

# International Travel Approval Memo to the Heritage Services Branch Manager

To	Murray Costello, Acting Manager, Heritage Services Branch
From	Neill Atkinson, Chief Historian
Date	May 2015
Subject	Pouhere Korero Conference - Sydney
Copies to	Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	

## Purpose

- 1 The purpose of this memo is to seek approval from the Acting Branch Manager to send the chairperson of the Treaty Settlements Stories advisory committee, 9(2)(a) to the Pouhere Korero Conference, 25-27 June, Macquarie University, Sydney.

## Background

- 2 No TSS project staff are able to attend to represent and talk to the project at the conference. It is important that TSS the project maintains a presence at the conference for two basic reasons: (1) to stay in contact with and build relationships with potential contributors and researchers for the project; and (2) to ensure project content is being informed by current research and academic discourse.

9(2)(a) is the former TSS project leader and currently sits on the advisory group as its chair. She is widely recognised as one of New Zealand's foremost Treaty historians and will lend the project significant mana at the Pouhere Korero conference. Aside from the large contribution 9(2)(a) made in getting the project through its pilot year, she has done a lot to provide comment on and critique a huge amount of the project planning and programming – a contribution well above and beyond her role as chairperson. In the absence of TSS staff, 9(2)(a) is more than capable of conveying the importance of and progress of the TSS project.

### 3 Business benefits

The Pouhere Korero conference has been a priority event for the project and has been a key communication and information-gathering network prior even to the formal start of the TSS project. The conference is usually held in New Zealand and has been attended each year by representatives of the TSS project (and by the Pou Arahi prior to the project proper). This year the conference is being held in Sydney with cost being comparable to travel within New Zealand. In the past attendance has provided huge benefits in terms of building relationships with a wider network of specialist Māori writers, researchers, and historians.

Attendance this year is particularly important this year given the 2015/16 year is anticipated as the launch of the project proper. Specifically, the benefits we expect out of a presence at the conference this year include:

- I. Creating a greater awareness of the specifics of the project and its pending need for specialist writers, researchers and content contributors;
- II. An opportunity to be informed of current research that may be of relevance in either informing, collaborating or contributing to the content of the TSS project;
- III. Networking opportunities with key personnel and research projects as a means to expand and develop the methodologies and technologies associated with the TSS project.

### 4. Timeframe

*Aleka* is departing Auckland for Sydney on 24 June 2015 and returning on 27 June 2015.

### 5. Itinerary

#### *Summary*

Date		Location	Business conducted
From	To		
24 June 2015	27 June 2015	Macquarie Univ.	Conference attendance

#### *Airfares*

Date of travel	From	To	Time	Airline	Class of travel	Cost
24 June 2015	Auckland	Sydney	13.00	Air NZ	Economy	304.05
27 June 2015	Sydney	Auckland	15.40	Air NZ	Economy	304.05

*Accommodation*

Accommodation at conference venue (Robert Menzies College – student hostel).  
Costs not available.

*Other*

Taxi Transfers to and from Airports to be reimbursed.  
Meals are part of the hostel accommodation but there may be additional meals associated with the trip. Cost not available.

*Personal travel*

Nil.

6. Cost of proposal

Category	Estimated cost	Costs to be paid by MCH?	Charge code
Airfares	\$600.00	Y	20-210-2359-HS11
Accommodation	\$332.00 AUD	Y	20-210-2359-HS11
Rental car hire	\$0.00	N – not required	
Meals	\$200.00	Y - meals	20-210-2359-HS11
Conference / training costs	\$0.00	No fees	
Other	\$55.20 AUD		
<b>TOTAL</b>	<b>\$1187.20</b>		

**Recommendation**

7. Approve travel 9(2)(a) , to the Pouhere Korero Conference, 25-27 June 2015



Neill Atkinson, Chief Historian.



Murray Costello  
Acting Branch Manager, Heritage Services

Approved / Not Approved

## Memo

Subject	Approval for travel to Sydney: June 2015
Date	29 April 2015
To	Katherine Baxter
Copies to	Sarah Hardy, Gillian Brookes
From	Maree Brown
Attachments	

### Proposal

I am seeking formal approval to travel to Sydney to:

- To attend the REMIX cultural summit on 2-3 June
- To meet with REMIX director  $\mathcal{Q}(2)(a)$  to discuss options for REMIX event/s in New Zealand on 1 June
- To have guided tour of Walsh Bay cultural precinct and visit other relevant urban precincts by Sydney-based consultant we are working on Christchurch Performing Arts Precinct development on 1 June.

