



29 June 2020

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John Luke

Email: fyi-request-12768-7bfc350a@requests.fyi.org.nz

Dear Mr Luke

Thank you for your email received 2 June 2020 asking for the following information under the Official Information Act 1982 (the Act):

"Thank you for your reply on my earlier request under the OIA EC20200144.

As noted on your reply, 'an external panel considers requests of over \$10,000. The panels consist of four to six members each.'

May I ask the member who sit on this external panel and how you select them from the general public? How much fees they have been paid for each meeting and any reimbursement they have received. Also, how long are their term of appointment and any bio of the member you can share. How many meeting they have had so far and may I have the minutes of all their meeting."

In response to your request, external panel members are appointed for a period of two to three years, with the potential to reappoint for a further term. Information on current members is attached as Appendix A.

OEC reviews its nominations database (see our response to your OIA request on the nominations database) and seeks input from Community Engagement teams on prospective panel members.

The panel members are selected by the Executive Director, Office of Ethnic Communities (OEC) for their broad understanding and experience of refugee and migrant communities (including government priorities in relation to these) and their ability to contribute their knowledge and expertise to benefit those communities. The Executive Director considers geographical spread and ethnicity when selecting panel members to provide a diversity of opinion to recommendations.

The panel members are selected on the basis of their knowledge and understanding of:

- community funding programmes
- the issues faced by ethnic communities
- current government priorities and initiatives in relation to refugee and migrant communities
- the purpose, priorities, and desired outcomes of the Fund and of OEC.

Fees for external panel members are based on the Cabinet Fees Framework and align with the Department of Internal Affairs (DIA) meeting fees paid to the Crown Fund Panels. The current fee structure is:

- \$215 for each full day meeting (in person)
- \$54 for each virtual meeting
- \$215 reading fees for every 50 reviews undertaken
- Travel and accommodation made by DIA, or actual and reasonable costs claimed
- half day meeting rate of \$108 for panel member induction session, where the length of training is 3 hours or less.

Members have held meetings on 27 November 2019, 16 January 2020, 26 February 2020, and 25 March 2020. Minutes of their meetings are attached in full.

Thank you for taking the time to write to us.

Yours sincerely



Anusha Guler
Executive Director, Office of Ethnic Communities



**Te Tari Taiwhenua
Internal Affairs**

Appendix A

Name	Biographical information	Term	Variable fees paid ¹ (before tax)
<p>Grace Ryu Location: Auckland Gender: Female Ethnicity: Korean</p>	<p>Grace is currently the Operations Manager, Asian Health Services at Waitemata District Health Board. She has been working with Asian and ethnic communities for the past 23 years, with 15 years on the Waitemata District Health Board.</p> <p>Grace has governance and advisory experience that has provided her opportunities to present the voices and needs of diverse communities:</p> <ul style="list-style-type: none"> • English Language Partners New Zealand Ethnic Advisory Board member (2014 – March 2020) • NZ Police Ethnic Advisory Board member (June 2007 – June 2017) • Auckland Council Ethnic Peoples Advisory Panel member (March 2011 – October 2013) • Vice President, Waitakere Ethnic Board (October 2005 – February 2007) • Auckland Council & Department of Labour Settlement Support Steering Group member – Waitakere (2008 – 2013). 	<p>In second year of two-year term</p>	<p>\$1,370.72</p>
<p>Birgit Grafarend-Watungwa Location: Wellington Gender: Female Ethnicity: German</p>	<p>Birgit is a migrant from Germany who has lived and worked in Africa as well. Birgit holds a Masters in Cultural Anthropology and Sociology, Diploma in Business Studies and Certificate in Adult Education. She has been working in the community sector in New Zealand for the past 17 years and has worked with ethnic community leaders and learners from over 50 different ethnic backgrounds. She is currently the Operations Manager at English Language Partners New Zealand (ELPNZ).</p>	<p>In second year of two-year term</p>	<p>\$1,372.19</p>

¹ Fees paid to panel members vary due to the number of cases reviewed, whether panel members attend in person or by virtual connection, reimbursement of costs, and other matters such as induction training.

<p>Nigel He Location: Canterbury Gender: Male Ethnicity: Chinese</p>	<p>Well connected with local business owners and influential society members and a frequent attendee of all local migrant activities. Holds a strong relationship with the Chinese Consul in Christchurch. Since becoming Regional Manager of Southern Asian Banking, looking after both Business Banking and Retail has been involved with all local communities across different ethnic groups.</p>	<p>Reappointed October 2019 until 30 June 2021</p>	<p>\$1,372.30</p>
<p>Mastura Abd Rahman Location: Canterbury Gender: Female Ethnicity: Malaysian</p>	<p>Holds a Masters degree in Education with experience in teaching, management and advisory. Has strong involvement in education of culturally and linguistically diverse learners that focuses on equity and excellence. Has worked with and applied principles of inclusiveness, empowerment and community development in advocacy and support across professional practice and community engagement. A current chair of a CALD health advisory group and has been a board member on an NGO, a panel member for scholarship selections and a working party member for development of Christchurch Multicultural Strategy.</p>	<p>Reappointed October 2019 until 30 June 2022</p>	<p>\$1,216.90</p>
<p>Kumar Mather Location: Auckland Gender: Male Ethnicity: Sri Lankan</p>	<p>General Manager and Director with 22 years local and 10 years international experience in leading Danish multinational Health Service and British multinational Pharmaceutical organisations. Exec/Director of large multinationals, taking responsibility for governance and statutory requirements. UK qualified Chartered Management Accountant with wide cross-functional and international experience in Finance, Marketing and Business Development at Director Level and CEO experience. Led senior management teams of professionals, strategic development and profitable turnaround of total company operations and negotiated 6 acquisitions and 5 contracts with PHARMAC with values in excess of \$100 million. Built collaborative relationships with Government Agencies and with all stakeholders and helped build the image of the company. Governance experience across key responsibilities including Vision, Strategic Planning and Implementation, Collaborative Relationship Management, Building Reputation and Public Image, Motivational Leadership, Commercial Acumen and Negotiation Skills, Start-up Companies and Business Transformation, and Compliance and Risk Management. Has made significant contributions to a number of community projects in New Zealand, Sri Lanka and Zambia, including:</p>	<p>Appointed October 2019 until 30 June 2022</p>	<p>\$1,418.60</p>

- Task Groups for St Aidan's Anglican Church in Remuera for several activities such as Financial Management, Community Service, Social Justice and Peace, Property Maintenance, and Pastoral Care
- Feasibility Assessment Committee and Finance Committee for St Aidan's Anglican Church
- "Sight for the Poor" project in Sri Lanka
- "Eradication of Polio by the year 2000" project in conjunction with the World Health Organisation (WHO) and the Rotary Club of Colombo
- Kyindu Primary School in Lusaka, Zambia
- Veritas Trust, set up to educate underprivileged Zambians.