



BORDER EXECUTIVE BOARD

MEETING NOTES

1 – 2 pm, Wednesday, 13 January 2021

Held via Microsoft Teams

Members: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Ray Smith (MPI)

Attendees: David Soper (Customs), Chappie Te Kani (DPMC), Deborah Geels (MFAT), Vince Arbuckle (MPI)

Invitees: s 9(2)(a) OIA

Apologies: Chris Seed (MFAT), Ray Smith (MPI)

1. Welcome, Apologies, Meeting Context

The Chair welcomed members for the first meeting of the Border Executive Board and noted the meeting would focus on the work to introduce Pre-departure Testing.

2. Policy Update

DPMC updated the group on the paper being prepared on the implementation of the pre-departure testing (PDT) that is due to go to Ministers in the next day or two. While initially being prepared to address testing for the UK and US, this will now also include broadening out PDT to other countries. Issues still being worked through include whether different treatment for different countries is consistent with the Bill of Rights Act, and application to air crew.

The Board noted that the implementation of the testing needed to allow enough time for travellers to make the necessary arrangements and not be caught short.

A question was raised as to whether agencies are doing enough to test MIQ staff and other border workers. MoH advised they are continuously reviewing the guidance around testing of staff and PPE provision in the context of wider work on the response. This is detailed in an A3 which they can share. It was also noted that ongoing advice to Ministers should reflect options for supporting MIQ and border workers at a time when people coming through the border have a higher level of risk.

The Board noted the importance of continuing to work with unions, and that the approach to working with unions for the MIQ and other parts of the system be joined up.

Action Points:

- MoH to share the A3 detailing the work on the range of options to prevent the spread of COVID-19.

- MIQ and Customs to work to link up engagement with all relevant unions about workforce health and safety, to ensure arrangements across the system are consistent.

3. Readiness for Go-live

The Board discussed the readiness for the implementation of the PDT, with members of the view that agencies are all on track.

MBIE noted that MIQ is anticipating that some booked places will not be used and will proactively reallocate these over the first 2 weeks of the introduction of the new policies.

The Board noted the need for good communications around the new policies and processes, including the ability to respond to questions from passengers and airlines. Messaging should include that there could be increased demand on agencies during the transition period as the new policies are introduced.

The Board discussed plans for communications with media and the likely interest in levels of passenger compliance with the new regime.

MFAT advised it is expecting more calls for assistance and is increasing staffing at the call centre. MBIE also noted its call centre will take questions. DPMC will work with agencies to develop some FAQ and appropriate responses.

There was a discussion about enforcement implementation. The Board agreed that its preference is that this occur two weeks after the wider roll-out. This will allow time to understand non-compliance and address any implementation issues. This will be conveyed to Ministers in the upcoming briefing.

4. Reporting

The Board noted that agencies will collect the best possible data about the implementation and compliance of the provisions, including those who may be stranded and seek financial assistance, but this would likely be a very manual process – particularly in the beginning.

Action Point:

- It was agreed that MBIE would work with agencies to prepare a reporting template to be used for regular reporting to Minister Hipkins on the PDT.

5. Assurance

The Chair proposed a two-stage process for the assurance of the pre-departure testing, involving an initial review of the process maps and operating procedures, followed by a future review after the PDT has been in operation for approximately 8 weeks. It was agreed that it would be important to have someone who knows the system to undertake the reviews and s 9(2)(a) OIA were suggested as possibilities. MoH noted the importance of guidance on the use of infection prevention control (IPC) measures and ensuring frontline workers are aware of this. MoH is running

¹QFT Quarantine Free Travel

²RSE Recognised Seasonal Workers

its third round of assurance over IPC in MIQ facilities. IPC Assurance at airport and seaports has not yet been undertaken. MoH agreed to look into doing this.

Action Points:

- MBIE to work with agencies to develop a proposal for the Board on suitable consultants to undertake the review.
- MOH's infection prevention control (IPC) people to provide a presentation to the Board on their work at an upcoming meeting.
- MoH to look at running an assurance programme re IPC for workers and passengers/crew at international airports and seaports.

6. Other issues and priorities

The Chair advised that one way travel from the Cook Islands to New Zealand from 21 January would be announced tomorrow. The planned Cabinet paper on the Trans-Tasman safe travel zone has been deferred by a couple of weeks.

The Board agreed to meet again on Monday 18 January to discuss the PDT implementation and any issues arising.



BORDER EXECUTIVE BOARD

MEETING NOTES

3:00 – 3:30 pm, Thursday, 18 January 2021

Held via Microsoft Teams

Members: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Ray Smith (MPI)

Attendees: David Soper (Customs), Chappie Te Kani (DPMC), Deborah Geels (MFAT), Vince Arbuckle (MPI)

Invitees: s 9(2)(a) OIA

Apologies: Chris Seed (MFAT), Ray Smith (MPI), Vince Arbuckle (MPI)

7. Welcome, Apologies, Meeting Context

The Chair welcomed members and noted the meeting would focus on the implementation of Pre-departure Testing.

8. Feedback on implementation to date

Agencies noted that the implementation of Pre-departure Testing (PDT) has gone well and that to date there has only been one warning for not providing evidence of a negative test result for COVID-19.

Action point:

- Circulate DPMC reporting on Pre-departure Testing to Chief Executives

9. Preparation for extension of Pre-departure Testing to other countries

DPMC raised the topic of timing for the extension of PDT to other countries noting that their preference was for midnight on Monday 25 January 2021. The group agreed that midnight Monday was the best option as this provided the time to communicate the change to travellers.

The Group discussed potential issues with evidence of COVID-19 tests being in different languages and noting that the complexity of the border was growing, particularly around managing transit passengers and the staggering of tests for different categories of travellers.

Decisions:

- **Agreed** that midnight Monday was the best option for the extension of Pre-departure Testing to other countries



BORDER EXECUTIVE BOARD

MEETING NOTES

1 – 2 pm, Wednesday, 21 January 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Members: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Ray Smith (MPI)

Attendees: Michael Papesch (Customs), Sue Gordon (MoH), Vince Arbuckle (MPI), David Taylor (MFAT)

Invitees:

Apologies: Chris Seed (MFAT), Ray Smith (MPI)

10. Welcome, Apologies, Meeting Context

The Chair welcomed members and set out the context for the meeting. The minutes for the last BSGG meeting on 17 December 2020 and the previous BEB meeting on 13 January 2021 were confirmed and completed action points were noted.

11. Safe Travel Zone update –Cook Islands go-live

The Chair noted that the first quarantine free flight was processed through Auckland airport without any issues.

12. Job description for Executive Director for the Secretariat

The Board discussed the job description for the new Executive Director role for the Secretariat and noted that feedback from Board members would be needed by Tuesday 26 January 2021.

13. Using NZeTA platform for health declaration and contact tracing

MoH updated the Group on work underway to further develop the NZeTA platform to receive pre-flight health declarations that will also assist with contact tracing. The Group discussed the benefits of using the NZeTA platform and the need for its use to be mandatory for all travellers including Australians and New Zealanders. The Board agreed that INZ would assume responsibility for further work and report back to the Board on progress in late February.

The group discussed the need for strong data protection standards and the importance of having the right information sharing agreements in place and noted that the app may also be used to collect vaccine status information from travellers. MoT noted the work underway on a paper regarding a 'Travel Pass' and offered to report back to the group with further information.

Decisions:

¹QFT Quarantine Free Travel

²RSE Recognised Seasonal Workers

- **Agreed** that INZ is to assume responsibility for progressing work on using the NZeTA platform for health declarations

Action points:

- INZ to report back to the Board in late February with on progress to update the NZeTA platform to collect health declarations
- MoT to report back to the Board in late February with an update on the 'Travel Pass' paper.

14. Vaccine planning and communications with border workers

MoH updated the group on the COVID-19 Vaccine and Immunisation Programme noting that of the three planned scenarios, New Zealand is currently in scenario one with low to no community transmission meaning that the focus for vaccinations was on the health and border workforces. MoH outlined work underway to identify the individuals that would be offered the opportunity to be vaccinated first and noted the need for clear and effective communications between agencies whilst identifying this group.

The Board discussed the importance of working with the unions and the need for continued testing due to the possibility that even though people are vaccinated, they may still be able to act as carriers for COVID-19. The Chair raised a question about overseas postings as some countries are offering to vaccinate diplomatic staff. The group noted the need for further planning to include diplomatic staff as measures overseas may mean that New Zealand diplomats are excluded from events and buildings until they are vaccinated.

15. Terms of Reference –Review of COVID-19 Maritime Border Measures

MoT raised a question about the inclusion of seafarer welfare in the Terms of Reference for the review of COVID-19 Maritime Border Measures, however, the Board noted that the assurance work would focus on work being undertaken as part of the Maritime Border Order.

16. Other issues and priorities

No other issues or priorities were raised.

Meeting closed at 4:00pm.



BORDER EXECUTIVE BOARD

MEETING NOTES

3 – 4 pm, Wednesday, 28 January 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Members: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Ray Smith (MPI)

Attendees: Michael Papesch (Customs), Sue Gordon (MoH), Catriona Robinson (MBIE)

Invitees: s 9(2)(a) OIA

Apologies: Michael Papesch (Customs)

17. Welcome, Apologies, Meeting Context

The Chair welcomed members and set out the context for the meeting.

18. Infection Prevention Control presentation

The Infection Prevention Control (IPC) team from MoH gave a presentation to the Board on how practices and principles used to prevent transmission of infections in hospitals were being used at the border to help control and reduce the transmission of COVID-19 within the working environment.

The Chair thanked the IPC team for the presentation and the Board discussed issues around the establishment of health and safety committees noting that they were not functioning well due to the lack of attendance. The Board agreed that the IPC audit team should audit the Auckland and Christchurch international airports.

Decision

- **Agreed** that the IPC audit team should audit the Auckland and Christchurch international airports.

Action

- MoH to commission an IPC audit of Auckland and Christchurch international airports.

19. Maritime Border – Le Laperouse

The Board discussed the evolving situation with the potential arrival of a cruise ship, Le Laperouse, which was en route to New Zealand without visas for 61 members of the crew. The Board noted that there were five potential options for dealing with the emerging situation depending on the actions of Le Laperouse and that communications should be proactively released to manage public expectations. MFAT informed the Board that the situation had changed as the French Ambassador

had just spoken to the Captain and that Le Laperouse would no longer enter New Zealand's Exclusive Economic Zone.

20. Other issues and priorities

No other issues or priorities were raised.

Meeting closed at 4:00pm.



BORDER EXECUTIVE BOARD

MEETING NOTES

3 – 4 pm, Wednesday, 04 February 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Members: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Ray Smith (MPI)

Attendees: Michael Papesch (Customs), Sue Gordon (MoH), Catriona Robinson (MBIE), Audrey Sonerson (MFAT), Cheryl Barnes (DPMC), Maree Roberts (MoH), Una Jagose (Crown Law)

Invitees: ~~§ 9(2)(a) OIA~~ Megan Main (MBIE), ~~§ 9(2)(a) OIA~~

Apologies: Chris Seed (MFAT)

21. Welcome, Apologies, Meeting Context

The Chair welcomed members and set out the context for the meeting.

