

Welcoming Communities Accreditation – Planning Tool

Stage 2 – Established Welcoming Community

Activity	Responsibility	Suggested timeframes for planning	Due date	Date completed
The council makes an application to INZ.	Council	A council keeps INZ informed on the anticipated date for the application.		
The External Accreditation Assessment Panel (the Panel) is convened and the members are provided with the application.	WC team, INZ	Within two weeks of receiving an application.		
The application is reviewed by the Panel members, independently of each other.	Panel members	Within four weeks of receiving an application.		
The Panel members discuss and moderate their findings.	Panel members	Within six weeks of receiving an application.		
The draft External Accreditation Assessment Report (the Report) is prepared by the lead assessor.	Lead assessor	Within eight weeks of receiving an application.		
The draft Report is peer reviewed by the other Panel member.	Assessor	Within nine weeks of receiving an application.		
The final Report is given to INZ.	Lead assessor	Within ten weeks of receiving an application.		
The final Report is approved by INZ and presented to the council.	WC team, INZ	Within twelve weeks of receiving an application.		