



Officials Group

MEETING MINUTES

Monday 11 June 2018, 11am – 12pm
Rm 10.2 State Services Commission
Reserve Bank Building, No.2 the Terrace

Officials Group participants

Ministry of Business Innovation and Employment, Ministry of Education, Department of Internal Affairs, Ministry of Justice, Department of the Prime Minister and Cabinet, Office of the Clerk, Parliamentary Counsel Office, State Services Commission, Stats NZ, and The Treasury.

Agenda #	Topic
1	Welcome
<p>Catherine Williams as Chair welcomed everyone and the previous minutes were confirmed.</p>	
2	Engagement update for the National Action Plan 2018-2020
<p>Catherine Williams provided an overview of the Themes Workshop with the Expert Advisory Panel (EAP) and officials that was held on 5 June and the Themes identified at the workshop. She confirmed the seven themes and proposed agency involvement.</p> <p>The group discussed that some of the themes needed wider engagement from other agencies and Diversity runs across all themes. As a result, the summarised theme and sub themes overview will require further consideration. She noted the upcoming Synthesis Workshop being held 2 July. Attendees will include EAP, nominees from the public workshops held in May in Christchurch, Auckland and Wellington, and officials. Maven will facilitate the workshop.</p> <p>The group discussed the opportunity to develop of a strong third National Action Plan that also highlights the wider open government context in New Zealand and how their agencies could support this process. Each agency talked about its potential opportunities in response to the themes and ideas for input to the next Action Plan.</p> <p>Catherine Williams confirmed SSC officials will liaise with each agency, confirm the suggested lead agency for each theme or sub-theme, and provide guidance on preparation for the 2 July workshop, including helping attendees to understand the wider open government context.</p> <p>The group agreed to meet again in the week of 25 June.</p>	
3	Close-out Steps of National Action Plan 2016-2018
<p>Amy Allison discussed the next steps, at a high level, including key dates:</p> <ol style="list-style-type: none">1. Agencies with current commitments to complete performance template and return to SSC by 15 June2. IRM reviewer finalising her assessment by 28 August3. Finalised self-assessment report to be sent to International EAP for comment 5 October4. Finalised report returned to SSC by 1 December.	