22. Collective plan for vaccination of border staff

The Chair provided an overview of the proposed collective plan to roll out COVID-19 vaccination to border workers and their household contacts. The Board discussed issues and concerns around the potential risk to the COVID-19 elimination strategy arising from any proportion of the border staff refusing vaccinations, but was assured by MoH that risk had already been minimised to a very small degree with measures such as ongoing testing, use of PPE etc. all of which should continue to be applied as before. Aspects of employee wellbeing and safety were discussed as useful motivators to encourage and drive vaccination numbers, and it was agreed to ensure vaccination requirements get incorporated in the terms of agreement for any new employees joining the border workforce. Crown Law advised that agencies should be able to take steps to ensure that only workers who are vaccinated may work in designated workforces (eg. the border and at MIQ facilities) as part of a risk assessment of who may carry out higher-risk duties in those workforces. While this wouldn't amount to mandatory compulsion for all high-risk workers to be vaccinated, it have the practical effect of restricting non-vaccinated workers to non-frontline/lower-risk roles. MoT also noted that special factors influencing vaccination rates of private sector border staff such as airline and airport staff may need to be taken into consideration.

Board members noted the need for a tougher approach at quarantine facilities due to higher risk and the importance of clear and well-coordinated communication to border staff across agencies overall. MoH agreed to circulate advice on a detailed implementation plan and guidelines that were to be presented for Ministerial discussions and approval the following day. MoH also agreed to work with DHBs on establishing the location of vaccination centres such that employee convenience of having the vaccine administered on site would be balanced with getting DHBs to provide the required monitoring and timely reporting of vaccination results.

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In order to ensure there was a consistent rollout while still managing the needs of specific agencies, the Board agreed to appoint bespoke liaison representatives from each agency to work in close collaboration with s 9(2)(a) from MBIE, who would be the central coordinator reporting back to the Board with regular updates on status and new developments. It was noted that another liaison group would be set up in parallel to ensure clear and targeted communication of information and instructions to all agencies.

The Chair acknowledged and thanked the joint agency teams from MoH and MBIE in pulling together the border vaccination advice within tighter timeframes than were anticipated.

Decision

- **Agreed** that the three-pronged Educate/Expect/Support approach would be the most appropriate in achieving the aim of getting the highest possible vaccination rate with smoothest possible employee experience.
- **Agreed** that s 9(2)(a) from MBIE will be the central coordinator for border vaccine rollout, reporting back to the Board with regular updates on status and new developments.
- **Agreed** to ensure vaccination requirements get incorporated in the terms of agreement for any new employees joining the border workforce.

Action

- MoH agreed to circulate advice on the detailed implementation plan and guidelines that were to be presented for Ministerial discussions and approval the next day.

23. Other issues and priorities

No other issues or priorities were raised.

Meeting closed at 4:00pm.



BORDER EXECUTIVE BOARD

MEETING NOTES

3 – 4 pm, Wednesday, 11 February 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Members: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Ray Smith (MPI)

Attendees: Michael Papesch (Customs), Sue Gordon (MoH), Catriona Robinson (MBIE), Cheryl Barnes (DPMC), Maree Roberts (MoH), Aaron Martin (Crown Law), Dallas Welch (PSC)

Invitees: s 9(2)(a) OIA

Apologies: Carolyn Tremain (MBIE)

24. Welcome, Apologies, Meeting Context

The Chair welcomed members and set out the context for the meeting.

25. Financial sustainability: Updated passenger volume scenarios

The Board commented briefly on the updated scenarios, noting that the new numbers were significantly more optimistic than the previous passenger volume forecasts, and questioned the reliability of the underlying assumptions, under which Safe Travel Zones (STZ) would open soon and would then remain open.

Members pointed out that using such an assumption as the basis for formulating revised funding requirements posed considerable risks to the financial sustainability of the border sector, especially in light of the continued uncertainties and barriers in STZ implementation. The Board agreed a more prudent approach was required and asked for the preparation of alternative scenarios, based on a later start date of the STZ in October/November 2021 and disruptions to the STZs once established.

The team was also asked to discuss, with Treasury, options for addressing the on-going uncertainty over passenger volumes in the context of the Budget 2021 bids.

Action

- **The modelling team** to prepare alternative passenger volume scenarios, based on a later start date of the STZ in October/November 2021 and disruptions to the STZs once established. , and to discuss the handling of the revised scenarios with the Treasury.

26. Border vaccination status

s 9(2)(a) OIA provided an overview of the coordination efforts on the collective plan to roll out the COVID-19 vaccination to border workers and their household contacts. He noted that while DHB plans were still being firmed up, staff data was being prepared by agency leads for migration to

MoH, and clarity was being gained on the information gathering process for household contacts of border staff.

s 9(2)(h) OIA

Members also discussed issues related to managing vaccination exemptions, engagement with private sector staff and employers, and the implication of time lags in the case of staff who may require a brief period of time to accept and consent to the vaccine. s 9(2)(h) OIA

MoH noted that the outcomes of the frontline vaccination phase would have considerable influence on the public opinion and confidence around the broader rollout of vaccination to the public, and provided a brief overview of the communication and engagement plans designed to provide staff and employers with easy access to reliable information and support, and address key questions and concerns than were likely to present barriers to accepting vaccination. Final communications collateral was under development and would be shared with all agency communication leads over the next few days.

Action

- MoH to provide finalised communications collateral to all agency communication leads over the next few days.

27. Update on Safe Travel Zones

The Chair provided a brief update, quoting significant uncertainties in the Trans-Tasman stream, and noting s 6(a) OIA, thus preventing planned progress. MoH commented on the s 7(b)

28. Other issues and priorities

No other issues or priorities were raised.

Meeting closed at 4:00pm.



BORDER EXECUTIVE BOARD

MEETING NOTES

3 – 4 pm, Wednesday, 18 February 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Members: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Ray Smith (MPI)

Attendees: Michael Papesch (Customs), Catriona Robinson (MBIE), Megan Main (MBIE), Erina Clayton (MPI)

Invitees: s 9(2)(a) OIA

Apologies: Carolyn Tremain

29. Welcome, Apologies, Meeting Context

The Chair welcomed members and set out the context for the meeting.

30. Border vaccination – operational readiness

s 9(2)(a) OIA provided an update of the border vaccination coordination efforts, noting progress in collaboration with DHBs, with major vaccination centres confirmed, training and dry runs of vaccine rollout underway, submissions of employee data to MoH, and the defence force assisting with coordinating vaccination appointment bookings for staff. MoH noted challenges in the reporting of vaccination booking numbers from any central source, and recommended that reporting should instead be directed on the numbers of staff being vaccinated from each agency.

31. Border vaccination – communications

s 9(2)(a) OIA, the newly established single point-of-contact for vaccination-related communications, noted that border staff were now keen to understand details of the vaccination rollout process and confirmed the benefits of sharing frequently asked questions and answers among border agencies.

32. Border vaccination – HR/legal issues and engagement with unions

Customs provided an overview of a draft Ministerial report outlining the approach to maximise uptake of the COVID-19 vaccine rollout to border workers. It is anticipated that there will be healthy uptake among border workers influenced by gradual peer pressure and the subsequent gains for people to then be able to travel overseas. The report recommends using existing employment legislation levers to maximise voluntary uptake for a sufficient period of time (such as eight weeks) before considering alternative employment options. Members discussed the need for applying different considerations for border employees who are not part of the public sector (such as airport staff), and noted issues related to individual as well as collective health-and-safety risk assessment

and accountability. Members also agreed on the importance of engaging with union groups to consult on the risk assessment reviews before determining next steps.

Decision

- The board **agreed** to the recommendation that agencies should use an eight week period to use existing employment legislation levers to maximise uptake of the vaccination and provide sufficient time to work with those workers who may initially choose not to be vaccinated

Action

- Customs to share a draft health and safety risk assessment to determine the cohort for vaccination, and make it available for other agencies to personalise and use for their own Tier 1 staff.
- Customs to provide a revised process map of vaccination options (with timeline) for employers to engage with Tier 1A staff.
- **s 9(2)(a) OIA** to circulate vaccination FAQs and other communications collateral with other agencies in the next few days.

33. Other issues and priorities

No other issues or priorities were raised.

Meeting closed at 4:00pm.



BORDER EXECUTIVE BOARD

MEETING NOTES

3 – 4 pm, Wednesday, 25 February 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Members: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Ray Smith (MPI)

Attendees: Michael Papesch (Customs), Cheryl Barnes (DPMC),

Invitees: s 9(2)(a) OIA

Apologies:

1. Welcome, Apologies, Meeting Context

The Chair welcomed members and set out the context for the meeting.

2. Border vaccination

s 9(2)(a) provided an update of the border vaccination status, noting a smooth and steady commencement of staff being vaccinated, with approximately 2000 staff immunised and no significant challenges encountered so far. He noted keen Ministerial interest in the understanding of the details of the likely issues, barriers, and legal considerations related to the vaccination of border staff.

A Cabinet paper is being prepared to outline options to support the staff vaccination programme, particularly the steps to maximise vaccination uptake in the proposed 8-week period of staff engagement, and the options that would be considered beyond then. Board members agreed to provide feedback and signoff on these papers over the course of the weekend.

MPI provided an update on the development of a process for individual risk assessments, which will be shared with other border agencies once finalised. MPI agreed to report back on this work as part of the Health and Safety (H&S) and Employee Relations (ER) management of Border Worker Vaccination.

Members discussed the benefits of using the vaccination data generated in the next couple of weeks to assess whether any additional levers may be required to increase vaccine uptake. They agreed that using harder measures such as redeploying staff who are not vaccinated at this stage could risk the currently observed positive attitude and uptake from staff. They acknowledged that regular communication should be the main tool to encourage vaccination uptake, and noted the need to provide regular updates of vaccination numbers to Ministers. The Chair thanked s 9(2)(a) and his team for their successful outcomes and ongoing efforts.

Action

- MPI/Customs to report back on the progress of the H&S and ER management of Border Worker Vaccination.

3. Financial sustainability: Revised passenger volume scenarios

Members noted the revised passenger volumes scenarios prepared by MPI, MOT and Customs for various uptakes of Safe Travel Zones. They noted that the level of uncertainty was such that the September 2020 moderate scenario ^{s 9(2)(f)(iv) OIA} should continue to be used. The Board agreed to report to the Treasury on variances between the budgeted funding, and the actual spend, according to the reporting timetable for CRF funding.

The next version of updated scenarios was commissioned to be reviewed in three months' time. The Chair acknowledged the team's excellent work on the three financial sustainability papers, which successfully passed through Cabinet Committee this week.

Decision

- The board agreed that ^{s 9(2)(f)(iv) OIA}

Action

- The MoT, MPI, and Customs modelling team to present the next version of updated scenarios to BEB for review in three months' time.

4. Border Executive Board setup

Customs gave an overview of the proposed Terms of Reference and the draft Border Executive Board Work Programme. Customs outlined that the draft work programme highlighted the strategic elements of the work programme, rather than every individual project, and border related work that was within the purview of an individual agency (such as immigration visa settings) was also excluded.

Concerns were raised about the work programme was too heavily weighted to the policy-related items, whereas the operational work of the Board was not prominent enough on the work programme (eg. the inclusion of such projects as the ^{s 9(2)(b)(ii)} and the International Mail Centre upgrade was suggested). Members also recommended showing the 'Roadmap strategy for reopening the border' and the 'Green traveller' work streams more prominently on the work programme, as it was important for the Board to remain closely involved in that work.

