

Peer Assessor

Terms and Conditions



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Introduction

Peer assessors are individuals who have been nominated by the arts community or Creative New Zealand staff for their depth of understanding and knowledge of current arts and art form practice, including international trends and markets, or specialist knowledge of an area of arts development/capability building. The assessor pool is made up of artists, practitioners or people who have worked in the arts in some way over a period of time.

Assessors are asked to evaluate a range of applications from across Creative New Zealand's funding programmes and initiatives against specific criteria. Assessors could be asked to provide artistic, or strategic assessment for Arts Grants or investment funding, or assessment on the value of international or capability building opportunities for New Zealand arts practitioners.

Peer assessors may be requested to participate on an assessment panel and may be required to meet with other peer assessors to feed into the funding recommendations to be made to Creative New Zealand senior management and/or the Arts Council.

Roles and responsibilities

Peer assessors will be required to:

- read and evaluate the material provided
- allocate marks in the scale and manner requested by Creative New Zealand (refer to the assessment guidelines provided)
- provide assessment results to Creative New Zealand in a timely fashion
- immediately inform Creative New Zealand of potential or actual conflicts of interest that may arise from being an assessor for Creative New Zealand
- maintain awareness of the policies, outcomes and strategic direction of Creative New Zealand
- respect the confidentiality provisions and procedures of Creative New Zealand
- direct all enquiries to Creative New Zealand staff.

It is inappropriate for assessors to:

- have independent liaison with applicants/organisations about assessments or applications
- relay panel discussions or decisions to applicants or organisations
- communicate information to applicants or organisations about funding recommendations or the discussions of an assessment panel
- make representations on behalf of Creative New Zealand or the Arts Council
- write articles or make public statement, including social media, about Creative New Zealand's funding processes.
- act as an advocate for an applicant/organisation that is being assessed.

Artistic assessors

Artistic assessors are chosen for their expertise in an area of arts practice or cultural practice. Some artistic assessors are provided with a specific group of funding applications to assess. Other artistic assessors are required to assess the activity of an organisation. This type of assessment will require them to attend performances, exhibitions, workshops, concerts etc or use the services offered by the organisation.

All assessors are given questions with criteria and a set of scales.

Brief written comments about aspects of an application or organisation they wish to draw to the attention of a panel and/or to Creative New Zealand staff are extremely useful.

Strategic assessors

The role of a strategic assessor is to ensure that projects recommended for funding are high quality arts projects that have a strong potential to realise Creative New Zealand's strategic outcomes. A strategic assessor is required to make fair and impartial assessments of the strategic value to Creative New Zealand of funding applications based on Creative New Zealand's strategic outcomes.

Assessors for capability building initiatives

The role of a capability building assessor is to ensure that organisations recommended for a development/skill-building or coaching intervention have strong potential to realise Creative New Zealand's strategic outcomes. A capability building assessor is required to make fair and impartial assessments of the organisations' ability to maximize the value of the opportunity being provided and the potential return on investment to Creative New Zealand of applications based on Creative New Zealand's strategic outcomes.

Assessors for international initiatives

Assessors are chosen for their understanding of the international market and audiences and/or cultural exchange or collaboration and are required to assess the suitability of the applicant's work and their capability to deliver the required outcomes. An international assessor is required to make fair and impartial assessments of the applicant's ability to maximize the opportunity to deliver to Creative New Zealand's strategic outcome – New Zealand arts gain international success.

Specific role of assessment panel members

Panel members are required to:

- read and consider the results of external and staff assessments and in some cases preliminary recommendations
- provide panel meetings with impartial and informed advice based on their understanding of Creative New Zealand strategic outcomes, current relevant policies and arts practice knowledge
- take into account the opinions of other members of the panel and of Creative New Zealand.

The Assessor Selection Process

Public register of nominations of peer assessors

Under the Arts Council of New Zealand Toi Aotearoa Act, 2014 Creative New Zealand is required to invite nominations from, or for, people who are interested in being appointed as peer assessors.

Creative New Zealand maintains a public register of nominees. Inclusion on this register is by self-nomination or nomination received from third parties.

Creative New Zealand welcomes nominations on an ongoing basis to ensure fresh perspectives are incorporated into decision making processes. Nomination forms are available from Creative New Zealand offices and on its website

■ www.creativenz.govt.nz.

Term on register

Nominees on the public register will remain active for up to five years unless the nominee requests their name be removed.

Please note that being on the register does not guarantee that an individual will be invited to serve as a peer assessor or assessment panel member.

Recommendations and approval of panels and assessors

Drawing on the public register and sector knowledge, Creative New Zealand staff provide the Arts Council with a list of potential peer assessors for ratification. Staff will nominate additional reviewers where required to ensure the full range of expertise is available for assessment requirements. Selection from this ratified list of peer assessors is approved by Creative New Zealand management.

Term of appointment

Peer assessors will remain on an active list of assessors for potential engagement for up to five years after which time there will be an eighteen month stand down period. During this time they will not be invited to participate in any of Creative New Zealand's assessment processes. This ensures assessors have adequate time out from the process. It also allows for new assessors to give fresh perspectives to our decision making processes.

Conflict of Interest Protocols

It is essential that Creative New Zealand acknowledges the existence of potential conflicts of interest and manages them consistently and transparently.

Peer assessors must declare any real or potential conflicts of interest.

There are three types of conflict of interest that may apply to peer assessors including panel members. If any of these conflict of interest scenarios apply, peer assessors should contact Creative New Zealand to discuss the procedure for managing the conflict. If you are in any doubt about whether a conflict exists, it is best to raise it with Creative New Zealand

Types of Conflict of Interest

A direct conflict of interest may occur:

Where a peer assessor applies to the round and stands to benefit financially and/or materially from a successful application. In such cases:

- A peer assessor who is also a panel member is ineligible to apply to the assessment panel they are a member of unless they stand down as a panel member for that round.
- A peer assessor is ineligible to apply to the same funding programme and panel as an application they are assessing. Either they withdraw the application or stand down as an assessor for that round.

Where a peer assessor stands to benefit financially and/or materially from an organisation receiving funding or a capability building or international opportunity, they must stand down as an assessor for as long as the conflict of interest exists.

An indirect conflict of interest may occur:

When someone else other than the peer assessor applies and the peer assessor would benefit financially or otherwise if a grant or offer of a place on an initiative were to be made. In such cases, a peer assessor should not assess the application, and should advise staff immediately so they can assign another assessor.

When a peer assessor who is also a panel member has advance knowledge of an application being made to their panel and they stand to benefit, one of the following should take place:

- The member stands down from participation on the panel for that particular round, or
- The member withdraws from participation in the project, or
- The applicant withdraws the application.

If the extent of involvement in the project or initiative and potential benefits are not considered to be significant, the panel member may be cleared to participate in the assessment of applications to the round but they cannot assess that particular application, or batch of applications of a similar nature. In any event the member must leave the meeting room during any related discussion.

If however, the panel member does not have prior knowledge of such involvement in an application they must declare a conflict of interest as soon as they become aware by advising Creative New Zealand staff. They cannot assess that application and must leave the meeting room during the discussion of that application.

When someone else other than the peer assessor is associated with an organisation and the peer assessor would benefit financially and/or materially through the funding of that organisation, they must stand down for as long as the conflict of interest exists.

A perceived conflict of interest

When an associate, friend, family member or organisation associated with a peer assessor applies there is potential for a perceived conflict of interest.

A peer assessor should not assess the application and should advise staff immediately so they can assign another assessor.

When an associate, friend, relative or organisation associated with an assessor benefits financially and/or materially through the funding of an organisation, they should contact Creative New Zealand to discuss the procedure for managing the conflict.

Assessment panel members must declare any conflict of interest where they have an immediate familial, governance or commercial relationship with an application. They cannot assess that application and must leave the room during the discussion of that application.

In all cases and for each round, a conflict of interest register will be prepared by staff and provided to the assessment panel chair prior to the meeting. Such conflicts of interest and absence during discussion will be recorded in the meeting report.

Payment for services

Assessment of applications

Peer assessors are offered an assessment fee based on a rate of \$40.00 an hour. It is estimated that on average each assessment will take 30-80 minutes to read and assess. The number of applications or organisations an assessor is required to assess will vary depending on art form, programme and funding round.

Fees will be calculated based on the number of applications assessed, using 30-80 minutes per application as the basis for determining the fee, not the actual time taken.

Depending on the complexity of the application, rates will be adjusted on a case by case basis. Generally it is expected that an Arts Grants application will take 45 minutes to assess and an Investments application 80 minutes. Staff will advise of the appropriate rate you will be offered based on the complexity of the applications or proposals you are asked to assess.

Assessment outside of funding rounds

Assessments for initiatives and special opportunities may be sought throughout the year. This includes proposals for capability building and international initiatives, expressions of interest, scholarships, nominations and residencies. The rate is \$40 per hour based on between 30-60 minutes per application. Staff will advise of the appropriate rate you will be offered based on the complexity of the applications or proposals you are asked to assess. It is usual practice for the lead contractor of a capability building initiative to be invited to assess applications. In this case, the fee for assessing applications and attending assessment meetings will be covered in their contract services and included within their contract fee.

Assessment and attendance of a performance/exhibition/event

Assessment of performances/exhibitions/events are based on \$40 per hour including visiting/viewing and travel. Assessors will also be reimbursed for any costs incurred in attending a performance/exhibition/event or using the services of an organisation.

Meeting fees

Assessment panel members will also be offered a meeting fee of \$300 per full day meeting or \$150 per half day meeting. Panel members will be reimbursed for travel costs and accommodation if required.

