

Admissions Framework

1. Scope

- 1.1 This policy applies to the Chair and Trustees (Board members) and staff of the Male Survivors Aotearoa Trust ('MSA').

2. Purpose

- 2.1 The objective of the policy is to ensure that the admission of any organisation as a **MSA Member Organisation** ('MMO') is properly considered, authorised, documented and controlled and that any related appointment of Trustees to the Board of MSA ('the Board') is properly considered.

3. Principles

- 3.1 The Board shall approve the admission of any MMO.
- 3.2 All MMO organisations are expected to be represented on the Board by Trustees appointed in accordance with the provisions of the MSA Trust Deed.
- 3.3 The Board shall approve all services provided by any MMO to support male survivors of sexual abuse.
- 3.4 All MMO's will be subject to the application of quality assurance processes to ensure compliance with MSA policies and protocols as determined by the Board from time to time.

4. Definitions

- 4.1 **Approved Service** means any service approved by the Board as an appropriate support service for male survivors of sexual abuse and is provided in a manner that complies with the MSA service standards as defined by the Board from time to time.
- 4.2 **Board** means the duly constituted Board of Trustees of MSA including the Chair.
- 4.3 **MSA Member Organisation (MMO)** means any organisation, approved by the Board of MSA to provide approved support services to male survivors of sexual abuse in Aotearoa, New Zealand, and which is a current party to a valid MSA Membership Agreement (MMA).
- 4.4 **MSA Membership Agreement (MMA)** means a formal agreement between MSA and a MMO, which documents the agreed conditions of membership, which must be complied with to retain MMO status (Refer to Schedule 3 of this policy).
- 4.5 **National Service Network** means all of the organisations in New Zealand authorised by the Board to represent the national organisation and to provide approved services.
- 4.6 **Region** means any geographic area with New Zealand defined by the Board as constituting a region.

4.7 **Trustee** means a member of the Board of MSA.

POLICY

5. Authority

5.1 This policy defines the requirements and processes for the admission of an organisation as an MMO – an approved representative member of the MSA national service network and an authorised provider of approved support services to male survivors of sexual abuse.

5.2 This policy cannot be amended without the approval of the Board.

6. Responsibility

6.1 All Trustees and MSA staff are responsible for ensuring that they operate in accordance with this policy.

7. Applications

7.1 The process for assessing an application to become a MMO shall be as follows:

7.1.1 The applicant organisation shall submit an application for admission, the format of which shall be prescribed by the Board and appended to this policy as Schedule One.

7.1.2 The Board shall nominate an MSA Applications Committee (MAC) of the Board to receive and assess the application. The MAC will include the Chair, a member of the MSA Ethic's & Standards Committee, a member of the MSA Governance Committee.

7.1.3 The MAC shall make sufficient examination and enquiry to satisfy themselves as to the integrity of the information supplied by the applicant organisation and to assess the suitability and viability of the applicant organisation for admission as a MMO, provided that such enquiry does not, without the express permission of the applicant organisation, breach their privacy rights or the confidential nature of their application.

7.1.4 As appropriate and relevant to their examination, the MAC may refer to the MSA peer support framework values and competencies as approved by the Board and appended to this Policy at Schedule Two.

7.1.5 All communications between the applicant organisation and MSA, including requests for information, are to be managed by the Chair or his or her nominee.

7.1.6 The MAC shall communicate the outcome of their assessment in a written report to the Board, which:

7.1.6.1 Provides all relevant information to support their findings and recommendations, subject to any constraints regarding any information provided in confidence by the applicant organisation to the MAC;

- 7.1.6.2 Includes a recommendation for approval, non-approval or conditional approval subject to further assessment, provision of additional information and/or the completion of certain actions by the applicant organisation;
- 7.1.6.3 Includes a recommendation regarding the appointment of any applicant Trustees to the Board; and
- 7.1.7 In the event that the recommendation supports the applicant organisation's proposal to become a MMO, then the report shall also include an appropriate implementation plan with relevant timeframes, milestones and implementation cost estimates and an implementation risk assessment.
- 7.1.8 Following a decision by the Board to approve the MAC recommendations in respect of the application for admission, the Chair will communicate that decision to the applicant organisation including any special conditions that must be fulfilled, including any specific policies or protocols that must be adhered to, to become an approved MMO.
- 7.1.9 Following a decision by the Board to decline the MAC recommendation in respect of the application for admission, the Chair will communicate that decision to the applicant organisation but without any obligation to communicate any reason for the decision.