### Background

The REMIX Cultural Summit in Sydney is a two-day global summit on a broad range of topics related to the intersection of culture, technology and entrepreneurship. It involves around 75 international speakers in a variety of keynote addresses, workshops, panel discussions and masterclasses. It aims to foster discussion on how cultural organisations can become more entrepreneurial and take advantage of emerging technologies. It also looks at how the arts can best drive branding, cultural tourism, and help grow the creative economy. Summit partners include Google, Time Out and The Guardian.

Lewis and I met with the two directors of the REMIX Summit initiative in London last August. We had a follow-up meeting in Wellington with one of the Directors,  $\mathcal{Q}(2)(a)$ , in December to discuss possible opportunities for a New Zealand-based REMIX event.  $\mathcal{Q}(2)(a)$  is now living in Australia and has recently sent some proposals for our consideration. He is also in discussions with the NZ Festival. One possibility I have discussed with  $\mathcal{Q}(2)(a)$  NZ Festival Marketing and Development Manager, is for the Festival to be the lead partner for a 2016 Wellington event with support from MCH and other cultural sector agencies.

### Rationale for Visit

Aside from being an excellent professional development opportunity, attending the Sydney Summit will give me a much better sense of how REMIX events are run, the overall calibre of the programme and what elements might work in the New Zealand context. I will also meet with <sup>9(2)(a)</sup> to discuss his proposals in more detail – possibly with <sup>9(2)(a)</sup> if she is able to attend.

While in Sydney I also wish to take up the opportunity of a guided tour through the Walsh Bay Cultural Precinct and other successful urban precincts and to meet with their managers. <sup>9(2)(a)</sup> is the Australian-based expert contracted by the Christchurch City Council to work with the Performing Arts Precinct (PAP) Steering Group and other key stakeholders on the vision and masterplan brief for the Christchurch PAP has offered to take me to these precincts which she has used as key reference points for the PAP.

### Costs

The overall travel cost is lower than a normal Trans-Tasman fare as I was able to use airpoints earned from business travel to Europe. The Cultural Summit registration cost (\$495 AUD) will be funded from the Human Resources budget.

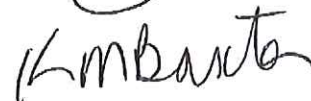
Total estimated travel costs for this trip are as follows:

Trans-Tasman return fare (after airpoints)	\$164 NZD
2x connecting flights (domestic)	\$236 NZD
Airport transfers	Approx \$120 NZD
Accommodation for 4 nights (approx \$165 per night)	Approx \$660 NZD
Daily expenses for 1 person for 4 days	Approx \$300 NZD
<b>TOTAL ESTIMATED COST</b>	<b>\$1,480 NZD</b>

It is recommended that you:

Approve total payment from the Arts Policy Budget of approximately NZD\$1,480 for the above travel and daily expenses for my June 2015 work trip to Sydney.

Agree /  Disagree



Katherine Baxter  
Deputy Chief Executive  
29 April 2015

## Request for Overseas Travel Form

This form can be used prior to booking travel (optional). All travellers, Budget Managers and Administrators need to be familiar with the Ministry's Travel Policy before booking travel.

### 1. Traveller details

Name	Business Unit	Contact number	Anyone accompanying? (if yes, supply name and relationship)
Maree Brown	CPB	9(2)(a) -	no

### 2. Reason for travel

- To attend REMIX cultural summit on 2-3 June.
- To meet with REMIX director to discuss options for REMIX event/s in New Zealand
- To have guided tour of Walsh Bay cultural precinct and visit other relevant urban precincts with Sydney-based consultant for Christchurch Performing Arts Precinct development work.

### 3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
Friday 29 May	Auckland	Sydney	5.55pm	
Thursday 4 June	Sydney	Christchurch	9.00am	

### 4. Accommodation (traveller to complete)

Location	Date		Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting
	In	Out			
Sydney	29/5/15	4/5/15	thc	N	Sydney Town Hall

### 5. Rental car hire (traveller to complete)

Please note you will be asked to produce your driver's licence at the rental depot. By completing this form the hirer is confirming they are not disqualified from driving and have no legal action pending with regard to driving offences.

