

OIA XXXX-XXXX [Requester] – Due [DATE] – Scoping record

Meeting details

Date of scoping discussion	
Participants:	
- Writer	
- Subject matter expert	
- Manager	
- Team Leader	
- Communications	
- Legal	
- Others	

Outcome

	Yes/No	Details
Full refusal?. If YES, note grounds.		
Collation required? If YES, note responsibility.		
Consultation required? If YES, note consultee(s)		
Multiple business groups involved? If YES, note sign-out		
Extension required? If YES, note reason		
Full or partial transfer? If YES, note due date		
Scope clarification required? If YES, note due date		
Ministerial consultation/notification?		
Notes:		

Risk analysis

	Yes/No	Details
High-profile requestor?		
High-profile subject matter?		
MBIE reputational risk?		
Political risk?		
Sign-out level required		
Notes/Hot topics:		

Timeframe

Stage	Due date	Responsibility
Gathering information		
SME review		
Team Leader review (if required)		
Communications review		
Legal review		
Approval		
Ministerial consultation/notification (if needed)		

Refer to OIA timeline document here:

OIA Process - timeline and accountabilities.docx

<http://mako.wd.govt.nz/otcs/lisapi.dll/link/68064491>

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