Tax and invoices

Creative New Zealand does not deduct tax from fees although the Inland Revenue Department requires such fees to be included in tax returns.

Creative New Zealand will supply an invoice for assessors to sign and return before payment is made. If you are GST registered, GST will be added to the fee and a GST invoice will be required.

Payment of fees to assessors will be made within three weeks of receipt of an invoice.

Travel & accommodation

Assessment panel members will be required to attend meetings to consider funding recommendations.

Assessors for organisations may also be required to travel.

Where necessary Creative New Zealand staff will arrange travel and will contact assessors to arrange this. If an overnight stay is required, accommodation will be paid for and arranged at one of our preferred hotels.

To minimise cancellation charges and full price for flights, please do not change flights once they have been confirmed unless absolutely necessary. Taxi chits will be issued for use on taxis or shuttle buses. Parking costs will be reimbursed upon receipt.

If an overnight stay is required \$35.00 may be claimed for an evening meal and \$20.00 for breakfast. Claims must be accompanied by a receipt. Room service costs such as mini bar, videos, movies and phone calls are the responsibility of the assessment panel member.

If assessors organise private accommodation an allowance of \$55.00 per night may be claimed from Creative New Zealand.

For any queries relating to travel and accommodation please contact the relevant staff member.

Assessor privacy

It is important to note the following information about assessor privacy:

Creative New Zealand is subject to the Official Information Act 1982 and the Privacy Act 1993. Where information is requested about assessors or assessments, it will only be released through Creative New Zealand's Senior Manager Planning, Performance and Stakeholder Relations.

Peer assessor names will be on a list of active assessors for up to five years. On request this list may be made available to the public. Peer assessors will not however be assigned to an application or organisational assessment.

Official Information Act

The basis of the Official Information Act is the principle that all official information (i.e. all information held by public organisations and entities subject to the Act) shall be made available unless there is good reason to withhold it. Reasons for withholding information need to be based on reasons allowable under the Act. Each request is decided upon its individual merits; there can be no blanket rules.

Assessments are compiled solely for the purpose of determining the suitability for funding or capability building and international initiatives. The marks given and comments made may form the context of constructive feedback or be passed on to applicants following an Official Information Act request.

During the process of deciding whether or not to release some or all of the information requested and, if relevant, assessor names, assessors will be contacted and asked to comment on whether or not they believe harm will be caused by the release. Assessor comments on potential harm will be taken into account in the decision to release or withhold information but will not be determinative.

Conditions of Appointment Form

For peer assessors and members of Creative New Zealand assessment panels

I understand that:

- ☐ I will bring my knowledge and expertise to the task of assessing applications, which will in turn contribute to any assessment panel recommendations to Creative New Zealand senior management and/or the Arts Council.
- ☐ Creative New Zealand senior management and/or the Arts Council will use the recommendations of the assessment panels to assist them in their final decisions about arts funding and/or capability building and international initiatives.
- ☐ my name will be on a register of all external assessors and on request, may be made available to the public. If I am a member of an assessment panel my name will feature on a list of panel members which may be sent to applicants and may be available to the public.
- ☐ Creative New Zealand will treat all information in applications as confidential, including any information relating to applications supplied to us by assessors and panel members.
- ☐ While Creative New Zealand will treat all information related to applications as confidential it is subject to the Official Information Act 1982 and the Privacy Act 1993 and may make decisions under the Acts to release information.

I agree:

- ☐ to keep confidential all information supplied by Creative New Zealand and any information relating to the assessment of an application (including assessment panel discussions) and to only use this information for the purpose of assessing an application. This means that applications cannot be discussed.
- ☐ to ensure that all such information is stored securely and that it will be accessible to no one but me for the sole purpose of assessment and that electronic material is deleted at the end of the decision making process and any hard copy material is returned to Creative New Zealand.
- ☐ not to have direct communication with applicants in relation to applications
- ☐ to refer all enquiries directly to Creative New Zealand staff
- ☐ not to speak publicly on behalf of Creative New Zealand
- ☐ not to discuss or write articles, including social media, on the assessment panel's recommendations. Funding decisions and offers of support will be communicated by Creative New Zealand.
- ☐ not to report back to other organisations on the work of the assessment panel. When necessary, this will be reported through official Creative New Zealand communication channels.
- ☐ to abide by other terms set out in the Creative New Zealand Peer Assessor Terms and Conditions with particular regard to the appropriate role of peer assessors and conflict of interest

I understand and agree to the Conditions of Appointment above and terms set out in the Creative New Zealand Peer Assessor Terms and Conditions.

Assessor Name: _____

Signed: _____

Date: _____

Please carefully read the Conditions of Appointment above then complete, sign and return to:

Creative New Zealand, PO Box 3806, Wellington 6140