Members agreed that they should make time for a longer facilitated workshop in April to determine the Board's strategic intent with a particular focus on the Board's ambitions in the post-COVID world.

Decision

- The board **agreed** to the Terms of Reference and governing operating protocols as presented.

Action

- Customs to report back with an updated work programme in two weeks.
- BEB secretariat to organise a 2-3 hour facilitated workshop (eg with s 9(2)(a) OIA) to help the Board determine its strategic intent in the post-COVID world in particular.

5. Other issues and priorities

No other issues or priorities were raised.

Meeting closed at 4:00pm.



BORDER EXECUTIVE BOARD

MINUTES

3 – 4 pm, Thursday, 11 March 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Penny Nelson (MPI)

Apologies: Cheryl Barnes (DPMC), Ray Smith (MPI)

In attendance: s 9(2)(a) OIA

Item 1: Welcome and apologies

1. The Chair welcomed members to the meeting.

Item 2: Vaccine rollout to border workers

2. s 9(2)(a) OIA (MBIE) provided an update of the vaccine rollout to border workers, noting positive uptake, with three quarters of the required staff having received their first round of vaccination.
3. Significant work is being undertaken to unblock data issues relating to both the total number of Tier 1A workers and also the centralised record showing the number of border workers vaccinated to date. Noting that there will always be employee turnover, s 9(2)(g)(i) OIA
There was a risk of losing ministerial and public confidence if the percentage of workers vaccinated decreased due to more workers being captured as being in the Tier 1A workforce. For the same reason, caution was advised against reporting specific percentages.
4. Hotel employers were seeking strong guidance regarding requirements around vaccination of their workforce. CE MBIE planned to write to these next week stating her expectations. Unions had indicated that it was important to follow a proper process that was not rushed.
5. Caution was urged against closing vaccination centres too early, especially if these needed to be subsequently reinstated. (MoH to note)
6. MBIE is leading the drafting of a briefing paper to the Minister for COVID-19 Response outlining further advice on stronger regulatory levers to support the COVID-19 vaccine rollout to border workers. This paper is due to be submitted tomorrow (12 March). The Chair asked that this include advice that:

- a. Taking a role-based assessment approach could be used to determine which border roles were low-risk and thus vaccination may not be required;
- b. It would be difficult to guarantee that 100% of border workers would be vaccinated at all times, partly due to staff movement.

Item 3: Reconnection with the world: Strategic approach to the ‘Keep it out’ pillar and Travel Health Pass

7. DPMC and MoH provided an update on the content of a proposed paper outlining options for a refresh of the COVID-19 elimination strategy including aspects related to unlocking the border. One of the key policy questions was what Managed Isolation and Quarantine requirements could look like in the future.
8. The paper was scheduled to go to Social Wellbeing Committee on 24 March 2021.
9. Members noted there were a range of complex points to agree, such as which varieties of vaccine would be recognised in New Zealand, what certifications would be acceptable, and timeframes around these.
10. Members agreed to have their agencies provide prompt input in line with the tight timeframes on the submission of the paper.
11. **Action:** At the Chair’s request, DPMC to ensure that the maritime perspective, in particular the needs of commercial seafarers as part of reopening the borders, was included in the paper.
12. MoT provided an update on the Travel Health Pass work programme, outlining questions and scenarios that needed to be resolved to ensure the smooth facilitation of inward and outward travel from New Zealand, in readiness for when the borders are unlocked. Recent discussions with the IATA and trials with Air New Zealand showed promising signs of system linkages between pre-departure, passport control and the laboratories of certain countries, all of which could be essential enablers for data flow between the travel health pass and the border systems. Whilst there were a few travel health passes in development, the IATA one was promising in that IATA was working closely with the World Health Organisation and passengers (rather than the airline) retained their data.
13. **Action:** MoT to provide regular reporting to the Board on progress with the Travel Health Pass work programme.

Item 4: Reconnection with the world: Digital declarations

14. On behalf of Customs and MPI, s 9(2)(a) OIA [redacted] outlined the scope of the Digital Border work programme, noting areas where significant collaborative value could be achieved through the sharing of assets and capabilities across agencies. s 9(2)(f)(iv) OIA [redacted]
[redacted] CE MBIE noted multiple work programmes already used the same platform as NZeTA and the addition of an additional ‘stack’ may need to be sequenced with other work that was underway.

¹ s 9(2)(f)(iv) OIA [redacted]

¹QFT Quarantine Free Travel

²RSE Recognised Seasonal Workers

15. The Board:

- a. **agreed** to the establishment of a Digital Border programme Steering Committee and the underpinning project team; and
- b. **noted** that the project team anticipates presenting a visual blueprint of the customer journey in the Digital Border work programme to the BEB in four weeks.



BORDER EXECUTIVE BOARD

MINUTES

2.45pm – 4 pm, Thursday, 18 March 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), Carolyn Tremain (MBIE), Kirstie Hewlett (MoT) for Peter Mersi (MoT), Ray Smith (MPI), Sue Gordon (MoH) for Ashley Bloomfield (MoH)

Apologies: Ashley Bloomfield (MoH), Chris Seed (MFAT)

In attendance: s 9(2)(a) OIA

Item 1: Welcome, apologies, meeting context

16. The Chair welcomed members to the meeting.

Item 2: Minutes and action items

17. The minutes from the meetings of 25 February 2021 and 11 March 2021 were taken to be accurate records.
18. Members confirmed that they **agreed** with the Terms of Reference for the “Review of COVID-19 measures (Maritime)” as discussed at the 21 Jan BEB meeting.
19. The following actions were closed: #04 (arrange pre-departure testing review); #18 (schedule updated modelling scenarios); #22 (schedule Travel Health Pass updates)”.

Item 3: Reconnection with the world: Unlocking the border

20. DPMC and MoH provided an update on the proposed contents of a Cabinet paper that outlined options for the evolution of the COVID-19 elimination strategy. The paper proposed to build on the work done on the elimination strategy in the previous year and evolve it further by flushing out some of the additional questions that need to be resolved before the border is unlocked.
21. The evolution of the elimination strategy would also include the development of a COVID-19 work programme, an engagement and communications plan, and a blueprint to identify short and medium-term opportunities for relaxing border restrictions.
22. MoH noted a number of risks that would remain in spite of the vaccination rollout, such as ‘under 16s’ not being vaccinated, various exempted parties, and the rollout itself spanning through the rest of the year, and noted that such considerations should be included in the revised strategy.

23. Members noted that it was important to manage public expectations, including socialising how responses to minor outbreaks could be managed differently as the number of vaccinated New Zealanders increased.
24. CEs expressed a desire to engage early in the border aspects of the elimination strategy so that they can provide advice on the direction of the work and identify any risks or omissions. This would also help them ensure that the Board can deliver on its part of the blueprint, thus ensuring the strategy can be operationalised.

Item 4: Vaccine rollout to border workers

25. s 9(2)(a) OIA (MBIE) provided an update of the vaccine rollout to border workers, noting 90% of the designated workers had received their first jab. The next phase was focussed on administering the second dose of the vaccine to these workers and on commencing the 'why not?' conversations between employers and employees where vaccinations have been declined.
26. s 9(2)(a) OIA noted issues related to the low number of registered household contacts and the accessibility of community vaccination sites available for people to visit. He noted there was a process underway to gain household contact information from border staff during their second round of immunisation. Plans were also in motion to massively scale up operations and open more vaccination sites across the country.
27. More targeted efforts were being made to identify and address the needs of Māori and Pacific cohorts. It was noted the next phase of vaccination (Tier 2 onwards) would include a significantly more diverse population and would therefore be likely to pose a number of new challenges.
28. s 9(2)(a) OIA (MoH) acknowledged the excellent coordination efforts of s 9(2)(a) OIA and his team in getting the vaccination rollout to this stage. Governance provided by the BEB was also acknowledged as being beneficial.

Item 5: Safe Travel Zones

29. The Chair noted the rapid progression of recent events, all of which signalled that the opening of Trans-Tasman Safe Travel Zone (STZ) may be imminent.
30. The Board acknowledged the efficient work by inter-agency teams in planning and preparing for the operationalisation of the safe travel zone including the potential for additional measures to be implemented at short notice.
31. MoH noted that it was especially critical to be able to contact passengers in the event of any further COVID-19 outbreaks. Members discussed the use of passenger data through Passenger Name Record (PNR) details and arrival cards to establish base contact information. The coinciding IATA pilot project to capture passenger health information digitally was also noted to be occurring in April, which could be helpful.
32. **Action:** DPMC COVID-19 Group **agreed** to lead in coordinating the communications required to educate passengers and the public on the specifics of the Trans-Tasman QFT implementation.

Recognised Seasonal Employers

33. In the context of decisions that would need to be made soon, members discussed the Recognised Seasonal Employer (RSE) scheme, specifically whether the roadmap to reopening would facilitate increased numbers of RSE workers entering New Zealand.
34. MoH indicated that in terms of timing, it was unlikely that any NZ-Pacific two-way QFT would commence until the specific Pacific country (or all of NZ) was vaccinated. BEB CEs felt this was too slow.
35. The Pacific vaccination plan starts with the Cook Islands and Niue, which would enable the safe opening of two-way Quarantine Free Travel (QFT) with these countries. However, the limited supply of vaccines in NZ meant that domestic needs would have to be balanced with those of other countries.
36. Members asked that potential options to help with increasing the number of RSE workers be explored, such as finding more MIQ places for them, or making bespoke arrangements for their testing and vaccination. This was to include understanding the economic impacts associated with numbers of RSE workers.
37. MPI noted that s 6(a) OIA

Item 6: Effectiveness of pre-departure testing

38. The Board noted the results from the March 2021 assessment of the effectiveness of pre-departure testing, acknowledged the work as a good collaborative effort and **agreed** to use this piece of work as part of the Board's overall assurance framework.

Item 7: Other issues and priorities

39. No other issues and priorities were noted.

¹QFT Quarantine Free Travel

²RSE Recognised Seasonal Workers



BORDER EXECUTIVE BOARD

MINUTES

11am – 12pm, Thursday, 01 April 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Megan Main (MBIE) for Carolyn Tremain (MBIE), Chris Seed (MFAT), Bev Driscoll (MoT) for Peter Mersi (MoT), Ray Smith (MPI)

Apologies: Carolyn Tremain (MBIE), Cheryl Barnes (DPMC), Peter Mersi (MoT)

In attendance: s 9(2)(a) OIA

Item 1: Welcome, apologies, meeting context

40. The Chair welcomed members to the meeting.

Item 2: Minutes and action items

41. The minutes from the meetings of 18 March 2021 were taken to be an accurate record.

42. The following actions were closed: #20 Organise facilitated CEs workshop – Scheduled for 4 June; #21 Include consideration of commercial seafarers in Cab paper – DPMC confirmed this will be included; #22 DPMC to coordinate communications for QFT¹ – DPMC has confirmed it is leading this work; #23 RSE² workers getting MIQ spaces – MBIE has shared details of work underway with BEB members.

