



# **SCHEDULE E**

**Dated 17 December 2019**

## **OF THE MEMORANDUM OF UNDERSTANDING**

**Between**

**STATS NZ (STATS NZ)**

**and**

**THE MINISTRY OF BUSINESS, INNOVATION AND EMPLOYMENT (MBIE)**

**Dated 29 May 2019**

## **Business Operations Survey – Innovation Module 2017 & 2019**

This Project Schedule is subject to, and forms part of, the MOU between the Parties dated **29 May 2019**. Terms used in this Project Schedule have the meaning (if any) given to them in the MOU.

### **1. Context**

- This schedule concerns the operation of the Business Operations Survey (BOS) Innovation module for 2017 and 2019.
- Stats NZ and MBIE have agreed to include BOS 2017 in this schedule in retrospect.
- Stats NZ undertakes a national survey of business every year called the Business Operations Survey (BOS). The survey is modular, with variations in content depending on the year. On odd numbered years module B is an Innovation module.
- The Innovation module, when it is run, is sponsored by MBIE.

### **2. Term of Project Schedule**

Unless terminated earlier in accordance with the MOU, this Project Schedule will continue until such time as both parties agree it is no longer necessary, or the later of one of the following:

- a. **30 June 2020; and**

b. The delivery of the Services and Deliverables in accordance with this MOU.

### 3. Services and Deliverables

The Services and Deliverables to be provided under this Project Schedule are set out below.

The following Services:

- Running of the BOS Innovation module in 2017 and 2019

The following Deliverables:

- Business Operations Survey 2017 information release
- Business Operations Survey 2019 information release
- Dataset from BOS 2017 for the Longitudinal Business Database (LBD)
- Dataset from BOS 2019 for the Longitudinal Business Database (LBD)
- Other deliverables as agreed to between both parties.

### 4. Intended Use

The Parties may use the Deliverables for the following Intended Use:

*Stats NZ use of information*

Stats NZ will release survey results as Official Statistics, with appropriate supporting information re their characteristics.

*MBIE and other approved Researchers using Stats NZ's Microdata Access service*

Data will be used by approved researchers through the Data Lab service for bona-fide statistical and research purposes only, as per section 37C of Statistics Act 1975.

### 5. Parties Roles and Responsibilities

Each Party's roles and responsibilities in relation to the performance of the Services and delivery of the Deliverables are set out below:

Stats NZ's responsibilities:

For each of BOS 2017 and 2019:

Stats NZ shall undertake the BOS.

Stats NZ holds the data collected as part of that survey (subject to the Statistics Act).

Stats NZ shall grant MBIE access to respondent data, as consented to by survey respondents on the BOS questionnaire, for the purposes of follow-up research.

Stats NZ shall grant MBIE access to data collected from the BOS. Use of the data is subject to Stats NZ's standard protocols to protect the confidentiality of businesses supplying the data. The data will be available to MBIE and other government researchers through Stats NZ's Longitudinal Business Database (LBD).

Release of information will take the form of a media release and an electronic output which will be available through the Stats NZ website. Stats NZ will advise MBIE on any planned publishing format changes.

Stats NZ has the discretion to make the final decision on the publication date. For example, if the publication date is impacted by external forces, such as delayed availability of input data, Stats NZ will negotiate a revised publication date in consultation with MBIE, and in agreement with the publishing team. In the case of possible delays to the release date Stats NZ will notify MBIE as soon as possible.

**MBIE's responsibilities:**

For each of BOS 2017 and 2019:

MBIE may reproduce BOS, in whole or in part, or in conjunction with other material, provided they acknowledge the development of the methodology and subsequent production of BOS by Stats NZ.

MBIE will abide by Statistics New Zealand's standard protocols to protect the confidentiality of businesses supplying the data.

MBIE will use reasonable endeavours to communicate with Stats NZ about the planned release of new products or significant publications drawing on BOS data, or where BOS data is a significant input.

Each Party's Key Contact Person for this Project Schedule is set out below:

Key Contact Persons	MBIE	Stats NZ
	Dafydd Davies Manager, Science and Innovation Evidence & Insights	Geraldine Duoba Manager, Business Performance Statistics

**6. Deliverables/ Milestones**

Deliverable/Milestone	Due date
Business Operations Survey 2017 information release	20 March 2018 (completed)
Dataset from BOS 2017 for the Longitudinal Business Database (LBD)	August 2018 (approx., completed)
Business Operations Survey 2019 information release	25 March 2020
Dataset from BOS 2019 for the Longitudinal Business Database	August 2020



(LBD)	(approx.)
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## 7. Charges

The Charges payable are calculated as follows:

The full charge for BOS innovation module is \$250,000. MBIE has paid \$50,000 towards BOS Innovation 2017, prior to this schedule being signed. Therefore the outstanding amount only is due.

MBIE shall pay Stats NZ a total of:

- \$200,000 (plus GST) for the 2017 BOS Innovation Module, and
- \$250,000 (plus GST) for the 2019 BOS Innovation module.

Stats NZ shall issue invoices to MBIE for the above amounts.

## 8. Invoice Terms

Invoice in instalments on the invoice dates set out below:

Instalment (plus GST (if any))	Date due for payment
Instalment 2, BOS 2017: \$100,000 + GST	December 2019
Instalment 3, BOS 2017: \$100,000 + GST	May 2020
Instalment 1, BOS 2019: \$50,000 + GST	December 2019
Instalment 2, BOS 2019: \$100,000 + GST	March 2020
Instalment 3, BOS 2019: \$100,000 + GST	June 2020

## 9. Reporting and Meeting Requirements

The parties may agree to meet, communicate or report in varying ways.

**SIGNED BY**

**SIGNED** for and on behalf of )

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)  
**THE SOVEREIGN IN RIGHT OF NEW**  
**ZEALAND** acting by and through the )  
Chief Executive of the **MINISTRY OF**  
**BUSINESS, INNOVATION AND**  
**EMPLOYMENT** (or their authorised  
delegate) by )

**Megan Main** )

\_\_\_\_\_  
[Print Name] )

Signature

**DCE Corporate, Governance and  
Information**

\_\_\_\_\_  
Position

Date:

17/12/2019

**SIGNED** for and on behalf of )

)  
)  
**THE SOVEREIGN IN RIGHT OF NEW**  
**ZEALAND** acting by and through the )  
Chief Executive of **STATS NZ** (or their  
authorised delegate) by )

**RICHARD EVANS** )

\_\_\_\_\_  
[Print Name] )

Signature

\_\_\_\_\_  
Position

Date:

2019-12-18

