

Licensed Advisers Reference Group

TERMS OF REFERENCE

PURPOSE

The purpose of the Licensed Immigration Advisers Group (the Group) is to:

- Facilitate the engagement between the Immigration Advisers Authority (IAA) headed by the Registrar, Licensed Immigration Advisers and relevant industry stakeholders.
- Provide opportunities for the IAA to consult the Group on proposed changes to processes affecting licensing and complaints.
- Provide opportunities for Licensed Advisers and relevant stakeholders to contribute, share, and provide feedback regarding the scheme and proposed changes.

ROLE OF THE REFERENCE GROUP

The role of the *Licensed Advisers Reference Group* is to:

- act as a sounding board for the IAA;
- provide subject matter expertise into the early development of projects and programmes of the IAA; and
- assist in development of ideas for competency development opportunities or communication projects of the IAA.

Specific tasks include:

- attending reference group meetings;
- reviewing and providing timely, constructive feedback where requested; and
- providing ad-hoc advice to the IAA, as required.

The reference group will meet at a minimum of three times a year (or as required) and discuss topics in line with the purpose of the group.

COMPOSITION OF THE REFERENCE GROUP

The reference group will comprise representatives across the licensed adviser community. This will include representation from the New Zealand Association of Migration and Investment (NZAMI) and the New Zealand Association of Immigration Professionals (NZAIIP).

Immigration New Zealand and Toi Ohomai Institute of Technology will also participate in the group as guests.

Guests may also include other stakeholders (e.g. policy, service design, ENZ, consumer representative) as subject areas arise.

The IAA will undertake an Expression of Interest process at the end of each calendar year. Invitations for expressions of interests will be advertised in the Authority's Newsletters.

MEMBERSHIP REVIEW

The IAA will review membership annually to ensure a broad range of views from licensed immigration advisers can be represented.

The IAA will select participants from Expressions of Interest made by licensed advisers.

In considering reference group membership, the IAA will use the following criteria as a guide.

Criterion	Group Composition
Relevance of technical skills and knowledge	Membership will reflect the specialist technical skills and knowledge required to support the reference group
Personal attributes	Members should have good team work, listening, and problem-solving skills, be results-oriented and open-minded (i.e. informed but not constrained by past experiences and current ways of working).
Experience and Credibility	It is essential that the Group be respected as being capable of delivering high quality advice, and that individual members are seen as being capable of making a positive contribution. Consequently, a good track record/reputation is important.
Links into relevant initiatives	Where appropriate, the Group will include members with connections into other relevant initiatives to identify potential synergies, avoid duplication of effort, and share/build expertise.
Time and ability to contribute	To provide assurance of their ability to make time available to contribute, members must be able to commit to the schedule of meetings.
No detrimental conflicts of interest	Conflicts of interest will be managed by way of disclosure. It is essential that members do not have any conflicts of interest that may interfere with their ability to contribute objectively.

Substitution or Replacement

Members are selected for their individual capabilities and experience. Substitute or replacement members may not offer the same qualities for which the original member was selected and will not have the same exposure to discussions already held by the reference group. Therefore, if a reference group member wishes to send a substitute in their place, it must be with the prior authorisation of the Reference Group Chair. Consideration will be given as to how much disruption such a substitution is likely to cause and whether this is outweighed by the benefit of keeping the absent member involved.

Member Responsibilities

Members are responsible for:

- attending and actively contributing to group meetings;
- working collaboratively and proactively sharing expertise and information with reference group members;
- bringing risks, issues, and domestic or international trends/developments that may be of relevance to the reference group;
- contributing ideas and creative solutions to improve the functions of the IAA and licensing scheme; and
- managing conflicts of interest, information, confidentiality requirements in accordance with these terms of reference.

MEETINGS

Members may need to complete pre-reading to prepare for meetings, provide feedback at

discussions, and may be asked to comment on documents and contribute to email discussions between meetings, as required.

Meetings will be held virtually via video conferencing software (such as Zoom). The Registrar will convene and chair all reference group meetings. Details of virtual meetings will be sent to members and guests in advance.

MINUTES

The IAA will take minutes and once approved by the Registrar, these will be circulated through the IAA website.

PROTOCOLS

Conflicts of Interest

Reference group members must perform their functions in good faith, honestly, impartially and must avoid situations that might compromise their integrity or otherwise lead to (actual or perceived) conflicts of interest.

All members will be asked to complete a Conflicts of Interest declaration form attached at the of this document. Members must declare all actual, perceived and potential conflicts of interest that may prevent them from providing impartial advice to the group and IAA, or undertaking an activity consistent with their role on the group.

The IAA is responsible for reviewing and taking action in response to the declarations. Members must notify the IAA as soon as possible of any change in circumstances during the process that could bring a member's impartiality or integrity into question.

Confidentiality

While reference group members are generally expected to liaise and act as a conduit between other licensed advisers, stakeholders and the IAA, members also need to be able to offer free and frank advice and feedback, while maintaining discretion about that advice in wider circles. From time to time material may be presented to members in confidence for discussion and feedback (this will be clearly identified). It is a condition of membership that such material not be disclosed or discussed outside reference group meetings, except between members.

This provision is designed to protect individual members from being quoted out of context and undermining the IAA or the reference group's integrity.

Media Enquiries and Communications

Reference group members are not to provide comment to the media on discussions or other aspects of the Licensed Immigration Adviser Reference group workings, or any information gained through those meetings. All media enquiries are to be referred promptly to the Registrar.

For consistency, all external communications and publications relating to the IAA and the reference group will be coordinated through IAA.

Fees and Expenses

Members will not be remunerated. Expenses will be reimbursed only where this has been agreed in advance.

CONTACTS

Queries relating to the Licensed Adviser Reference Group should be sent to info@iaa.govt.nz.

Attachment 1: Conflict of Interest Declaration Form

Conflict of interest declaration

I (First name and Last name) (licence number where applicable) of (organisation) declare (*tick one*):

- To the best of my knowledge, there is no actual, perceived or potential current conflict of interest that will or may arise which will prevent me from providing impartial advice to the group and IAA and undertaking activities which are consistent with my role within the Group.
- I declare that I do have an actual, perceived or potential current conflict of interest as outlined below:

[provide explanation here]

The Registrar may be required to share this amongst the Group for consideration, but will consult with you beforehand.

I acknowledge that should I become aware of an actual, perceived or potential conflict of interest during the period in which I am involved in the Group, I will make a further declaration and inform the Registrar who may be required to share this amongst the Group for consideration. You will be consulted beforehand.

Signature:

Date: