

Richard Meyer
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18 August 2016

Dear Richard

RE: OIA 2016-17-4 – International travel – HR and IT

Thank you for your email of 25 July 2016 received by New Zealand Trade and Enterprise concerning an Official Information Act 1982 request. You requested the following information:

1. *Any booked (or proposed) international travel for NZ-based staff over the next three months in the following departments:*

a) Human Resources

b) IT

Along with a reason for travel and approximate costings.

Please find attached the information that you have requested. As at 1 August 2016 there are two booked or proposed trips for NZ-based IT staff and none for Human Resources staff.

Yours sincerely



Marcus Scoliege
DIRECTOR – BOARD AND MINISTERIAL

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Booked and scheduled international travel for NZ-based NZTE staff over the next three months

Dept	Destination	Dates	Budgeted Cost	Reason for travel
IT	Los Angeles New York London Hong Kong	30 July – 18 August	\$15,914	Induction, meet and greet direct reports (complete end of year performance & development discussions). Review IT and network resources for each site. Meet and review current vendor/supplier agreements. Provide office training on IT systems and IT support.
IT	Singapore Kuala Lumpur Ho Chi Minh City Tokyo Shanghai	24 July – 3 August	\$9,561	International regional site visit to familiarise with the office IT set up and current resources. Meet the employees and understand their IT requirements and issues, re-connect the regions with Business Systems (IT). Provide office training on IT systems and IT support.

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