	Manual/Auto	Date	Return to location	Date
No car required				

### 6. Estimated Cost (must be completed, your unit PA or travel co-ordinator can assist)

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares international	NZD164.00	Y (balance after airpoints)	11-110-2354-0000
Airfares: domestic	NZD236.00	Y	11-110-2350-0000
Accommodation	NZD 660	Y	11-110-2355-0000
Rental car hire/taxi	NZD\$120	N (will use public transport if needed)	11-110-2355-0000
Meals/expenses	NZD300	y	11-110-2355-0000
Conference/training costs (HR)	NZD512	Y	11-110-2300-0000
Other (incl conference fees)			
TOTAL	NZD1992		

**7. Travel booking fees**

The cost of all booking fees, sector fees, departure taxes etc will be borne by the unit of the person travelling.

**8. Method of travel**

Have alternatives to travel been considered i.e. the use of audio/video conferencing? **Yes / No**

Video-conferencing not appropriate given nature of summit/visits to precinct

**9. Signature of staff member travelling**

Name	Designation	Signature	Date
Maree Brown	Arts Policy Manager	<i>Maree Brown</i>	29/4/15

**10. Overseas Travel**

Branch Manager (if going to Australia) or Chief Executive to sign. Please see Administrator for the Office of the CE for a travel insurance card at least one week prior to your trip.

Name	Designation	Signature	Date
KIMBAXTER	DUE (CPB mgr)	<i>Kim Baxter</i>	24/4/2015

Do MFAT travel advisories apply? **Yes / No**

RELEASED UNDER THE OFFICIAL INFORMATION ACT

# International Travel Approval Memo to the Chief Executive

To	Lewis Holden, Chief Executive
From	9(2)(c) 3, Senior Advisor, Sport and Recreation
Date	26 June 2014
Subject	Approval for travel to UK
Copies to	Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	

## Purpose

1. This memorandum seeks your approval for my visiting UK in fiscal 2014-2015 in order to:
  1. undertake work relating to the newly developed "It takes three" operating expectations framework (OEF) with the Institute for Government and other relevant government organisations
  2. investigate the current inclusion of sport in UK cultural policy and performance measurement of the UK arm's length sport agencies with a particular focus on the balance between community and high performance sport.

## Background

### Purpose

2. To visit and work with officials at:
  1. the UK Institute for Government (IFG) and the Public Chairs Forum also housed at the IFG
  2. the Department of Culture, Media and Sport (DCMS).

### *Institute for Government*

3. The recently developed "It takes three" Operating Expectations Framework (OEF) had its genesis in the IFG's "It takes two" report in 2013 that aimed to make progress on dissatisfaction with the performance and accountability of arm's length bodies (ALBs) – the UK equivalent of Crown entities.



4. The IFG was closely engaged with the Ministry during the development of the OEF and the subsequent SSC-Treasury all-of-government version. We included IFG programme director, (9(2)(a)) on the user-testing panel for the website schematics. (2)(a) and her team are very engaged in what we have achieved. The IFG is about to produce update on its original ALB work ahead of the next UK election.
5. The IFG reports that the UK government remains concerned about ALBs with some arguing they are "inefficient and unaccountable" with particular concerns about accountability to the Parliament. The IFG proposes continuation of ALB reform and also to review department-ALB relationships – and to assess where these are working well and where not.
6. The IFG also hosts the Public Chairs Forum. The Forum is a member-led, information sharing and networking resource for chairs of public bodies. Major issues for the Forum currently are similar to those experienced by New Zealand and by the sport portfolio in particular:
  - increased select committee scrutiny
  - lengthy terms of appointment
  - politicisation of appointments
  - the need for increased operational efficiency
  - the need to improve relationships between chairs and chief executives.
7. IFG has offered help to arrange meetings with selected departmental monitoring officials and ALB officials.

#### ***Department for Culture, Media and Sport***

8. The DCMS has a similar role to the Ministry in its oversight of 47 public sector agencies including the following sport agencies: UK Sport, Sport England, UK Anti-Doping and the Sports Ground Safety Authority and the Olympic Lottery Distributor.
9. The remaining public bodies overseen by DCMS include arts agencies, museums, galleries, the Heritage Lottery Fund and the Arts Council England. A full list is attached at Appendix A.
10. In 2011-2012, the DCMS completed and implemented the Arms-Length Body Sponsorship Review that pioneered a fully risk-based approach to engagement with the DCMS's entire portfolio of ALBs.

#### **Business benefits'**

11. The visit has two overarching goals:
  - to inform and improve the Ministry's overall monitoring model with particular reference to the OEF
  - to inform and improve the Ministry's monitoring of the sport and recreation agencies.

12. Improving the OEF and its implementation will help to maintain the Ministry's leadership role as the all-of-government version of the OEF is rolled out.

13. Questions I want to explore and monitoring challenges I aim to address with the IFG include:

- Issues likely to emerge in the ALB performance update mentioned in paragraph 3 above. What are the practical parallels (if any) to New Zealand's experience?
- The UK experience of strengthening Crown Entity/Arm's length body (ALB) governance. An issue common to both countries is getting boards to recognise they are part of the State sector, and have a Minister.
- How to encourage more open performance reporting while minimising compliance costs.
- How to get traction with the central agencies, especially Cabinet Office, on the importance of monitoring. 65-70% of government expenditure goes through Crown entities.
- Is the case for ALB's still strong especially in the culture, media, heritage and sport domains?
- Is ALB efficiency and effectiveness optimal and what metrics would tell us the best performance story?

14. Questions I want to explore and monitoring challenges I aim to address with the DCMS take a monitoring perspective and cover the following pressing issues also applicable to the New Zealand sport portfolio:

- Sport UK's rationale for an expectation that wealthy sports self-fund and not rely on public funding
- measuring improvements to the high performance system as opposed to measuring only by medals won
- how Sport UK/Sport England manage interagency work to avoid sport being marginalised e.g. education, health and local government
- how to address Government's investment interests in sport infrastructure and meeting the long-term operating costs
- data the DCMS collects from its ALBs to inform the Department's input and output indicators.

15. In 2013, the UK Government pulled back from a proposal to merge Sport UK (the equivalent of our HPSNZ) and Sport England (the government agency with a focus on community sport). The 'balance of power' between the two arms of Sport NZ (high performance and community sport) presents similar challenges to those experienced in the UK i.e. managing the intersection between community sport, sector capability and high performance sport.

16. The House of Lords Select Committee on the Olympics and Olympic Legacy had concerns about the extent to which intended legacies had been achieved in terms of economic and social outcomes. On a smaller scale, New Zealand faces the same problems of leveraging government investment in major/mega events. This will be a topic of investigation with DCMS.

17. I would also plan to travel to University of Loughborough to meet with leading sport policy researchers, Professor *9(2)(a)* (University of Loughborough) and Professor *9(2)(a)* (University of Stirling), *9(2)(a)* and *9(2)(a)* the leading authorities on:

- measurement of sport policy outcomes
- the difficulty in measuring the benefits from funding high performance sport
- public funding of sport for development
- the importance of and challenges associated with evidence-based policy.

Timeframe

18. I would be away from the Ministry between 13 February 2015 and 3 March 2015. No spouse travel or other Ministry staff travel are involved.

Itinerary

19. I would be based in London at the IFG, 2 Carlton Gardens, London SW1Y 5AA <http://www.instituteforgovernment.org.uk/>

The DCMS is at 100 Parliament Street, London, SW1A 2BQ

<https://www.gov.uk/government/organisations/department-for-culture-media-sport>

20. Approximately half the time would be spent with the IFG and half with the DCMS. The IFG has agreed to assist with arranging meetings with relevant departmental officials. IFG has also offered desk space for the full period of my visit to ensure I have a base.

*Summary*

Date		Location	Business conducted
From	To		
13 February 2015	1 March 2015	London	Work with the Institute for Government, Public Chairs Forum and Department for Culture, Media and Sport

*Airfares*

Date of travel	From	To	Time	Airline	Class of travel	Estimated Cost
----------------	------	----	------	---------	-----------------	----------------

12 February 2015	Wellington	London (Heathrow)			Premium Economy	4,000 return
9 March	London	Auckland				

**Note:** Premium Economy flights proposed in order to minimise time taken to overcome jetlag and fatigue.

*Accommodation*

Location	Date		Name of Hotel/Motel	Stay privately Y/N	Estimated Cost
	In	Out			
London SW1	13 February	28 February	TBC (serviced apartment sought)		4,000
Loughborough	TBC		N/A	Y	0
Cornwall (A/L)	1 March	8 March	N/A	Y	0

*Other*

21. Ground travel estimates (includes taxis [\$350], London Underground [Oyster card \$150] and a return train journey to Loughborough University [\$150]). Exchange rates assumption, NZ\$1= 0.50p (est \$700).

