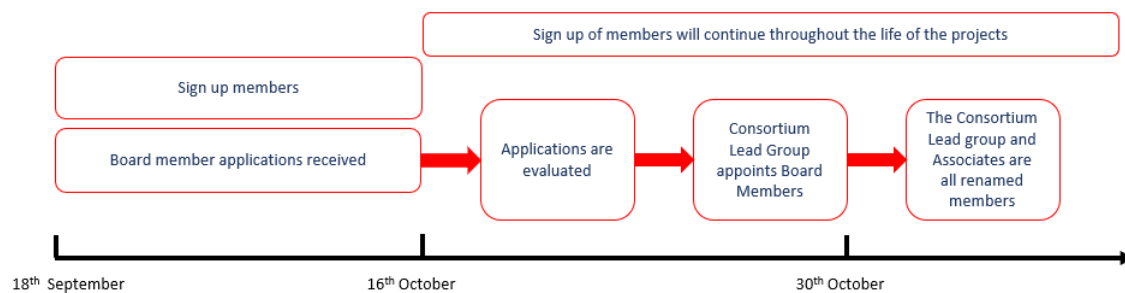


**To:** All ConCOVE Consortium members and associates  
**From:** Graham Burke and Phil Hokianga  
**Date:** Tuesday 22<sup>nd</sup> September 2020  
**Subject:** Timeframe and process to establish ConCOVE Board

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On the 20<sup>th</sup> August, the Consortium Lead Group members agreed to establish an interim board to support the Interim Director establish many of the base requirements of ConCOVE and to initiate the board nomination process. Now Minister Hipkins has announced ConCOVE, we can promote membership to the Construction and Infrastructure industries and start the board nomination process.

There are 5 steps in the process. Signing up members, nominating and applying to become a board member, evaluating applications, appointing board members and all ConCOVE consortium and associates becoming ConCOVE members.



**Step 1 and 2:** Starting on 18<sup>th</sup> September, the first step is to communicate with as many industry stakeholders as possible and encourage them to become ConCOVE members. Four Weeks have been allocated for this step. Membership is open to any person or organisation with standing in the Construction and Infrastructure industries. This includes but is not limited to employers, workers, associations, peak bodies, suppliers, training providers, research institutes, iwi organisations, Government agencies etc.

Step 2 runs concurrently with Step 1. Four weeks have been allocated for members to nominate and/or complete an application to become a board member.

We want to direct interested people to the ConCOVE website. [concove.ac.nz](http://concove.ac.nz) . Membership application is done by completing a simple online form. As Board Member applications require more detail and must be signed by a nominating member, the application form can be downloaded, completed and emailed along with a CV to [info@concove.ac.nz](mailto:info@concove.ac.nz) .

**Steps 3 and 4:** Two weeks have been allocated for Board Member applications to be evaluated and appointed by the Lead Consortium Group. More detail will be provided to the Lead Consortium members on how the board applications will be evaluated. We are contracting an advisor to ensure we run a fair and transparent process.

As you are aware, Graham Burke is confirmed as one Co-Chair (for Industry) and Paul Hollings as the Host rep, so will remain in those roles. Phil Hokianga has been appointed as Interim Māori Co-chair until a permanent Māori Co-chair is appointed.

