



Officials Group

MEETING MINUTES

Monday 15 October 2018, 2-3pm

Ministry of Health

133 Molesworth Street

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, Parliamentary Counsel Office, State Services Commission, Stats NZ.

Apologies Ministry of Youth Development, Office of the Clerk

Agenda #	Topic
1	Welcome and confirmation of minutes
<p>The attendees introduced themselves and the minutes of the meeting of 23 July and 6 August were confirmed.</p>	
2	Steps to finalise the draft National Action Plan 2018 - 20
<p>After Cabinet consideration the draft Plan was published for public comment on 20 September – submissions close on 17 October. Officials confirmed that, in response to submissions already received, amendments have been confirmed and/or will be provided by Ministry of Education, Parliamentary Counsel Office, Statistics New Zealand, Department of the Prime Minister and Cabinet, Department of Internal Affairs and Ministry of Business, Innovation and Employment.</p> <p>State Services Commission will consider whether any further changes are required in light of all the submissions and, depending on the nature of the changes, consult with officials and if necessary Ministers.</p> <p>Submissions will be published along with a Summary of submissions and the response to them.</p> <p>The Plan will then be submitted to the OGP.</p>	
3	Implementation of the National Action Plan 2018-20
<p>There was general discussion on the implementation of the Plan and the focus of ensuring civil society engagement in its implementation. Officials described examples of current and intended engagements and/or engagement channels for their respective Commitments. All agreed it would be valuable to share what we are learning about all engagement approaches, including to improve the diversity of contributors, as the Plan progresses.</p>	
4	Progress reporting
<p>Progress Reports will be quarterly, with IRM reports as at June 2019 and June 2020. State Services Commission will provide a template for the Progress Report, with the first report due by the end of January to cover the period since inception of work covered by the Plan.</p> <p>The discussion under 3 above led to a proposal to include civil society engagement in Progress Reports. State Services Commission encouraged officials to broadcast achievement of milestones for</p>	



their Commitments and, where appropriate, to provide links for the OGP NZ website and its subscribers.

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Other Business

Close out of National Action Plan 2016-18

All feedback from officials has been incorporated in the draft Self-assessment Report on the Second National Action Plan; the draft will be published for public feedback. State Services Commission expects to submit this report with any final amendments by the end of November 2018.

Refresh of Expert Advisory Panel

State Services Commission confirmed it will be seeking new EAP members, to work with existing members, during the implementation of the Third National Action Plan and plan development for 2020 – 2022.