

A Working Group Terms of Reference Template

A kaupapa Māori template to guide your rūpū working together.

Outlines structure, roles, tikanga of engagement, and decision-making based on kaupapa Māori principles of tika and pono. Supports collective leadership, transparency, and cultural integrity throughout the kaupapa.

Working Group Terms of Reference	
Name of Rōpū:	[Insert name of the group]
Purpose:	To lead and guide the development of the climate adaptation plan for [insert name of hapū/marae/rohe]
Background:	[Provide a brief overview of the context for establishing the project group and Kaupapa. Include relevant history, challenges or opportunities that lead to project being established and group being formed.]
Guiding Tikanga and Values:	[e.g. Manaakitanga, Kaitiakitanga, Whanaungatanga, etc.]
Scope:	Define boundaries of the work. What is included and what is excluded? Be specific about the area that your project group will focus on. E.g. stick to the Kaupapa and purpose.
Objectives:	[List the specific goals or deliverables. These should be measurable and time bound where possible.]
Membership and Roles:	<ul style="list-style-type: none"> Names and roles of members [Chair/Lead, Members, Advisors. List criteria of members if applicable. Balance of mātauranga, lived experience, and technical knowledge
Governance and Reporting	Define the decision-Making Process: [e.g. Consensus, majority, delegated authority]. Describe reporting lines and frequency of reporting.
Meeting Schedule and Format:	[e.g. Monthly hui, wānanga-based, hybrid format]
Communication and Reporting:	Internal updates, hui minutes, reporting to hapū/marae
Resources and	Outline resources [e.g. financial, technical support, project support]. Identify how



Budget:	resource will be allocated or accessed.
Review Period:	This ToR will be reviewed every [e.g. 12 months] and updated as needed. Describe amendment process of Terms if needed.
Confirmed by:	[Signatures of collective or representatives]
Date:	[Insert date]