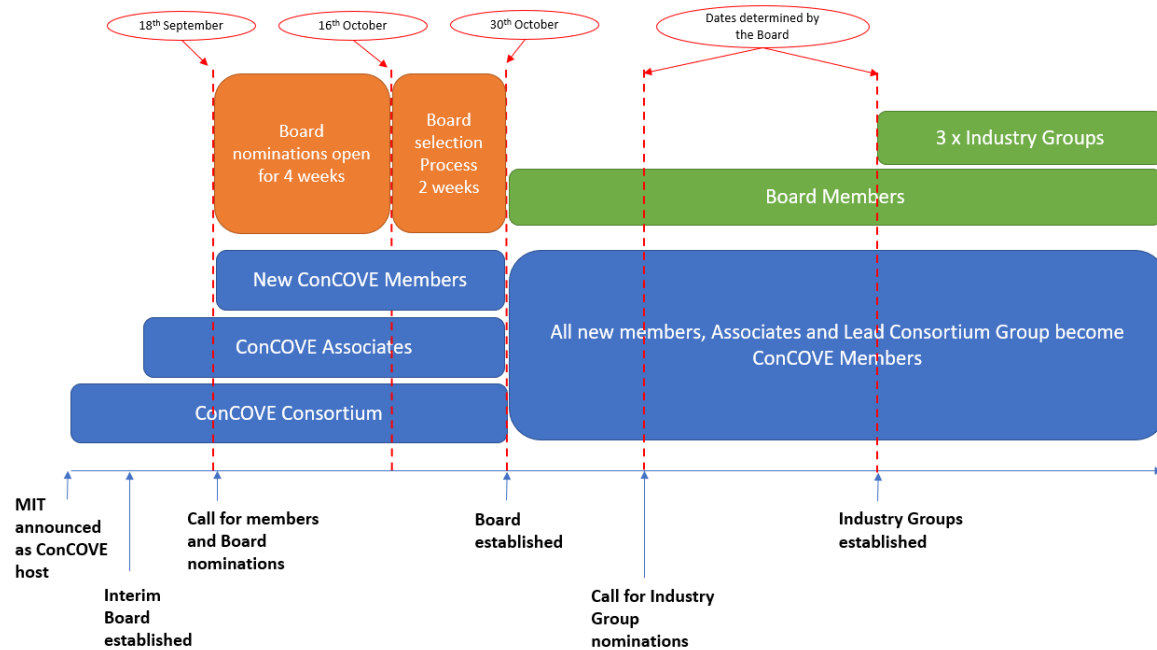
There are six new Board Members to be appointed. They are the Māori Co-chair, WDC Rep and four other members. The Board Charter requires a total eight members and must consist of a minimum three members identifying as Māori, one woman and one Pasifika representative. Board members must be predominantly of industry rather than training providers.

**Step 5:** Once the Board has been appointed, all Consortium lead group members and associate members will become ConCOVE members. Lead Group and Associates are also considered to be members so are entitled to nominate or apply to become Board Members.

### Timeline Summary

The following diagram is a summary of the timeline from MIT being announced as the ConCOVE host through to the establishment of three Industry Groups. The industry groups are Māori, Pasifika and Women. They are essentially advisory groups to the Board, ConCOVE Director and Project leads. Industry Group Members will be nominated by ConCOVE Members and appointed by the Board when it has been established.

#### Timeline for ConCOVE Governance Implementation



### Other Documents

You will have received this document by email. For your information we have attached:

1. A copy of the membership sign-up form
2. A copy of the Board Member application form
3. An information sheet for potential members

## **A Request for Your Assistance**

The opportunity for industry participants to become members will be available and encouraged throughout the lifespan of ConCOVE. It is particularly important to give as many people as possible the opportunity to be involved and choose if they want to be part of the board makeup.

I am sure you will agree the more industry hears about and are involved in ConCOVE the better the project outcomes are likely to be. With that in mind, we ask that you do one or more of the following.

1. Forward the information sheet to any of your organisations members or contacts who may be part of the Construction and Infrastructure Industries.
2. Communicate in usual manner with your members promoting ConCOVE and encouraging them towards [concove.ac.nz](http://concove.ac.nz)
3. Promote ConCOVE on your website. We are happy to reciprocate with links from our website to yours as a founding ConCOVE member

Taking one, or all these actions over the next 4 weeks will be extremely helpful in letting our stakeholders know that you supported and guided the project bid. If business know you are part of ConCOVE because you want to make a difference, I am sure more businesses will be interested and engaged in what we are going to do.

If you have any questions or concerns, please do not hesitate to contact Simon Bilton, Interim Director ConCOVE by email at [simon.bilton@manukau.ac.nz](mailto:simon.bilton@manukau.ac.nz) or cell on 021 294 7726

Thanking you in advance.

Graham Burke & Phil Hokianga

**Co-chairs Interim ConCOVE Board**