Item 3: Reconnection with the world: Unlocking the border

43. MoH provided an update on the work underpinning the draft strategy for reopening New Zealand, which included a framework for considering when and how to reopen New Zealand's borders to the world. This work was being led by DPMC in collaboration with a number of agency groups, including agency DCEs and specialists. The intent of this work was to bring together a wide range of perspectives in a cohesive form to support the decision-making of Ministers over the next phase of NZ's approach to COVID-19.

44. Members noted benefits in aiming to align NZ's planning assumption around reopening dates with the planning dates being considered by Australia and other allied countries. Utilising a planning date would help focus activity and ensure preparations were in place before they were needed.

45. Customs noted it was stepping up preparation efforts to minimise passenger touchpoints, through the use of facial biometrics and digital arrival cards.

¹QFT Quarantine Free Travel

²RSE Recognised Seasonal Workers

Item 4: Travel health Pass – programme update

46. MoT gave an overview of the Travel health Pass programme, noting the two main components of this work as vaccination certificates and the border settings applied to assess the credentials. Factors influencing this work included the tools and methods that other countries were exploring and trialling to tackle the same problem, and decisions that would be made by global standard setting bodies such as IATA³.
47. Substantial work was being undertaken to provide early signals on design and cost impacts of potential digital solutions, with strong engagement from inter-agency groups on this work.
48. It was agreed that the Board would receive ongoing updates on the progress of this work, so that adequate governance was maintained.

NB: Monthly updates on this item are already scheduled on the BEB forward agenda.

Item 5: Trans-Tasman QFT

49. The Chair acknowledged the Herculean efforts of all the agencies, and especially MFAT, in planning and preparing for the upcoming opening of Trans-Tasman QFT, noting that four international airports (Auckland, Wellington, Christchurch, and Queenstown) would be ready, with IPC⁴ arrangements (approved by MoH) expected to be in place before the opening of QFT.

50. s 9(2)(b)(i)

51. Members discussed issues related to managing MIQ capacity for 'red' planeloads of passengers who would be likely to need quarantine and the regulatory constraints in the Government's ability to cap incoming passenger numbers on any given flights. They also discussed challenges in managing any pre-departure requirements for incoming quarantine free travel passengers, noting the advantages of Australia using similar methods of identifying and managing such risks.

Item 6: Border sector long term insights briefing

52. Board members **agreed** not to progress with a border sector long-term insights briefing.

Item 7: Other issues

53. Members questioned the plan for vaccinating New Zealand officials based overseas, specifically whether enough was being done to get them vaccinated quickly. (Post-meeting – MFAT agreed to provide an update to the NZ Inc CEs).

¹ PCBU Person Conducting a Business or Undertaking

² MIQF Managed Isolation and Quarantine Facility

³ NHI National Health Index



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 15 April 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), Sue Gordon (MoH) for Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Kirstie Hewlett (MoT) for Peter Mersi (MoT), Ray Smith (MPI)

Apologies: Ashley Bloomfield (MoH), Peter Mersi (MoT)

In attendance: s 9(2)(a) OIA
Item 3, Megan Main (MBIE) – s 9(2)(a) OIA

Item 1: Welcome, apologies, meeting context

54. The Chair welcomed members to the meeting.

Item 2: Minutes and action items

55. The minutes from the meeting of 01 April 2021 were taken to be an accurate record.

Item 3: Border worker vaccination: Understanding the databases

56. MoH gave an overview of the upgraded Border Worker Testing Register (BWTR), a record management system designed and developed to support the border PCBUs¹ in managing the information required by Government under the Required Testing Order (RTO).

57. The BWTR system, stood up in October 2020, has undergone multiple releases and improvements, made in collaboration with MBIE and other border agencies. Oversight continues to be provided by the cross-agency Border Order Testing Steering Group. It will become mandatory for organisations to use the BWTR from 27 April 2021.

58. s 9(2)(g)(i) OIA

59. While employers would be able to use the system to identify who among their staff (that are required to undergo testing) have and have not been tested on a regular basis, employers will not be shown any of the employees' test results. This is one way the system will uphold privacy requirements.

¹ PCBU Person Conducting a Business or Undertaking

² MIQF Managed Isolation and Quarantine Facility

s 9(2)(g)(i) OIA

60. Board members agreed on the benefits of PCBUs being able to receive timely updates of their employees' test data with clear identification of overdue staff members, and noted the use of other system features, such as making employees active/inactive and the ability to view a system-level dashboard of aggregated data.
61. The recording of staff working at affected airport, ports or ships would need to be a partly manual process with PCBUs needing to regularly uploading their data to the central BWTR system.
62. MoH noted that on April 22, the national immunisation register would be synchronised with the BWTR to enable PCBUs to view the vaccination status of their registered employees (for those employees who have consented to allowing this).
63. MoH also noted that the biggest anticipated challenge was in ensuring the accuracy of the employer-employee data that would be fed into the system by border PCBUs from across NZ, noting that the question of ownership in monitoring the accuracy of system data needed to be resolved.
64. **Action:** At the Chair's request, MoH **agreed** to report back to the Board on the monitoring and assurance of the BWTR system by mid-May.

Item 4: Border worker vaccination: Redeployment by end of April

65. The Chair provided an overview of a proposed new Order that would clearly establish the Government's expectation that all high risk work at the border would only be carried out by vaccinated workers.
66. Board members **agreed** to the recommendation that public sector border agencies (excluding Maritime NZ and AVSEC) should be brought into the first Order. Advice on vaccination requirements for high risk work within the transport sector would be provided separately (led by MoT).
67. At the earliest, Ministers could agree to options in the policy briefing paper on Friday 16 April, with the Order possibly gazetted on Wednesday 21 April.

Item 5: Border worker vaccination: Rapid review of border worker testing

68. The Board **agreed** to commission a rapid review to assess testing arrangements for workers at MIQFs, and at the wider border, in order to identify actions required to strengthen assurance that all 'affected persons' were being tested for Covid-19, as required by law. The draft Terms of Reference were provided to the Board.

Item 6: Temporary suspension of NZ entry for passengers originating from India

69. DPMC provided an overview of the framework being designed to guide suspension of travellers from high risk countries, and the assessments being undertaken in relation to the temporary suspension of travellers from high risk countries. The worsening pandemic situation in India meant the potential for an extension of the suspension if the upward COVID-19 trend in India were to continue. DPMC also noted options such as in-transit testing were being considered to mitigate risk.

Item 7: Opening of Trans-Tasman Quarantine-Free Travel (QFT)

70. Customs acknowledged the well-planned and coordinated efforts of the QFT cross-agency teams, noting positive alignment with Australian border preparations.
71. MoT and Customs also noted positive feedback related to the work of the Infection Prevention and Controls (IPC) staff at airports.
72. DPMC and MoH signalled their intent to run scenario planning exercises in Queenstown in order to provide assurance of 'stamp it out' processes in tourist hotspots.
73. MoT noted the need to highlight the risks associated with the number of significant changes being introduced to the border sector at the same time (e.g., mandatory use of the BWTR, high risk work only to be done by vaccinated employees with subsequent redeployment requirements for non-vaccinated staff; and quarantine free travel).

Item 8: Other issues and priorities

74. MBIE noted the development of new arrangements for spare MIQ capacity, with special Ministerial dispensations being considered for RSE⁴ workers that could be brought into the country in 'cohorts'. A Cabinet decision was expected to be made on Monday 19 April.



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 22 April 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), Sue Gordon (MoH) for Ashley Bloomfield (MoH), Megan Main (MBIE) for Carolyn Tremain (MBIE), Peter Mersi (MoT), Ray Smith (MPI)

Apologies: Ashley Bloomfield (MoH), Chris Seed (MFAT), Carolyn Tremain (MBIE)

In attendance: s 9(2)(a) OIA

[Redacted]

Item 1: Welcome, apologies, meeting context

75. The Chair welcomed members to the meeting.

Item 2: Minutes and action items

76. The minutes from the meeting of 18 April 2021 were taken to be an accurate record.

Item 3: s 9(2)(b)(ii)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

s 9(2)(b)(ii)

Item 4: Managed Isolation and Quarantine (MIQ) assurance and issues

84. MBIE provided an overview and update of its MIQ risk, assurance and quality plan, and its risk maturity framework, noting the plan was ambitious in its intended coverage and focussed on continuous improvement of the measures required to deliver an effective MIQ system.
85. The dynamic nature of events had led to numerous changes in the assessment of risk levels and the plan was expected to be adapted and evolved in line with the changing environment.
86. Board members noted the recommendations previously agreed to by MIQ Cross Sector Chief Executives Group and acknowledged the benefits of MIQ and other border agencies streamlining the review processes and continuing to work towards a multi-agency integrated risk and assurance framework.
87. The Board commended the MIQ Risk, Assurance and Quality team on their excellent work and **agreed** to receive regular three-monthly updates from the MIQ risk and assurance team in the future.
88. **Action:** MIQ risk and assurance team to provide regular three-monthly updates to the BEB.

Item 5: Border worker vaccination

89. Board members discussed the implications of the proposed new COVID-19 Public Health Response (Vaccinations) Order 2021, and how border workers, including those seeking their second vaccination, needed to be prioritised as there will be a deadline after which they will not be permitted to work.
90. **Action:** MoH to ensure that border workers seeking their second vaccination could be prioritised in light of the proposed new Vaccinations Order.

91. The Board also discussed options for how border employers can get new employees to the front of the vaccination queue, including a number of people who they won't fall under the border worker testing requirements (eg. Customs, union reps, health and safety reps etc.), but will require vaccination under the proposed new Vaccination Order.
92. **Action:** MoH to look into how border employers can get new employees to the front of the vaccination queue in order to enable them to comply with the proposed new Vaccination Order.

Item 6: Other issues and priorities

93. The Board **agreed** to commission an independent rapid review to assess the arrangements in place to support compliance with the COVID-19 Public Health Response (Required Testing) Order 2020.
94. The Board considered the draft terms of reference for the “rapid review of border worker testing” and asked that these be re-scoped to make it clear that the review should identify whether the current arrangements, along with upcoming improvements, were sufficient to support compliance, and to identify any further improvements that would increase confidence in the arrangements. The Board noted that a number of improvements were planned, including an upgrade to the Border Workforce Testing Register on 22 April and use of the register becoming mandatory from 27 April 2021.
95. **Action:** The MIQ team to review and reword the ‘rapid review of border worker testing’ ToR in light of the Board’s feedback.



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 06 May 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Ray Smith (MPI)

Apologies: Cheryl Barnes (DPMC)

In attendance:



Item 1: Welcome, apologies, meeting context

96. The Chair welcomed members to the meeting.

Item 2: Minutes and action items

97. The minutes from the meeting of 22 April 2021 were taken to be an accurate record.

Item 3: COVID-19 vaccination requirements for the broader border sector

98. MoT (with CAA and Maritime in attendance) provided an overview of advice about expanding mandatory vaccination requirements to additional private and public sector workers who perform specified work at the border. During discussion, the Board noted that it was a complex topic; if the addition of further groups was conceived as layers in an onion, the public health risk decreased with distance from the core.

99. The Secretary of Transport noted the potential for operational disruption, including the worst case of a port closure, if certain workers were included in a mandatory order.

100. MBIE noted the redeployment of some unvaccinated Managed Isolation and Quarantine workers still posed challenges, including some requiring urgent resolution.