8. Admissions

- 8.1 The admission of any organisation as a MMO shall be subject to:
 - 8.1.1 Board approval of the application for admission as a MMO;
 - 8.1.2 The completion of any special conditions attaching to the Board approval of the application for admission; and
 - 8.1.3 The completion and signing of a MSA Membership Agreement (MMA) between the MMO and MSA in a format that shall be prescribed by the Board and appended to this policy as Schedule Three.
 - 8.1.4 The MMA may incorporate all or some of the special conditions, or specific policies or protocols, referred to in 8.1.2 above.

9. Records

- 9.1 The MSA Governance Committee, on behalf of the Board, shall maintain a register of all MMO organisations that records the following information:
 - 9.1.1 **Statutory Information:** Organisation name and documentation including copies of current Trust Deeds, Rules of Incorporation or Constitutions; a current schedule of Trustees, Management Committee Members or Directors, and Officers;
 - 9.1.2 **MSA Information:** Signed copies of the current MMA together with any information required to be provided by the MMO in compliance with any obligations and disclosures that may be imposed by the MMA

- 9.1.3 **Assurance Information:** Copies of all MMO quality assurance reviews including review response plans and outcomes achieved.

SCHEDULE ONE:

Application for Admission as a MSA Member Organisation ('MMO')

CONFIDENTIAL: The information provided in this application is strictly confidential to the applicant organisation and the Board and staff of MSA and shall not be disclosed to any other person without the express permission of the applicant organisation.

ORGANISATIONAL INFORMATION

Applicant Organisation		
Contact Person		
	Email:	Mobile:
Type of Organisation	Charitable Trust / Incorporated Society / Limited Liability Company/ Other <i>Please attach a copy of your Trust Deed / Rules of Incorporation / Constitution or other relevant organisational documentation to this application</i>	
Names of Trustees, Directors, Officers	Name	Role
Proposed MSA Trustees		
	<i>Please attach a short biography of each of the above people noting their expertise and experience, whether they are employees of your organisation, and any business, personal or relationship conflicts they have disclosed concerning their participation with your organisation</i>	
Brief History	<i>Please attach a brief history of your organisation</i>	
Financial Situation	<i>Please attach a copy of your latest audited accounts and/or any other financial information that will enable an understanding of your current financial position</i>	
Funding & Service Contracts	<i>Please attach copies of any current funding arrangements agreements and/or service contracts or any other contractual obligations that are relevant to your financial situation and/or future service commitments</i>	

APPLICATION RATIONALE

Applicant Objectives	<i>Please list your organisational objectives in seeking to become a MSA Membership Organisation ('MMO')</i>
MSA Benefits	<i>Please list the benefits that your organisation believes will accrue to MSA and/or your organisation and/or to male survivors of sexual abuse by your organisation becoming a MMO</i>
Organisational Development	<i>Please list the key areas of organisational development that will be required for your organisation to operate as a MMO</i>
Service Development	<i>Please list the key areas of service development that will be required for your organisation to operate as a MMO</i>

People Development

Please list the key people that manage your organisation and operate your services and attach a current organisation chart that also shows any current staff vacancies; please attach a short biography for each person detailing their expertise and experience noting whether they are full time or part time employees or volunteers (status)

Name	Role & Status

Please list the key people development requirements that you believe will be necessary to enable your people to manage and operate a MMO

Establishment Costs

Please list your estimate of the costs that will be incurred in establishing your organisation as a MMO

Cost Description	Estimate	Explanation

Risk Analysis

[Please identify the key risks associated with the implementation of your proposal to become a MSA MMO and how you intend those risks should be managed]

Risk	Management Strategy

ORGANISATIONAL CONTEXT

Business Plan	<i>Please attach a copy of your latest business plan and financial plan</i>
Organisational Services	<i>Please attach a list of the services your organisation currently provides including a brief description of each service and how that service is currently funded</i>
Client Base Profile	<i>Please attach an analysis of your current client base showing the current number and annual average number of people supported and their service participation levels</i>
Policies & Procedures	<i>Please attach a listing of your current organisational policies and procedures noting when they were last reviewed</i>

APPLICATION

Attachments	This application is supported by the following attachments:	
	Attachment Name	Description

