project governance

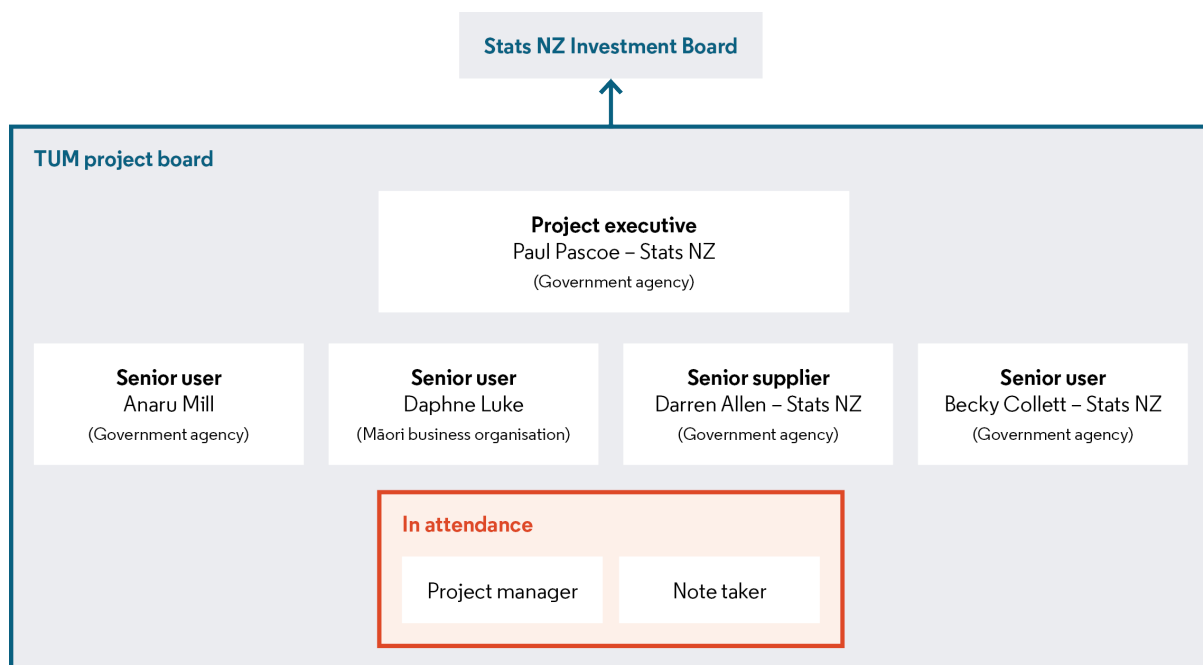
The diagram shows the hierarchy of the project governance in four levels, with Aotearoa Government Data System Lead – Stats NZ Government Statistician Mark Sowden at the top level. The second level comprises two project sponsors: Stats NZ Deputy Government Statistician Rachael Milicich and Stats NZ Kaihautū Rhonda Paku. TUM project board is at level 3 and the working group is at level 4.

## Appendix 3 – TUM project board

Figure 1 shows the structure of the project board for the TUM project.

- The project board is responsible for the overall direction and management of the project within the constraints and tolerances approved by the Stats NZ Investment Board.
- The project board supports the project executive in decision-making and provides direction/advice to the project. It will ensure that the project is planned and put in place effectively.
- In the project board, it will be the responsibility of the project executive to ensure alignment and escalation to Stats NZ’s Executive Leadership Team through the sponsor/s when necessary.
- The project executive will be accountable for the successful delivery of this project.
- The project manager will be responsible for the day-to-day management of the project.

**Figure 1, Structure of TUM project board**



### **Text alternative for Figure 1, Structure of TUM project board**

The diagram shows the arrangement of the project board within a single block with an upward arrow pointing to the Stats NZ Investment Board (indicating the project board’s reporting line).

The project board is shown in a two-level hierarchy, with project executive Paul Pascoe (Stats NZ, government agency) at the top level. The second level comprises three senior users: Anaru Mill (government agency), Daphne Luke (Māori business organisation), and Becky Collett (Stats NZ, government agency), and senior user Darren Allen (Stats NZ, government agency).

Below the project board is block labelled ‘In attendance’ that shows project manager and note taker.