101. The Board **requested** that the briefing be re-organised, with a tighter front section and clearer recommendations that focus on the key policy decisions being sought. The Board agreed that the fundamental options were largely extant; these should start with a small(er) group of workers and then extend. It was important to make the implications, along with the complexity and variability of the workforce clearer.

102. **Action:** MoT to work with MoH (in consultation with other agencies) to reorganise the 'COVID-19 vaccination requirements at the border (Tranche 2 advice)' paper with a tighter front section and clearer recommendations that focus on the key policy decisions being sought.

103. The redrafted paper was expected to be submitted to Ministers by Tuesday 11 May 2021.
104. The Board acknowledged the long hours that had been put in by s 9(2)(a) OIA and other officials to draft the paper.

Item 4: Border Workforce Testing Register (BWTR)

105. MoH provided an update on the status and functionality of the BWTR, which includes the monitoring and reporting of the testing and vaccination records of all border workers. A substantial body of work has been undertaken across agencies to implement the mandatory use of the BWTR for all affected PCBUs (Persons Conducting a Business or Undertaking).
106. MoH reported that phased implementation was planned, with onboarding of PCBUs underway and PCBUs now able to view status for most workers, with manual workarounds for remainder.
107. DG Health invited feedback from agencies using the BWTR. MoH reiterated the need for organisations to provide quality data in the format prescribed by the BWTR system requirements.
108. MoH noted that a Border Testing Governance Group (Customs, Transport, WorkSafe, MBIE, MPI, DPMC, Maritime NZ and Health) had been established to oversee the BWTR implementation and a Testing Compliance Operational (working) Group was in place (with initial membership of WorkSafe, MBIE and Health, and other agencies to be included).
109. MoH raised the question on how best to provide ongoing reporting of BWTR results and progress to Ministers and the Board. The Board **agreed** it was appropriate to bring plans and issues to the BEB until the BWTR system and implementation had stabilised.
110. Board members raised a number of questions about the current functionality of the BWTR and discussed potential issues such as inability to download data and the implications of features such as staff alerts that did not take into account the 48-hour lag between a test being taken and being shown in the BWTR. Various reasons for this delay were noted and discussed with an agreement to find reasonable solutions and workarounds to help smoothen the PCBU and staff experiences of the BWTR system.
111. **Action:** Agencies to provide BWTR usability feedback to MoH to enable the resolution of system usability issues and improve staff experience in further BWTR system iterations.
112. Acknowledging that the system was unlikely to function perfectly by 14 May 2021, Board members agreed it would be beneficial to have any key variances (such as system workarounds and data challenges) documented clearly for Ministers so that their immediate expectations from the BWTR system are realistic and positive.
113. MoH noted it would come back to BEB with a full implementation plan for all forms of testing (including the soon-to-be introduced saliva testing) for border workers.
114. **Action:** MoH to come back to BEB with a full BWTR implementation plan for all forms of testing (including the soon-to-be introduced saliva testing).

Item 5: Advice on future Quarantine Free Travel (air and maritime)

115. Agencies are working on two separate pieces of advice
- a. Maritime quarantine free travel (commercial, cruise and small craft) – lead is MoH. This is expected to be discussed at the 13 May BEB meeting.
 - b. An expansion of QFT into the Pacific and beyond - led by DPMC's COVID-19 Group.
116. Board members discussed the need to keep an eye on shifting arrangements in Australia and in the Pacific, given the dynamically evolving COVID-19 situation around the world.

Item 6: QFT rapid review

117. The Chair noted she had commissioned a light-touch review of the QFT arrangements to date.

Item 7: Other issues and priorities

118. MoH thanked Customs and other border agencies for the work being done to manage and provide advice to inbound QFT⁴ travellers impacted by the latest community case in Australia



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 13 May 2021

Held at Customhouse, Harbour Quays, Hinemoa Street

Present: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Catriona Robinson (MBIE) for Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), Vince Arbuckle (MPI) for Ray Smith (MPI)

Apologies: Carolyn Tremain (MBIE), Ray Smith (MPI)

In attendance: s 9(2)(a) OIA

Item 1: Welcome, apologies, meeting context

1. The Chair welcomed members to the meeting.

Item 2: Minutes and action items

2. The minutes from the meeting of 06 May 2021 were taken to be an accurate record.

Item 3: Travel Health Pass work programme update

3. MoT gave an overview of the latest developments in the Travel Health Pass programme, noting that the programme was being scoped to ensure feasibility while still connecting with relevant pieces of work that would inform and the impact the design of the programme.
4. The Interagency Working Group leading the Travel Health Pass programme had established a technical group, facilitated by Customs, to operationalise policies, and consider business and functional requirements, legal requirements, and the benefits and costs of various related approaches. The Interagency Working Group was to continue to work as the clearing house for key policy and operational issues.
5. The Chair raised the question of funding and resourcing arrangements that would be required to support the work and suggested these should be prioritised as soon as programme scoping was complete.
6. Members also discussed the importance of correlating the work with international standards being developed in the vaccine certification space (such as by IATA, WHO and countries such as Singapore) and keeping closely informed and connected with relevant initiatives.
7. In their next report back to BEB, MoT **agreed** to provide an overview of the various components of their work, including who was leading which parts.
8. The Board also suggested the Travel Health Pass overview be shared with the COVID-19 CE's Board to assure them that border agencies are progressing with gap analyses related to safe and efficient passenger travel facilitation and are keeping abreast of the dynamic vaccine standardisation situation.
9. **Action:** MoT to share the Travel Health Pass overview documentation with the COVID CE's Board.

10. The Board thanked MoT and other agency colleagues for their continued efforts.

Item 4: Maritime Quarantine-Free Travel (QFT)

11. The Chair provided a brief overview of the maritime measures currently in place, noting that cruise ships continued to be barred from entering the border.

12. The BEB considered advice, prepared largely by MoH on behalf of BEB, on extending QFT to the maritime sector. This noted that the regulatory framework for quarantine-free maritime travel will differ from the framework that was put in place for air travel, and that extensive engagement with agency and industry stakeholders was required. BEB asked that advice/options be considered against consistent principles; the principles could potentially be applied to private jets as well as marine craft.

13. The BEB agreed that the maritime QFT advice should:

- a. Recommend phasing maritime travel, with commercial and small craft considered in the first phase (and intentionally excluding cruise ships from this phase), and that this advice should be completed by the end of June 2021;
- b. Include metrics where possible (such as there are currently 19 ports accepting red ships), and to provide examples of possible implications that need working through;
- c. Include Minister Faafoi's name in the recipient list

14. Members acknowledged the work done in creating the briefing.

15. **Action:** MoH to update the briefing to take into account BEB's feedback.

16. The MoH-led team was expected to report back to Cabinet in September 2021 on the proposed settings for the resumption of cruise ship operations, including public health measures and formal audit and certification processes.

Item 5: Reconnecting with the world – Pacific and broader QFT

17. DPMC noted that the Prime Minister was keen to take a strong lead on the reconnecting with the world programme.

18. DPMC's advice about more Pacific (and broader) QFTs noted that the system was not able to handle additional pressures of reopening at this stage. Any QFT with Pacific countries, other than the Cook Islands, was expected to remain one-way until most of their populations were vaccinated.

19. s 6(a) OIA

20. Board members noted the need to be alert to implications if a QFT partner opened up to additional countries.

Item 6: Other issues and priorities

21. MoT and MoH noted the rework of the 'COVID-19 vaccination requirements at the border (Tranche 2 advice)' paper for Minister Hipkins. Agencies are awaiting decisions from Ministers.

22. **Action:** BEB Secretariat to send the Venter Aviation Review Report to all members ahead of the imminent proactive public release of the report.



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 27 May 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Karl Simpson (MoT) for Peter Mersi (MoT), Ray Smith (MPI)

Apologies: Peter Mersi (MoT)

In attendance: s 9(2)(a) OIA

Item 1: Welcome, apologies, meeting context

23. The Chair welcomed members to the meeting.

Item 2: Minutes and action items

24. The minutes from the meeting of 13 May 2021 were taken to be an accurate record.

25. The following BEB actions were closed: #06 & #10 (MoH IPC assurance plan of international airports and seaports progressing well); #32 (MoT shared Travel Health Pass documentation with COVID CEs Board); #33 (Updated Maritime QFT briefing paper delivered to Minister's office); #34 (Venter Aviation Review Report sent to BEB members ahead of the imminent proactive public release).

Item 3: Digital border programme

26. Customs (in association with MPI and MBIE) gave an overview of the Digital Border Programme, noting active collaboration between the three agencies (key components being digital declaration, s 9(2)(b)(ii) and passenger risk assessment)

27. BEB **agreed** to the establishment of a Digital Borders Steering Committee as described in the Terms of Reference and Programme Brief, noting that Penny Nelson (MPI) was the overall project sponsor and that she would be working closely with Bill Perry (NZCS). BEB reinforced the importance of minimising duplication between the work streams, and of the use of applying sound project management practices.

28. **Action:** MoT to involve senior officials from AVSEC and CAA in upcoming work related to the Digital Border Programme.

29. **Action:** The Digital Border Steering Committee to report back to the Border Executive Board by 30 September 2021 with an estimated cost and work programmes to enable a decision on long term funding.

Item 4: Border Workforce Testing Register (BWTR) update

30. MoH provided an overview of the current state of the Border Workforce Testing Register (BWTR), highlighting recent upgrades to improve the usability of the BWTR system and their continued efforts to work collectively with agencies and users to resolve data gathering and cleansing issues, with the aim to achieve increasing compliance with testing requirements.

31. BEB asked to receive the BWTR dashboard on a weekly basis, accompanied by a brief one-page memo that provided an additional layer of analysis to highlight compliance issues and key risks and concerns for that week.
32. The Chair noted that it will be beneficial for BEB and agencies to be able to access both Vaccination- as well as Testing- related data.
33. Board members discussed the challenge of providing the reporting required by Ministers using the current BWTR system and noted that, should Ministers continue to desire such information, it may be desirable to invest in a new system purpose built to meet their needs.
34. MoH highlighted proposals to 'age off' some data due to the progression of time, in order that inaccuracies related to the previous baseline (shown by the red line on the BWTR dashboard) could be cleansed out.
35. Board members raised some questions about the implementation of upcoming saliva testing and stressed the need for governance over the operationalisation of this additional layer of testing at the border (including aspects such as the frequency of testing, monitoring processes etc).
36. The Board expressed a strong desire for this additional layer of testing to be integrated with the current nasopharyngeal testing requirements being monitored and reported on the BWTR. MoH has a current action to revert to BEB with a full BWTR implementation plan for all forms of testing (including saliva testing).

