

13 February 2024



John Luke
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REF: DOIA-2324-0486

Tēnā koe John

Your Official Information Act 1982 request

Thank you for your email of 10 January 2024 to the Ministry for Ethnic Communities (the Ministry) requesting the following information under the Official Information Act 1982:

- ...o The date, time and location of your initial meeting with the new Minister for your department;*
- o A list of attendees at this meeting*
- o The cost of any flights and accommodation for staff who reside outside of wellington to attend this meeting*
- o Any documentation provided at the meeting*
- o All notes (including handwritten notes) taken at the meeting by department staff;*
- o A copy of any emails sent by department attendees or all staff communications regarding the meeting with the new Minister.*
- o your initial briefing document sent to the new Minister...*

I will respond to each of your questions in turn below.

- **Date, time and location of meeting**
The meeting was held 30 November 2023, 9.00am to 9.30am, within the Minister's office at Parliament.
- **Attendees from the Ministry**
Mervin Singham, Chief Executive.
- **Cost of any Flights and accommodation for staff**
No cost.
- **Documentation provided at the meeting**
No documentation was provided. The purpose of the meeting was introductory. Please note that the Briefing to the Incoming Minister had already been provided to the Minister ahead of this meeting.
- **All notes by department staff**
No notes were taken by Ministry staff. Therefore, I am refusing this part of your request under section 18(e) of the Act; as the information requested does not exist.

- **Copy of any emails sent by the Ministry attendees or all staff communications regarding the meeting with the new Minister**

No emails pertain to the initial meeting with the new Minister. Therefore, I am refusing this part of your request under section 18(e) of the Act; as the information requested does not exist.

- **Initial briefing document sent to the new Minister**

The initial briefing document sent to the Minister is published on the Ministry Website www.ethniccommunities.govt.nz/resources/#corporate-publications. Therefore, I am refusing this part of your request under section 18(d) of the Act; as this information is publicly available.

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



Edward Firth
Director of Ministerial Services