22. Per diem meals (actual and reasonable costs, estimated at \$65 pd) and incidentals (est \$1,040).

*Personal travel*

23. 3-9 March: London to Cornwall return to visit mother at my cost and annual leave taken.

Cost of proposal

24. Provision has been made to meet all work-related costs from the 2014-2015 Sport and Recreation budget.

Category	Estimated cost \$	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	4,000	Y	Sport
Accommodation	4,000	Y	
Rental car hire	0	N/A	
Train and ground	700	Y	

travel			
Meals / expenses	1,200	Y	
Conference / training costs	N/A	N/A	
Other			
TOTAL	9,900		

25. The Arts Policy Manager and Deputy Chief Executive support this proposal.

### Recommendations

26. It is recommended that you:

1. **approve** my UK visit as outlined above
2. **note** the estimated costs of \$9,900
3. **note** that costs will be sourced from the 2014-2015 Sport and Recreation portfolio budget
4. **note** that the Arts Policy Manager and Deputy Chief Executive support this proposal.

*W.H.L.*  
*9(2)(c)*  
Senior Advisor, Sport and Recreation

Approved /  Not Approved

*L Holden*  
Lewis Holden  
Chief Executive

## APPENDIX A: Department for Culture, Media & Sport

<b>Executive non-departmental public bodies</b>	
Arts Council England	National Portrait Gallery
British Film Institute	Natural History Museum
British Library	Olympic Delivery Authority
British Museum	Olympic Lottery Distributor
English Heritage	Royal Armouries Museum
Equality and Human Rights Commission	Royal Museums Greenwich
Gambling Commission	Science Museum Group
Geffrye Museum	Sir John Soane's Museum
Heritage Lottery Fund	Sport England
Horniman Public Museum and Public Park Trust	Sports Grounds Safety Authority
Horseshoe Betting Levy Board	The Tate
Imperial War Museum	UK Anti-Doping
National Gallery	UK Sport
National Heritage Memorial Fund	Victoria and Albert Museum
National Lottery Commission	VisitBritain
National Museums Liverpool	Wallace Collection

<b>Advisory non-departmental public bodies</b>	<b>Public corporations</b>
The Reviewing Committee on the Export of Works of Art and Objects of Cultural Interest	BBC
The Theatres Trust	Channel 4
Treasure Valuation Committee	Historic Royal Palaces
VisitEngland	

<b>Other</b>	Government Equalities Office	English Institute of Sport	Ofcom
<b>Executive agency</b>	Royal Parks		

## Request for Travel Form

This form can be used prior to booking travel (optional). All travellers, Budget Managers and Administrators need to be familiar with the Ministry's Travel Policy before booking travel.

### 1. Traveller details

Name	Business Unit	Contact number	Anyone accompanying? (if yes, supply name and relationship)
9(2)(a)	Cultural Policy	9(2)(a)	N/A

### 2. Reason for travel

Study tour at UK Institute for Government (IFG) - Crown entity monitoring and implementation of "It takes three" and UK Department of Culture Media and Sport (DCMS) monitoring of community and high performance sport funding

### 3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
14 February 2015	Wellington	London (Heathrow)	24 days	6 March
9 March 2015	London (Heathrow)	Wellington		

### 4. Accommodation (traveller to complete)

Location	Date In	Date Out	Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting
London	15 Feb'	4 Feb' Mar	Charing Cross Hotel	N	IFG, DCMS, Cabinet Office, other relevant Govt' agencies, Loughborough University

### 5. Rental car hire (traveller to complete)

Please note you will be asked to produce your driver's licence at the rental depot. By completing this form the hirer is confirming they are not disqualified from driving and have no legal action pending with regard to driving offences.

	Manual/Auto	Date	Return to location	Date
N/A				

### 6. Estimated Cost (must be completed, your unit PA or travel co-ordinator can assist)

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares (incl' taxes & service fees at \$736)	6,222.00	Y	50-130-2353-0000
Accommodation	5,120.00	Y	50-130-2355-0000
Rental car hire	n/a		
Meals/expenses	1,800	Y	50-130-2355-0000
Conference/training costs	n/a		
Other (incl conference fees)	800	Y	50-130-2355-0000
TOTAL	13,942		

### 7. Travel booking fees

The cost of all booking fees, sector fees, departure taxes etc will be borne by the unit of the person travelling.

**8. Method of travel**

Have alternatives to travel been considered i.e. the use of audio/video conferencing? **Yes**

**9. Signature of staff member travelling**

Name	Designation	Signature	Date
(2)(a).	Senior Advisor, Sport and Recreation	(2)(a)	22/9/14

**10. Overseas Travel**

Branch Manager (if going to Australia) or Chief Executive to sign. Please see Administrator for the Office of the CE for a travel insurance card at least one week prior to your trip.

Name	Designation	Signature	Date
Lewis Holden	Chief Executive	[Signature]	3/10/2014

Do MFAT travel advisories apply? **No**

RELEASED UNDER THE OFFICIAL INFORMATION ACT



Blank page.

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

# International Travel Approval Memo to the Chief Executive

To	Lewis Holden, Chief Executive
From	[name and job title (for Auditors purposes)]
Date	19/11/14
Subject	Travel to Australia for : 9(2)(a) s
Copies to	Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	

## Purpose

- 1 To seek approval for 9(2)(a) s to travel to Canberra and Melbourne

## Background

- 2 Purpose  
9(2)(a) currently developing an education programme as part of the overall development associated with the opening of Pukeahu National War Memorial park in April 2015. The purpose of this trip is to meet with education teams at a number of key Australian institutions that are involved in similar spheres of work including the Australian National War Memorial, Australian Museum of Democracy, The Shrine of Remembrance and officials for the Australian Department of Veteran Affairs.

- 3 Business benefits

This trip will allow 9(2)(a) to observe and experience first-hand examples of current best practice in this commemorative space and to be able to learn from those who have implemented successful programmes in a variety of institutions associated with themes such as war and remembrance, citizenship and distance learning. These will be helpful in informing and shaping our own thinking as we develop a new programme as well as help establish ties with key trans-Tasman institutions

- 4 Timeframe

This trip will be from Monday 1 December, returning to Wellington Sunday 7 December

5 Itinerary

[insert the itinerary and business to be conducted at each point in the itinerary, including the class of travel]

*Summary*

Date		Location	Business conducted
From	To		
1/12/14	4/12/14	Canberra	Visits to and meetings with staff from: the Australian National War Memorial, Australian Museum of Democracy, and officials for the Australian Department of Veteran Affairs
4/12/14	7/12/14	Melbourne	Visit to and meetings with staff from the Shrine of Remembrance

*Airfares*

Date of travel	From	To	Time	Airline	Class of travel	Cost
1/12/14	Wellington	Sydney	06.40	Air NZ	Economy	
1/12/14	Sydney	Canberra	10.05	Virgin Australia		
4/12/14	Canberra	Melbourne	11.35	Virgin Australia		\$328.00
7/12/14	Melbourne	Wellington	09.25	Air NZ	Economy	\$830.98

*Accommodation*

Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
	In	Out			
Canberra	1/12/14	4/12/14	QT Canberra		\$837
Melbourne	4/12/14	7/12/14	Alto Hotel		\$744

*Other*

Taxis in Canberra to and from airport; to other scheduled meetings as per itinerary 4 trips @ \$50 return (AUD\$200)

Melbourne Skybus shuttle AUD\$30 return plus tram fares AUD\$20

6 Cost of proposal

[insert the full cost of the proposal with airfares shown separately from other expenses]

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$1204.78	Y	
Accommodation	\$1581.00	Y	
Rental car hire			
Meals / expenses	\$700.00	Y	
Conference / training costs			
Other			
TOTAL	\$3485.00		

**Recommendations**

7 That travel be approved

9(2)(a)

Senior Historian/Educator

Approved / Not Approved



Sarah Ingram  
Heritage Services Branch  
Manager

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

# International Travel Approval Memo to the Acting Chief Executive

To	Katherine Baxter, Acting Chief Executive
From	Ralph Johnson, Manager, Heritage Policy
Date	8 September 2014
Subject	Costs associated with 9(2)(a) or attending the 18 <sup>th</sup> ICOMOS <sup>1</sup> General Assembly and Scientific Symposium, November 2014
Copies to	Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	Full programme of the 18 <sup>th</sup> ICOMOS General Assembly and Scientific Symposium

## Purpose

- 1 This memorandum seeks your approval for the Ministry to contribute towards costs associated with 9(2)(a)'s attendance at the 18<sup>th</sup> ICOMOS General Assembly and Scientific Symposium (the Symposium) in Florence, Italy from 10 to 13 November 2014.

## Background

- 2 ICOMOS is a non-governmental international organisation dedicated to the conservation of the world's monuments and sites. It also has a special role as official adviser to UNESCO on cultural World Heritage Sites. The triennial General Assembly and Scientific Symposium is the principal forum for ICOMOS members and non-members from across the world to gather and share information.<sup>2</sup> The theme of the 2014 Symposium is "Heritage and Landscape as Human Values".<sup>3</sup>
- 3 The theme of the Symposium's Youth Forum is "Facilitating entry into working life for young professionals". The Youth Forum, taking its cue from the current

<sup>1</sup> International Council on Monuments and Sites.

<sup>2</sup> According to the official ICOMOS report, the 17<sup>th</sup> General Assembly and Scientific Symposium held in Paris, France in 2011 had a record attendance of 1200 registered participants, representing 106 countries.

<sup>3</sup> The 5 sub-themes are:

- 1 Sharing and experiencing the identity of communities through tourism and interpretation
- 2 Landscape as cultural habitat
- 3 Sustainability through traditional knowledge
- 4 Community driven conservation and local empowerment
- 5 Emerging tools for conservation practice

international debate on the training and professional role of "conservation" experts, intends to launch a discussion on the difficulties and obstacles experienced by young professionals when attempting to enter the workforce and the training that is necessary both to enable them to do so successfully and for the heritage field to meet the growing challenges it faces. Amongst the questions it will address is how young professionals can be trained and involved in dealing with difficult challenges in the field, in particular the destruction caused by man-made and natural disasters and the management of World Heritage sites.

- 4 As 9(2)(a) will be in Italy at this time working as a Pavilion Attendant with New Zealand's Pavilion at the Venice Architecture Biennale the opportunity to attend this significant international conference without any additional international travel being required has presented itself.

5 Business benefits

It is understood from ICOMOS New Zealand that New Zealand has not previously had a representative attend the Youth Forum so this would be an opportunity to establish a presence in this group of emerging professionals as well as the Ministry's presence in the main Symposium.

Attending the Symposium will also provide the Ministry with the opportunity to learn from the experiences of leading international heritage conservation experts.

6 Itinerary

The full symposium programme is attached.

Personal travel

9(2)(a)'s attendance at the Symposium from 10 November 2014 to 13 November 2014 is preceded by personal leave to volunteer with the New Zealand Pavilion at the 2014 Venice Architecture Biennale and is followed by other personal leave. 9(2)(a) will be covering her own airfares, and will be seeking Ministry support for the conference costs (€350) and accommodation, meals and train travel to attend the conference.

7 Cost of proposal

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	none	N	
Accommodation	Approx NZD\$250	Y	140
Rental car hire	none	N	

Meals / expenses	Approx NZD\$50 per day (\$200 in total)	Y	140
Conference / training costs	€350 (Approx NZD\$555)	Y	810
Other	Travel from Venice to Florence: €35 (NZD\$55)	Y	140

- 8 Human Resources has approved the Symposium's Registration Fee as Professional Development.


### Recommendations

12 I recommend you:

- a) **Note** Human Resources has approved the ICOMOS Symposium as Professional Development and will cover the Registration Fee
- b) **Note** the remaining associated costs set out above will be paid from the Heritage Policy budget
- c) **Approve** this travel arrangement.

  
Ralph Johnson  
Manager, Heritage Policy

**Approved / Not Approved**

  
Katherine Baxter  
Acting Chief Executive



## Request for Travel Form

This form can be used prior to booking travel (optional). All travellers, Budget Managers and Administrators need to be familiar with the Ministry's Travel Policy before booking travel.

### 1. Traveller details

Name	Business Unit	Contact number	Anyone accompanying? (if yes, supply name and relationship)
9(2)(a)	Cultural Policy	Ext 9(2)(a)	N/A

### 2. Reason for travel

Attend the 18<sup>th</sup> ICOMOS<sup>1</sup> General Assembly and Scientific Symposium in Florence, November 2014.

### 3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
10/11/14	Venice, Italy	Florence, Italy	TBC	

### 4. Accommodation (traveller to complete)

Location	Date In	Date Out	Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting
Florence	10/11/14	13/11/14	TBC	N	Fiera Firenze in the Congress and Exhibition area - Piazza Adua 1, 50123 Firenze, Italy

### 5. Rental car hire (traveller to complete)

Please note you will be asked to produce your driver's licence at the rental depot. By completing this form the hirer is confirming they are not disqualified from driving and have no legal action pending with regard to driving offences.

