

IPEN'S STRUCTURE

How do we work together?



iPEN is a network of professionals who work in a diverse range of roles across our seven Crown Research Institutes (CRIs) **to collaboratively 'turbocharge' capability and capacity to delivery impact from research in New Zealand.**

iPEN is a group formed under Science New Zealand which represents the joint interests of our CRIs. Members of iPEN, including Science New Zealand, operate under a Memorandum of Understanding that guides our activities. The diagram below shows how we are organised and operate, and how we are governed.



SCIENCE NEW ZEALAND BOARD

The Science New Zealand Board is comprised of the seven Chief Executives of our CRIs. They are the sponsors for this work. They approve iPEN's funding, and **receive updates on our activities 1-2 times a year.**

The iPEN Chair also meets with the Science NZ Chair every 1-2 months to provide more operational updates, check in on any emerging issues, and review or identify potential risks we need to monitor.

iPEN

iPEN operates by having at least one (ideally 2, sometimes 3) representatives from each CRI. From time to time we also draw on expert advice from others across in our organisations (e.g., comms advice). iPEN reps meet monthly, where they plan and review iPEN's work programme, discuss topical issues, share learnings, and provide feedback on special project work. Reps also belong to at least one workstream which have their own separate meetings



iPEN Exec Group

The Exec includes our Chair, our Treasurer, our Expert Consultant, and our iPEN Administrator. This group also includes one of the PFR reps, as they contract our support team on behalf of the group.

They check in monthly to discuss operational matters so the full iPEN meetings can focus on greater discussion. Minutes are taken and always available, as full transparency and trust is a core principle for our work.



WORKSTREAM - A

Tools, training, resources

WORKSTREAM - B

Building iPEN capability

WORKSTREAM - C

External partners

WORKSTREAM - D

Support Māori impact

Our workstreams provide oversight and direction on specific areas of iPEN's work. They are working groups, with members contributing time on projects and business as usual ('BAU') activities depending on the workstream and needs at the time.

BAU ACTIVITIES

Developing and delivering workshops, guidance material, tools and templates, running regular meetings, organising webinars, circulating the newsletter, impact news, and website. Periodic meetings with 'iPEN friends' - external partners with a shared interest in supporting research impact in New Zealand, sharing information.

SPECIAL PROJECTS

Time-bound projects requiring particular inputs for a period of time to support iPEN's work. This has included completion of the systems analysis of barriers and enablers of impact, the current impact pathways project (developing specific guidance on research pathways to impact), and ad hoc hui with sector stakeholders and interested parties.