

RIF CHAT – notes [March 2019]

RIF LEAVE - s22

s22

DECEMBER EPC MEETING BRIEF -s22

- Since our last meeting, the Minister has approved the supported applications that went to the December EPC.
- CSMs are now working on negotiating contracts.
- Thank you for providing feedback to all applicants.

Supported:

s22

FEBRUARY EPC MEETING BRIEF STATUS - s22

- Awaiting Chair's sign off – expecting them today or tomorrow.
 - Brief will then go up to the Minister, with a minimum 10 day turnaround.
 - We will let you know when the Minister has made her decision, and then when Media Release will go out.
- Five of the fifteen were supported:

s22

RIF CONTRACT UPDATE - s22

- I got to speak to you all last Friday to advise you of the outcomes of your contract extensions.

[Not sure if you want to say something to reiterate what you told each of them/address the elephant in the room]

- As you know, ISI program funds are starting to reduce and we have had to think hard about the resourcing of the initiative, and ongoing requirements of the RIF network across the regions.
- Following extensive discussions within the department, and with the Minister's Office, it was determined that we would keep the services of two RIFs for the foreseeable future.
- Following even further consideration, the department decided to retain the services of RIFs in the NSW and SA/VIC regions. It is thought that the RIFs in those areas could pick up the workload across QLD and WA where required.
- In terms of going forward, we would like to ask both s22 to please hand over any current work you have on hand, over the next few weeks, to either s22.
- We feel that it makes sense for s22 to hand over relevant work to s22 to hand over any work to s22.
- We are aware that a s22 s22, has submitted an NEI application for the April meeting, and we would appreciate it if s22, you could give any information you can to s22 on this one as soon as you can.

RIF END OF CONTRACT PERFORMANCE ASSESSMENTS -s22

- End of Contract performance assessments will be undertaken for all RIFs over the next few weeks.
- Feedback will be provided to all RIFs at the conclusion.

APRIL EPC MEETING BRIEF STATUS – s22

- At this stage, it looks as though we will have 10 applications going to this meeting.
- We are aiming to get the DOIs out to s22 this week so that you can prepare the interaction summaries – particularly as you will be going on leave end of next week s22

PROGRAM BUDGET UPDATE - s22

- We expect to have enough in the budget to allow the EPC to support up to three high quality applications.
- Discussions regarding the budget are still ongoing within the department.
- We are aware that you may have applications in the pipeline, and as noted with you previously, we need to ensure that we are advising customers that applications need to be of a high quality as it will be very competitive.
- We will provide you with more advice on this in coming weeks.

IMPENDING ELECTION AND CARETAKER PERIOD - s22

- We do not know what impact the election will have on the ISI at this point in time.
- The overall message you need to provide customers is:
 - *The Department is operating business as usual, until we are advised otherwise.*
 - *Applicants should be clearly advised that the initiative is more competitive than ever, and that only the very highest quality applications will be competitive.*
 - *The election is impending and we are unsure as to if and how the outcome may have an effect on the initiative. It is, however, likely to slow down decision making process. Applicants should keep this in mind when developing potential project start dates.*
 - *RIFs should use their discretion in dissuading applicants with low quality projects from applying.*
 - *If RIFs are approached by the media or are asked any politically focussed questions, please refrain from commenting and refer the query to the Programme Management team.*

RIF ROUND-UP - RIFs

- RIFs to provide an update on what's been happening in their regions, what they are working on, and pipeline.

FINAL COMMENT TO OUTGOING RIFS - s22

- I would like to take the opportunity to pass on my own personal thank you to both, s22, for the amazing effort and contributions you have made to the roles of RIFs in the QLD and WA regions.
- I know that the Programme Management team have very much enjoyed working with you both over the past year and we have valued your advice, insights and hard work on the Incubator Support initiative – and we have all learnt a great deal from you both.
- I am sure we will have some further interactions over the coming weeks, but we do all wish you both the very best with your next endeavours.

