



Hōkaitanga Kawa

Purpose

The purpose of this kawa is to outline how we identify, explore, scope and plan for our monitoring visits. Hōkaitanga is the process of refining and agreeing our areas of focus for monitoring. This forms the basis of our monitoring visits, the schedule of activity to be undertaken including where we will go and who we will speak to.

This kawa applies to the monitoring team and the Data and Insights team.

During this phase we:

- gather the data and information we need to understand the community
 - plan and confirm our monitoring visits and schedule
 - understand our roles, function and responsibilities
 - identify and prioritise who we will talk with
 - identify community initiatives or work aimed at improving outcomes for tamariki and rangatahi.
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We gather the data and information we need

To scope and plan our monitoring visits we must follow the How we plan for a monitoring visit tikanga.

We plan and confirm our monitoring engagements and schedule

When we have gathered information about the people we talk with, we plan our engagements.

Tamariki are a diverse group with diverse communication needs. We need to know a bit about them like their age, ethnicity, and engagement needs so we can create an environment that supports them to feel safe and comfortable to meet with us.

We also plan how we will hold hui with government agencies, iwi and Māori agencies and community providers.

We understand our roles and responsibilities

The visit monitoring manager is accountable for the monitoring visit. They determine how the monitoring visit will take place and they identify some of the key stakeholders we talk with and initiate contact.

The visit monitoring manager provides oversight of the monitoring schedule. This includes scheduling in key dates, monitoring progress, and supporting staff as required.

Monitoring staff play a key role in planning the visit, including contacting those agencies and individuals we want to speak with as well as planning how the engagements will be conducted.

Please see the How we plan for a monitoring visit tikanga and the roles and responsibilities resource for more information about the roles of visit managers and visit leads.

Rauemi - supporting tools and resources
How we use information for a monitoring visit
How we plan for a monitoring visit tikanga
Roles and responsibilities resource
14-week schedule
Engagement tips
Using The Big Questions in group settings