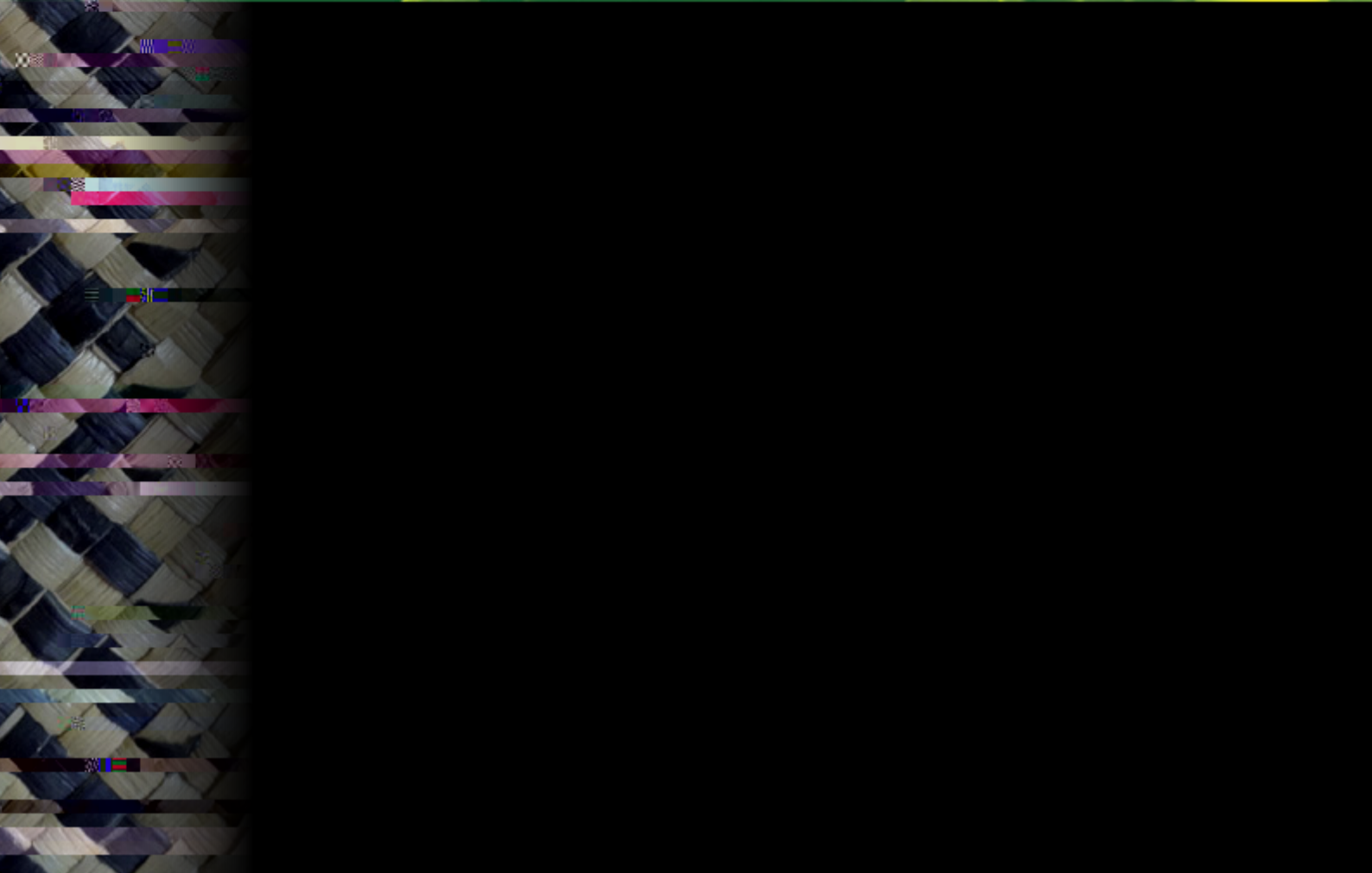


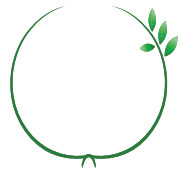


MASSEY
UNIVERSITY

ENGINEERING AND HUMANITIES

AND







Outrigger canoe, Marshall Islands (Image courtesy of PRPC)

PREAMBLE

Guidelines for ethical practice in Pacific research recognise the need for researchers to be aware of protocols and values supporting ethical research practice, both culturally and institutionally. The purpose of this document is to provide guidance on the practice of Pacific values and principles in research. It is intended as a resource for both Pasifika/Pacific peoples and non-Pasifika researchers engaged in doing research either in Aotearoa/New Zealand or the wider Pacific.

This is a living document which emphasises the importance of ethical values in action. Its premise is that ethical research practice is a process of continuous engagement throughout the research cycle; as such these guidelines should be viewed as a starting point for engagement and dialogue around issues of effective research practice. The guidelines are accompanied by a set of online resources for researchers to access and these will be revised and updated, and include individual research stories, information on research logistics including permit application procedures and resources to assist in designing and undertaking research. These guidelines also constitute an integral part of the Massey University ethics processes and align with key University documents

on ethics protocols, practice and policy.

Massey University acknowledges the work carried out by other institutions that has preceded the development of this document and informs its content, including the Pacific Health Research Guidelines (Health Research Council of New Zealand, 2014) and Pacific Research Protocols (University of Otago, 2011) These documents also acknowledge the importance of core Pacific values such as respect, reciprocity, relationships, humility, holism, service and community; the Massey University Pacific Research Guidelines specifically seek to draw on Pacific understandings of how these values can be translated into practice.