Attestation	We, the undersigned, confirm that the information provided in this application including the attachments listed above is, to the best of our knowledge and belief, a true and accurate response to the requests for information in support of our proposal to become a MSA Regional Service Provider.		
	Signed by	Signature	Date

SCHEDULE TWO: PEER SUPPORT FRAMEWORK – VALUES & COMPETENCIES

Approved by the Board of MSA in July 2018

A. Values

Peer Support Values

The following **six core values** underpin the MSA approach to peer support:

Value	Explanation
Mutuality	Peer-support relies on authentic two-way relationships between people through 'the kinship of common experience' – trust-based relationships that enable peers to share their experience in a way that is mutually beneficial.
Recovery and hope	Peer-support is sustained by the belief that there is always hope and that resiliency and meaningful recovery is possible for everyone.
Experiential knowledge	Peer-support provides access to the essential learning, knowledge and wisdom that comes from sharing personal lived experience of sexual harm and the recovery process.
Self determination	Peer-support recognises the right for people to make free choices about their life and to be free from coercion on the basis of their mental distress or victimisation.
Participation	Peer-support recognises that people are often their own best resources and acknowledges the right of survivors to choose and lead their own recovery process.
Equality	Peer-support asserts the fundamental right of people who experience sexual harm to have equal opportunities to other citizens and to be free of discrimination.

B. Competencies

Competency Framework

MSA have adopted the Intentional Peer Support (IPS) approach, which informs the following competencies that embody the attitudinal behaviours and practices which are required to successfully embrace that methodology and deliver effective peer support.

The MSA competency framework includes a self-assessment tool, which allows peer-support-workers and their managers to identify areas of practice where additional training and/or support may be required.

To assure the competent delivery of peer support, all peer-support-workers should be appropriately trained in the delivery of IPS or an equivalent strengths-based methodology.

It is highly desirable that peer-support-managers who assure peer-support quality and monitor peer-support outcomes should have completed the advanced IPS training, or an equivalent advanced course, and hold a higher (NZQA or graduate degree) qualification in peer support or a related health and wellbeing discipline.

COMPETENCY	Description
Connection: Nurtures and cultivates connection with others	<ul style="list-style-type: none"> ▪ Demonstrates warmth, openness, curiosity and interest in others' experiences, stories and perspectives ▪ Practices empathetic listening to encourage openness and understanding ▪ Pays attention to where we connect and what we have in common, versus getting side-tracked by differences or dislikes. ▪ Is aware of disconnection ▪ Reconnects with authenticity, owning one's own part
Co-Learning: Shifting the focus from Helping to Learning Together	<ul style="list-style-type: none"> ▪ Sees others as capable co-learners and responsible adults; does not take an advising or problem-solving role ▪ Approaches relationship with curiosity and interest (vs. set ideas, assumptions and predictions) ▪ Hears what can be learned from someone else's way of looking at things rather than imposing own viewpoint ▪ Is open to new ideas and ways of seeing things
Worldview: Awareness of Own and Other's Worldview	<ul style="list-style-type: none"> ▪ Understands that "worldview" is the way we see the world based on our own experiences ▪ Is aware of own worldview and readily explores own assumptions ▪ Is aware of responsibilities in relation to the Treaty of Waitangi when working with Maori and their whanua ▪ Is comfortable with exploring and affirming others' worldview, listening with curiosity for the untold story ▪ Understands that trauma-awareness means listening for "what happened" rather than for "what's wrong"

