

8 November 2023



John Luke

fyi-request-24384-b3ec36c7@requests.fyi.org.nz

REF: DOIA-2324-0253

Tēnā koe John

Thank you for your email of 10 October 2023 to the Ministry for Ethnic Communities (the Ministry) requesting the following information under the Official Information Act 1982:

May I kindly request the conflict of interest register for all panel member as of today.

Also, may I kindly request the fees/payments paid to each panel member from 1st Oct 2023 to 1st Oct 2022.

I note that your email refers to panel members of the Ethnic Communities Developmental Fund (ECDF).

In response to the first part of your request, a declaration of conflicting interests is completed at the start of each meeting and panel members exclude themselves from fund allocation decision making on a case-by-case basis. This information is recorded within the meeting minutes. There is no centralised conflict of interest register which details past, potential, or ongoing conflicts.

I note that you have previously received all meeting minutes since the establishment of the ECDF (OIA2324-0025), up to and including the ECDF Panel meeting minutes for Friday 21 June 2023. The table enclosed with this letter lists the conflicts declared on meetings held from July 2023 to the date of your request.

In response to the second part of your request, ECDF panel members typically have 11 panel meetings per year, one per month with the exclusion of Christmas period. Members have set fees as explained below.

Panel members will be paid fees at the following rates:

- New Panel members will be paid a half day meeting rate of \$108 to attend an induction session, of up to three hours
- A full day meeting rate of \$215
- A half day meeting rate of \$108 for meetings between 1 to 3 hours
- A rate of \$54 for meetings of up to 1 hour
- Reading fees will be paid at a full day rate of \$215 for every 50 reviews, or on a pro rata basis.

There are 4 panel members that fall in scope of your request. The fees/payments paid to each panel member from 1 October 2022 to 1 October 2023 are listed below and the total amounts claimed are prior to any tax being applied. To maintain a level of privacy for panel members, please note that they will be referred to as Members A, B, C, and D.

Panel Member	Total fees (Inc tax)
Member A	\$3,292.10
Member B	\$3,219.00
Member C	\$3,403.90
Member D	\$3,382.40

You have the right to seek an investigation and review by the Ombudsman of our response to your request. Information about how to contact the Ombudsman’s office is available at: www.ombudsman.parliament.nz or freephone: 0800 802 602.

Please note, due to the public interest in our work, the Ministry may publish responses to requests for official information on our website, shortly after the response has been sent. If you have any queries about this, please feel free to contact our Ministerial Services team: ministerial@ethniccommunities.govt.nz.

Ngā mihi



Pratima Namasivayam
Deputy Chief Executive, Policy and Analytics

Table of Conflicts declared July 2023 – September 2023

Date of meeting	Request Organisation	Panel member	Position
26 July 2023	BHARTIYA SAMAJ WELLINGTON & MANAWATU TRUST	Prabha Ravi	Panel member
26 July 2023	DHAMMA GAVESI MEDITATION CENTRE INCORPORATED	Prabha Ravi	Panel member
26 July 2023	New Zealand Federation Of Multicultural Councils Incorporated	Prabha Ravi	Panel member
26 July 2023	New Zealand Federation Of Multicultural Councils Incorporated	Luke Qin	Panel member
26 July 2023	New Zealand International Students' Association (NZISA)	Michelle Huang	Panel member
26 July 2023	Rambutan Media Works	Prabha Ravi	Panel member
26 July 2023	Tamil Society Waikato Inc	Prabha Ravi	Panel member
26 July 2023	Wellington Punjabi Women Association	Prabha Ravi	Panel member
26 July 2023	15 th March Whanau Trust	Louise McLean	Funding Advisor
26 July 2023	Hakatere Multi Cultural Council Incorporated	Luke Qin	Panel member
25 August 2023	University of Canterbury African Society Incorporated	Cashias Gumbo	Panel member
25 August 2023	Zimbabwe Association Auckland Upper and North Island	Cashias Gumbo	Panel member
25 August 2023	Multicultural Nelson Tasman Incorporated	Luke Qin	Panel member
25 August 2023	New Zealand Chinese Association – Nelson Branch Incorporated	Luke Qin	Panel member
25 August 2023	Natraj School of Dance	Luke Qin, Cashias Gumbo, Michelle Huang	Panel members
25 August 2023	Natraj School of Dance	Prabha Ravi	Panel member
25 August 2023	Wahine Charitable Trust	Prabha Ravi	Panel member
13 September 2023	Federation of Islamic Associations New Zealand Incorporated	The Panel members did not have any conflicts of interest. Prabha noted for full transparency purposes that she sat on a Panel at a hui which also included the Chair of the applicant organisation.	N/A