



24 November 2023

Ref: DOIA 2324-0957

Kylie

Email: fyi-request-24547-800e15d3@requests.fyi.org.nz

Tēnā koe Kylie

Thank you for your email of 27 October 2023 to the Ministry of Business, Innovation and Employment (MBIE) requesting, under the Official Information Act 1982 (the Act), the following information:

Has the agency or any staff received external or internal instruction, direction or guidance, written or oral, to prepare, develop, review or edit briefings to incoming ministers with a view to removing the use of the word 'Aotearoa' or other te Reo Māori? If so, what was the instruction received (either copies of meeting minutes/emails/other document or via a summary of the memory of staff involved in the discussion(s)).

Briefings to Incoming Ministers (BIMs)

With the change of government, MBIE is in the process of producing briefings for the 17 portfolios MBIE currently supports. These documents are not yet finalised. Once Ministerial positions are confirmed, the documents will be updated, finalised and shared with MBIE's new Ministers. It is the intention that they will be proactively released in due course on MBIE's website.

In the development of at least 17 BIMs, MBIE follows the guidance set out in the [Cabinet Manual](#) for how agencies should prepare briefing for incoming Ministers. In particular:

- Section 3.20: The written briefing should be tailored to the needs of the new Minister and prepared in similar presentation and style to other agency advice to the Minister. The level of detail included in this initial briefing will vary, depending on whether the Minister concerned has had any prior involvement with the portfolio, and whether there has been a change of government.
- Section 3.22: The written briefing is the first part of an ongoing process of briefing the new Minister. Its purpose is to give the Minister sufficient information to meet their initial requirements. This initial briefing will need to be supplemented, over a number of weeks, with further written or oral briefings as required.

This year, guidance and direction provided to staff involved in producing BIMs focused on the need for consistency of format, content and terminology across all documents and keeping them concise. This is because the focus of these initial briefings is to ensure MBIE is providing informative and immediate information to enable new Ministers to get up to speed in the portfolios they lead.

This advice has been shared throughout the development and subsequent review process of the draft BIMs. MBIE has an extensive feedback and review process due to the number of BIMs produced.



MBIE has not made changes to its use of te reo Māori, and continue to encourage its use across our organisation, for example the use of our MBIE opening and closing karakia for hui (meetings) and the uptake of te reo Māori lessons for 2024.

Your request

As previously mentioned, MBIE is responsible for the production of at least 17 BIMs, generating a significant programme of work across the organisation to brief new Ministers. To answer your request requires searching for and assessing a significant number of documents.

As the new Government is expected to be announced today, Friday 24 November 2023, MBIE is in the final stages of preparing the BIMs and ensuring we meet section 3.20 of the Cabinet Manual.

For this reason, I am extending the timeframe for responding to your request under section 15A(1)(a) of the Act, as the request necessitates a search through a large quantity of information and the BIM collation and writing process is not yet complete. We will now respond to your request on or before 8 December 2023, which is an extension of ten working days. However, we will respond as soon as possible in any event.

I am sending you one document that has been located and assessed as being in scope of your request: an email titled *BIMs and Economic Context Narrative - SLT feedback and next steps*, dated 11 October 2023. Please note, the attachments to the email are not in scope of your request. The email itself is released to you in full, please find this attached.

If you wish to discuss any aspect of your request or this response, or if you require any further assistance, please contact OIA@mbie.govt.nz.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā



Melanie Porter
Deputy Secretary, Te Waka Pūtahitanga