Item 5: Other issues and priorities

- a. **Timeframe extension for Venter reviews:** The Board:
 - i. **endorsed** that the final report for Phase One of the Rapid Review of Border Worker Testing (MIQ) will be delivered by 14 June 2021 instead of the original date of 24 May 2021
 - ii. **noted** that the date for Phase Two of the Rapid Review of Border Worker Testing will be confirmed when Phase One is complete (no change to original intent)
 - iii. **endorsed** an extension to the deliverable dates for the Review of Border Measures Tranche 2 – Maritime (currently a draft report 8 June 2021 and final report 30 June 2021), noting new dates are pending.
- b. **BEB administrative delegations:** The Board:
 - i. **agreed** that the Border Executive Board delegate the power to enter into contracts on behalf of the Board to the Chair of the Board
 - ii. **agreed** that the Border Executive Board will delegate administrative tasks and functions to the Chief Executive of its servicing department, the New Zealand Customs Service
 - iii. **agreed** that as part of the delegation proposed in 2.2, the Chief Executive of the New Zealand Customs Service may sub-delegate financial and people and capability delegations in accordance with the hierarchies set out in Customs delegation policies
 - iv. **noted** formal delegation instruments, and further advice, will be provided in the near future for approval.
- c. **Nomination for PSC awards:** The Board **agreed** to endorse the submission of the Spirit of Service Awards entry, noting some minor changes in the language of the submission. The Board agreed that the submission for this award recognised the tremendous efforts of the team of 25,000 border, transport and health sector workers who have carried the load to keep NZ safe, and many of who have continued to work at Alert Level 4, putting themselves at risk for other New Zealanders.
- d. **BEB minutes requested by Audit NZ:** The Chair informed members of Audit NZ's request for BEB meeting minutes, noting the request was made as part of regular Customs audit processes.

- e. **Border vaccination second doses:** The Chair noted that some proportion of the border workforce (MIQ, in particular) were still awaiting their second dose of vaccination before 5 June.
- f. **Expansion of border worker mandatory vaccination:** Members discussed the proposed expansion of the vaccination order, noting that a draft paper was expected to be ready on Tuesday, with advice due with Vaccination Ministers by Thursday (3 June). s 9(2)(g)(i) OIA





BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 03 June 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Peter Mersi (MoT), Ray Smith (MPI)

Apologies: Chris Seed (MFAT),

In attendance: Jamie Bamford (Customs) – s 9(2)(a) OIA

Item 1: Welcome, apologies, meeting context

37. The Chair welcomed members to the meeting.

Item 2: Minutes and action items

38. The minutes from the meeting of 27 May 2021 were taken to be an accurate record.

39. The following BEB actions were closed: #19 (Updated BEB work programme presented as part of the Systems Improvements programme overview update); #35 (MoT has included senior officials from AVSEC and CAA in the Digital Border and other Systems Improvement programmes); #36 (Report back from the Digital Border programme has been added to the BEB forward agenda).

Item 3: Systems Improvements – Programme update

40. Jamie Bamford (as the lead of the Systems Improvements programme) gave an overview of the structure of the work programme and showed how the work under the Systems Improvement pillar fitted into the BEB's overall work programme.

41. Draft diagrams were presented to depict the key components of the work, who from various agencies was expected to oversee/lead each component (at both DCE and project levels), and what the indicative high level delivery schedule of this work looked like.

42. The intent of the Systems Improvements programme was to provide BEB members with sector visibility around how the programme was shaping up, optimise coordination efforts across agencies, and minimise duplication of work across some of the related work streams.

43. **Action:** As per BEB feedback, Customs to include Maritime NZ in the Systems Improvements coordination DCEs group.

44. MoH noted that the future-focussed systems work was timely in preparation for an ongoing health presence at the border and in continuing to maintain our elimination status even after we reopen our border. The Health System Reform potentially provided opportunities.

45. Members discussed the importance of leveraging existing systems and developing data interlinkages to maximise the use of investment that has already been made.

46. The Chair expressed her appreciation for the representation from all agencies on this work programme, which she acknowledged was over and above their existing work commitments and pressures.

Item 4: Travel Health Pass update

47. MoT (in association with Customs and other BEB agencies) provided an update of progress being made on the Travel Health Pass programme of work, noting that the work now included outbound as well as inbound travel, and was connected and aligned with related concurrent developments such as the national vaccination rollout and with the standard-setting work of authorities such as the IATA and other international bodies.
48. The Chair highlighted the importance of working closely with Air New Zealand to build early understanding of expectations, noting the airline was scheduled to come and talk to the Board about this in early July.
49. Members discussed the potential framing of the Travel Health Pass as acceptable proof of three main components (travel history, testing, and vaccination), which could be the same for outbound as well as inbound travellers, noting that of the three components, travel history was likely to be the hardest to document using current systems.
50. The Chair thanked the Travel Health Pass team for their work. The team will provide to regular reports back to the Board.

Item 5: COVID-19 end-to-end risk and assurance framework

51. Sarah Holland presented a draft COVID-19 risk and assurance framework for BEB, noting that while officials from all BEB agencies had been involved in developing the framework, the details of the framework needed to be further tested and refined.
52. The Board **agreed** to the COVID risk and assurance framework, noting that this will be developed as part of an iterative improvement process.
53. Members directed that the scope of BEB's accountabilities be further developed. The shared and individual accountabilities needed to be better understood and clarified, and it was important to have clear boundaries in the Board's mandate (what they were and were not responsible for).
54. They also commented on how some of the risks previously identified had turned into issues, and how this may need to be reflected in an issues and risks register.

Item 6: Implementation of recommendations from COVID-19 aviation review

55. **s 9(2)(a) OIA** provided a summary of the progress to date on the recommendations from the "Review of COVID-19 Border Measures – Tranche One (Aviation)," seeking BEB's guidance on a draft risk framework.
56. Members commented on elements of the risk analysis, noting some elements were outside the sphere of BEB's influence and hence would need to be considered out of BEB's scope.
57. Member suggested that a reduction in the details and clear correlation with the BEB essential mandate will make the framework easier to monitor and review.
58. Members also discussed the role of the airlines and their responsibilities in implementing requirements related to passenger safety as well as COVID-19 elimination.
59. **Action:** The BEB asked MoT to organise a future session on what is reasonable to expect an airline to do in relation to New Zealand's COVID-19 risk.

Item 7: Pre-departure testing assurance

60. The BEB accepted the "Effectiveness of pre-departure testing" report from MoH as assurance that adequately robust processes and procedures were in place to check pre-departure test documents, and

that MoH was continuing to work with other agencies to improve access to data on departure country and access routes.

Item 8: Other issues and priorities

61. The Chair commented on the Border Workforce Testing Register (BWTR) report received by members that day, noting it was a useful ongoing status indicator.
62. Further advice on expanding the Vaccinations Order, specifically in relation to workers who handle affected items, was due to be finalised that day.
63. **Action:** MoH to recommend updated Vaccination Order comes into effect 'x' weeks from the date the amended Order is gazetted (rather than a set date, such as 30 September).



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 10 June 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Megan Main (MBIE) for Carolyn Tremain (MBIE), Peter Mersi (MoT), Ray Smith (MPI)

Apologies: Carolyn Tremain (MBIE), Chris Seed (MFAT)

In attendance: s 9(2)(a) OIA

Item 1: Welcome, apologies, meeting context

64. The Chair welcomed members to the meeting.

Item 2: Minutes and action items

65. The minutes from the meeting of 03 June 2021 were taken to be an accurate record.

66. The following BEB actions were closed: #39 (Updated Vaccination Order has been recommended to come into effect 'x' weeks from the date the amended Order is gazetted).

Item 3: Draft report of the rapid review of border worker testing (MIQ phase)

67. Wendy Venter gave an overview of her key findings from the first phase (MIQ) of her rapid review of border worker testing arrangements, noting that the focus of the review was to assess the sufficiency of current and planned arrangements and provide recommendations on what could be further improved.

68. This review covered the first phase of the review which focused on testing arrangements at Managed Isolation and Quarantine Facilities (MIQF).

69. s 9(2)(a) OIA (MoH) noted that the review provided a useful narrative, highlighting the transition from voluntary to mandatory requirements in the border testing regime, and the governance arrangements that had been required to facilitate that transition. s 9(2)(a) OIA also noted minor feedback on stressing the importance of providing good quality testing data.

70. Megan Main (MBIE-MIQ) agreed on the usefulness of the review, noting the need to highlight the complexity of the situation that existed at the time of review, and the need to denote owners for specific recommendations from the review.

71. Members discussed the longer-term role of the Border Workforce Testing Register (BWTR) system in light of the changing context of testing requirements, noting the need for compliance monitoring as well as helping people comply with the dynamic requirements.

72. **Action:** BEB feedback, including the nomination of owners for specific recommendations, to be incorporated into the final report of the rapid review of border worker testing.

Item 4: Financial Sustainability – Updated passenger volume scenarios

73. MoT and Customs (in association with MPI, MBIE, and Treasury) provided an overview of updated passenger volume scenarios, based on the QFT (Quarantine Free Travel) commencement in April 2021.
74. The BEB **agreed** that the 'moderate' scenario should be used as the basis for performance and planning activities of border and transport agencies and invited officials to report back in six months' time with updated scenarios.
75. Members noted that the cruise scenarios remained largely unchanged, while the cargo scenarios appeared to be more optimistic than was expected to remain in the near future.
76. **Action:** The scenarios modelling team to confirm the cargo scenarios after gathering additional data to inform those predictions.

Item 5: § 9(2)(b)(ii)

[REDACTED]

[REDACTED]

[REDACTED]

Item 6: Other issues and priorities

79. § 9(2)(g)(i) OIA

Communication efforts had been initiated to address these concerns with Port authorities.

80. The Chair announced the appointment of Fiona McKissock as the permanent BEB Executive Director. Fiona was expected to start in her new role in a month's time.

Extension of the Vaccinations Order

81. Members discussed challenges in supporting the implementation of the proposed expansion of the Vaccinations Order. These included understanding what additional work could only be completed by a vaccinated worker and the need to work closely with private sector organisations.
82. The Chair summarised the work streams underway. BEB emphasised the importance of engagement and communications, including with unions and PCBUs. It identified that work would need to be undertaken on the exceptions and exemptions process and recommended that the amended Order included a review date. The BEB recognised the need to appoint an overall coordinator and noted that Public Service Commission had been asked to help identify a suitable person.



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 17 June 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), § 9(2)(a) OIA (MoH) for Ashley Bloomfield (MoH), Megan Main (MBIE) for Carolyn Tremain (MBIE), Karl Simpson (MoT) for Peter Mersi (MoT), § 9(2) MPI for Ray Smith (MPI)

Apologies: Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Ray Smith (MPI)

In attendance: § 9(2)(a) OIA

Item 1: Welcome, apologies, meeting context

83. The Chair welcomed the BEB members and invitees to the meeting, and the room went through a round of introductions for the benefit of the PSA attendees.

Item 2: Minutes and action items

84. Postponed to next meeting.

Item 3: PSA on worker participation agreements

85. § 9(2)(a) OIA from PSA (Public Service Association) gave an overview of their recent work with unions and employers in Managed Isolation and Quarantine (MIQ) to standardise health and safety processes and approaches through a Worker Participation Agreement, and by electing more health and safety representatives at MIQ. PSA noted that it was worth considering the replication of this model across the border sector as a multi-union, multi-employer initiative to establish more consistency and clarity in sector-wide health and safety processes and enable the expeditious handling of matters of health and safety matters as they arose.

86. Members agreed on the potential benefits of having border sector-wide consistency in health and safety practices, but noted that a model applied in a relatively small and contained environment such as MIQ may not be simply translated across to other complex and diverse parts of the border sector, such as international airports and ports.

87. The Chair noted that ports and airports of New Zealand were lead border sector PCBUs (Persons Conducting a Business or Undertaking), and many of these were privately owned enterprises. Relevant border agencies, however, were engaged with the ports and airports in regular discussions to protect and promote the health and safety interests of their employees working in these areas.

