



Sent by: Mark
Coburn/MOH

14/07/2016 11:29 a.m.

To: Request Forms/MOH@MOH,
cc:
bcc:

Subject: 237725 Mental Health Advocacy & Peer Supports (MHAPS) - Management and
Coordination of Quarterly meetings of Nga Hau E Wha to provide sector
intelligence

Hi, new contract please.

I presume a "short" version will do as it's \$48k
Was due to start 1/7/16
MIC Approved 4/7/16

Service Specs
Have been checked by Legal
Any queries to Emma Tonks



MHAPS Service Specification.doc MHAPS.xlsm

Many thanks

Mark Coburn
Contracts Administrator
Mental Health and Addiction Services
Mental Health Service Improvement
Service Commissioning
Ministry of Health
DDI: 04 816 2041

<http://www.health.govt.nz>
mailto:Mark_Coburn@moh.govt.nz



Released under the Official Information Act 1982

SERVICE SPECIFICATION

Management of Quarterly Meetings of Nga Hau E Wha to provide Sector Intelligence from consumers to the Ministry of Health

Background

Nga Hau E Wha consists of two representatives from each of the four regional consumer networks and was established to enable the networks to learn from each other in order to strengthen the consumer voice and improve consumer engagement and involvement locally, regionally and nationally.

Nga Hau E Wha also contributes to the following Mental Health Commission and Ministry of Health strategic policy documents:

- Blueprint II Improving mental health and wellbeing for all New Zealanders: How things need to be
- Rising to the Challenge: The Mental Health and Addiction Service Development Plan 2012-2017

Services to be provided under this Agreement

The Ministry of Health (the Ministry) requires Mental Health Advocacy and Support (“you”) to be responsible for the management and coordination of quarterly Nga Hau E Wha meetings and processes (“the Services”).

The objectives of these Services are to enable Nga Hau E Wha to:

- provide sector intelligence from the perspective of people with lived experience to the Ministry
- be able to coordinate input into strategic documents and key pieces of work within the sector and those developed by the Ministry to provide a consumer perspective
- provide input and comment on strategic service developments proposed by the Ministry to ensure responsiveness to the needs of those with lived experience
- provide an overview of national issues or challenges identified by consumers that will also include peer support services
- provide an overview of areas of best practice as identified by consumers
- develop and maintain relationships with key stakeholders in the sector.

Output 1: Management and coordination of quarterly Nga Hau e Wha meetings and processes

- 1.1 You will provide secretarial services for the management and coordination of quarterly Nga Hau E Wha meetings and processes including:
- Agreeing dates, times and agenda for meetings with the Nga Hau E Wha members.
 - Funding and arranging suitable return flights for the representatives, accommodation, airport transfers, venue hire, catering and any other services required for the effective and efficient management of the quarterly Nga Hau E Wha meetings
- 1.2 You will ensure that the Nga Hau E Wha meetings include two representatives from each of the following areas:
- Northern Region
 - Midland Region
 - Central Region
 - Southern Region

These regions are defined as the DHB regions.

Representatives from these regions will usually be mandated by the established consumer networks in those regions. In the absence of established network organisations, or in the event that those organisations do not mandate representatives to Nga Hau E Wha, then representatives from those regions shall be selected following the processes described in Nga Hau E Wha's Terms of Reference. Nga Hau E Wha are responsible for recruiting representatives to the group.

- 1.3 You will ensure that the agenda for meetings is structured to enable the representatives identified in clause 1.2 to learn about consumer networking activities in each other's regions and collaborate to strengthen their capacity for their experiences to be shared at local, regional and national levels. The agenda will also provide opportunities to discuss national issues, and link with other key strategic partners.
- 1.4 From time to time you will invite officials from the Ministry of Health or other agencies to attend meetings with Nga Hau E Wha.
- 1.5 You will operate in a way that is consistent with and furthers the Terms of Reference of Nga Hau E Wha.
- 1.6 This Agreement concerns only the management and coordination of quarterly meetings of Nga Hau E Wha; any documents or communications produced by Nga Hau E Wha at (or as a result of) any meetings held to fulfil this contract are owned by Nga Hau E Wha. In instances where the Ministry considers that material produced by Nga Hau E Wha should be distributed to other stakeholders, the Ministry will seek the agreement of Nga Hau E Wha before doing so.

- 1.7 You will provide an overview of national issues or challenges in the Mental Health and Addiction sector as identified by people with experience in that sector.
- 1.8 You will provide an overview of areas of best practice in the Mental Health and Addiction sector as identified by people with experience in that sector.
- 1.9 You will provide an overview of changes or developments that Nga Hau E Wha believe have been generated out of Rising to the Challenge.