RIF Chat April – internal notes**RIF leave –s22**

- Any coming leave?

February EPC meeting –s22

- As you are aware, we had a further five applications supported.

April EPC meeting –s22

- We have nine applications going to this meeting.

May EPC meeting –s22

- We already have four applications in **s22**

RIF contract update and any other issues –s22

- Thanks for signing gentlemen.

Budget update –s22

- We expect to have enough in the budget to allow the EPC to support several high quality applications.
- Discussions regarding the budget are still ongoing within the department.
- We are aware that you may have applications in the pipeline, and as noted with you previously, we need to ensure that we are advising customers that applications need to be of a high quality as it will be very competitive.
- We will provide you with more advice on this in coming weeks.

Election and caretaker –s22

- We do not know what impact the election will have on the ISI at this point in time - the overall message you need to provide customers is:
 - *The Department is operating business as usual, until we are advised otherwise.*
 - *Applicants should be clearly advised that the initiative is more competitive than ever, and that only the very highest quality applications will be competitive.*
 - *The election is impending and we are unsure as to if and how the outcome may have an effect on the initiative. It is, however, likely to slow down decision making process. Applicants should keep this in mind when developing potential project start dates.*
 - *RIFs should use their discretion in dissuading applicants with low quality projects from applying.*
 - *If RIFs are approached by the media or are asked any politically focussed questions, please refrain from commenting and refer the query to the Programme Management team.*

RIF update –s22

- RIFs to provide an update on what's been happening in their regions, what they are working on, and pipeline.

RIF CHAT – notes [MAY 2019]

RIF LEAVE s22

- s22 – No leave booked in.
- s22 – Leave booked in for 15-19 July. We have decks due that week for August, so we will get early if necess.

APRIL EPC MEETING BRIEF STATUS -s22

- Committee has signed off on recommendations.
- Decision brief will not be sent up to the MO until after election outcome and advice obtained by department. Nine applications were considered (Not to let them know which ones were supported):

s22

MAY EPC MEETING -s22

- We have 6 applications going to the May EPC meeting.
- You will have provided RIF Interaction Summaries for these – thank you

s22

- Decision brief will not be sent up to the MO until after election outcome and advice obtained by department.

CARETAKER AND PROGRAM BUDGET UPDATE -s22

- We have managed to secure a small amount of funds within the EP budget, and we have enough to allow the EPC to support up to five high quality applications at the May meeting.
- As noted with you previously, we need to ensure that we are advising customers that applications need to be of a high quality as it is presently very competitive.
- Once the election outcome is known, as a priority we will be advising the incoming Minister to close NEI.
- Funds for the EIR stream will continue to be ongoing at this stage. EIRs up to the value of \$50k will continue to be approved through Caretaker.

AC ADVISER FORUM, 14 MAY 2019 -s22

- Thank you for confirming that you are both available to attend the all-day AC forum scheduled for 14 May.
- s22 and the AC team were keen to have you attend to facilitate an opportunity for you to mingle with the AC advisers and share your experiences.
- We asked you to prepare a 30 minute joint presentation to cover the below points – how are you progressing with this?
 - *your roles as RIFs: (description of your roles; explain how you interact with, and what services you provide to, both the department and customers; whether your role has changed over time)*
 - *your experience in the system to date: (the journey over the past year; what you have learnt in the program/ecosystem space; your experience with working with the department and its systems; interaction with other departmental advisers)*
 - *your observations of the program to date: (your take on customers' experiences with the program; program performance; program fit in the ecosystem/EP)*

An Agenda will be provided in due course, expect the day to run from 8:45 through to 4pm. Your presentation will likely be early morning, so you can relax and enjoy the remainder of the day.

RIF ROUND-UP - RIFs

- RIFs to provide an update on what's been happening in their regions, what they are working on, and pipeline.

RIF CHAT – notes [JUNE 2019]

RIF LEAVE -s22

- **s22** – No leave booked in.
- **s22** – Leave booked in for 15-19 July. We have decks due that week for August, so we will get as early as we can (this and next week).
- **s22** – on leave 19 July – 12 Aug.
- **s22** off on 11 & 12 July.

APRIL & MAY EPC MEETING STATUS -s22

- All applicants now know of the outcomes.
- Three applications were approved by the Minister **s22**. Funding agreement negotiations will commence. MR not yet issued, expected next week.

JUNE EPC MEETING -s22

- Recommendations for the four that were considered are with the Chair for sign off.
- The Brief will be sent up to the Minister this week.

AUGUST EPC MEETING -s22

- Internal cut-off was Monday. One application received as of Tuesday am.
- You will be asked to provide DOIs and RIF Interaction Summaries for these this week.

APPLICATION PIPELINE -s22

- Any other debrief from the EPC meeting?
- Reiterate that applications have to be of a very high standard to be supported by the Committee. They are unlikely to be supported if there are any gaps in the application around the team (incl. high cost of team/overheads that is not commensurate with the project outcomes); international connections; evidence of demand and value for money, so we need to ensure that if you are supporting an application, the applicant needs to have these parts satisfactorily addressed.
- Ask **s22** what is the situation with **s22**

s22

- EPC 62.5
- Time commitment of key personnel
- Lacked skills and experience to incubate **s22** start-ups
- Not aligned to intended outcomes of ISI

s22

- EPC 52
- Light track record
- Key personnel not identified
- Lack of evidence of demand for **s22**
- Backed by **s22**, no need for funding.

PROGRAM BUDGET UPDATE -s22

- At this stage we will have applications going to the August and likely September EPC meetings.

s47C

- In the meantime, it is BAU and we can secure some funding from within the EP budget to cover projects supported.
- As noted with you previously, however, we do need to ensure that we are advising customers that applications need to be of a very high quality as it is presently extremely competitive.

RIF ROUND-UP - RIFs

- RIFs to provide an update on what's been happening in their regions, what they are working on, and pipeline.

RIF CHAT – notes [SEPT 2019]

WELCOME & INTRODUCTION -s22

- Introduce s22 as new ISI Program Manager – result of an internal shuffle
- RIF work to continue as BAU
- There are some changes coming for ISI – we will get into that a bit later

RIF LEAVE -s22

- s22 – No leave booked in.
- s22 – No leave booked in.
- s22 – No leave booked in (although will be away on 19th September).
- AC Forum 19 & 20 September – both RIFs will be in attendance.

RIF CONTRACTS -s22

- Contract extensions were emailed to you last Monday, 2 September.
- We would like to get these executed ASAP. If you have any questions, contact s22
- s22 – Not yet returned. s22 – returned.

JUNE EPC MEETING STATUS -s22

- All applicants now know of the outcomes. (One approved – s22 . MR not issued.

AUGUST EPC MEETING –s22

- Three applications were considered.
- The Brief is due back from the Minister's Office any time now.

SEPTEMBER EPC MEETING -s22

- We have seven applications to be considered.
- Five of these are supported for funding and look pretty strong.

s22

APPLICATION PIPELINE –s22

- It looks like we will have a larger number for the October meeting. We had a couple withdraw from September round and a few are listed as potentials – around 8 (REFER TO BOX).

NEW MIGRANT/REFUGEE PROGRAM –s22

- Thank you for your input into the Guidelines, they are now being circulated to the GMs for clearance.
- Essentially it will be a continuation of the existing program, but with a major focus on incubator programs that support first-generation migrants and refugees. Applications supporting these activities will be weighted (an additional 10 points).
- The Guidelines will require approval from the central agencies and the Minister over coming weeks, but we expect that the expanded program will be launched in November. The existing program will be closed to new applications mid-October. We will provide advice publicly that this will happen 2-3 weeks prior (ie. end September). These applications will be considered at the December meeting.
- **Note that this information is being shared with you in-confidence. Please ensure you do not share any of these details with anyone. Also details are subject to change up until launch.**

PROGRAM BUDGET UPDATE –s22

- As you know, we have had a limited budget over the past several months.
- We have been able to secure funding to accommodate the approval of applications until the end of the year, when the new funding will be made available.
- The new program will be highly competitive, so we need to continue to ensure that we are advising customers that applications need to be of a very high quality.

RIF ROUND-UP – RIFs & ADDITIONAL QUESTIONS

- RIFs to provide an update on what's been happening in their regions, what they are working on, and pipeline.

RIF CHAT – notes [NOV 2019]

11:30am-12:30pm, Rm 10.002

WELCOME – ALLRIF LEAVE -s22

- No leave booked in for anyone during the month of November.
- RIFs may have to think about leave over Christmas period soon/with launch in mind. We will provide further info on dates of launch and advise of staff leave.

SEPTEMBER EPC MEETING -s22

- Seven applications were considered, three supported. **s47C s22**
- All applicants advised of outcomes and two MR's issued Monday.

OCTOBER EPC MEETING -s22

- Three applications were considered.
- Recommendations with EPC Chair for sign off (Note: RIFs are not to know which were supported)
- The brief is expected to be sent to the Minister's Office end of week/early next week.

DECEMBER EPC MEETING -s22

- We have 6-7 applications to be considered by the EPC.

s22


NEW MIGRANT/REFUGEE PROGRAM -s22

- We received GMs clearance on Guidelines yesterday, so they will now progress through Central Agencies for sign-off. Following that, we will seek the Minister's sign-off.
- Essentially it will be a continuation of the existing program, but with a major focus on incubator programs that support first-generation migrants and refugees.
- A change to the Guidelines were made so that now there is a Merit Criteria 4 (10 points). Applications supporting first gen Migrants and Refugees can demonstrate their skills and experience in this area. They will be scored out of 110.
- Given the reduced funding bucket, we will be taking applications to every second EPC meeting (will send out cut-off dates soon). With reduced max. grant of \$250, this should see us through the forward 3.5 years.
- The current timeline for launch is mid-December, however, depending on the time it might take to get through Centrals and Minister's sign off, this could be delayed until early in the New Year. (To be discussed further with Grants Hub this week).
- Once we have timeline clarified, the existing program will be closed to new applications under the existing guidelines, providing enough time for those applications to submit. These applications will be considered possibly alongside others submitted under the new Guidelines.
- **Note that this information is being shared with you in-confidence. Please ensure you do not share any of these details with anyone. Also details are subject to change up until launch.**

INCUBATOR FORUM – NEW YEAR -s22

- Thanks for all your input to a possible Forum structure - we will be seeking s22 input, consideration and approval to take it forward in the New Year.

OTHER –s22

Innovation Team Meeting 21 & 22 November, Adelaide:

- s22 to explore whether the RIFs can attend and do some sort of presentation on ISI.
- PM can assist with pulling together stats if they require them.

Sponsorships:

- s22 to ask RIFs if they have any particular events they would like the department to consider sponsoring up until the end of this FY.

RIF ROUND-UP – RIFs & ADDITIONAL QUESTIONS - RIFs

- RIFs to provide an update on what's been happening in their regions, what they are working on, and pipeline.

RIF Chat notes – 23 December.

OCTOBER EPC MEETING

- Three applications were considered – **s22** supported.
- All applicants advised of outcomes and MR released

DECEMBER EPC MEETING

- Recommendations to go to EPC Chair for sign off, and the brief will go up a week into January.

INCUBATOR FORUM – NEW YEAR

We will be working with you on dates soon. I imagine late February at the earliest. Likely March, realistically.

NEW MIGRANT/REFUGEE PROGRAM

- **Note that this information is being shared with you in-confidence. Please ensure you do not share anything too specific with anyone. Details are subject to change up until launch.**
- The existing program will be closed to new applications under the existing guidelines on 31 January, providing enough time for those on the cusp to submit.
- Essentially it will be a continuation of the existing program, but with a major focus on incubator programs that support first-generation migrants and refugees. **An enhancement – ISI will 100% remain open to Incubators that choose to not focus on migrants.**
- Given the reduced funding bucket, the plan is to take applications to every second EPC meeting – this may evolve.
- The reduced maximum grant of \$250K this should see us through the forward 3.5 years

s47C

Lodged

- s22 – blockchain accelerator
- s22 – creative hub – had feedback from s22
- s22 – build and launch insurtech ideas – had feedback from s22
- s22 – s22

Draft feedback

- s22 – DOI requested 22/12
- s22 – resent 23/12
- s22 – with s22 6/11
- s22 – s22 – wit 9/12

APPLICANT MANAGEMENT DISCUSSION

- **The main thing we have to do is ensure no potential applicant is surprised or caught out.** We will have the message on BGA, and sending a bulk email to all stakeholders, but please do identify any potential applicant who it might be best to touch base with personally.
- I asked you to think about these things:
 - Those working on applications likely to lodge before 10 January
 - Those working on applications likely to lodge between 10 January and 31 January.
 - Those working on applications who would not lodge before 31 January
 - **Those who you feel might be sitting on a plan to reapply after being unsuccessful at the EPC.**
 - Those who might be affected by not being able to apply for two grants at the same time.

ISSUE MITIGATION

- We must ensure no applicant is afforded any advantage.
- What happens in terms of EPC feedback for unsuccessful applicants? They will only be able to lodge under the new guidelines

SO WHAT CAN WE SHARE WITH APPLICANTS?

- Whatever you have already been sharing, you are the best judges.
- Given we can't confirm 250K as the new amount, if asked it might best be laid out in terms of 'we're increasingly seeing that smaller, targeted grants of say a quarter of a million are the most competitive option'. etc.
- Perhaps anyone not ready to lodge a competitive application should hold off and then work with the new guidelines.

RIF CHAT - notes

RIF LEAVE - s22

- s22 on leave this week
- s22 – (10 Days scheduled) February 26, 2019 - March 11, 2019
- s22 – NA

DECEMBER EPC MEETING BRIEF - Section

- Brief was due 31 Jan – anticipating decision outcomes within the next two weeks (11 Feb tentative);
- We will let you know when the Minister has made her decision, and then when Media Release will go out.
- In talking with customers, if you become aware of any media or articles they're planning on issuing, please take the opportunity to remind them of their obligations to acknowledge the support of the ISI.
(Four supported)

s22

FEBRUARY EPC MEETING - Sectio

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- As you know, we have 15 applications going up to this meeting;
- Yesterday you were sent copies of the final decks relevant to your areas;
- We have 8 that are recommended for support; 5 that are not supported and 2 that are supported by the RIF, but have not been supported by the department s22
- Because there are so many applications this time, we will be managing the meeting in the following way:
 - The 8 supported applications will be considered/discussed on the day in line with the standard approach at each meeting;

s47C

PROGRAM BUDGET - Sectio

22

- We want to flag a possibility of the ISI budget (NEI) tightening over coming months;
- Depending on the number of applications that are supported at the Feb EPC meeting, we may have limited funds going forward;
- This may mean that we can only fund a small number at the April meeting;
- We are aware that several of you have applications in the pipeline, but we need to ensure that we are advising customers that applications need to be of a high quality as it will be very competitive;
- Following the February meeting, we will be in a better position to know the status of the budget and how this may affect the New and Existing Incubator component going forward;
- We will provide more advice in this regard to yourselves, and to the public if required, following February EPC.

RIF CONTRACTS - s22

- I have been in contact with you all recently regarding your performance reviews and the option of extending contracts beyond the end of April.
- I am finalising discussions within the department next week and hope to have advice to you within the next two weeks. Please note the current budget status with NEI does not affect the options of extending RIF roles at this point in time.

RIF ROUND-UP - RIFs

- RIFs to provide an update on what's been happening in their regions, what they are working on, and pipeline.