

John Luke  
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24 November 2023

Dear John Luke,

### **OIA 23-24-25: BEACHHEAD ADVISORS**

Thank you for your email of 3 November 2023 to New Zealand Trade and Enterprise (NZTE), making a request under the Official Information Act 1982 (the Act). You requested the following information:

1. *May I kindly request the current list of Beachheads Advisors.*
2. *Also, please supply the standard contract that you sign with the Beachheads Advisors.*
3. *From 1st Jan 2023 to now, how many instance you have engage with the Beachheads Advisors. When is last time you have appoint a new Beachheads Advisor.*
4. *What sort of vetting process you will complete before appoint a Beachheads Advisor.*

Answers to your questions are as follows:

1. NZTE does not release its list of Beachheads advisors. This information is withheld under sections 9(2)(a) and 9(2)(i) of the Official Information Act to:
  - Protect the privacy of natural persons, including that of deceased natural persons.
  - Enable a Minister of the Crown or any public service agency or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
2. The standard contract for Beachheads Advisors is attached as **Appendix One**.
3. There have been 1332 advisory engagements since 1 January 2023 to 3 November 2023. NZTE's last appointment of a new Beachheads Advisor was on 2 November 2023.
4. Regarding NZTE's onboarding process for its Beachhead Advisors, in New Zealand, once we identify individuals, a formal process follows where NZTE's Advisory Network Manager and the New Zealand Beachheads Chair meet to ascertain that the individuals have the skills and the following qualities:
  - Committed to helping New Zealand business grow internationally.
  - Willing to commit time and share their expertise with others.
  - Able to relate to NZTE's customers (both small and large).
  - Empathise with customers and can work with customers to find a way forward.

In New Zealand and internationally, before the appointment of a new Beachheads advisor, NZTE undergoes a vetting process that includes obtaining and verifying recent references and conducting online searches.

You have the right under section 28(3) of the Act to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at: [www.ombudsman.parliament.govt.nz](http://www.ombudsman.parliament.govt.nz) or freephone: 0800 802 602.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Melissa Trochon', written in a cursive style.

Melissa Trochon  
**Director – Board & Ministerial**