The need for the development of these guidelines stems from our understanding of the importance of Pacific research within Massey University and the significance of our relationships with Pacific nations and key stakeholders. The resulting document is underpinned by the imperatives for researchers to undertake excellent research, to behave ethically and to be reflexive, with the aim of supporting research that makes a positive impact on people's lives.



Frangipani, Fiji (Image courtesy of PRPC)

FOREWORD



Professor Giselle Byrnes

ASSISTANT VICE-CHANCELLOR
RESEARCH, ACADEMIC & ENTERPRISE

TALOFA LAVA, KIA ORANA, MALO E LELEI,
FAKAALOFA LAHI ATU, NI SA BULA VINAKA,
NAMASTE, MALO NI, HALO OLA KETA, MAURI,
FAKATALOFA ATU!

It is a great privilege to present to you Massey University's *S | S | S | S |* *S | S | S | S |*. Massey University is committed to promoting and supporting a culture of high standards of research integrity and exemplary ethical practice through its policies, standards, processes and infrastructure. Facilitating excellent research involving Pacific communities constitutes an important part of our responsibility to society in undertaking and conducting meaningful research.

Pacific research at Massey University is supported by both the Pasifika Directorate and by the Pacific Research and Policy Centre. The Pasifika@Massey Strategy 2020, *S | S | S | S |* aims to enable Pasifika and Pacific communities to achieve their social, educational and economic aspirations and recognises the genuine desire to embed Pacific values in the University's practices. Support for Pacific research is a signature component of the 2017-2021 *S | S | S | S |* *S | S | S | S |* and the University remains committed to this as emerging and essential areas of research. Strengthening research that benefits Pasifika and Pacific communities underpins Massey University's responsibility to engage ethically with the various communities we serve. The *S | S | S | S |* *S | S | S | S |* evidences our ongoing and unwavering commitment to supporting researchers to undertake excellent research which is responsive to Pacific principles and at the same time builds the value and impact of our research.

ACKNOWLEDGEMENTS

This is a joint initiative of the Pacific Research & Policy Centre (PRPC) and the Pasifika @ Massey Directorate's Office.

We acknowledge the participation of Pacific staff

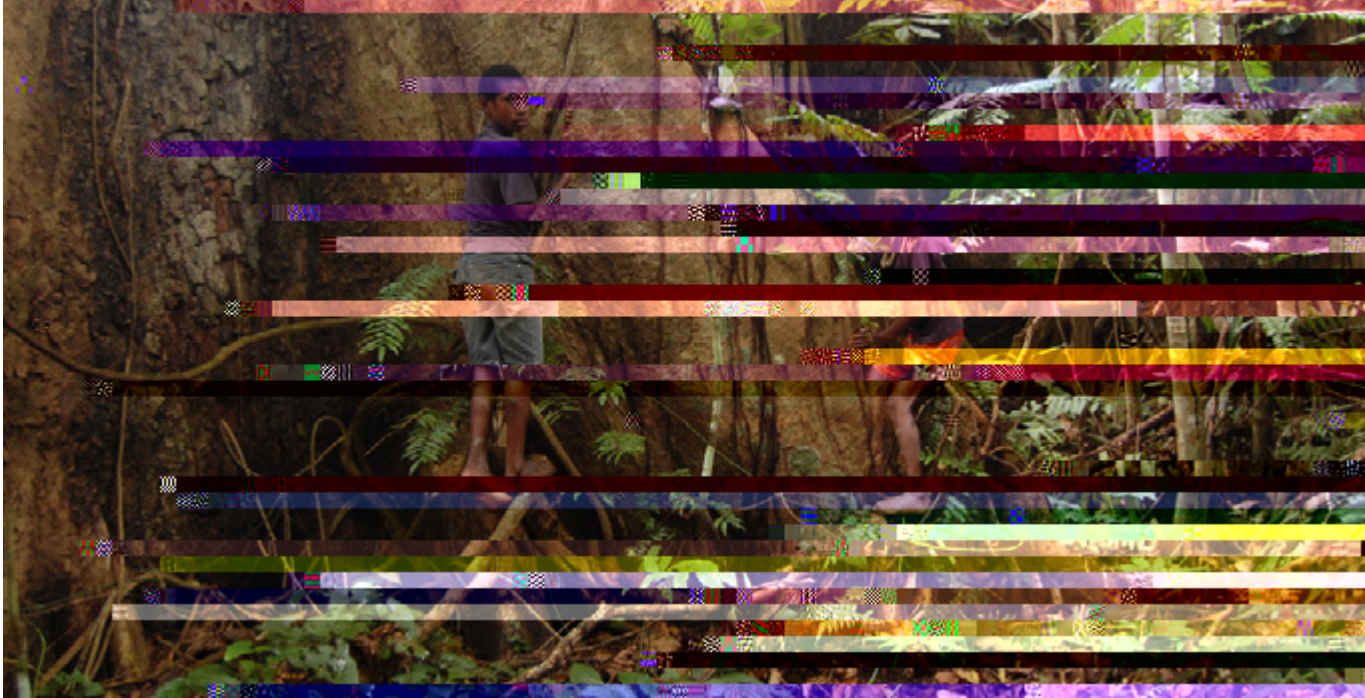




DIVERSITY OF TYPES OF RESEARCH:

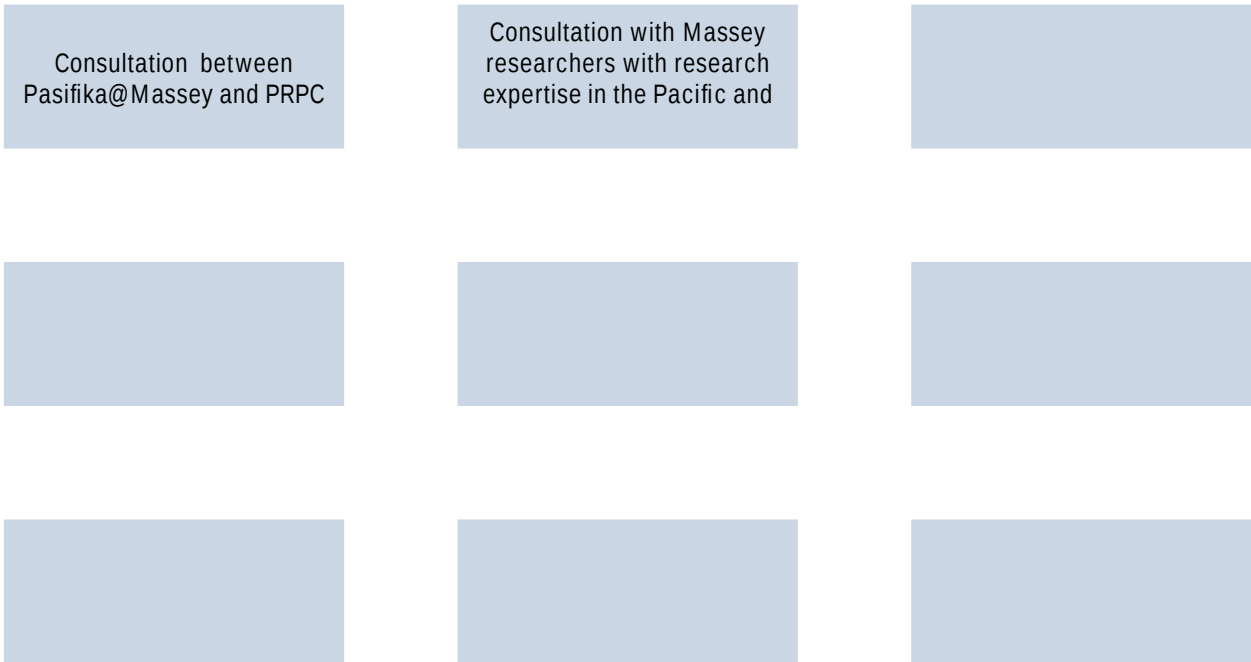
1. Research in Aotearoa/New Zealand for Pacific peoples or Pacific communities (researchers of all ethnicities)
2. Researchers in the Pacific (researchers of all ethnicities)
3. Researchers of Pacific ethnicity in Aotearoa/New Zealand
4. Researchers who are commissioned for research and/or for consultancies in the Pacific or with Pacific peoples and Pacific communities
5. Research with possible Pacific participants
6. Research teams including Pacific researchers

The document encompasses both guidelines and protocols. It is intended to be used as a guide for researchers, at the same time recognising the existence of protocols, or rules, which must be followed in researching Pacific issues. The Pacific principles were developed through a consultation process and detail researcher reflections on the practice of these



CONSULTATION PROCESS

A series of consultations were undertaken to produce the final draft of these guidelines. This included internal consultations and talanoa sessions at Massey University and independent reviews from research institutes in the region, as outlined in the flow chart.





Talanoa@ Massey with researchers and policy makers (Image courtesy of PRPC)

PACIFIC RESEARCH AND POLICY CENTRE

Massey University's Pacific Research and Policy Centre (PRPC) was established in 2013 'as the Pacific research knowledge hub for Massey University'. The establishment of the PRPC is seen as an exciting and long overdue development for Massey University. It gives focus and a new impetus to the already considerable research activity undertaken by the University with Pacific communities both in Aotearoa/New Zealand and in the Pacific.

The vision of the PRPC is to be a leading, innovative centre of knowledge exchange which benefits the development of the Pacific and Pacific communities (both in Aotearoa/New Zealand and elsewhere in the Pacific) by ensuring that Massey University's academic research is aligned with and responsive to the needs of these communities. As a centre with a university-wide focus, the core aim is to encourage high quality research and communicate the findings to relevant stakeholder communities.

The PRPC will contribute to policy developments and debates as its authoritative evidence base expands.

The Centre has five main goals which are as follows:

To facilitate research and to provide research guidance and support for Massey University staff and postgraduate students to those issues that are of relevance and concern for Pasifika/Pacific communities

To encourage collaborative research by brokering relationships among Massey University researchers and with external partners in Aotearoa/New Zealand, the Pacific, and internationally

To collate research outputs of Massey University staff and postgraduate students and establish a research hub

To communicate research findings to a wide range of relevant groups and communities including policy makers and practitioners

To demonstrate leadership on key issues by bringing policy makers, practitioners, community representatives, officials and academics together to gain a better understanding of issues impacting on Pasifika/Pacific communities and environments



Magimagi (Sinnet), Fiji (Image courtesy of PRPC)

PASIFIKA@MASSEY

The vision for Pasifika@Massey for 2020 is to enable Pasifika success in education, research and social and economic transformation. This can be accomplished by empowering Pasifika students and communities to achieve their social and economic aspirations through excellence in education, research and leadership. These are underpinned by a strong sense of Pasifika identity, and values of reciprocity, service, respect, inclusion, spirituality, relationships, leadership, family and love, achieved through 5 strategic goals which focus on the following:

1. Student achievement: To support the academic excellence of Pasifika students by creating a learning environment that is cognisant of their cultural values and practices.
2. Research and Policy: To develop Pasifika research capacity and provide research-led opportunities necessary to promote community development and achieve positive development outcomes for Pasifika.
3. Engagement: To connect, facilitate, and sustain engagement with all key internal and external stakeholders and champions who play a role in ensuring the success of Pasifika@Massey.
4. Organisation capacity and capability: To grow the capacity and strengthen the capability within Massey University to respond to the learning and development needs of the Pasifika students and communities.
5. Pasifika Curriculum Development: To value Pasifika knowledge, expertise and experiences and utilise these to develop and deliver Pasifika curricula across all Colleges and shared services at Massey University.

