

3. Advisory Groups

1. [REDACTED]
3. Pasifika Advisory Group – [REDACTED]
4. Bharti – on 4th lot of meetings with Advisory Groups. Every one – purpose and vision, objectives given to all groups. [REDACTED]
5. Ministry of Pacific People report released recently – amount of unpaid / volunteer work Pacific people contribute to particularly corporate organisations.
6. [REDACTED]
8. Bharti has a plan for Advisory Group meetings, bringing everyone together face to face.
9. Diversity – Bharti has spoken to Women’s Advisory Group and Maori Advisory Group chairwomen to work with them closely, they are onboard and want to collaborate, work out what the gaps are and focus areas for ConCOVE. To have access to these 3 groups, particularly with gap in Diversity space, is a great thing.
10. What else can we do to keep AG members engaged? Will think about this. Focus groups will connect in with AG members.

4. TEC Midyear Report

1. Page 69 of report – “Board communicates with RSLG and WDC” – if its informal, who is doing it? Phil and Graham are speaking to them, organising meetings as they start to fall into their positions. Definitely happening. Have a formal meeting next week to kick start introductions.
2. Typo – Martin Carroll – deputy spelt wrong.
3. Project 1 mentions apprenticeships sharing with 2, not in project 2.
4. Approve report (with above corrections made) - David Fabish moves, Pamela Bell seconded.

5. Project Update

Martin’s update on reset –

1. Reset came about because first version of midyear report was very different to finalised one. Difference between direction of projects, and what was signed off initially by TEC. Held a meeting with Co-Chairs, Bharti and Team, and Martin, rewrote the report. In process, helped us identify areas where teams had

possibly started to go down paths that were going to get them too far away from original intent of projects.

2. Got TEC report in, for compliance. [REDACTED]
3. Project by project, have an hour-long meeting with Bharti, Martin and project team, and have a reset. Go back to original intended deliverables, making sure project plans rooted from that starting position. Think about how go forward from there.
4. [REDACTED]
5. [REDACTED]
6. Have had two reset meetings – Disruption and Sustainability. Discussed details.
7. Not as much reset on Sustainability as needed on Disruption.
8. Career Progression and Entry review next week.

General -

1. ConCOVE presents each Board Meeting about contacts – scope creep. List of gaps in industry to be presented to the Board. Can work with Board to potentially meet other gaps – seek Board feedback. (Action Item #128)
2. Lit Review / landscape assessment – allowed us to assess the playing field, now we have to move that to the side and do the work that's come out of it. We can have an ongoing review process of understanding the landscape on a quarterly basis and providing that feedback. (Action Item #129).
3. [REDACTED]

6. Marketing and Comms

Logo –

1. Option B for ConCOVE Tuhura Logo voted in. (Decision Register #41). Get two versions of logo – one with tagline, one without tagline.
2. Must pronounce Tuhura right.
3. If you have any more recommendations for tagline, send to Vanessa. (Action Item #131). Should there be a macron above the first U? (Action Item #132).

General -

1. Introductions with Iwi are being done when personal connections, need a plan for connecting with Iwi, working with Maori Advisory Group. Amos, Phil, Craig can come back to us on this to give advice and direction and come back to Bharti. ConCOVE to write Iwi engagement strategy and put together in a wider national plan. (Action Item #121)
2. 2022 Calendar – timeline of events created to support requirements and keep on top of external reporting requirements to TEC. Feedback - 27 July – third week of school holidays. Any feedback on schedule let us know. (Action Item #133).
3. Christchurch event will be rescheduled.
4. Lift profile of engagement with South Island.
5. Two email addresses – ConCOVE email address to external people? Bring up at next meeting. [REDACTED] to give feedback. Get something from MIT IT. Paho to go from info@concov.ac.nz. (Action Item #134).

7. General Business

Projects -

1. Does Board want a specific paper on research methodology? Each project will have its own method. Share good common practices, but method needs to be fit for objectives of the project. Be good to understand balance between industry / academic and have consistency.
2. Sustainability Lit Review due Q4. Not completed yet
3. We are organising for Lit Reviews, reports to go to Lit Review, then will send final products to Board.

4. [REDACTED]
5. How are we identifying female learners – diversity space with women – captured in every project, every project has a diversity space. Diversity project has a big component of this.
6. Project leads to get closer with Board Member project champions regarding strategies and objectives with projects - working on key objectives, once this is done, will invite Board Members dependent on time and interest, to some focus areas. Should Board Champions help Project Lead's shape the work earlier rather than later? The degree to which industry partners are helping shape these projects is important. What is the status of the shaped project at? Martin – work he has been doing with the teams isn't around finalising the project plans, more helping the teams understand original intent of the projects. Teams had started to drift from original intention. Been doing a reset with team, so original intent is understood. The sooner we can get Board Project Champions involved, the better. How the projects connect with industry to get engagement and feedback is really important. Understanding planning is important to Board. Some project focus areas have been submitted to TEC – came from engagement with industry and Vocational Education by project leads, in the papers submitted to TEC – broaden now, invite the board to have a debrief on focus areas. Bharti to come back and present the flow of how we intend to do this going forward. (Action Item #122).

ConCOVE Board Members – Conflict of Interest Register

Conflict Number	Date Conflict Noted	Board Member	Conflict of Interest	Details
3.	17.5.21	Phil Hokianga	Toitu Tairahiti Housing Limited	Toitu Tairahiti Housing Limited Project. [REDACTED] [REDACTED] [REDACTED].

ConCOVE Board Action Register

	Item	Person Responsible	Due Date	Status (In progress or Closed)
76	Offer roles for Project Leads. Update – [REDACTED].	Bharti	30-Apr-21	In progress
77	Offer roles for Researchers. Update – [REDACTED].	Bharti	12-May-21	In progress
88	Marketing person to work on grassroots level engagement	[REDACTED]	21-Jun-21	In progress
103	Map out when we feed back into WDC's so we can communicate how we plan to translate research into action (feedback loop / flow chart). Stakeholder engagement piece - how and when. Update - will follow after Phil and Graham meet.	[REDACTED]	30-Jun-21	In progress
107	Create a booklet of PowerPoint to leave with people	[REDACTED]	30-Jun-21	In progress
109	Share research methodology with the Board. Update - Each project will have its own method. Share good common practices, but method needs to be fit for objectives of the project. Be good to understand balance between industry / academic and have consistency.	Researchers	30-Jun-21	In progress
111	Bharti & HR talking about how to engage contractors - advertising or via firms	Bharti / HR	30-Jul-21	In progress
112	[REDACTED].	Bharti	30-Jul-21	In progress
113	Share key notes from Lit Reviews on Linked In and website	[REDACTED]	15-Aug-21	In progress
114	[REDACTED].	David, Nick	30-Jul-21	In progress
115	Arrange for ConCOVE representation to be at upcoming Trade Shows (touch base 3 - 4 months before they run)	[REDACTED]	30-Jul-21	In progress
116	if anything coming up where we can send ConCOVE representative in to speak, please let us know.	Board	Ongoing	In progress
118	Revisit ecosystem in October once RoVE system develops.	Board	1-Oct-21	In progress
119	Update ecosystem and get statements about how the system works. Update - waiting for WDC update on how to engage.	Dom	20-Jul-21	In progress
120	[REDACTED].	Phil	30-Jul-21	In progress
121	[REDACTED].	Amos	30-Jul-21	In progress

ConCOVE Board Decision Register

Item	Date	Made Via
1 Agreement that the Board needs to be very clear on the organisation's mandate before engaging Advisory Groups	10-Dec-20	Board meeting
2 Annual and Financial Plan - Board confirmed approval of sections 1, 2b, 2c, 4 and 5, subject to the changes discussed being added before submission.	10-Dec-20	Board meeting
3 Agreement to use the title 'Project Lead' vs 'Project Manager' going forward	10-Feb-21	Board meeting
4 Board Members to receive fixed payment per annum, rather than payment for services	11-Mar-21	Board meeting
5 Mission Statement and Vision to be bi-lingual	11-Mar-21	Board meeting
6 Risk Register - remove risks that are part of ConCOVE Operational cycle and just leave Board risks in there.	11-Mar-21	Board meeting
7 Replace title - 'Director' now 'General Manager'	11-Mar-21	Board meeting
8 Will trial Teams for Board use, as long as Teams can be kept secure from operations	11-Mar-21	Board meeting
9 Six researchers is fine for now, to be reviewed in middle of 2021	11-Mar-21	Board meeting
10 Group vs individual applicants for Project Leads - keep an open mind about all applications	11-Mar-21	Board meeting
11 Women's Advisory Group - to include people who identify as Women, or non-binary	11-Mar-21	Board meeting
12 Board Members can attend Advisory Group meetings as an advocate or ambassador, but do not need to be at every meeting	11-Mar-21	Board meeting
13 Create Action list and Board Decision Registers	8-Apr-21	Board meeting
14 Advisory Groups will have 12 members.	8-Apr-21	Board meeting
15 Advisory Groups - members limited to one group per person.	8-Apr-21	Board meeting
16 Advisory Groups - members must represent the demographic of the group they are in	8-Apr-21	Board meeting
17 Advisory Group member criteria - Maori and Pasifika - must be range of ages, mix of gender, have geographical spread, different industries and a cross	8-Apr-21	Board meeting
18 Advisory Group member criteria - Women - a range of ages and ethnicities, geographical spread, different industries, cross section of experience.	8-Apr-21	Board meeting
19 "Disruption" project title passed	8-Apr-21	Board meeting
20 "Entry" project title passed	8-Apr-21	Board meeting
21 "Productivity" project title rejected. Vote to change to "Career Progression" passed.	8-Apr-21	Board meeting
22 "Diversity" project title passed	8-Apr-21	Board meeting
23 "Sustainability" project title passed	8-Apr-21	Board meeting
24 "Sustainability" benefits passed	8-Apr-21	Board meeting

ConCOVE Board Decision Register

25	Charter document approved and passed	9-Apr-21	Board group email
26	Women's Advisory Group - 12 members selected, group formed	16-Apr-21	Board group email
27	ConCOVE Member accepted - ██████████	16-Apr-21	Board group email
28	ConCOVE Member accepted - ██████████	29-Apr-21	Board group email
29	ConCOVE Members accepted - ██████████ ██████████	5-May-21	Board group email
30	Maori Advisory Group - 10 members selected, group formed	5-May-21	Board group email
31	Proverb agreed on - "The role of the skilled (pūkenga) wayfinder is to know the start, envision the destination and chart the journey."	5-May-21	Board group email
32	ConCOVE Members accepted ██████████ ██████████	12-May-21	Board meeting
33	██████████ ██████████	12-May-21	Board meeting
34	██████████	25-May-21	Board group email
35	ConCOVE Members accepted - ██████████ ██████████ ██████	27-May-21	Board group email
36	Change to diversity project description - "Identify and understand the barriers for the diverse range of people entering ..."	1-Jun-21	Board group email
37	ConCOVE Members accepted ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████ ██████████	16-Jun-21	Board group email
38	Change Disruption project title to 'Disruptive Technology' - vote occurred, no change. To remain as 'Disruption'.	16-Jun-21	Board meeting
39	'Tuhura: ConCOVE - The next generation of construction education.' - Maori name for ConCOVE approved by the Board.	21-Jul-21	Board group email
40	ConCOVE Members accepted - ██████████ ██████████ ██████████ Park	31-Aug-21	Board group email
41	Option B for ConCOVE Turhura Logo voted in.	15-Sep-21	Board meeting
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43			
44			