88. PSA noted that their next steps would include talking to Auckland International Airport Limited (AIAL) and other PCBUs, and engaging with health and safety representatives from across agencies to explore the border sector Worker Participation Agreement initiative further. They also noted BEB's request that any

additional efforts sought from border workers be mindful of the already significant burden of work currently carried by border staff due to QFT arrangements and associated complexities.

Item 4: Systems Improvement – Data Sharing and Privacy work stream

89. Papers from the Data Sharing and Privacy project team (MBIE and Customs) were taken as read. Members discussed the need to allocate the right project resourcing to ensure that planned initiatives would advance with minimal impediments.
90. The Board discussed the role of MIQ in light of its existing intermediate Memorandums of Understanding (MOUs) with other agencies and agreed that MIQ should nevertheless be included in scope for the establishment of foundational mechanisms that will ensure integrated systems and effective information sharing across the border system.
91. The project team noted their intent to work closely with the Systems Improvements DCEs group to ensure that the right resourcing (including Policy and Legal capability) was allocated to this workstream.
92. **Action:** The Data Sharing and Privacy project team to involve Maritime NZ and Avsec in consultation related to further progress on the work stream.

Item 5: Update on COVID-19 vaccine certificate

93. MoH provided an oral update on work underway to generate and provide authoritative vaccination evidence for people in NZ who had received the COVID-19 vaccine. The first version of this was likely to be in the form of a signed letter from MoH, with plans for upcoming versions to include QR codes and digital integration. MoH noted that their plans included the development of a National Immunisation Register into which all vaccination and testing data would be fed.

Item 6: Rapid review of QFT implementation for Australia

94. The rapid review report on QFT implementation for Australia was taken as read; this looked at pauses prior to the most recent, Melbourne one.
95. Members discussed the challenges in adapting, resourcing, and implementing the “pause” processes related to the evolving situation in Australia. Issues around the absence of legislative mechanisms to ensure passenger compliance after they had landed in NZ were also noted.
96. MoH noted that continuing to add more layers of assurance increased complexity and thus risk.
97. **Action:** The QFT Senior Officials Group to translate the recommendations into specific and implementable actions, with an owner allocated against each.

Item 7: Other issues and priorities

98. The BEB noted that work was required to clarify how border worker testing and vaccination should be best governed, and that data governance should be considered too.
99. **Action:** The Border Testing Governance Group to clarify how border worker testing and vaccination data governance should be best governed by BEB.



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 08 July 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street

Present: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Rose King (MBIE) for Carolyn Tremain (MBIE), **§ 9(2)(a) OIA** (MFAT) for Chris Seed (MFAT), Peter Mersi (MoT), **§ 9(2)(a) OIA** (MPI) for Ray Smith (MPI)

Apologies: Carolyn Tremain (MBIE), Chris Seed (MFAT), Ray Smith (MPI)

In attendance: **§ 9(2)(a) OIA**

Item 1: Welcome, apologies, meeting context

100. The Chair welcomed the BEB members and invitees to the meeting, and the room went through a round of introductions for the benefit of the Air New Zealand attendees.

Item 2: IATA travel pass - Air New Zealand trial

101. **§ 9(2)(a) OIA** from Air NZ gave an overview of the trials that Air NZ is currently running with IATA on the 'Health Wallet' or the IATA Travel Pass. They outlined key data, technical issues, and limitations noted in the first trial, including the unexpectedly low number of trial respondents.

102. The IATA solution presented a one-point entry into connecting with the world, with opportunities to build on a common architecture and a combined view of passenger requirements. MoT and Customs, as the lead agencies on the government's Travel Health Pass, noted that the IATA solution in its current state met only a part of the government's regulatory travel health verification requirements. The government team would remain engaged and provide feedback on further trials of the IATA Travel Pass, with a view to maximise the inter-operability between the different systems.

103. Air New Zealand noted that their check in staff were not trained to read documentation (such as pre-departure test certificates) and that errors were possible. A digital solution would help mitigate some risks including those associated with staff needing to keep abreast of complex requirements.

104. DG Health indicated that traveller risk was based upon:

- a. Where the traveller had come from;
- b. Verified vaccination status (including which vaccine and when);
- c. Verified testing (pre-departure and possibly a rapid arrival test).

105. The Chair noted that the 'health pass' solution also needed to be operable across the NZ maritime domain. It would need to be adaptable and scalable to changing environmental and regulatory requirements, such as variations in available testing and vaccination regimes.
106. MFAT noted the importance of keeping abreast of and aligning with standards being developed and trialled in other parts of the world, such as in the European Union (EU).
107. Board members discussed the complexity of the interface between public and private sector systems, and the ambiguity around standards and requirements. They agreed that in light of this, work would need to develop gradually and incrementally, starting with the potential launch of a digital arrival solution and building further exception-handling capabilities on top of that.
108. The Chair thanked Air NZ for their presentation and invited them to stay connected with the BEB on future developments in the IATA Travel Pass.

Item 3: Travel Health Pass and COVID-19 vaccine certificate – advice to Min Hipkins

109. Papers from the Travel Health Pass team (MoT and Customs) were taken as read.
110. Members discussed the need to ensure that adequate back office and contact centre support was built into the implementation of proposed solutions.
111. MFAT discussed the importance of keeping in touch with international counterparts (particularly Australia, EU and the Pacific countries) to ensure that planned initiatives can be aligned and progressed with minimal impediments.
112. MoT noted it will consolidate each of the workstream's proposed resource requirements and report back to BEB on 22 July 2021.
113. The Board noted that Customs would take over programme management from MoT and Customs will underwrite the cost of a programme manager over the short term whilst working on funding options with Treasury.
114. The Board **agreed** to the proposed Travel Health Pass Work Programme structure.
115. The Board **endorsed** the contents of the report back to Ministers on Travel Health Pass, which is due to Minister Hipkins in mid-July.
116. Members complimented the Travel Health Pass paper as a useful encapsulation of the policy issues required to support the future development of this work.

Item 4: Reconnecting New Zealanders – public service, airports and airlines

117. The Chair noted that further discussion on the IATA travel pass and the Government's Travel Health Pass was expected to take place between agencies and aviation industry leaders at the 'Safe and smart border: Reconnecting New Zealanders' hui on 13 July 2021.

Item 5: Systems Improvements - Integrated targeting and border operations

118. Customs and MBIE provided an update on the initiation of the 'Integrated targeting and border operations' project. s 9(2)(f)(iv) OIA

[REDACTED]

119. s 9(2)(f)(iv) OIA

s 9(2)(f)(iv) OIA

121. The DG of Health noted that plans considerations were underway for a dedicated border health unit that would endure beyond COVID-19.

Item 7: Minutes and action items

122. The minutes from the meetings of 10 June 2021 and 17 June 2021 were taken to be accurate records.

123. The following BEB actions were closed:

- a. #37 (Maritime NZ has been included in the Systems Improvements coordination DCEs group);
- b. #38 (A session on airline accountabilities in relation to New Zealand's COVID-19 risk is scheduled on the BEB forward agenda);
- c. #40 (BEB feedback incorporated into the final report of the rapid review of border worker testing);
- d. #41 (Scenarios modelling team has reviewed additional data and confirmed the 'moderate' cargo scenarios with MPI and Customs CEs);
- e. #42 (Maritime NZ and AVSEC have been included in future consultation related to the Data Sharing and Privacy work stream);
- f. #43 (The QFT Senior Officials Group has translated the QFT rapid review recommendations into specific and implementable actions with an owner allocated against each).



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 22 July 2021

Held at the Customhouse, 1 Hinemoa Street, Harbour Quays, Wellington

Present: Christine Stevenson (Chair, NZ Customs), Maree Roberts (MoH) for Ashley Bloomfield (MoH), s 9(2)(a) OIA (MBIE) for Carolyn Tremain (MBIE), David Taylor (MFAT) for Chris Seed (MFAT), Peter Mersi (MoT), s 9(2)(a) OIA (MPI) for Ray Smith (MPI)

In attendance: Fiona McKissock (BEB), s 9(2)(a) OIA

In attendance for items: s 9(2)(a) OIA

Apologies: Ashley Bloomfield (MoH), Carolyn Tremain (MBIE), Chris Seed (MFAT), Ray Smith (MPI), Cheryl Barnes (DPMC)

Item 1: Welcome, apologies, meeting context

124. The Chair welcomed the BEB members and invitees to the meeting.

Item 2: Vaccination Order Amendment - Supply chain exemption criteria and process

125. MoT acknowledged the input from MoH, the Senior Officials Group, and BEB staff into preparing the supply chain exemption criteria and process outlined in the paper. It was noted that this work should be considered in the context of larger issues related to nation-wide economic exemptions and the need to manage supply chain risks.

126. Members discussed the expected cumulative impact of requests for exemptions. It was noted that the onus of making the case for exemptions rested with the PCBUs, and that group requests would still need to be considered individually to ensure fairness.

127. Members discussed the proposed options for authorisation of exemptions, noting a preference towards having a streamlined process that preserved the ability to consult MoH. Members sought clarity on the requirement for the DG of Health to specifically authorise any exemption, noting that the panel includes MoH.

128. The Board **agreed** to the proposed type of evidence that will be sought from PCBUs – noting the desire to strike a balance between the intent of the Order and the need to manage supply chain risks.

129. The Board **agreed** to the process, which seeks to ensure transparency and efficient and just assessment of the applications.

130. The Board **agreed**, upon confirmation with the DG of Health (who was absent from the meeting), to authorise the Chair of BEB to endorse the cross agency panel's recommendation and forward to Hon Chris Hipkins as Minister for COVID-19 Response.

131. **Action:** Maree Roberts to confirm with DG Health, on his involvement in authorising exemptions.

Item 3: Debrief of CEs hui on Safe and Smart Borders - Reconnecting NZers with the World

132. The Chair provided a brief update on the hui on 'Safe and Smart Borders - Reconnecting NZers with the World' held on 13 July 2021, noting the attendance of around 35 CEs, industry leaders and government officials.
133. The hui was held with the intent to set the context and start considering the options and parameters for air operations once decisions have been made on opening borders and reconnecting NZers with the world. The proposed next steps would be an agile, 8-week sprint process to determine potential options and likely solutions.
134. MoH noted the DG of Health was keen to consider the end-to-end journey around reconnecting from a public health viewpoint which includes consideration of the Delta variant of the COVID virus.

Item 4: Travel Health Pass work programme resourcing

135. MoT noted delays in the progress of work related to the Travel Health Pass programme. Members discussed the complexity of the programme including resourcing, inter-dependencies, emerging global technology platforms, operationalisation requirements, legislation, and privacy. Work is being undertaken to determine the costs with the Board to receive updates.

Item 5: Other issues and priorities

136. The Chair commented on the good collaborative work among agencies in determining policy for Maritime QFT. It was noted that the planned Maritime Cabinet Paper had been deferred due to the recent arrival of foreign vessels and the presence of the delta variant amongst crew.
137. Members noted that maritime settings are being reviewed, including supply chain, welfare of crew, and keeping COVID-19 out. MoH noted that the maritime perspective should be included in other reviews such as the identification of 'very high risk countries.'
138. The Chair acknowledged s 9(2)(a) OIA for her work handling the secretariat functions of the BEB (and BSGG) during the past 12 months, and noted that s 9(2)(a) OIA would be taking over the function starting next week.

