

Shared Workspace Fees

Operating Principles Regarding Fees

1. Fees are part of the strategy for encouraging uptake.
2. Fees will be reviewed by the Governing Body in advance of each financial year.
3. Fee information will be easy to understand and billing will be detailed and prompt.
4. An agency client cannot decline to pay all or part of the fee and expect to continue using the tool relating to the fee.
5. No group will be charged a second fee for transitioning to an upgraded tool.
6. Revenue is used to improve Shared Workspace tools and services.

Fee Schedule

Fees ensure that Shared Workspace is partially compensated for time spent helping each group to get set up, and ongoing training and advice, and assistance by phone and email. The State Services Commission meets costs of hosting and software licences.

A Workspace	<p>A Workspace is suited to an agency that is working on deliverables with other agencies or with a mix of agencies, non-government people, and private-sector organisations. It is a secure, interactive website where members can add, update and manage their own content with assistance available from Workspace staff when requested. No technical knowledge is needed to participate and training is given to those who update the group's workspace.</p>
Standard Fee for a Workspace	<ul style="list-style-type: none"> • \$1500 excl GST per calendar year, paid by the lead agency. • Includes up to 12 months use from "go live" • Invoiced at "go live" and each anniversary after the first 12 months <p><i>NOTE: A one-off charge of \$500 excl GST will be incurred if a workspace is set up but the group decides not to "go live".</i></p>
Non-Standard Work	<ul style="list-style-type: none"> • An additional fee of \$500 excl GST will be charged for advanced workspaces i.e. workspaces requiring additional features and customisation.

Discussion Lists	<p>A Discussion list is an email service where groups, networks, or committees share questions, ideas, resources, contacts, and distribute papers. It supports group interaction where members need to stay current and well informed. It suits small or large groups. They might have a common interest or need to keep in touch between meetings.</p> <p>A web archive is also provided for viewing storage of email and attachments. No technical knowledge is needed to participate and training is given to those who take ownership of the List on behalf of the group.</p>
Standard Fee for a Discussion List	<ul style="list-style-type: none"> • \$200 excl GST • Invoiced at "go live" date

The Intranet	<p>The Public Sector Intranet (PSI) is a non-public website pointing to the many common resources that many agencies and state servants can use and need to know about. An agency is invited to join and must agree to a usage-protocol in order to become a member.</p> <p>The agency can then be connected to the Intranet so that their staff can see content without the need to enter a password. In addition, Workspace staff will help with integrating links with an agency's Intranet, if an agency has its own intranet already.</p>
Standard Fee to join the PSI	<i>No charge for 05/06 financial year.</i>

Providing Intranet Content	<p>Providing Intranet Content is a set of services where agencies can share content and databases with other agencies over the Intranet. No technical knowledge is required as training is given to those who take ownership of adding the content to the Intranet. Workspace staff will also provide statistics on how much attention the content is getting from agencies and ongoing assistance so that the agency can keep their content up to date.</p>
Standard Fee for providing Intranet Content	<p><i>No charge for 05/06 financial year</i></p> <p><i>Note: If the information or database is technically complex to host Shared Workspace can choose to negotiate to have costs partially or fully covered by the content-providing agency.</i></p>

Read more about Shared Workspace on the web at:
<http://www.e.govt.nz/workspace>

Email the Shared Workspace Team at:
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