



Terms of Reference

Screen CanterburyNZ Production Grant Fund Advisory Panel 2024

Screen CanterburyNZ Production Incentive Grant Fund - Advisory Panel

Terms of Reference

1. Your Role

Thank you for becoming a Screen CanterburyNZ Production Grant Advisory Panel Member.

The assessment component of the Production Incentive Grant is a critical part of Screen CanterburyNZ (SCNZ) & ChristchurchNZ's Management (CNZ) decision making process for funding. It provides input from individuals who have specialist knowledge in specific screen context or expertise in screen development and capability.

2. Purpose

These terms of reference outline your responsibilities required to assess applications made through the Screen CanterburyNZ Production Incentive Grant Funding round, which will inform and guide SCNZ in their Production Incentive Grant investment decisions.

This document also sets out SCNZ's obligations to you as an Advisory Panel Member.

3. Overview

The Advisory Panel is a specialist advisory body to ChristchurchNZ Management. The main purpose is to represent the interests of Ōtautahi Christchurch through reviewing Screen Production Incentive Grant applications. It is expected that Advisory Panel members will provide an independent review of the applications and provide recommendations to ChristchurchNZ Management based on their industry expertise.

At times the Advisory Panel may also be called upon to provide insights and strategic advice to Screen CanterburyNZ regarding other screen industry issues and opportunities.

4. Term and Selection

SCNZ will solicit nominations and/or identify and invite potential Advisory Panel members, who will then be recommended to the General Manager of Innovation and Business Growth at ChristchurchNZ for endorsement and appointment. The selected candidates will possess specialised knowledge and experience in the screen sector, representing a diverse range of industry expertise.

A two-year term will be established for a long list of panellists, with members eligible to serve consecutive terms. Each incentive grant application round will involve a different combination of panellists selected from this list. While the full list of Advisory Panellists will be published on the website, only a subset will be chosen for each round to conduct assessments and provide advice to BBC. The identities of the panellists involved in any specific round will remain confidential, unless disclosed through an Official Information Act request.

5. Membership

The Advisory Panel will consist of ten members including the following:

- ChristchurchNZ GM of Innovation and Business Growth (Chair)
- Mana whenua representative (up to two)
- Independent panel members (up to eight)

A maximum of five will assess each tranche of applications.

A quorum will be three (chair plus two others).

A 'long list' of panel members will be available on the Screen CanterburyNZ website, but the specific details of the 'short list' for each panel will not be provided .

6. Confidentiality

Applications for funding are confidential. The Advisory Panellists have a duty to maintain the confidentiality of information contained within an application, even after your appointment with SCNZ has ended.

You must not disclose information gained during the course of assessing applications with SCNZ to any third party or copy any material for private use or for use by anyone else. You may not use any confidential information or any intellectual property rights contained within an application for any purpose other than reviewing the application.

This condition does not preclude you from communicating information that is already in the public domain.

Advisory panel members are not permitted to make statements to the media on behalf of the panel or Screen CanterburyNZ. Media requests should be directed to Screen CanterburyNZ.

7. Local Government Official Information and Meetings Act

SCNZ will treat all information supplied by you as confidential but may be required to release this information under the Local Government Official Information and Meetings Act 1987 (LGOIMA). The Act is based on the principal 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.

Your assessments are compiled solely for the purpose of determining recommendations for funding. However, your name and comments given by you about an application may have to be released following a LGOIMA request.

Good reasons for withholding information are included in the Act and referred to as part of CNZ LGOIMA request process. Examples of these reasons include commercial sensitivity, protecting the privacy of natural persons, public safety. During the process of deciding whether to release some or all of the information requested, including panellists' names if relevant, panellists will be consulted on whether there is good reason for the information not to be released to the requestor. CNZ will make the final decision.

8. Roles and Responsibilities

The knowledge and expertise the Advisory Panel brings to assessing funding applications is what ChristchurchNZ Management will use to inform their decision making. Advisory Panellists

must:

- meet to review Screen Production Grant applications 2 to 3 times a year or as and when required by the Screen CanterburyNZ Manager to assess opportunities that present themselves outside of normal funding rounds
- participate in a pre-round briefing prior to assessing, this could be conducted over the phone, zoom or via email
- pre-read and evaluate the material provided prior to the meeting
- adhere to the specific assessment criteria and use the scoring scale provided
- consider the grant submissions and provide commentary that supports your rationale for recommendation.
- provide fair and impartial assessments
- immediately inform SCNZ of perceived or actual conflicts of interest that may arise
- effectively represent the interests of the wider Canterbury screen industry and stakeholders
- seek to sustainably enhance the regional screen economy and the wider Canterbury screen industry
- maintain awareness of the ChristchurchNZ's relevant policies, strategic direction, outcomes and narrative.