Item 6: Minutes and action items

139. The minutes from the meetings of 08 July 2021 were taken to be an accurate record.



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 29 July 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street, Wellington

Present: Christine Stevenson (Chair, NZ Customs), Ashley Bloomfield (MoH), Andy Milne for Carolyn Tremain (MBIE), Chris Seed (MFAT), Peter Mersi (MoT), s 9(2)(a) OIA for Ray Smith (MPI)

In attendance: Fiona McKissock (BEB), s 9(2)(a) OIA

In attendance for items: Items 1 to 4 – s 9(2)(a) OIA

Apologies: Ray Smith (MPI), Carolyn Tremain (MBIE)

Item 1: Welcome and Apologies

140. The Chair welcomed everyone to the meeting and confirmed the agenda.

Item 2: Australia Quarantine Free Travel (QFT) Suspension

141. Andy Milne provided the Board with an update on the QFT suspension with Australia and the implications for managed isolation and quarantine (MIQ). The Board noted the focus for MBIE and MFAT were travellers from New South Wales due to MIQ capacity constraints.

142. The Board noted the approach with the Trans-Tasman travel window closing at 11.59pm, 30 July 2021. Registration of interest for travellers from New South Wales for contingency allocation opens from 10am, 30 July 2021 and closes at 2pm, 3 August 2021. The registration of interest process will inform understanding of the scale of travellers to New Zealand. The Board noted there were no issues to report with the preparation of the registration of interest process.

143. The Board discussed the challenge of managing demand from countries other than Australia and reintroducing Australia to the MIQ model. It also discussed Australia travel route capacity recognising the impact of crew availability and the need to maintain the supply chain. The Board acknowledged that the issue remains complex.

144. The Board noted there were no issues to report with how the border was operating. The Chair thanked Andy Milne for his leadership, and his team at MIQ, along with other agencies that continued to support QFT change.

Item 3: Reconnecting New Zealanders

145. The papers were taken as read. s 9(2)(a) OIA [REDACTED] led a discussion with the Board on the proposed approach to the August 2021 Cabinet paper relating to Reconnecting New Zealanders. The Board noted the approach will be tested with the Ministerial Advisory Group.
146. The Board supported piloting approaches, particularly with Australia, to remain agile. It noted that the industry collaboration work may use the case study of a vaccinated traveller from Australia in its first sprint. The Board discussed managing the gap between current state suspension of QFT and the possible re-opening of travel, which may be dependent on vaccination. It was agreed it was important to know if the reinstatement of QFT remained an option. The Board also acknowledged the impact that potential options will have on operations and employment decisions, particularly for airlines.

Decisions and Actions

147. The Board **noted** the update on Reconnecting New Zealanders.
148. **Action:** s 9(2)(a) OIA [REDACTED] to confirm if reinstating quarantine free travel is still an option for Reconnecting New Zealanders.

Item 4: Travel Health Pass

149. s 9(2)(a) OIA [REDACTED] joined for this item and provided the Board with a verbal update on the Travel Health Pass initiative. The Board noted the rapid movement with activity. The Travel Health Pass has been prioritised as part of Reconnecting New Zealanders and the scope and design of the first release is being confirmed.
150. The Board noted the Travel Health Pass requires significant investment and that the business case is progressing. The Board advised that the business case needs to be clear on the level of confidence with information, particularly financial.
151. The Board sought clarity on the ability to resource the Travel Health Pass initiative. It was noted that the technology element looks resourced. The Border Executive Board DCE COVID-19 and Systems Improvements groups have been requested to consider the impact that the prioritisation of the Travel Health Pass will have on other work streams and if they can identify policy, legal, and privacy resources, which is expected to be a challenge.

Item 5: BEB Revised Terms of Reference for Independent Reviews

COMMERCIAL IN CONFIDENCE

152. The papers were taken as read. The Board noted the purpose of the item was to confirm revised terms of reference for the COVID-19 Maritime Border Measures (Tranche 2), and the Border Worker Testing and Vaccination (Phase 2) – Maritime and Aviation.
153. The Chair invited comment from members. The Board noted feedback from Health officials around focussing on the public sector as well as the newer grouping of private sector Border Workers which will be shared with the provider. The Board discussed the independent reviews and provided feedback on having pragmatic recommendations for the border system.
154. The Board noted DPMC will confirm with the Border Executive Board secretariat whether there are any outstanding matters from past reviews for the COVID-19 Assurance Framework.

Decisions and Actions

155. The Board **agreed** the revised terms of reference for the Review of COVID-19 Maritime Border Measures (Tranche 2).
156. The Board **agreed** the revised terms of reference for the Review of Border Worker Testing and Vaccinations (phase 2) – Maritime and Aviation Borders.

157. The Board **agreed** the combined cost of both reviews will not exceed \$120,000 (\$80,000 has been previously agreed for the maritime border measures).

Item 6: Other Issues and Priorities

158. The Board discussed how to support government staff posted to work overseas including wellbeing, ability to return to New Zealand at the end of their posting or at short-notice, and the impact on new postings. The Board discussed the potential to utilise existing processes within MIQ.

159. The Board noted there were no new vessels of interest or issues to note with maritime quarantine.

Board Decisions and Actions

160. Action: MBIE (MIQ) to confirm how existing processes can support government staff posted overseas.

Item 7: Minutes and Action Items

161. The minutes from the 22 July 2021 meeting were confirmed to be an accurate record.

162. The open actions items were reviewed. The Board noted actions 25, 31 and 44 will be responded to at the 5 August 2021 meeting. Action 45 was closed. The Director General of Health confirmed the Chair may endorse recommendations for supply chain exemptions from the Vaccine Order being forwarded to the Minister for COVID-19 for consideration.

The meeting closed at 4.00pm. The next meeting is scheduled for 5 August 2021.



BORDER EXECUTIVE BOARD

MINUTES

3pm – 4pm, Thursday, 5 August 2021

Held at MPI, Charles Fergusson Building, 34-38 Bowen Street, Wellington

Present: Christine Stevenson (Chair, Customs), Ashley Bloomfield (MoH), Megan Main for Carolyn Tremain (MBIE), s 9(2)(a) for Chris Seed (MFAT), Peter Mersi (MoT), Ray Smith (MPI)

In attendance: s 9(2)(a) OIA

In attendance for items: Item 2 – s 9(2)(a) OIA

Apologies: Chris Seed (MFAT), Carolyn Tremain (MBIE), Fiona McKissock, Sarah Holland (BEB), Cheryl Barnes (DPMC)

Item 1: Welcome and Apologies

163. The Chair welcomed everyone to the meeting, noted the apologies, and confirmed the agenda. The Chair acknowledged Peter Mersi and Megan Main, as part of the awards team, for the positive feedback to the border worker finalist presentation for the Spirit of Service Awards.

Item 2: Ahumoni Hoahoa Update

164. The papers were taken as read. s 9(2)(a) OIA joined for this item to provide an update on the Ahumoni Hoahoa initiative and seek agreement of the programme objectives.

165. The Board noted the verbal update on activity underway. The Board noted the resource challenges and supported inviting other public service agencies to participate in the system level initiative. The Board recommended separating out the revenue agencies need to deliver core services from the revenue generated from users. This will acknowledge the fixed costs of running a required minimum level of service. The Board invited Ahumoni Hoahoa to give them feedback on any constraints with the Public Finance Act 1989, noting an interdepartmental board is a new way of working.

Decisions and Actions

166. The Border Executive Board:

- a. **endorsed** the objectives and actions for the four identified themes: sustainability of the Border Executive Board; financial sustainability; collective investments; cost recovery of border charges.
- b. **noted** the work completed by the Ahumoni Hoahoa work stream to date.

Item 3: Border Worker Testing Register – Monitoring and Assurance

167. The papers were taken as read. s 9(2)(a) OIA [REDACTED] joined for this item. The Board clarified the purpose was to respond to three open actions and that no action was required.
168. The Board acknowledged the progress with saliva testing and the positive feedback from border workers of a less invasive test becoming available. The Board raised the accuracy of reporting and how workers over-due for testing were being following up. It noted employers are followed up actively to ensure testing and reporting remains up-to-date.
169. The Board enquired if there were sectors of interest around testing levels and if any further support could be given to PCBUs. It noted that the saliva testing roadshows were reinforcing the need for testing. The Board shared their experience that 1:1 engagement with hesitant staff had a positive impact with vaccination uptake, although was resource intensive.

Decisions and Actions

- a. **noted** the update on border workforce testing (open action point BEB 25)
- b. **noted** the update on the Border Workforce Compliance Team and Implementation Plan for all forms of testing (open action point BEB 31)
- c. **noted** the final report on the Rapid Review of Border Worker Testing Phase 1 and that the recommendations have either been completed, are near complete, or relate to ongoing BAU work (open action point BEB 44)
- d. **noted** phase 2 of the Rapid Review of Border Working Testing will incorporate testing and vaccination
- e. **agreed** that the final report on the Rapid Review of Border Worker Testing Phase 1 will be proactively released (via the BEB secretariat), accompanied by the action plan
- f. **requested** a report back on the two in progress Rapid Review of Border Worker Testing Phase 1 recommendations, when they are completed: ref a) programme governance and assurance; ref e) data governance model.

Item 4: Managed Isolation and Quarantine (MIQ) Quarterly Update Q4 2020/21

170. The papers were taken as read. The Board noted the purpose was to consider the quarterly assurance update for MIQ that followed the report being considered by the MIQ chief executive assurance group.
171. Megan Main led the item, outlining the key points of the report and the emerging risks. The Board noted the risk environment is dynamic and the report is a snapshot at a quarter end. The Board discussed the new risks of: increasing MIQ capacity (infrastructure, people, and practices); the perception MIQ is failing due to how it manages demand/bookings; and complacency post vaccination.

172. The Board noted the outlier high risk rating for workforce which reflects the complexity and multiple elements that are being managed. The Board noted MIQ will continue to conduct reviews to ensure continuous improvement. The Board acknowledged MIQ's response to the suspension of quarantine free travel with Australia and travellers coming back to New Zealand.

Decisions and Actions

173. The Border Executive Board **noted** the Managed Isolation and Quarantine (MIQ) Risk and Assurance Quarterly Update Q4 2020/21.

Item 5: Border Executive Board 2020/21 Performance Report to 30 June 2021

174. The papers were taken as read. The Board noted the purpose was to consider the performance of the Border Executive Board for 2020/21, noting the appropriation performance will be reported as part of Vote Customs Annual Report. The Board did not raise any issues with the report.

Decisions and Actions

175. The Border Executive Board

- a. **noted** the 2020/21 performance report to 30 June 2021
- b. **noted** the upcoming activity for July to December 2021.

Item 6: Other Issues and Priorities

176. No matters were raised.

Item 7: Minutes and Action Items

177. The minutes from the 29 July 2021 meeting were confirmed to be an accurate record.

178. The open actions items were reviewed. The Board noted actions BEB 25, BEB 31 and BEB 44 were closed as part of agenda item three. Actions BEB 46 and BEB 47 were carried forward.

The meeting closed at 4.07pm. The next meeting is scheduled for 12 August 2021.