

Memorandum of Understanding (MoU) between:

The **Electoral Commission**, an independent Crown entity established under section 4B of the Electoral Act 1993 ('the Commission')

and

English Language Partners New Zealand, a national organisation established in the 1970s, that delivers English language programmes and enables effective settlement. ('ELP')

('the parties')

1. Background

The Commission is an independent Crown entity responsible for the administration of parliamentary elections and referendums, including the maintenance of electoral rolls which are used for both parliamentary and local elections.

The Commission's vision is New Zealanders trust, value and take part in parliamentary elections. The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

English Language Partners New Zealand is a Charitable Trust that started in the 1970s when a large number of non-English speaking people came to live in New Zealand. In 1992, the National Association of ESOL Home Tutor Schemes (Inc.) was formed. In 2009, the organisation was renamed as English Language Partners New Zealand. ELP's vision is that former refugees and migrants participate successfully in all aspects of life in Aotearoa New Zealand. Their purpose is to deliver English language programmes and enable effective settlement.

The Commission considers partnerships are critical to the Commission successfully delivering its services. These partnerships have evolved over time and the Commission will aim to strengthen the partnerships it has and foster new ones with organisations who have similar aspiration for communities.

ELP also has strong determination to have effective partnerships, acknowledging that working in partnership allows people to co-operate. By talking through ideas, and working side by side, ELP agree much more can be achieved together than alone. Whether organisations and communities work together as a couple, a group or a whole society, using language well is the key to our success.

2. Purpose

This MoU sets out the terms and understanding between the Commission and ELP to work together in collaboration to set goals which contribute to achieving shared outcomes.

To increase participation, understanding and confidence in electoral events by working in partnership to improve access to enrolment and voting processes. This will be delivered through a range of learning activities, with a focus on migrants and former refugees from non-English speaking background communities.

Both parties will work collaboratively and in a spirit of co-operation. All expectations will be agreed in advance and activities monitored to ensure outcomes are being achieved.

This MoU is in addition to any existing agreements and processes the Commission holds between ELP regional offices and Registrar of Electors offices.

To achieve these objectives, the Commission and ELP agree to the responsibilities set out in this MoU.

3.Aims

This MoU aims to:

- Reduced barriers to participation in general and local body elections;
- Increased voting turnout for new migrant and refugee communities;
- Increased understanding of NZ electoral process individual rights and improved access to information;
- An excellent, user-centric experience for electors;
- A model of good practice and collaboration established between the two parties in order to continue to work together for future elections.

4.Responsibilities

The main activities to be delivered in partnership under this MoU:

- Real time enrolment during elections
- Civics education
- Facilitate the unpublished roll process

The table below outlines the agreed actions by the parties and specific actions will be further defined in due course.

Activity	Electoral Commission will:	English Language Partners will:	Date
Real time enrolment	Provide resources which assist ELP teachers to understand the enrolment process	Provide assistance for learners to enrol as part of civics education ESOL programme.	Ongoing

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Activity	Electoral Commission will:	English Language Partners will:	Date
Information and education resources	Share available information and resources.	Deliver English language programme of learning using an electoral process context for the purposes of client understanding the enrolment and voting process.	Non-election year: a minimum of two to three times per year. Election year: weekly in the quarter leading into election.
	Seek advice on resources developed for migrants and former refugees from non-English speaking background communities.	Provide advice on resources developed for migrants and former refugees from non-English speaking background communities.	Ongoing
Unpublished roll	Provide information and updates to ELP regarding the unpublished roll processes and deadlines	Where applicable; <ul style="list-style-type: none"> Identify a client whereby their personal safety is at risk if their name (and that of their family) is placed on a printed roll. Provide written support of their client (and that of their family) to be placed on the unpublished roll for the appropriate electorate. 	Ongoing
Evaluation	Meet to discuss outcomes, achievements, and challenges of activities as outlined in MoU		Annually in non-election year; the middle and end of the campaign period in an election year

5. Relationship management and reporting

Each party will appoint a Relationship Manager to facilitate this relationship. The nominated Relationship Managers are set out in Appendix A.

The Relationship Managers should meet every three months during a general election year, and every six months in non-general election years to track the progress of the MoU and review the relationship. The Relationship Managers will record discussion and distribute minutes to be agreed by both parties.

Each party agrees to notify the other of any change of Relationship Manager, or their contact details, as soon as reasonably practicable after any such change.

6. Neutrality

In accordance with the Commission's Code of Conduct, ELP will uphold the requirement to be politically neutral in all activities associated with this MoU.

The Commission has a statutory duty to act independently in performing its statutory functions and duties and exercising its statutory powers. This responsibility extends to those organisations in partnership with or acting on behalf of the Commission, as ELP is by signing this MoU.

Messaging and motivation encouraging people to enrol and vote must not include who or what to vote for. This includes any referendum option, candidates and parties.

7. Costs

Costs incurred by the parties lie where they fall unless agreed otherwise in writing.

8. Review

This MoU will be reviewed annually.

9. Disputes

If any issue or dispute arises between the parties concerning this MoU, the parties will escalate the issue or dispute to their respective Chief Executives.

10. Variation

This MoU may be varied at any time by agreement in writing between the parties.

11. Termination

This MoU may be terminated at any time by either party by giving three months' notice in writing.

12. Term

This MoU will come into effect immediately after its signing by both parties.

It will be in effect for one year (following the date of signing). If parties agree, it can be renewed and/or renegotiated each year.

Signed on 18 day of May in the year 2021 by:



Alicia Wright
Chief Electoral Officer
Electoral Commission



James McCulloch
Chief Executive
English Language Partners New Zealand

Appendix A

Relationship Manager – English Language Partners New Zealand

[REDACTED] Operations Manager

Level 7, Ranchhod Tower, 39 The Terrace, Wellington 6011

[REDACTED] | [REDACTED] | [REDACTED]

Relationship Manager – Electoral Commission

[REDACTED] Senior Project Manager – Community Engagement

34 – 42 Manners Street, Wellington

[REDACTED] | [REDACTED]

Contact – Electoral Commission – Unpublished Roll

[REDACTED] Operations Support Manager

34 – 42 Manners Street, Wellington

[REDACTED] | [REDACTED] | [REDACTED]