Output 2: Six monthly reporting

- 2.1 You will provide six-monthly reports in partnership with Nga Hau E Wha to the Ministry's Senior Contract Manager on the outputs described in this specification.
- 2.2 The six-monthly reports will include a record of the dates of meetings held in the preceding six months and names of attendees from each region.
- 2.3 As a minimum the six monthly reports will include the following information:
- an overview of the areas identified in clauses 1.7,1.8 and 1.9
 - consumer sector feedback to the Ministry on the strategic direction of mental health and addictions
 - any other information you would like the Ministry to be aware of
- 2.4 You will work closely with Nga Hau E Wha to agree on the process for the development of the six-monthly reports, and a final copy will be made available to Nga Hau E Wha for comment before being sent to the Ministry.
- 2.6 While you have responsibility for submitting the six-monthly reports, the Ministry expects that compiling the reports will be the collective responsibility of those people who attended each meeting of Nga Hau E Wha.
- 2.7 The six-monthly reports will be provided to the Ministry's Senior Contract Manager, Mental Health Programmes, Mental Health & Addiction Programmes, Service Commissioning, Ministry of Health, PO Box 5013, Wellington or preferably email to:
- MentalHealth&AddictionsContracts@moh.govt.nz with the subject line "Nga Hau E Wha Report".

Period	Report due date
01 July 2016 to 31 December 2016	20 January 2017
01 January 2017 to 30 June 2017	20 July 2017

2.8 You will also provide a six-monthly expenditure report. This report will include expenditure as follows:

Expenditure Item	Budget	Actual
Travel – (airfares, taxis, etc)	\$18,800	
Accommodation	\$4,800	
Venue hire, catering and other meeting costs	\$6,400	
Administration allocation	\$3,880	
Meeting fees	\$6,120	
Overheads (MHAPS Fee)	\$8,000	
Total	\$48,000	

Funding

- 3.1 For the period 1 July 2016 to 30 June 2017, you will provide the Services under this Agreement for up to a total amount of forty eight thousand dollars only (\$48,000.00) per annum (GST exclusive) (the Funding).
- 3.2 Payment of Funding is dependent on delivery of the Services in accordance with the requirements of this Service Specification, including receipt of satisfactory reports as specified in clause 2.1 of this Service Specification.
- 3.3 The Funding will be paid in equal monthly instalments in arrears.

Application of Funding

- 3.4 You agree to apply 100% of the Funding in accordance with this Agreement.
- 3.5 If, upon the expiry or termination of this Agreement, you have any surplus (including any interest accrued) Funding, you will repay the surplus to us, or with our prior agreement, apply the surplus to further Nga Hau E Wha activity.

Submit Request Form to request_forms@moh.govt.nz
Please save as macro-enabled worksheet

Ministry Investment Committee Approval Attached (select from drop down box)	Yes
--	-----

AGREEMENT / VARIATION REQUEST FORM

Agreement Request Form Relates to: (select from drop down box)	New Agreement
Variation Relates to:	

Service Provider Details

Legal Entity Name & Address: (New providers please attach a completed Contact Database (Perorg) Form)	Mental Health Advocacy and Peer Supports Trust
Trading as:	Mental Health Advocacy and Peer Supports
Provider Contact Name:	
Provider Email Address:	
Provider Performance Reporting Contact Name:	Contract Administrator
Provider Performance Reporting Email Address:	MentalHealth&AddictionContracts@moh.govt.nz
Provider Number:	237725

Funder Details

Agreement Manager Name:	Rod Bartling
Agreement Deputy Name:	Emma Tonks
Receiving Manager Name:	Mark Coburn
Directorate:	Service Commissioning

Agreement Details

Agreement Name:	Coordination of Quarterly meetings of Nga Hau E Wha to provide
Original Agreement No: (required for variations)	
Agreement / Variation Start Date:	1 July 2016
Agreement / Variation End Date:	30 June 2017
NEW AGREEMENTS ONLY Total Amount (GST Excl)	\$ 48,000.00
AGREEMENT VARIATIONS ONLY Increased / Decreased Amount (GST Excl)	
Agreement Type:	Short Contract
Ethnic Classification:	General

Sector Operations Use Only

Agreement Generated By/Monitoring:	
Quality Checked By:	
Agreement File Name:	CMSDRAFT/

Released under the Official Information Act 1982



Sent by: Mark Coburn/MOH

14/07/2016 11:30 a.m.

To: Salena Branson/MOH@MOH,
cc:
bcc:

Subject: 237725 Mental Health Advocacy & Peer Supports (MHAPS) - Management and Coordination of Quarterly meetings of Nga Hau E Wha to provide sector intelligence - Link

FYI

	Date	Author	Title
	14/07/2016	Mark Coburn	237725 Mental Health Advocacy & Peer Supports (MHAPS) - Management and Coordination of Quarterly meetings of Nga Hau E Wha to provide sector intelligence

Mark Coburn
Contracts Administrator
Mental Health and Addiction Services
Mental Health Service Improvement
Service Commissioning
Ministry of Health
DDI: 04 816 2041

mailto:mark_coburn@moh.govt.nz

Released Under the Official Information Act 1982