

## Check-in Process

### Public Interest Journalism Fund – Funded Applicant

#### Purpose

This document outlines how we will check in on funded applicants under the Public Interest Journalism Fund (PIJF) during their funding to ensure key contract terms are being met.

#### Background

A check-in process to ensure applicants under the PIJF are producing content in line with both their proposal and contracts is necessary for several reasons:

- The size and scale of the content being produced
- Many applicants are new to NZ On Air processes
- The high level of scrutiny of the PIJF
- The daily, high-volume nature of much of the content
- The large and growing number of funded applicants
- Ensuring that multi-year role funding is reviewed prior to renewal

As noted in our guidelines, a review process is particularly important for multi-year role-based funding. Content output expectations for roles were required to be outlined at the proposal stage and that detail formed the basis of a funding agreement with each successful applicant that is then monitored and reviewed. For multi-year role funding, performance review monitoring at key stages to ensure targets are being met before a second year of funding is renewed is critical.

It is important that the PIJF can demonstrate it is achieving its goals and ensuring that New Zealand audiences are gaining better access to public interest journalism. As the Fund has already generated 11,000 pieces of content as of April 2022, a transparent and pragmatic check-in process ensures we can demonstrate a reasonable level of compliance scrutiny.

While current NZ On Air processes rely on applicants writing their own progress reports to access funding drawdowns, we believe the PIJF requires an additional layer of monitoring and that a spot check-in process enables us to track applicants against the following:

- Correct accreditation requirements
- Contracted levels of content output (amount)
- Bespoke contractual requirements (specific contract conditions)
- Online content data measurement requirements.

While this process does not replace the daily diligence of our team in raising issues of concern immediately with applicants when they arise, it will ensure a consistency across all applicants. This is not a review of content quality and will not interfere in any way with the editorial independence of applicants.

The check-in process does not create any additional requirements on applicants where they are found to be meeting all their requirements. Where any issues are uncovered, this process will allow the matters to be dealt with swiftly.

### The Check-in Process

The Journalism Team will undertake to, at least once across a contract period, conduct a random spot check across an applicant's reporting and output requirements. Measured across a standard check list, (see annex A) the applicant will be emailed about the process outcomes and provided with a snapshot of their content tracking dashboard. They will be contacted directly and confidentially if any issues arise.

The check-in will be noted on the Content Tracking spreadsheet.

## ANNEX A

### PIJF – Applicant Check-in Process Email Template

*As part of our management of the Public Interest Journalism Fund, we run a check-in process across all funded content, to ensure funded organisations are meeting their contracted requirements. Please refer to our website for more detail on this process.*

*The good news is you don't have to do anything! Below you will find a table outlining the areas we checked in on and what we found. You'll also find a snapshot of your content data dashboard for your information.*

*Please note this does not replace your NZ On Air reporting obligations and we look forward to receiving producer reports and quarterly PIJF Content Reporting documents in due course.*

*Thank you for contributing to robust public interest journalism in Aotearoa New Zealand and please don't hesitate to contact us if you have any concerns or issues around your funded role or project.*

Public Interest Journalism Fund – Funded Applicant Content Check-in	
Project or role name:	
Date	
Period Viewed	
Is your funded content carrying the appropriate PIJF accreditation?	
Is content in line with your proposal and contract requirements?	
If required, are any specific contract conditions being met?	
Is online content measurement working?	



## Public Interest Journalism - All Publishers

Hostname: [REDACTED] (1) ▾

Project: [REDACTED] (1) ▾

Author ▾

Feb 23, 2022 - Mar 24, 2022 ▾

Users  
**2,150**

Sessions  
**2,537**

Pageviews  
**3,348**

Time on Page  
**04:42**

Pages / Session  
**1**

