



Ministry of
Fisheries
Te Tautiaki i nga tiri a Tangaroa

A large, faint, light blue version of the Ministry of Fisheries logo is centered in the background of the page.

A guide to Customary Research Proposals & Processes



Mangopare¹

He Tauparapara

Ka ngunguru te Mangonui waiho kia ngunguru ana
Ka ngunguru te Mangoroa waiho kia ngunguru ana
Ka tatari atu ana kia Tangaroa whakamaui tai
Ka taka mai te āhuru,
Koia i rukuhia manawa pou roto
Koia i rukuhia manawa pou waho
Koia i pariparia e nga ngaru tuarangeranga o Hinemoana e

Whakarongo ki te ngunguru a te Mango
Ngunguru, ngunguru, ngunguruia
Nguruia i runga
Nguruia i raro
Nguruia i roto
Nguruia i waho
Nguruia i te here tangata

Ka rongu te po
Ka rongu te ao
Nguruia te kawai tangata
I hekea mai
I takea mai
I Hawaiki nui
Hawaiki roa
Hawaiki Pamamao
Ki te hononga wairua
Ki te Wheiao
Ki te Aomarama
Eke panuku
Eke Tangaroa
Haumi e, Hui e.
Tai iki e²

¹ 'Mangopare' tohu designed by Te Tahī Takao.

² Tauparapara source: Copyright ©Kereopa Ratapu 2006



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Kaupapa

The customary research funding was initiated as a result of formulating the Customary Fisheries Regulations. To address provisions in the Customary Fisheries Regulations, Maori requested funding to research traditional and oral information related to customary gathering and traditional practices with regard to mahinga mātaītai and tauranga ika. The customary research fund is to be available for tangata whenua who are working towards registering kaitiaki/tangata tiaki under the Kaimoana Customary Regulations 1998 and the South Island Customary Regulations 1999.

Introduction

The purpose of this guide is to inform tangata whenua of the criteria and process for making customary research funding proposals. In this pamphlet you will find information about the customary research funding and the process to apply for funding. This guide contains the contact details for Ministry of Fisheries staff that can assist you in making a proposal and explain in further detail what is required in submitting proposals and meeting criteria.

This guide is designed to inform you of the process and provide general information in order that tangata whenua have an understanding of what is required for making customary research proposals.

Note that "Proposal" for the purposes of this guide refers to a tender, proposal or submission for a research contract.



Funding Streams

The Ministry of Fisheries has two funding streams for research on issues relevant to customary fisheries issues. The first is the Science research fund. This funding pool is within the Fisheries Services fund, under which science investigations can be funded through either crown funding or from levies paid by the fishing industry.

The second is the Customary Research Fund. This is a crown-funded pool of money targeted at the objectives set out in the Customary Research Funding section below. Both funds are administered by Fisheries Sciences which is one of the corporate groups within the Ministry of Fisheries. The main differences between the two funding streams are provided in the diagram below.

Science funding (contestable):

- Study of effects of fishing, stock abundance, structure and health, habitat quality, management effects on stock abundance and structure.
- Projects are planned through Research Planning Groups, and approved by the Research Coordinating Committee during August – October each year.
- Research is conducted by registered science providers, and awarded through a tendering process.
- Research projects are approved by the Minister of Fisheries as required research services.

Customary research funding (non contestable):

- Study of traditional fishing histories, past take levels, traditional fishing methods, and effectiveness of customary management measures.
- Research is conducted by the group(s) proposing the projects, and is awarded via an annual call for proposals.
- Projects to be funded are evaluated and approved by the Customary Research Panel in June each year.
- Funding is approved by the Chief Scientist, Ministry of Fisheries.
- Total funding pool annually is \$180,000.

For more information on funding in relation to customary fisheries issues, contact Eric Mellina (eric.mellina@fish.govt.nz) or TP Katene (katenet@fish.govt.nz)



Customary research funding

The customary research fund for the 2010-2011 is set at a value of \$180,000 to cover a number of projects from submissions across the entire country. Multi-year projects may be funded, but submitters are encouraged to apply for single-year funding.

Objectives for the customary research fund

Strategic objectives for conducting customary research using Ministry of Fisheries research funding are:

- To collate information on customary fishing practices of Māori that may need to be considered in making fisheries management decisions;
- To assist Maori to manage and measure the outcomes of customary practice within their rohe moana that adds to their traditional and customary well-being
- To determine past levels of Māori customary and traditional harvest levels to aid in the clarification of the relationship between current customary and traditional harvest levels and customary/traditional rights.
- To provide customary fisheries information to enhance and add value to sustainable fisheries management processes.

These objectives are revised periodically, and revisions will be consulted-on according to the Ministry of Fisheries consultation policies.



Criteria for assessment of funding suitability

Projects and the applicant(s) must meet the following criteria.

1. Proposals must be submitted by 31 May each year.
2. Governance structure – The proposal must identify a formal legal entity that will enter into and administer any contract funded by the Ministry of Fisheries.
3. Applicant(s) must be able to demonstrate written support from the hapu/iwi/marae or group on whose behalf the research is undertaken.
4. The applicant(s) must supply full contact details for any persons or legal entities named in the proposal.
5. Applicant(s) must identify any conflicts of interest with the research and /or the Ministry of Fisheries.
6. Applicant(s) must have no previous criminal convictions. Further information can be found at:
<http://www.fish.govt.nz/en-nz/Research+Services/Registration+of+Interest/default.htm>
7. Applicant(s) must demonstrate that they have relevant research skill and experience.
8. Curricula vitae must be submitted for all researchers involved in the research.
9. Applicants MUST use the template specified and download from our website at:
<http://www.fish.govt.nz/en-nz/Research+Services/Background+Information/Customary+Research>
10. Applicant(s) must use a relevant methodology for the research (e.g. recording of oral histories with tapes and transcripts, hapu, iwi tikanga and kawa).



Process for Approval

A **Customary Research Panel** will evaluate proposals that meet the above criteria. This panel comprises of representatives from:

1. Ministry of Fisheries Deed of Settlement Implementation (DOSIP) team,
2. Ministry of Fisheries Science team,
3. Ministry of Fisheries Contracts Monitoring team,
4. An independent Maori representative.

The Ministry of Fisheries reserves the right to fund any or none of the projects submitted to this funding round.

Funding decisions will be notified to applicants in the following ways:

1. A letter sent to all applicants on following evaluation of the proposals.
2. The Ministry of Fisheries will attempt to contact all applicants by telephone within one week of the funding decision
3. Details of successful proposals will be published on the Ministry of Fisheries Website within 10 working days of the funding decision at <http://www.fish.govt.nz/en-nz/Research+Services/Background+Information/Customary+Research>

Evaluation of research proposals

Once a proposal has satisfied the criteria, projects evaluated by the **Customary Research Panel** are ranked according to the following points:

1. Does the proposed research fit the kaupapa and objectives identified for this funding?
2. Does the researcher(s) have relevant qualifications and demonstrated experience in the field of work proposed?
3. Does the researcher(s) have a proven track record?
4. Is the researcher(s) able to provide well written and well researched reports?
5. Is the methodology proposed for conducting the research appropriately and thoroughly described?
6. Does the proposed research programme represent value for money?
7. The quality of a proposal
8. What are the outcomes of the proposed research?
9. Does this contribute to sustainable fisheries management processes?



Customary Research Proposal Information Guidelines

Making a proposal to the Ministry

NOTE: "Proposal" for the purposes of this information and instructions refers to a tender, proposal or submission for a research contract.

Proposals should be addressed to:

Contracts Monitoring

Ministry of Fisheries
ASB House
101 The Terrace
PO Box 1020
Wellington
NEW ZEALAND

All proposals must be prepared using the relevant templates. These templates are available from the Ministry's website at:

http://www.fish.govt.nz/NR/rdonlyres/D09EC152-633A-4EC7-8D6B-9893A7F42838/0/Customary_Research_Proposal_Template.doc

Proposals MUST be received by 31 May each year.

A person duly authorised to sign on behalf of the submitter must sign the tender, proposal or submission letter.

A submitter MUST provide to the Ministry:

1. One signed original (unbound); and
2. One electronic copy in WORD format. This MUST be sent via email to contracts@fish.govt.nz.

The Ministry may reject any proposal that does not conform to these instructions.

See [page 7](#) of this document for the criteria for acceptance of proposals.



For further information on the following, please refer to the Ministry's website:

<http://www.fish.govt.nz/en-nz/Research+Services/Research+Documentation/Submission+Information.htm>

Methodology

This is an important aspect of the proposal and submitters must clearly define what methodology is used in the research and how this will contribute to meeting the objectives of the research.

The submitter must provide a rationale for the proposal to meet the objectives listed for the research.

Personnel

A list of key personnel involved in the project must be provided that may consist of:

1. **Project Manager:** responsible for ensuring the researcher carries out the research services.
2. **Principal Investigator:** responsible for verifying the research services.
3. **Nominated Researchers:** particular scientists or other persons responsible for carrying out the research services.
4. **Subcontractors:** those individuals/firms who will be carrying out any part of the research, that are not ordinarily part of your organisation.
5. **Administrative Contact:** the individual who the Ministry should contact regarding administrative matters.
6. **Any other personnel** identified in key roles in carrying out the research services.

Insurance Policies

The Ministry requires submitters to have minimum levels of insurance cover.

The following information must be provided for the insurance schedule:

1. Insurance Policy number and name of insurance company
2. The amount of insurance cover held for each of the policies
3. Where a submitter does **not** hold one or more of the policies above, the word "**nil**" should be entered next to each policy that is not held
4. Where a submitter does not hold the **minimum requirements** for a policy, the amount that is held should be entered
5. It must be clearly stated which insurances are either not held or do not conform to the Ministry's minimum requirements.



Acceptance

If the Ministry accepts a funding proposal for a project, the Ministry will accept the submission that is considered to be in the best interests of the Ministry. If the Ministry accepts a proposal for a project, the contract arising from that acceptance will be on the Ministry's Terms and Conditions of Research Contracts available at the Ministry's website link:

<http://www.fish.govt.nz/en-nz/Research+Services/Research+Documentation/Terms+conditions.htm>

The Ministry is not obliged to accept the:

1. Proposal with the lowest price; or
2. Proposal that best satisfies the Evaluation Factors.

The successful submitter will not acquire any contractual or other rights until acceptance of the proposal is notified by the Ministry in writing.

The Ministry may (except if required by law) refuse to advise or discuss the reasons why any proposal was accepted or declined.

The Ministry may (except if required by law) decline to give any or all of the following:

1. Information about its assessment of a proposal accepted by it
2. Any other information in relation to a proposal accepted by it.

Important note

A submitter must pay their own costs and expenses incurred when preparing a submission.

The Ministry may amend the Ministry's request at any time before the due date. In particular, the Ministry may change any date, time, or timeframe in the Request for Tender/Request for Proposals.

The final research report is publicly available on request, unless otherwise agreed between the Ministry and the provider of the research.