COMPETENCY	Description
	<ul style="list-style-type: none"> ▪ Uses language that explores meaning rather than diagnosis or symptom language
<p>Relationship: Shifting the focus from the Individual to the Relationship</p>	<ul style="list-style-type: none"> ▪ Works to co-create relationships that work well for all concerned ▪ Understands the importance of authenticity and confidentiality in building open, trust-based relationships ▪ Demonstrates cultural sensitivity in dealing with people of different ethnicity and/or from different cultural backgrounds ▪ Understands the role of family, whanua and community in people’s lives and works actively to include them ▪ Notices disconnections, and is prepared to explore assumptions, patterns, power/privilege, and meaning ▪ Invites and encourages feedback about how the relationship is working for all parties concerned
<p>Mutuality</p>	<ul style="list-style-type: none"> ▪ Actively invites and makes space for everyone’s perspectives without either ignoring others or imposing ▪ Negotiates relational needs and interests in ways that work everyone (self as well as others) ▪ Seeks to negotiate power and privilege in ways that work for everyone ▪ Is aware of and able to own power and privilege held by self and others ▪ Invites mutual exploration of impact on relationship ▪ Sets appropriate limits (boundaries) to ensure the safety of self and others and to nurture and protect the relationship ▪ Works to share risk and responsibility rather than taking control
<p>Hope: Shifting the focus from fear to hope and possibility</p>	<ul style="list-style-type: none"> ▪ Forms hope-based relationships, focused on: <ul style="list-style-type: none"> ○ What is possible ○ Where we are going ○ How we can co-create something new
<p>Co-creation: Moving Towards versus Moving Away From</p>	<ul style="list-style-type: none"> ▪ Invites mutual sharing around values, hopes, dreams, possibilities and aspirations for living ▪ Focuses on what is possible rather than what is bad, wrong, or isn’t wanted ▪ Co-creating the future together rather than focusing on goals or problem-solving ▪ Focuses on strengths, offers optional recovery pathways, empowers self-choice and encourages self-determination.

COMPETENCY	Description
Self-Reflection	<ul style="list-style-type: none"> ▪ Actively reflects on the experience of self in relationship – able to ‘own one’s own part’ ▪ Is aware of own worldview and how it developed, including personal feelings, thoughts, attitudes, assumptions, judgments, agendas, power, privilege, defaults and patterns ▪ Welcomes differences in experiences/ perspectives/ beliefs/ judgments as opportunities to learn and grow ▪ Resists the tendency to blame others for uncomfortable feelings ▪ Uses relational differences or discomfort proactively to notice and examine personal agendas, patterns, default responses and worldview assumptions ▪ Asks and explores with curiosity and interest: “What is my part?” ▪ Invites and encourages others to share alternate perspectives and experiences that challenge personal agendas and worldview assumptions ▪ Uses self-awareness to build connection by being transparent, approachable and authentic
Feedback: Able to Give and Receive Feedback	<ul style="list-style-type: none"> ▪ Ensures connection ▪ Acknowledges and appreciates others’ positive contributions ▪ Looks at the situation through the lens of the other person’s life experience, in addition to one’s own ▪ Considers whether own worldview is a reflection of privilege or bias ▪ Frames feedback around observation rather than judgment ▪ Keeps the focus on moving towards what is wanted for the relationship (closeness, connection, trust), rather than away from what isn’t wanted (dishonesty, dirty dishes) ▪ Invites and gives honest responses ▪ Validates other’s response and demonstrates willingness to learn and be changed by what they have
Co-Reflection	<ul style="list-style-type: none"> ▪ Attends co-supervision regularly ▪ Shows up prepared and on time ▪ Readily identifies areas for personal learning and growth ▪ Expresses curiosity about others’ intentions and aspirations for co-learning ▪ Maintains connection, mutuality and actively cares for relationships with co-participants ▪ Listens for worldview and explores power and privilege and their impact

COMPETENCY	Description
	<ul style="list-style-type: none"> ▪ Maintains attitudes of hope, possibility, co-learning, co-creation and moving toward during co-reflection period
Capability & Capacity	<ul style="list-style-type: none"> ▪ Understands what peer-support is, develops and maintains peer support competencies and uses appropriate tools and practices in their work ▪ Embraces a human rights approach to peer- support, work actively to eliminate discrimination, honour and protect survivors' human rights including equitable access to advocacy and promotes social justice ▪ Understands the importance of the Treaty of Waitangi in working with Maori, embraces difference and diversity and values people of different ethnicity and/or with different cultural values ▪ Confidently shares their lived experience to inform their work, and uses the peer-support values to guide their peer-support practice ▪ Understands the concepts of connection, worldview, mutuality and learning together (moving towards) and the importance of using them to build effective peer-support relationships ▪ Actively practices self-care strategies and use self-reflection, co-reflection and feedback to inform and assure their peer-support competencies and practices ▪ Understands recovery and resilience practices, embraces a strengths-based hope and possibility approach to co-creating recovery pathways ▪ Appreciates the facilitative nature of the peer-support-worker role and encourages engagement with other people and expertise as appropriate to enable and support an effective recovery pathway ▪ Understands the relevant legislation, policies, standards and protocols they operate within and works to align their peer-support activities

SCHEDULE THREE: MSA Membership Agreement

Refer Separate Schedule