Pasifika  Massey







RESEARCH PRINCIPLES IN PRACTICE: RESEARCHER REFLECTIONS

Researchers at Massey University were asked to reflect on the need for Pacific research to adhere to principles of respect, reciprocity, holism and prioritising the common good. Sessions allowed researcher experiences of planning, undertaking and disseminating research to be shared, in order to provide a better understanding of how these values are played out in practice. The blended reflections below illustrate instances of Pacific values in action.¹ Key tips and questions to consider follow each reflection. Researchers can also refer to the guidance provided by the Health Research Council Pacific Health Research Guidelines.

RESPECT FOR RELATIONSHIPS

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1

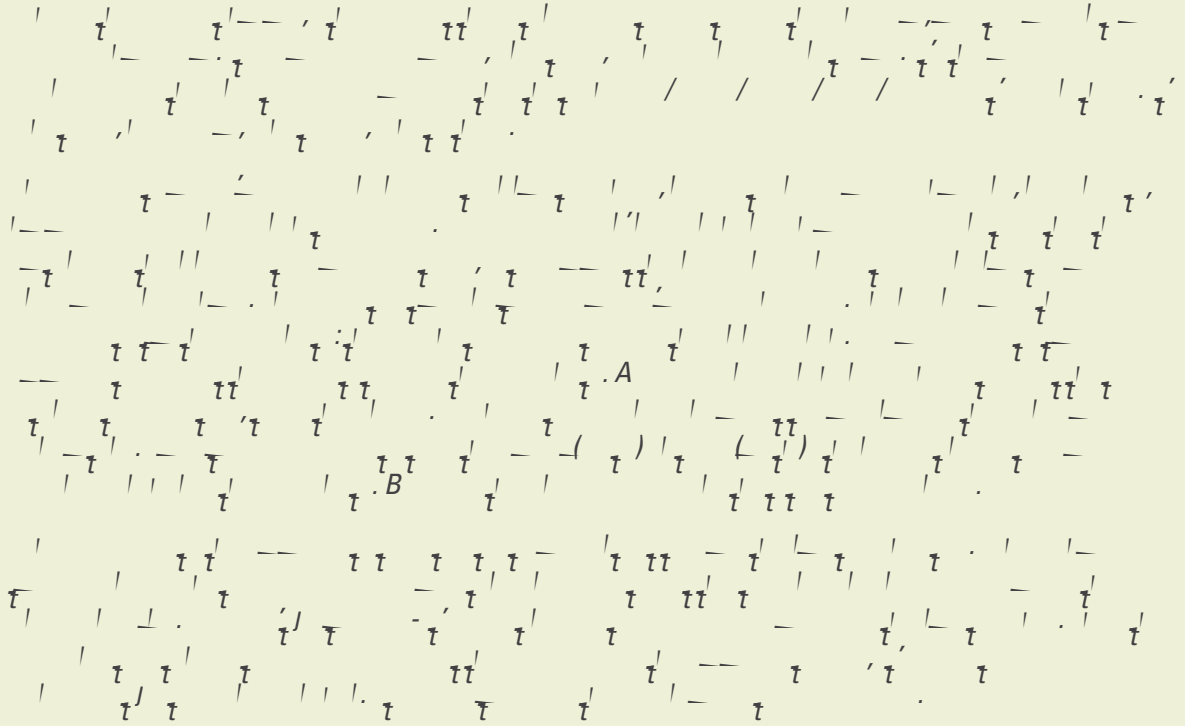








HOLISM





USING RESEARCH TO DO GOOD


A

B

J

U

COMMUNICATING YOUR RESEARCH

Communicating your research findings to participants and other stakeholders involves identifying the most appropriate way and format for dissemination. Making findings accessible to participants for example might include going back to the community or village and gifting findings in an accessible format. Organising a  or meeting can be an effective way of sharing outcomes: think about the best time and location to enable participants to attend and make sure you have provided for dissemination and catering costs in your project budget. There are also opportunities to use the media within the different Pacific nations to profile or promote your research-using these wisely is important. Communicating findings via the media, including social media, requires a different approach as outlined

CONCEPTUALISING ETHICS AT MASSEY UNIVERSITY

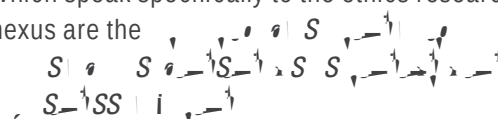
Ethics can be understood as a system of moral principles. With respect to research, such principles inform how people make decisions and behave in relation to planning, doing and reporting research. Ethics thus requires the researcher to think about what is required by the institution, i.e. procedural ethics, and then ethics in practice.

