



MEMO

DATE 6 October 2022

TO Immigration Leadership Team

PREPARED BY Jon Sowden, Principal Business Advisor

APPROVED BY Catriona Robinson, Associate Deputy Secretary – Immigration

SUBJECT COVID 19 RESPONSE AWARD FOR INZ STAFF

PURPOSE

This memo seeks your agreement of selection criteria for INZ staff to be recognized with the Covid 19 Response Award

RECOMMENDATIONS

It is recommended that you:

- a) **Note** the implications of this paper, including the explicit acknowledgement that staff who 'only' worked hard in unusual and stressful circumstances will not be recognised through this award.

Noted

- b) **Agree** that Organisational Awards are will not be requested for any INZ team

Agreed/Discuss

- c) **Agree** that the dress distinction will not be requested for any staff

Agreed/Discuss

- d) **Agree** to the proposed INZ criteria, which apply only to

- i. border staff throughout the qualifying period,
- ii. Office staff during the period 26 Mar – 13 May 2020 (lockdowns 1 and 2),
- iii. staff that assisted NZ Police during the period 26 Mar – 13 May 2020 (lockdowns 1 and 2), and
- iv. staff who were required to work in the office on border exceptions during the Level 3 and 4 lockdowns

Agreed/Discuss

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e) **Approve** the proposed INZ criteria and the collation of names of those to be awarded

Approved/Discuss

Catriona Robinson
Associate Deputy Secretary – Immigration
6 October 2022

Alison McDonald
Deputy Secretary Immigration
Choose day. Click to enter month and year.

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BACKGROUND

1. In March 2022 the PM announced an award to recognise people who were on the frontline of protecting New Zealand during the Covid-19 pandemic.¹ The form of the recognition is a lapel pin (Annex 3), along with a hardcopy and/or virtual certificate.
2. DPMC have contacted INZ in order to initiate recognition of our people who went above and beyond over the period 26 Mar 2020 – 27 Feb 2022. DPMC have requested a list of INZ staff who worked in INZ roles – that is not those seconded to MIQ or another agency - at the border, at personal risk, and contributed to the “keep it out” pillar of the national elimination strategy.

GUIDANCE FROM DPMC ON ELIGIBILITY CRITERIA

3. The criteria set by DPMC for this award are guidelines, with the expectation that agencies will develop their own criteria relevant to their specific context. That said, DPMC’s intent is that the recognition is for people “doing their regular role in irregular circumstances” at personal risk, and “100% focussed on Covid, and central to the success of the ‘keep it out’ pillar” of NZ’s Covid response strategy, with an obvious focus on people working on or at the border.
4. DPMC understand that there are many, many people who continued their regular role in trying circumstances during 2020 and 2021 – practically everyone in NZ, really, in one way or another – and acknowledge that focus on the border will exclude people. DPMC are conscious that criteria will be challenging to apply without some people feeling left out. The main purpose of this award is to recognise the frontline workforce, those who put themselves and their family at risk when no vaccines were available and the provision of effective treatment was poorly understood, and a key guideline is that the award be presented to individuals and organisations who contributed to the COVID response in a “**sustained** and **significant** way”.
5. The overall qualifying period is 26 Mar 2020 – 27 Feb 2022. The work to be recognised undertaken must have occurred during this period.
6. MIQ were naturally the first agency approached for this recognition, and the criteria they developed are attached at Annex 2. These were considered when developing the proposed criteria for INZ below.

PROPOSED INZ CRITERIA FOR RECOGNITION

7. Applying the DPMC guidance and the MIQ criteria in the INZ context suggests the following criteria be established for INZ:

MUST HAVE BEEN

- 1) In a role(s) during the qualifying period 26 Mar 2020 – 27 Feb 2022

¹ [New award recognises MIQ staff | Beehive.govt.nz](https://www.beehive.govt.nz/release/new-award-recognises-miq-staff)
<https://www.beehive.govt.nz/release/new-award-recognises-miq-staff>



AND

2) In role(s) for greater than 30 cumulative days

AND

EITHER

3a) Working at border during qualifying period

AND/OR

3b) In role(s) that required working in an INZ office during level 3
or 4 lockdowns

8. The various lockdowns referred to in these criteria are listed in Annex 1.
9. It is assessed that these criteria will extend recognition to the following cohorts:
 - a. Staff working at the border at Auckland and Christchurch airports throughout the qualifying period,
 - b. Staff who developed the mechanisms and instruments for closing the border during the first lockdown and were required to work in the office in proximity people who were not part of their bubble. It is anticipated that this cohort will primarily be Operational Policy, although it may include some Business Partners
 - c. Staff who assisted NZ Police track down MIQ averters during lockdowns #1 and #2. It is anticipated that this cohort will primarily be from Verification.
 - d. staff who due to the nature of their work were required to work in the office during the various level 3 and 4 lockdowns. It is anticipated that this cohort will primarily be from border exceptions.

ORGANISATIONAL RECOGNITION

10. The organisational award recognises that teams and organisations may warrant recognition due to their collective effort. DPMC scope for this includes community groups, iwi partners and volunteer services who were key supports during the Covid-19 Response. Four main areas would be recognised: food security, housing/shelter needs, family harm, and mental health. The organisational award is not intended to recognise teams or groupings within govt agencies that supported the COVID response. MBIE or INZ may choose to set up our own ways of recognising this work.
11. Therefore it is not proposed that any INZ offices or teams be recognised with an organisational award.

THE COVID 19 RECOGNITION AWARD

12. Attached at Annex 3 is the design for the award, which utilises a recognisable UAC colour scheme and design style. This includes the design for a dress distinction (the horizontal rectangle) as well as lapel pin (the vertical lozenge).
13. The dress distinction is intended for the traditional uniformed services such as NZ Police and NZDF. AvSec have declined to request the dress distinction for their staff despite the uniform they wear.



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14. Therefore it is not proposed that any INZ staff will receive the dress distinction.
 15. If you wish to request the dress distinction for INZ people who wear a uniform, a discussion with DPMC will be required, so early indication if that is something you want to explore will be required.

IDENTIFICATION OF INDIVIDUALS FOR RECOGNITION

16. The primary method for identifying individuals is through collective memory. HR records are not sufficiently granular to identify who worked from home versus in the office, nor for how long in those respective locations. Therefore HOOs and NMs of the targeted areas (Border, OpPol, Verification, Exemptions) will be requested to create lists of individuals for nomination.
17. A secondary method for identifying and/or confirming individuals is via the letters provided during the first lockdown for presentation to police when stopped to show we were allowed to be out of the house for essential work purposes. Associate Dep Sec signed all these letters.
18. INZ is responsible for identifying both staff who are currently employed by INZ, but also those who worked for INZ during the qualifying period but have since moved on. Specifically:
 - a. Staff that have changed role/employer – contact them through either personal contacts or forwarding addresses.
 - b. Staff who have passed away – Their award can be presented to the family on their behalf.
19. In addition, MIQ are establishing a 'pull' system where previous MBIE employees and external partners (such as staff at the MIQ facilities) can apply and register themselves or their organisation. INZ will be able to utilize this channel to recognize former staff who can no longer be contacted, although it will require validation that the applicants meet INZ criteria.

TIMELINE

20. Recognition is always more meaningful when it occurs temporally close to the thing being recognised. For the first tranche of awards, names need to be with DPMC by Oct 8, but there will be further drops, approximately monthly, till February 2023. The project overall is shutting down in the first quarter of 2023, so the last chance to provide names and recognise people is in January 2023. INZ is not required to provide a single master list of names – sequential drops over the coming months is acceptable, and can be used to ensure that individuals initially overlooked are included in subsequent lists.

Annex 1: Lockdowns during Covid 19 Recognition qualifying period

Annex 2: COVID19 Response Award MIQ Eligibility

Annex 3: COVID19 Response Award design



Annex 1: Lockdowns during Covid 19 Recognition qualifying period

Location	Lockdown	Start Date – End Date	Days @ L4	Days @ L3	
Auckland	Lockdown #1 (L4)	25 Mar 2020 – 27 Apr 2020	33		
	Lockdown #2 (L3)	28 Apr 2020 – 13 May 2020		15	
	Lockdown #3 (L3)	12 Aug 2020 – 30 Aug 2020		18	
	Lockdown #4 (L3)	14 Feb 2021 – 17 Feb 2021	3		
	Lockdown #5 (L3)	28 Feb 2021 - 7 Mar 2021		8	
	Lockdown #6 (L4)	13 Aug 2021 – 21 Sep 2021	39		
	Lockdown #7 (L3)	22 Sep 2021 – 2 Dec 2021		71	
	Auckland TOTAL			76	112

Hamilton	Lockdown #1 (L4)	25 Mar 2020 – 27 Apr 2020	33	33
	Lockdown #2 (L3)	28 Apr 2020 – 13 May 2020		15
	Lockdown #6 (L4)	13 Aug 2021 – 31 Aug 2021	39	
	Lockdown #8 (L3)	3 Oct 2021 - 2 Dec 2021		60
Hamilton TOTAL			72	75

Rest of NZ	Lockdown #1 (L4)	25 Mar 2020 – 27 Apr 2020	33	
	Lockdown #2 (L3)	28 Apr 2020 – 13 May 2020		15
	Lockdown #6 (L4)	13 Aug 2021 – 31 Aug 2021	18	
Rest of NZ TOTAL			51	15

COVID-19 Response Award criteria for the MIQ workforce (10.08.22) Approved 17.08.22

In March 2022, the [Prime Minister announced an award](#) for people who have contributed to New Zealand’s COVID-19 response, with MIQ to be the first recipients.

The Cabinet Office is leading this work and they have provided a key guideline of “the award will be presented to individuals and organisations who contributed to the COVID response in a **“sustained and significant way”**”.

From this MIQ has developed a framework that will see those whose role was 100% MIQ response focussed, within the eligibility window, and meeting criteria requirements awarded with a COVID-19 response pin (lapel badge). The criteria enables discretion and generosity without comprising the meaning and value of the recognition. They flex to adapt to the changing pace of MIQ.

If an employee can meet any one of the criteria, they should be considered as eligible to receive the Award. Employees may meet multiple criteria but one is sufficient. The criteria meet a ‘sustained and significant’ definition **within the context of MIQ**.

MIQ principles to underpin and shape the eligibility criteria and implementation.

- The criteria should be simple, easy to understand and implement and seen as fair with reasoning behind decisions
- Tenure is considered to reflect cumulative service
- All employment types are considered eligible and MBIE’s flexible working arrangements do not impact on eligibility
- Individuals who fall into a grey area should be given the benefit of doubt
- There should be clear line of sight between the role undertaken and the contribution to MIQ’s part in the COVID-19 response
- The pin should only be awarded once to each individual
- The distribution method should be simple without placing an undue burden on an agency, e.g. a pull approach
- If selecting individuals in an organisation is not possible or could result in unfair recognition the organisational award is the most appropriate approach

Individual Award: Lapel badge

Candidate was employed by MBIE or identified as part of the MIQ workforce* for a minimum of 1 month (30 days) and was active in a role...

... during the National State of Emergency (25 March to 13 May 2020).

... that demonstrated increased personal risk and sacrifice which often impacted on their normal lives.

... as a direct employee within MBIEs MIQ group or MIQ partner* (MOUs or contracts were in place (e.g. Hotels, First Security, etc).

... to support MIQ as an embedded MBIE BP or MBIE employee.

Note, agency partners (e.g. NZDF and NZ Police) are working directly with the Cabinet Office and not via MBIE.

Organisational Award: Digital asset and certificate(s) TBC

Organisation was actively part of the MIQ eco-system for 1 month (30 days aggregated) and actively supported MIQ as ...

... a contracted supplier to provide supporting services for MIQ (wellbeing, systems)

... an Iwi partner

... a community group

While it may be possible and just to award some individuals in this grouping it is more likely an Organisational Award is most appropriate for the contribution as a whole and selecting individuals may result in unfair recognition.

26 March 2020

Travellers stay at the Novotel Ellerslie for self-isolation

Eligibility window

27 February 2022

The border starts to be progressively re-opened

This criteria is not a MBIE-wide, or COVID response-wide. MIQ is working closely with the Cabinet Office to determine the criteria for the MIQ workforce as it will likely set a precedent for the wider system. MIQ will provide advice to the Cabinet Office for their approval, following which the Cabinet Office will seek the Prime Minister’s endorsement before the criteria can be actioned.

Annex 3:

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Version 4 | 1 September 2022

COVID-19 Award lapel badge

Recognition of service to the COVID-19 response

Unaunahi

Protection and safety

The unaunahi artwork was produced for UAC for use when communicating messages that require a more passive rather than active action for protection, much like the fish scales that they represent. For example, scanning in, wearing face masks but not vaccinations.

The fish scales represented by this pin interlock with each other in a repeated pattern, seen as a watermark on the certificate and inlaid into the top of the award case. The pin has been repeated on the certificate and would be embossed to add texture.

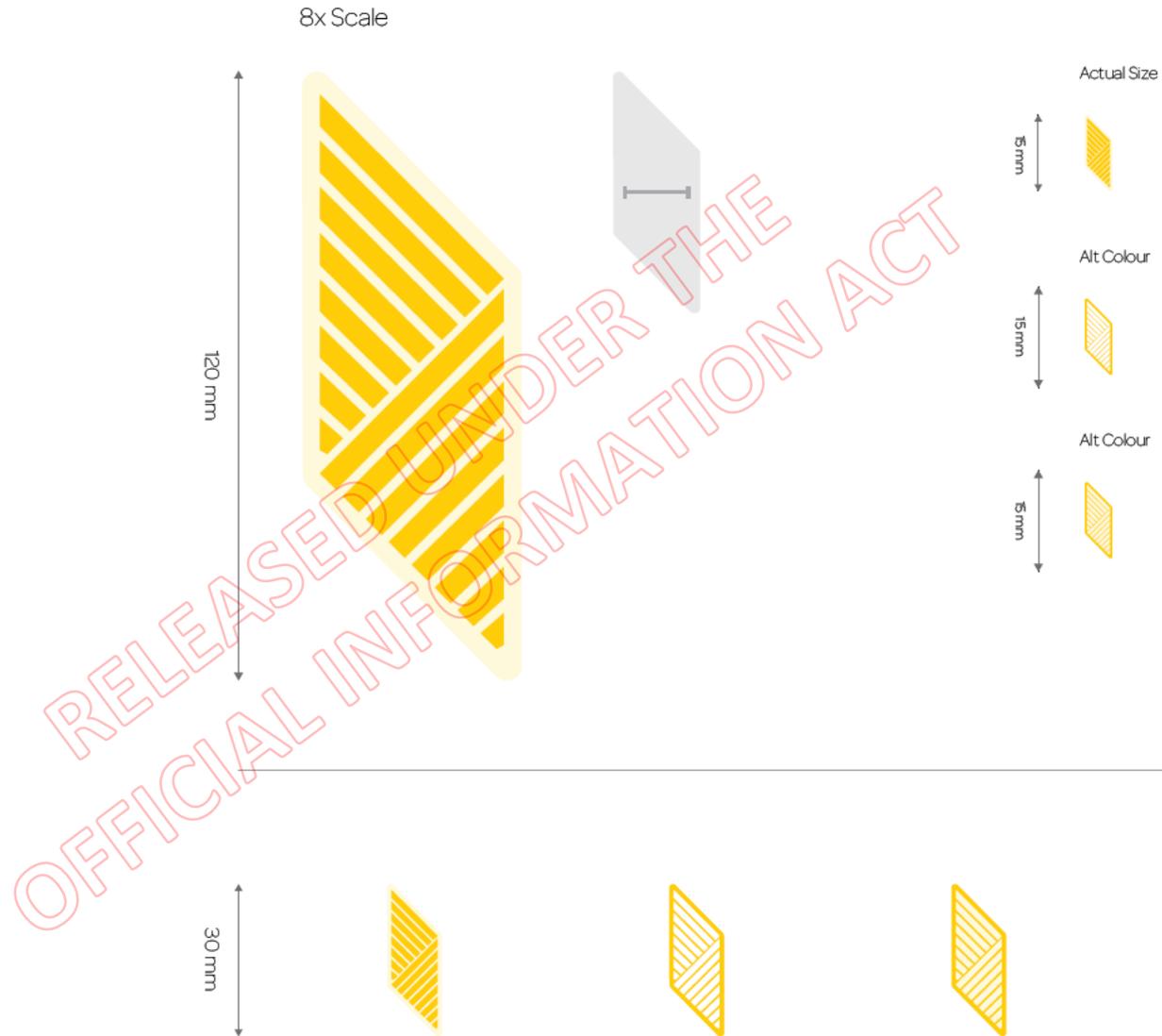
Though this artwork was produced for the Unite against COVID 19 brand, it has had minimal public exposure. This could make this option less representative of the UAC brand.

The alternative form removes the sense of tessellation but creates a more representative shape of a fish scale as the form of the pin itself.

Material:
Metallic linework with yellow

Original artwork produced for Unite against COVID 19 by Zoe Morehu

Actual size based on a A3 print out



Unaunahi

Protection and safety

To accompany the lapel pin, the COVID 19 citation compliments other collateral in this set such as a watermark on the certificate and inlaid into the top of the award case

The citation is framed in a rectangular shape, designed to awarded to service personnel

While rectangular, the citation still maintains a sense of tessellation and fish scales, unique with other Unaunahi designs

Original artwork produced for Unite against COVID 19 by Zoe Morehu

Material:
Metallic linework with yellow

Original artwork produced for Unite against COVID 19 by Zoe Morehu

Actual size based on a A3 print out

5x Scale



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15 mm



Actual size



Alt. Colour



Alt. Colour