Name of C	ConCOVE
Name of L	MIT
Report:	ConCOVE Risk Register
Date:	15.9.21

No.	Description of risk ["Risk of ... resulting in"]	Risk Type	Potential cause(s) of the risk [What could cause the risk to occur?]	Consequences (Currently)	Likelihood (Currently)	Level of Risk acceptable to Board	Level of Risk (Currently)	Risk Management Approach [What is being done to manage the risk?]	Level of Risk (post Risk Management action)	Timeframe	Person Responsible	Risk Status	Comments from Board Meeting
6	Risk of inadequate Project Lead resource to undertake required work in March/April 2021	Operational Capability	Delay in recruitment process	Moderate	Possible	Medium	High	Roles going out on seek, reaching out to industry contacts and recruitment team. Interim - tony doing entry. Board and Advisory Group to assist recommending people.	Medium	28-Feb-21	General Manager	Open	
8	Risk of stakeholders not being engaged, resulting in poor participation in ConCOVE projects and poor support of ConCOVE in general	Reputational	Poor awareness of ConCOVE in construction and education sectors Low interest in ConCOVE's mandate	Major	Likely	Low	High	Reduce - a) Task Board Members to engage with stakeholders, b) implement the Stkhldr Engmt/Comms Plan. Need descriptions of projects, FAQ's, talking points, how we fit in with WDC etc urgently. After scope reset with Martin, Bharti will advise plan to the Board.	Medium	Open	Board Co-chairs, Board Members, General Manager	Open	While still recruiting and projects learning - converting interest into action in projects. Leave at high until people are firmly engaged. Bharti - should be resolved in 3 months. Roles going out on seek, reaching out to industry contacts and recruitment team. Interim - Tony doing entry. Board and Advisory Group to assist recommending people.

9	Risk of another COVID-19 lockdown, resulting in difficulties for the General Managerate and Board to work together in-person, and with the stakeholders.	Operational Capability	Community transmission	Minor	Almost Certain	Low	High	Accept - remote working, central database. Everyone working really well transitioning in and out of office, working from home. Board Meetings online. We haven't been doing national consultations to date - this will test the way we work, and this risk.	Low	Ongoing	General Manager Board Co-Chairs	Open	
16	Risk that scope of ConCOVE's mandate creeps, resulting in unfocused work and compromised outcomes	Operational Capability	Board not being clear on scope General Managerate not being clear on scope Project Managers not being clear on scope Advisory Groups not being clear on scope	Major	Likely	Medium	Medium	Reduce - Board, General Managerate, PM's and Advisory Groups being provided very clear verbal and written information on the scope of ConCOVE's mandate and each of the projects Schedule updates with these groups to remind them of the original scope to. Minimise / correct deviation. Plan forward to do a six monthly scope check. Service vs project lead - mitigate with being transparent with Board. Work with Martin to rescope	Low	Ongoing	Co-Chairs, General Manager, MIT Host	Open	Concern that we focus too closely on thing and miss bigger context. Will take time to have confidence in. Will be here for a year. What is mandate creep? As we have been defining and redefining projects, trying to capture what we need to. Actually being effective, need to deliver tangible products at end.

17	Risk that ConCOVE is seen as being 'academic' rather than 'industry' focussed, making industry engagement more difficult	Reputational	Industry having a pre-conceived idea that this will be an academic exercise	Major	Possible	Low	Medium	Reduce - Ensure Comms activity reinforces the organisation's mandate and emphasises Board and staff industry credentials/ experience Our point of difference is our projects are industry lead.	Low	1-Jan-23	General Man	Open
18	Risk that ConCOVE is perceived as being Auckland or Wellington-centric, resulting in difficulty securing nationwide industry engagement	Reputational	ConCOVE's office being physically based in Auckland ConCOVE General Managerate staff being Auckland-based Alternate Board meetings based in Auckland	Minor	Possible	Low	Medium	Reduce - Ensure Comms activity reinforces the organisation's nationwide mandate and schedule industry activity across the country. Project leads being advertised across New Zealand. Bharti and Project Leads moving into South Island with engagement.	Low	1-Jan-23	General Man	Open
19	Risk of not being able to clearly identify potential Learners, making it difficult to include them in our Stakeholder engagement	Operational Capability	No existing database available	Moderate	Possible	Low	Medium	Reduce - seek active input from industry, schools, MBIE, MSD	Low	1-Jul-21	General Man	Open