During the Advisory Panel meeting, members are required to:

- read and consider the recommendations of other panellists
- make recommendations for funding by coming to a consensus with other panel members at the meeting
- take into account the opinions of other members of the panel and additional information provided by SCNZ staff

Advisory Panellists assessing applications may not:

- Apply for the grant or participate in the production in any capacity during their tenure as a panelist.

- independently liaise with applicants/organisations about submissions made for a funding round
- relay panel discussions or decisions to applicants or organisations
- communicate information to applicants or organisations about funding recommendations or the discussions of the panel in the funding round
- make any representations on behalf of CNZ or SCNZ either relating to the funding round or in general
- act as an advocate for an applicant/organisation that is being assessed within the funding round.

9. Conflicts of interest

Members of the Advisory Panel represent CNZ, SCNZ and the interests of the Canterbury screen industry as detailed in the Screen Sector Action Plan. A conflict-of-interest situation is when a panellist has or could be perceived as having influence on official decisions and the outcomes of those decisions might affect their private interests. Advisory Panellists who become aware of a conflict of interest should declare any matters that they may feel present an actual or potential conflict to SCNZ and the Advisory Panel.

It is the responsibility of each individual Advisory Panellist to disclose any conflict. When a conflict is identified the member should then withdraw, abstain or otherwise conduct themselves in a way that ensures the advice provided by the advisory panel is unbiased. The conflict of interest will be recorded in the minutes.

Conflicts of interest should be identified as early as possible in the terms of upcoming business at future meetings.

10. Quorum

The Advisory Panel shall have a quorum comprising of at least three panellists. Chair, Mana Whenua representative and an industry member. A meeting may proceed without a quorum; however, this shall be noted alongside any recommendations to ChristchurchNZ Management.

11. Delegated powers

The Advisory Panel, as an advisory body to CNZ Management, has no executive powers. It is authorised by ChristchurchNZ Management to review and assess any activity within its stated functions contained in these Terms of Reference and to seek the appropriate information it requires from the Screen CanterburyNZ team.

12. Meetings

At least two meetings per year will be staged in Christchurch to support the Screen CanterburyNZ Production Incentive Grant rounds.

In exceptional cases, where a production opportunity has presented itself at short notice, meetings may be required by conference call or by email to obtain advice and direction in relation to short notice investment applications.

Meetings will be arranged by the SCNZ staff. Notice of each meeting confirming the venue, time and date will be planned at least three weeks in advance for normal rounds.

Papers will be issued with the agenda one week in advance of the Advisory Panel meeting. Papers will be sent as and when they are ready, to provide the Advisory Panel with the maximum possible time to review the paperwork. A SCNZ representative will be responsible for taking minutes at the meeting.

Advisory Panellists will refer any pre-queries to the Chair of the panel or Head of Screen CanterburyNZ. The Advisory Panel will respect that reports, papers and panel discussions must remain completely confidential.

Applications that are obviously ineligible and don't fit within the fund criteria will not progress through to the assessment panel. SCNZ staff will inform the panel of any rejected applications.

13. Compensation

Reimbursement type	Amount (GST exclusive)	Description
Member reviewing material per round	Half day \$300 Full day \$500	Half day calculated at 1-4 hours Full day calculated at over 4 hours
Travel, accommodation, and expenses		<p>CNZ staff will arrange travel for panellists to attend panel meetings to consider funding recommendations. If for any reason flights need to be cancelled or changed, please advise SCNZ.</p> <p>Ride Share travel arrangements will be made through your preferred supplier. Parking costs will be reimbursed upon receipt.</p> <p>Generally, flights will be for the same day only; however, if an overnight stay is required accommodation will be paid for and arranged at one of our preferred hotels.</p> <p>If an overnight stay is required up to \$50 may be claimed for dinner and up to \$25 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 panellist.</p> <p>If panellist organises private accommodation an allowance of \$55 per night may be claimed from SCNZ.</p> <p>All travel, accommodation and expenses are conducted through SCNZ Team. For any queries relating to travel and accommodation please contact SCNZ Manager.</p>
Invoices		<p>If payment or compensation needs to occur, we will require an invoice for payment and any funds will be paid directly into you nominated bank account.</p> <p>Payment of fees will be made on the 20th of the month following issue of the invoice.</p>

14. Annual Evaluation

The Advisory Panel shall, on an annual basis, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to ChristchurchNZ Management for approval.

15. Agreement

I have read and understand these terms of reference and agree to bound by the obligations therein as a Panellist of the Screen CanterburyNZ Production Incentive Grant Fund Advisory Panel.

**Full
Name:**

Address:

Signature:

Date: