

STEP-BY-STEP DAILY GUIDE – Departmental OIA Request

The days shown are indicative only. To meet the requirements of the OIA, MBIE must make and communicate its decision on the request “as soon as reasonably practicable”, but no later than 20 working days after the day the request was received. Extensions can be made within the original 20 working day timeframe.

Process 1 - Departmental OIA request (no Ministerial consultation)		
Day	Step	Notes/considerations
Day 1	<p>Receipt, logging and allocation</p> <ul style="list-style-type: none"> Request received by MBIE Requester eligibility may be checked Request logged into the Hive Acknowledgement letter sent by Ministerial Services Request allocated to Ministerial Services writing team or self-servicing team 	<p>A transfer must be made within 10 working days (section 14) and must be processed through the Ministerial Services Hive system.</p> <p>If a request is amended or clarified within 7 working days of receipt, the clock can be restarted from the date the new request is confirmed.</p>
Day 1-3	<p>Scoping meeting</p> <ul style="list-style-type: none"> Arrange a scoping meeting within the first 3 days 	<p>A scoping meeting early in the process is vital to ensure all participants are clear about the scope and interpretation of the request</p>
Day 2-11	<p>Scoping request, gathering information and drafting reply</p> <ul style="list-style-type: none"> The analyst or writer and team leader/manager discuss the scope of the request and determine the approach MBIE decides whether the request, or parts, needs to be transferred to another government agency or Minister Consult subject experts and peer reviewer early in the process. Draft the response based on appropriate scoping and consultation Legal Services must be consulted on major releases or if MBIE is proposing to withhold information regarding complex requests, or high or critical risk requests Communications must be consulted on all requests from the media If the information requested belongs to another agency, MBIE must consult that agency on the proposed approach. A coversheet to the General Manager or Manager signing out the response should be prepared, if a Minister is not being consulted 	<p>Check if there are previous OIA requests from the requester and whether they relate.</p> <p>Check if there are previous OIA requests or Written Parliamentary Questions on the same topic and what approach was taken.</p> <p>To identify information within the scope of the request, you may need to check:</p> <ul style="list-style-type: none"> emails (inbox and sent items) physical and electronic files Ministry or Business Group weekly reports information provided to and held by the Minister’s Office meeting notes (held by Ministry/Business Group or provided to the Minister’s Office). <p>Also check with the subject matter expert that all information within the scope of the request has been identified.</p> <p>A coversheet needs to be prepared for most responses. In some cases a memo may be useful to explain complex or controversial issues</p>
Day 12-13	<p>Review</p> <ul style="list-style-type: none"> Draft response is provided to peer reviewer or reviewers for comment or amendment 	<p>Initial consultation with peer reviewer should occur at the beginning of the process. Use the OIA Coversheet Template or Memo template. Include spaces for Legal Services or Communications in the sign-off list if they have been consulted</p>
Day 14-17	<p>Approval</p> <ul style="list-style-type: none"> Response (and coversheet or memo) is finalised for Business Group Manager sign-out 	<p>If information is to be withheld, clean copies of the full document or documents must be included in the file for comparison</p>
Day 18-19	<ul style="list-style-type: none"> Business Group Manager sign-out 	<p>The appropriate Business Group Manager must have two days for consideration and sign-out. Advise the EA or PA if it is late or urgent</p>
Day 20	<p>Send response to requester</p> <ul style="list-style-type: none"> The decision must be communicated by MBIE to the requester unless the timeframe is extended 	<p>Analyst or writer sends the response to the requester and copies in uia@mbie.govt.nz</p>

STEP-BY-STEP DAILY GUIDE – Departmental OIA Request Requiring Ministerial Consultation

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Process 2 - Departmental OIA Request (Ministerial Consultation)		
Day	Step	Notes/considerations
Day 1	Receipt, logging and allocation <ul style="list-style-type: none"> Request received by MBIE Requester eligibility may be checked Request logged into the Hive Acknowledgement letter sent by Ministerial Services Request allocated to Ministerial Services writing team or self-servicing team 	<p>A transfer must be made within 10 working days (section 14) and must be processed through the Ministerial Services Hive system.</p> <p>If a request is amended or clarified within 7 working days of receipt, the clock can be restarted from the date the new request is confirmed.</p>
Day 1-3	Scoping meeting Request allocated to Ministerial Services writing team or self-servicing team	<p>A scoping meeting early in the process is vital to ensure all participants are clear about the scope and interpretation of the request</p>
Day 2-6	Scoping request, gathering information and drafting reply <ul style="list-style-type: none"> The analyst or writer and team leader/manager discuss the scope of the request and determine the approach Consult subject matter experts and peer reviewer early in the process Draft the response based on appropriate scoping and consultation Legal Services must be consulted on major releases or if MBIE is proposing to withhold information regarding complex requests or, high or critical risk requests. Communications must be consulted on all requests from the media If the information requested belongs to another agency, MBIE must consult that agency on the proposed approach A briefing or aide memoire to the appropriate Minister(s) on the proposed response is required if the request relates to: Opposition MPs and Researchers, Political Parties, Media, Bloggers, Special Interest or Lobby Groups, Unions 	<p>Check if there are previous OIA requests from the requester and whether they relate.</p> <p>Check if there are previous OIA requests or Written Parliamentary Questions on the same topic and what approach was taken.</p> <p>To identify information within the scope of the request, you may need to check:</p> <ul style="list-style-type: none"> emails (inbox and sent items) physical and electronic files Ministry and Business Group weekly reports information provided to and held by the Minister’s Office meeting notes (held by Ministry/Business Group or provided to the Minister’s Office) <p>Also check with the subject matter expert that all information within the scope of the request has been identified</p> <p>Immigration New Zealand use an aide memoire for the purposes of Ministerial consultation</p>
Day 7-8	Review <ul style="list-style-type: none"> Draft response (and briefing) is provided to peer reviewer for comment/ amendment 	<p>Initial consultation with peer reviewer should occur at the beginning of the process. Use the Departmental OIA Briefing template or Aide Memoire OIA template. Include spaces for Legal Services or Communications in the sign-off list if they have been consulted</p>
Day 9-12	Approval <ul style="list-style-type: none"> Response (and briefing) to the OIA is finalised for Business Group Manager sign-out 	<p>If information is to be withheld, clean copies of the full document must be included in the file for comparison</p>
Day 12-13	<ul style="list-style-type: none"> Business Group Manager sign-out. 	<p>The appropriate Business Group Manager must have two days for consideration and sign-out. Advise the PA or EA if it is late or urgent</p>

Day 14	Brief Minister¹ <ul style="list-style-type: none"> Response (and briefing) to the OIA request is put in the Minister's bag to be sent to Parliament, and the appropriate Minister's Office or Ministerial Offices for consideration by midday on day 14 	This allows five full days for the Minister's Office to process and consider the response MBIE intends to release. All copies are made by the writer or self-servicing team. Remember to retain a copy
Day 19	Feedback from Minister's Office <ul style="list-style-type: none"> Minister's Office or Ministerial Offices will note the response and may provide feedback 	Make sure that questions or requests for more information from Ministerial Offices are responded to as quickly as possible to ensure an OIA is not held up. Save any related emails or documentation in the central MAKO file
Day 20	Send response to the requester <ul style="list-style-type: none"> The decision must be communicated by the Ministry. 	Analyst or writer sends the response to the requester and copies in uia@mbie.govt.nz

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¹ Some Minister's offices require 10 working to consult on a DOIA

STEP-BY-STEP DAILY GUIDE – Ministerial OIA Request

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Process 3 - Providing Advice on a Ministerial OIA Request		
Day	Step	Notes/considerations
Day 1	<p>Receipt, logging and allocation</p> <ul style="list-style-type: none"> Request received and acknowledged by the Minister’s Office Minister’s Office and MBIE decide whether the request, or parts, needs to be transferred to another Minister or government agency Request logged into the Hive Request allocated to Ministerial Services writing team or self-servicing team 	<p>A transfer must be made within 10 working days (section 14) and must be processed through the Ministerial Services Hive system.</p> <p>If a request is amended or clarified within 7 working days of receipt, the clock can be restarted from the date the new request is confirmed.</p>
Day 1-3	<p>Scoping meeting</p> <p>Request allocated to Ministerial Services writing team or self-servicing team</p>	<p>A scoping meeting early in the process is vital to ensure all participants are clear about the scope and interpretation of the request</p>
Day 2-6	<p>Scoping request, gathering information and drafting reply</p> <ul style="list-style-type: none"> The writer or analyst and team leader/manager discuss the scope of the request and determine the approach. The team leader/manager will discuss and confirm the proposed approach with the Minister’s Office. Consult subject experts and peer reviewer early in the process. Draft the response based on appropriate scoping and consultation. The Minister’s Office must be consulted on the proposed approach. 	<p>This could be started on Day 1.</p> <p>Check if there are previous OIA requests from the requester and whether they relate.</p> <p>Check if there are previous OIA requests on the same topic and what the approach to that request was.</p> <p>To identify information within the scope of the request, you may need to check:</p> <ul style="list-style-type: none"> emails (inbox and sent items) physical or electronic files Ministry or Business Group weekly reports information held by the Minister’s Office meeting notes (held by Ministry/Business Group or Minister’s Office). <p>Also check with the subject expert that you have identified all information within scope of the request.</p>
Day 7-8	<p>Peer review</p> <ul style="list-style-type: none"> Draft response is assigned to peer reviewer for comment/ amendment. Legal Services must be consulted on major releases and if you are proposing to recommend withhold information regarding complex requests or high risk requests. 	<p>Initial consultation with peer reviewer should occur at the beginning of the process. Use the Ministerial OIA Briefing template.</p>

Day 9-12	<p>Approval</p> <ul style="list-style-type: none"> Recommended response to the OIA is finalised for Business Group sign-out. Communications <u>must</u> be consulted on all requests from the media or high risk requests. 	If information is to be withheld, clean copies of the full document must be included in the file for comparison.
Day 12-14	<ul style="list-style-type: none"> Business Group sign-out. 	The appropriate Business Group Manager must have two days for consideration and sign-out. Advise the PA if it is late.
Day 15	<p>Recommended response to Minister</p> <ul style="list-style-type: none"> Response to the OIA request is delivered to Minister's bag to be sent Parliament. The OIA response is delivered to the Minister's Office for consideration and action. 	This allows five full days for the Minister's Office to process and consider the reply. All copies are made by the Business Group. Remember to keep a copy in the Ministry/Business Group. Make sure that questions or requests for more information from Ministerial Offices are responded to as quickly as possible to ensure an OIA is not held up.
Day 20	<p>Minister's Office sends response to requester</p> <ul style="list-style-type: none"> The decision must be communicated by the Minister's Office to the requester. 	

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