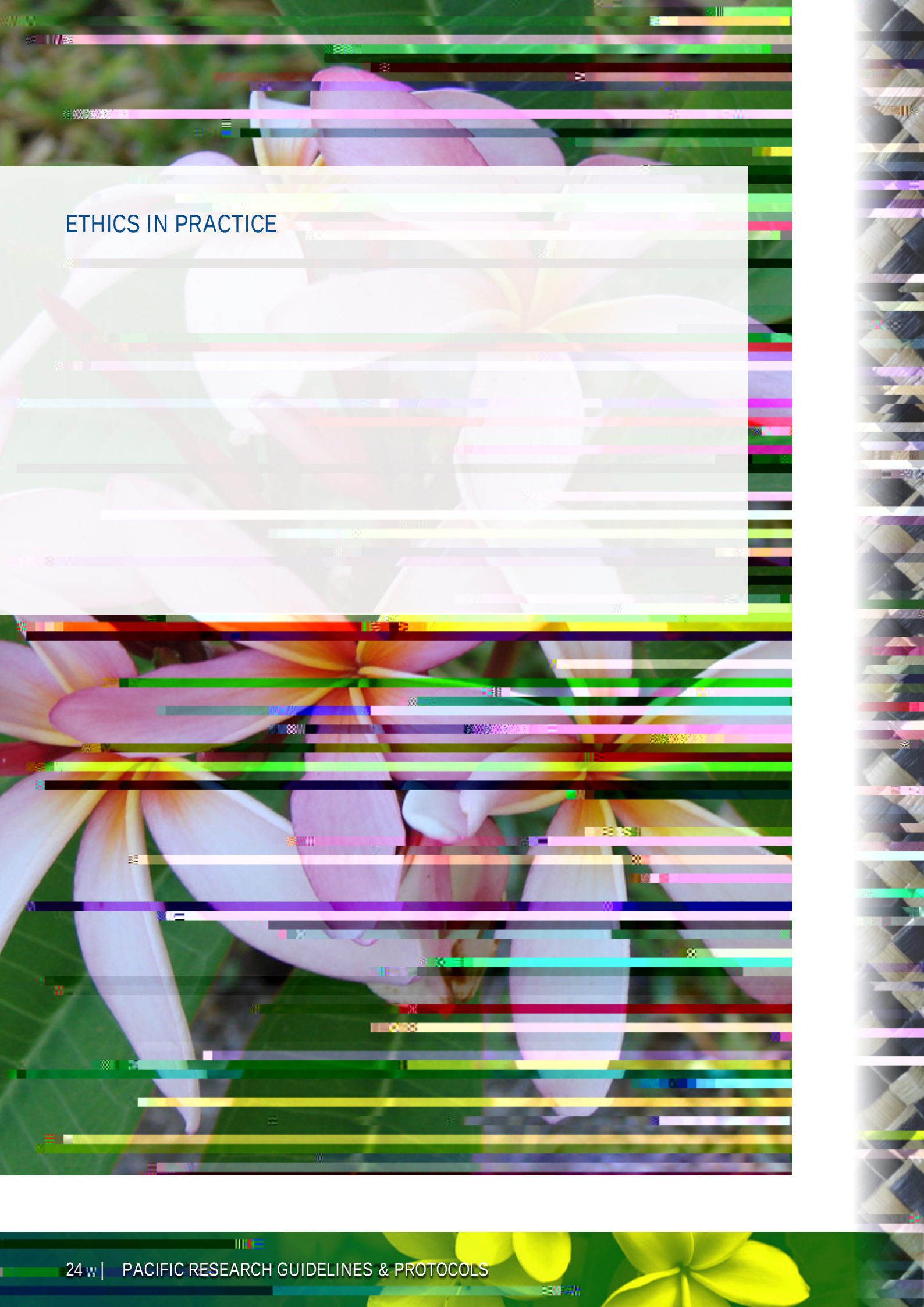
Part of behaving ethically is to ensure all the necessary permissions have been gained to do the research at both the university level (i.e. ethics approval) and in terms of the field site. By field site, this means at a country level (i.e. a permit to undertake research)³, organisational level (i.e. approval to work with a particular NGO or a sector of government) or at the village level (i.e. approval from village elders, chiefs or council). When thinking about ethics in practice one needs to consider not only how one behaves but also how one might present oneself. For example, to behave ethically is to give due consideration to what is suitable attire to wear in a village setting or even something as seemingly simple as wearing sunglasses.

Massey University is committed to ensuring that all research is conducted in a responsible and ethical manner and complies with all external requirements. Ethical requirements arise from an evolving understanding of the rights and duties of human beings. Ethics are broader than law, though the law can both reflect and clarify ethical duties. Massey University staff are part of a changing social system. They are, therefore, required not only to abide by ethical principles such as justice, truthfulness, confidentiality and respect for persons, but also to attend to the evolving understanding of how these principles are expressed in society at a particular time (MUHEC, 2015). Within the Pacific context, similar to many indigenous or cultural

approaches to research, ethics is not seen as being something separate from ways of being in the world. For example reciprocity is a key principle underpinning research across the Pacific. To be reciprocal is therefore ethical behaviour.

Research activities are governed by the university's Research Policies and there is an intimate relationship between ethics and research. Those which speak specifically to the ethics research nexus are the





ETHICS IN PRACTICE

WHAT TO CONSIDER NEXT

There are a number of sources of support for researchers at Massey University.

- The Pacific Research and Policy Centre can facilitate further discussions of research processes and connect researchers across disciplines and with external stakeholders.
 - The Ethics Office can provide advice on ethics processes and ethics in practice.
 - Research and Enterprise can provide advice on Pacific funding applications and funding sources
 - The Massey University External Relations and Communications team can advise on media communications
- The appendices provide a range of sources of further information:
 - » Further reading on research in the Pacific and with Pacific peoples, Pasifika communities and on Pacific methodologies
 - » Logistical information to guide research permit applications
 - » Details of ethics processes and procedures at Massey University
 - » Useful links and resources
 - The PRPC website maintains an up-to-date repository of resources and contacts.

CONCLUDING REMARKS

The intention of this document is to provide guidance on the practice of Pacific values and principles when conducting research. It is intended as a resource for both Pacific/Pasifika and non-Pasifika researchers engaged in doing research either in the Pacific or in Aotearoa/New Zealand. In developing this document, Massey University recognises the need for researchers to be aware of protocols and research practices in the Pacific region.

This document is a work of the Pacific Research and Policy Centre at Massey University. It is intended as a resource for both Pacific/Pasifika and non-Pasifika researchers engaged in doing research either in the Pacific or in Aotearoa/New Zealand. In developing this document, Massey University recognises the need for researchers to be aware of protocols and research practices in the Pacific region.

APPENDICES

APPENDIX 1: SUMMARY OF PROCEDURES FOR RESEARCH PERMITS

Below is a summary of existing guidelines and procedures for individual member countries. These will be updated every 6 months online (refer to <http://www.massey.ac.nz/prpc>) or contact PacificResearch@massey.ac.nz. Researchers should also take responsibility for checking processes at the time of application.

COOK ISLANDS

Researchers must have a permit to undertake research in the Cook Islands.

Application requirements:

- An application form is available from the Cook Islands National Research Committee.
- A copy of the research guideline and checklist is also available through the Cook Islands National Research Committee.
- Applications should be sent to the Chairperson, Foundation of National Research, Office of the Prime Minister, Rarotonga, Cook Islands.
- Should a researcher stay in the Cook Islands after 31 days, they will be required to apply for special visa extension from the Cook Islands Immigration Department, at a separate charged fee. Email: immigration@cookislands.gov.ck

Contact

Cook Islands National Research Committee;

- Chairperson – Mrs Elizabeth Wright-Koteka – elizabeth.wright@cookislands.gov.ck
- All correspondences are to be cc'ed to the Secretariat, Mrs Tina Samson-Hoff, email tina.samson@cookislands.gov.ck
- Telephone: +682 29300 or +682 25494

Administration Fee

- An administration fee of NZD\$80.00 is to accompany the application form
- If you wish to make a direct payment, an additional NZD\$10 is required to cover the bank fees involved. Please request bank details with the secretariat.

FIJI

Researchers must have a permit to undertake research in Fiji.

Application

Click on this link for research permit application available from the Department of Immigration. http://www.immigration.gov.fj/images/pdfs/study_research_permit.pdf

Applications should be sent to the Director, Immigration Department, P O Box 2224, Government Buildings, Suva, Fiji.

- A letter of consent and endorsement from the local institution/s where the research will be undertaken must be attached.
- A support letter from the Ministry of Education (MOE) is also required.

Please note that for research undertaken for periods less than 12 months, a certified copy of a return airline ticket is required.

Contact at the Department of Immigration

Phone: (679) 3312 622, Fax: (679) 3301 653.

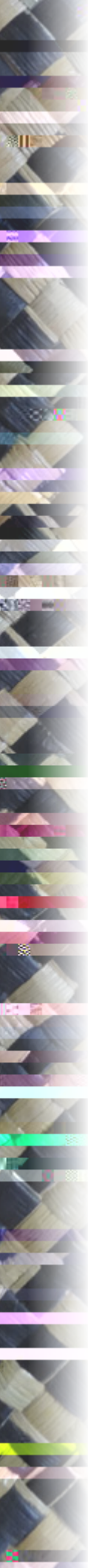
Administration Fee

An administration fee of FJ\$667 is to accompany the application form.

Role of Ministry of Education (MOE)

The Ministry of Education vets applications from local researchers who wish to conduct study in schools or want to access information on the Ministry.

As part of the research permit application process,



Contact

Ms Pelea Tehumu, Senior Cultural Officer, at sco@internalaffairs.gov.ki

Phone: (686) 28283, Fax: (686) 28695

Administration Fee

An administration fee of AUD\$350 must be paid at the Ministry of Internal Affairs upon arrival.

Please note that a nominal fee is also incurred for a visa permit (if needed) to enter and reside in Kiribati.

MARSHALL ISLANDS

Researchers must have a permit to undertake research in the Republic of Marshall Islands. To obtain a research permit, the researcher will need to contact the Office of the Chief Secretary.

Application

The following documents must be submitted

- An application letter to the Office of the Chief Secretary, PO Box 2, Majuro, MH 96960 to conduct research in the Marshall Islands
- A copy of the research proposal must be provided
- Support letter from the applicants university and/or institution

Please note that the application must be submitted far in advance of the actual work as a committee is formed to look at each application.

Contact

The Chief Secretary, Mr Casten Nemra
cnemra@ntamar.net

Phone: (692) 625-3445/3660,

Fax: (692) 625-4021/3649

NAURU

(More Information is being sought):

Researchers must have a permit to undertake research in Nauru..

NIUE

All initial research inquiries must be made to the office of the Secretary to Government.

For any research inquiries to do with Taoga Niue matters and with reference to Immigration Act 2011, Section 16B (amended under Taoga Niue Act 2012): If a person wishes to remain in Niue for the purpose of research concerning Taoga Niue (as defined in the Taoga Niue Act 2012), a temporary permit may be issued to that person:

1. Only with the prior written approval of the Director of the Department of Taoga Niue, and
2. Subject to such conditions as to research procedures, guarantees and publication of results as the Director may impose.

In addition to above any other requests for research

PAPUA NEW GUINEA

The Papua New Guinea National Research Institute provides project visa liaison services, and general institutional immigration services for visiting research fellows, overseas researchers, and consultancy project researchers.

