**Kaupapa Māori**

Whakatau guideline

Māori gathering protocols

Kaupapa kōrero | Description

The intention of this guideline is to provide working examples of how whakatau can be used in a work setting to promote Māori protocols of engagement and host responsibility.

Kawa | Tradition

Our guideline will promote kawa that is derived from Mana Whenua of Tamaki Makaurau; the principle kawa are derived from Ngāti Whātua and Tainui traditions. The preferred format for formal gatherings is referred to as pāeke. Pāeke refers to the format of speaking and in this tradition the host speakers all speak and once concluded the guest speak. This is then concluded with hongi and hakari.

Tikanga | Protocol

The following tikanga will clarify cultural definitions and requirements when hosting gatherings within a Māori context.

Mihi Whakatau | Welcome

1. Whakatau are less formal than a full pōwhiri.
2. Whakatau are used to incorporate tikanga Māori into contexts outside of normal cultural settings (marae) but are more flexible in regard to situation, setting and knowledge.
3. Whakatau serve the purpose of honouring and acknowledging a person’s significance, a relationship, a connection or an event.
4. Whakatau will align with the kawa of Mana Whenua, but will also take into account the cultural capability and capacity of (practice name).
5. Whakatau can be used for:
	1. Welcoming new staff members.
	2. Welcoming an external guest e.g. auditor, trainer, supervisor, consultant.
6. There are key individuals across the ProCare Network who can support Mihi Whakatau given the context of who is being hosted, the significance of the gathering and who is available to support.
7. Mihi Whakatau are also an opportunity for professional development for some staff that are different stages of fulfilling cultural roles. Regardless of title, a whakatau can provide the means for somebody with Te Reo to play a key role in a whakatau.
8. Whakatau provide the opportunity for other languages to be shared which promotes diversity and understanding.
9. Please contact the Equity team to provide guidance and support if you have questions.

Whakaritenga | Guideline

Below you will find some examples of how whakatau are incorporated into the work place. The more you are able to display your cultural elements, the more respect that is conveyed to those that play the roles in your whakatau and of course the organisation.

Generic whakatau

1. Plan to provide a space that will not be disturbed
2. You will need to have someone to offer a karakia or prayer to open the whakatau.
	1. This can be offered in Māori or other languages and recognises a range of faiths.
	2. A hymn can be offered in support of the prayer.
3. As tangata whenua/host will need to have a lead speaker that has competent Te Reo Māori skills to maintain formal requirements. These include:
	1. Ability to mihi/greet those gathered.
	2. Ability to acknowledge the kaupapa/reason/purpose for coming together.
	3. Ability to mihi/acknowledge key individuals including guests for attendance and contribution.
4. A waiata/song needs to be offered per speaker on the host side.
5. Other speakers from the host side can continue to speak, so long as they meet speaking requirements and have an appropriate song.
6. Manuhiri/guests are given an opportunity to respond:
	1. Guests can respond again having a competent speaker and song to support.
	2. They may choose to not speak formally and wait for the whakatau to be closed – this is acceptable.
7. Once the guests have concluded, the hosts can commence whakawhanaungatanga/relationship building with a round the table of introductions commencing with the host supporting group and then the guests.
8. Once all activity has been completed, karakia can be completed to close the whakatau by anyone that is offered the opportunity by the hosts.
	1. A hymn can be offered to enhance the occasion and prayer.
9. An option may have the hosts prepare kai/catering for sharing together.