

Primary Contact Farmer

What do I need to know?

Every Action Group will nominate one farmer to be a Primary Contact Farmer. The Primary Contact Farmer is like the 'captain' of the sports team, representing the Action Group. You will be the point of contact between the facilitator and your group, as well as RMPP, submit the Extension Plan and approve/decline invoices.

Why does an Action Group need a Primary Contact Farmer?

Part of the success of RMPP Action Network is that the Action Groups are farmer led. A Primary Contact Farmer is the way of making sure that each group has a farmer voice within RMPP Action Network, acting as the first point of contact to ensure the success of your group. They are also responsible for signing off on their Action Group's spending. This is because the Extension activities and expenses belong to your group; it is your money and your plan, so you should sign-off on it. The Primary Contact Farmer will perform this function on behalf of other members of the group.

What does the Primary Contact Farmer do?

- **Be the main point of contact**

As Primary Contact Farmer you will be the main contact point between RMPP and your Action Group. This will mean RMPP will have one key person to communicate with in your group.

- **Submit the group's Extension Plan**

Each Action Group develops an Extension Plan. Once this has been written, your role is to do a final review of the plan and submit this (via www.knowledgehub.co.nz > My Dashboard) to RMPP for approval.

- **Check and approve invoices for payment**

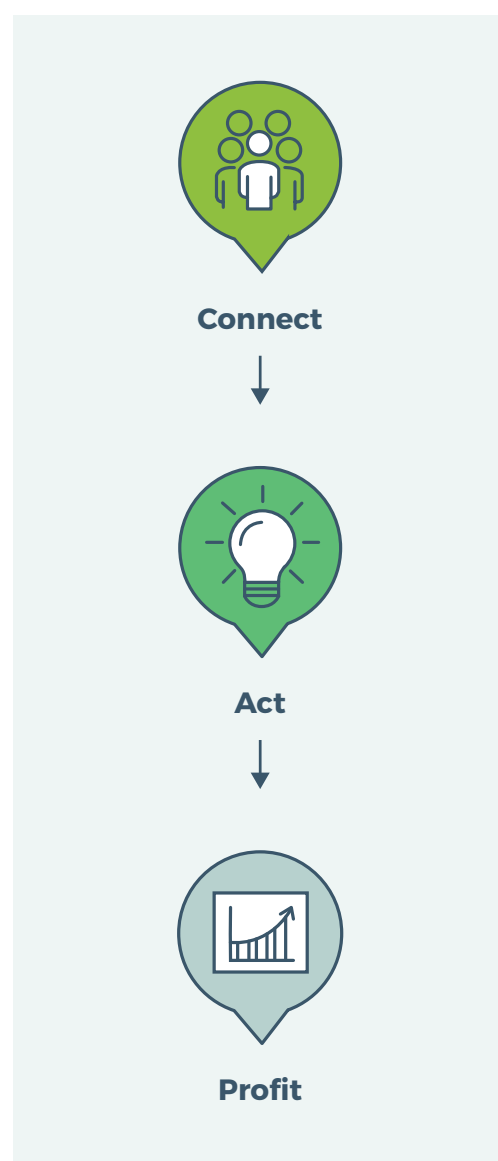
When a Facilitator or Expert sends an invoice to RMPP that relates to activities undertaken with your Action Group, this invoice will be checked and then forwarded on to you by email for your review and approval/decline.

- **Notifying RMPP of any changes in the group**

RMPP needs to know whether there are any changes in your Action Group such as a farm business leaving or a farm business joining once the group has been set up.

- **Contacting RMPP if you require support with facilitation**

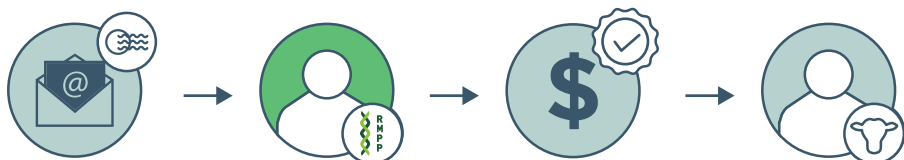
RMPP are available to assist the group if there are any facilitator issues.



Primary Contact Farmer

What do I need to know?

Approving invoices for facilitator and expert costs



The Process of Sign-off and Payment

1. On receipt of an invoice by RMPP, a copy will be sent to the Group's Primary Contact Farmer.
2. When you, the Primary Contact Farmer, receive the invoice, you will need to check that the costs reflect what is proposed in the Group Extension Plan.
3. On approving the invoice for payment, you are also confirming that the activity has been delivered by the Facilitator/Expert to the Group's expectations.
4. If you have an issue with an invoice, you will need to contact the Facilitator/Expert to resolve the issue. If the invoice is declined for payment or a credit note issued, please make appropriate notes in the extension plan as to why.
5. The Activity in the Group Extension Plan will need to be updated as complete.
6. Invoices can only be paid by RMPP when the activity is completed and has been updated as such in the Group Extension Plan.

Time commitment

We anticipate that the role of Primary Contact farmer will take up to 2 hours per month, depending on how many activities the Action Group has planned.

If there are any questions or problems - contact RMPP



Who can I ask for help?

Contact the help desk at RMPP if you have any questions or concerns.

Contact

☎ 0800 733 632

📘 /redmeatz

🐦 @redmeatz

✉ info@actionnetwork.co.nz

Keep up to date

If you want to keep in the loop with what is happening at RMPP, sign up to The Ground Up, our monthly e-newsletter.

www.rmpp.co.nz