The Institute is the only overall research visa issuing authority in Papua New Guinea. The Institute will liaise with other national institutions, and technical review committees to effect project approval and appropriate research affiliation before recommending the issuance of a research visa. The exception is medical research visa applications

SOLOMON ISLANDS

Researchers must have a permit to 'Enter and Reside' when undertaking research in the Solomon Islands.

Application

An application form is available on request from the Department of Immigration website at http://www.commerce.gov.sb/Divisions/Immigration/Residing_





VANUATU

Researchers must have a permit to undertake research in Vanuatu and permission must be sought from the Vanuatu National Cultural Council. The Vanuatu Cultural Centre has been given responsibility for executing the decisions of the Council, so intending researchers should; at an early stage make contact with the Cultural Centre in order to ensure that the project receives all the appropriate support and attention.

Researchers need to read through the research policy document and research application before filling in your research application. Copies of these are available at the Pacific Research and Policy Centre for Massey University researchers or contact Vanuatu contacts provided: Ms Jenlin Malachi or Henline Mala – jenmal24@gmail.com

Application

Applicants must file an application with the Director of the Vanuatu Cultural Centre. A summary of the research topic must be included.

Upon arrival in Vanuatu, the applicant must visit the VCC to sign a research agreement.

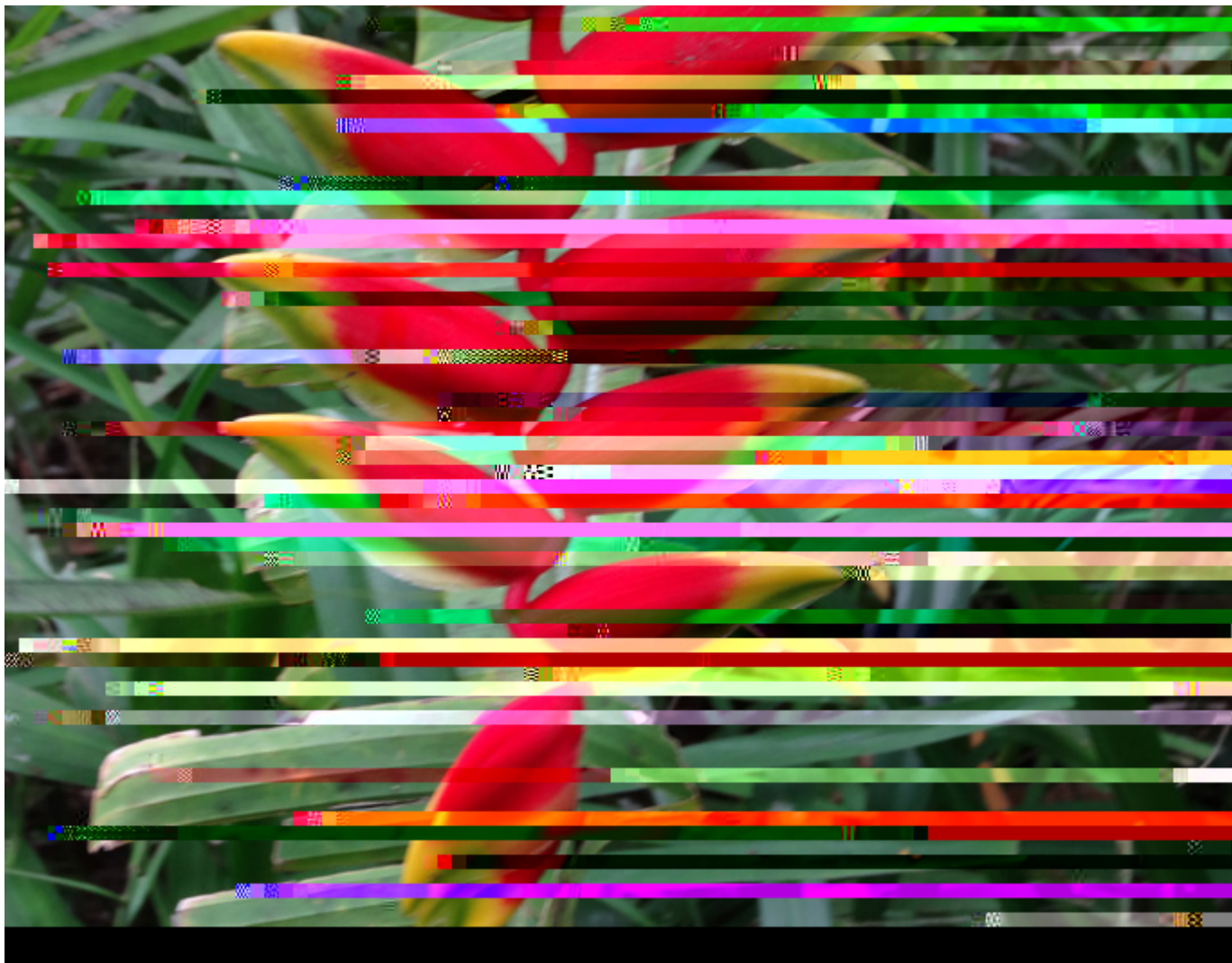
Click on this link for the Vanuatu Cultural research Policy: <http://vanuatuculturalcentre.vu/wp-content/uploads/2015/10/Vanuatu-Research-Policy11.pdf>

Contact

Applications must be copied to Ms Jenlin Malachi or Henline Mala – jenmal24@gmail.com
Phone: (+678) 5945301

Administration Fee

The research fee is 45,000 vatu; access this link for update information www.culturalcentre.vu



Garden, Fiji (Image courtesy of PRPC)

APPENDIX 2: CODE OF ETHICS AT MASSEY UNIVERSITY

The research ethics office is located within Research & Enterprise and manages ethics application procedures.

Research and Enterprise

provides policy and operational support to all research related activities within the institution. These functions range from providing support to doctoral and research students, assisting in the development of funding proposals and associated contracting, budgeting advice and project management, providing training and development opportunities for staff and students at all stages of their research career and policy development and implementation. Support is provided under the framework of the Massey University Road to 2025 Strategy and aligned to the Massey University Research Strategy. http://www.massey.ac.nz/massey/research/vision_strategy/vision_strategy_home.cfm.

Research activities are governed by the University's Research Policies and there is a close connection between ethics, responsible conduct and research.

Policies with specific relevance to research protocols can be found on the Massey University website: http://www.massey.ac.nz/massey/staffroom/policy-guide/research/research_home.cfm

- Code of Ethical Conduct for Research, Teaching and Evaluations involving Human Participants
- Code of Responsible Research Conduct and Procedures for dealing with Misconduct in Research

While the two codes share some common principles, the ethics code focuses on the welfare of participants throughout the research process, while the responsible conduct of research code focuses on the integrity of the researcher behaviour across the research process.

A specialised Research Ethics team is responsible for the provision of advisory and administrative support to staff and student researchers to ensure that research is conducted in a responsible and ethical manner.

ETHICS PROCESSES

The following diagrams illustrate the ethics process at Massey University, detailing the research ethics structure (Figure 1), the ethics application process (figure 2), decision-making pathways (Figure 3), and the process for dealing with changes following ethical approval (Figure 4).

For further information go to: http://www.massey.ac.nz/massey/research/research-ethics/research-ethics_home.cfm

If your research design or research conduct needs to change in minor ways from that which was approved, please send the relevant information in an email to the Research Ethics Office and request a 'minor amendment'. You will receive an email response; this process ensures that the University has a record of the actual way the research is being conducted.





APPENDIX 3: FURTHER READINGS

- Baba, T. L., Mahina, O., Williams, N., & Nabobo-Baba, U. (Eds.). (2004). *Handbook of Pacific Research*. Auckland: University of Auckland.
- Ferro, K., & Wolfsberger, M. (Eds.). (2003). *Handbook of Pacific Research*. Auckland: University of Auckland.



Pacific Mental Health Models

Agnew, F., Pulotu-Endemann, F. K., Robinson, G., Suaalii-Sauni, T., Warren, H., Wheeler, A., . . . Schmidt-Sopoaga, H. (2004).

Retrieved from <http://www.tepou.co.nz/uploads/files/resource-assets/Pacific-Models-of-Mental-Health-Service-Delivery-in-New-Zealand-PMHSD-Project.pdf>

Kupa, K. (2009). Te Vaka Atafaga: A Tokelau Assessment Model for Supporting Holistic Mental Health Practice with Tokelau People in Aotearoa, New Zealand. (15), 156-175.

Mila-Schaaf, M., Hudson, M., (2009). The interface between cultural understandings: Negotiating new spaces for Pacific mental health Exploration of Pacific perspectives of Pacific models.

. Vol 15(1), pp.113-119.

Pulotu-Endemann, F. K. (2001). Fonofale Model of Health. Paper presented at the Health Promotion Forum, Wellington, NZ.

Pulotu-Endemann, F. K. (2002). Consequence of alcohol and other drug use: Fonofale. Retrieved from <http://www.alcohol.org.nz/resources/publications/ALAC>

Te Pou o te Whakaaro Nui. (2011). :B

APPENDIX 4: ADDITIONAL RESOURCES

Pacific Island greetings

Pacific Language Week resources, Ministry for Pacific Peoples. <http://www.mpp.govt.nz/language-culture-and-identity/pacific-language-weeks/samoan-language-week/>

Compass Health Pacific Phrasebook [http://www.centralpho.org.nz/Portals/0/Publications/Health%20Services/Pacific%20Phrasebook%20\(FINAL\).pdf](http://www.centralpho.org.nz/Portals/0/Publications/Health%20Services/Pacific%20Phrasebook%20(FINAL).pdf)

Yuni-Tok, Pasifika Directorate, Massey University: a guide to interacting with Pasifika students which includes Pasifika values, behaviours, salutations and phrases http://www.massey.ac.nz/massey/students/pasifika-student-services/staff-resources/staff-resources_home.cfm

Regional bodies in the Pacific

Economic and Social Commission for Asia and the Pacific, Suva, Fiji. <http://www.unescap.org/subregional-office/pacific>

ILO-South Pacific Policy Office <http://www.ilo.org/suva/lang--en/index.htm>

International Union for the Conservation of Nature Oceania <https://www.iucn.org/regions/oceania>

Melanesian Spearhead Group <https://www.msgsec.info/>

Office of the High Commissioner for Human rights Pacific Region, Suva Fiji <http://pacific.ohchr.org/>

Pacific Islands Forum Secretariat <http://www.forumsec.org/>

Secretariat of the Pacific Community (SPC), Noumea, New Caledonia <http://www.spc.int/>

United Nations Development Program (UNDP) Pacific Office, Suva, Fiji <http://www.pacific.undp.org/content/pacific/en/home.html>



Replanting mangrove, Fiji (Image courtesy of PRPC)

References

Gegeo, D. W. (2008). *Geography of the Pacific Islands*.
Paper presented at the Building Pacific Research Capacity and Scholarship 2008, Fale Pasifika, Auckland.

Hau'ofa, E. (1994). Our Sea of Islands. *Pacific Focus* (1), 148-161.

Hau'ofa, E. (2000). The Ocean in Pacific Islands. *Pacific Focus* (1), 148-161.



UNIVERSITY OF NEW ZEALAND