	Manual/Auto	Date	Return to location	Date

### 6. Estimated Cost (must be completed, your unit PA or travel co-ordinator can assist)

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	N/A	N	
Accommodation	Approx NZD\$250	Y	140
Rental car hire	N/A	N/A	
Meals/expenses	TBC	Y	140
Conference/training costs	Approx NZD\$550	Y	810
Other (incl conference fees)	Travel from	Y	140

<sup>1</sup> International Council on Monuments and Sites.

	Venice to Florence: €35 (NZD\$55)	
TOTAL	Approx NZD855	

**7. Travel booking fees**

The cost of all booking fees, sector fees, departure taxes etc will be borne by the unit of the person travelling.

**8. Method of travel**

Have alternatives to travel been considered i.e. the use of audio/video conferencing? **Yes / No**

**9. Signature of staff member travelling**

Name	Designation	Signature	Date
9(2)(a)	Policy Advisor	9(2)(a)	08/09/14

**10. Overseas Travel**

Branch Manager (if going to Australia) or Chief Executive to sign. Please see Administrator for the Office of the CE for a travel insurance card at least one week prior to your trip.

Name	Designation	Signature	Date
Katherine Baxter	Acting Chief Executive	KMBaxter	10/09/14

Do MFAT travel advisories apply? **Yes / No**

RELEASED UNDER THE OFFICIAL INFORMATION ACT

## Approval Memo to the Chief Executive

Date	2 September 2014
To	Lewis Holden, Chief Executive
From	Katherine Baxter, DCE/ Cultural Policy Branch Manager
Subject	<b>Proposal to attend (1) a MCM Officials meeting and (2) a Meeting of Cultural Ministers over 9-10 October 2014</b>
Attachments	Nil

### Purpose

- 1 This memo requests your approval for me to attend the MCM Officials meeting on Thursday 9 October followed by the Meeting of (Australasian) Cultural Ministers on Friday 10<sup>th</sup> October in Alice Springs, Australia.

### Benefits to the Ministry

- 2 When I sought your approval for <sup>9(2)(a)</sup> and I to attend the May 2014 MCM Officials meeting I explained we were particularly keen to attend because the meeting was to be preceded by a focus on research and statistics, a priority focus for collaboration with our Australian counterparts.
- 3 At the time I also suggested that, with the fiscal constraints we are facing in 2014-15, there was a strong chance attending MCM meetings would not be a priority for that year. We were also aware that Minister Finlayson has not shown particular interest in participating in the annual Cultural Minister meetings, and, with the October 2014 meeting taking place soon after our General Election, there was little chance a New Zealand Minister would wish to attend.
- 4 As anticipated, Minister Finlayson's Office has sent the host Northern Territories Minister a note of apology for that meeting.
- 5 However, almost immediately following the May meeting earlier this year, the Australian Commonwealth Government announced significant budget cuts across a number of portfolios, including the arts portfolio. Those cuts have had particular impact on the work of the Australia Council and the Australian Bureau of Statistics both of which were closely engaged in the shared research and statistics work programme in which we have an interest.
- 6 Apart from the general relationship value in maintaining consistent participation in MCM Officials meetings, I think there would be merit in hearing firsthand the discussion between the States and the Commonwealth over the impact of the new funding arrangements. The meeting will also provide an opportunity to catch up on one of the sub-sector working groups in which we have identified interest – work led by NSW on challenges in maintaining government investment in cultural infrastructure.
- 7 In addition, given the NZ Minister for Arts, Culture and Heritage is not participating in the meeting, there is some country to country relationship value in maintaining an observer status.

- 8 I am therefore proposing you approve my attendance at both the MCM Officials meeting and the Ministerial meeting to be held over Thursday 9 and Friday October 2014, noting that travel in and out of the venue poses some logistical challenges: to engage with colleagues prior to the Thursday meeting I need to leave New Zealand the day before. Similarly, to take advantage of the half day after the Ministers' meeting I am proposing to return in my own time over the weekend.

### Costs

- 9 The costs of travel are estimated as up to \$2,600<sup>i</sup> including airfares and accommodation and will be charged to the DCE/Cultural Policy Branch Manager and Cultural Research cost centre. As noted in para 2 above, I am conscious of affordability issues in assessing the value of attending the MCM Officials meetings. I have budgeted for attending two meetings in 2014-15, with the second scheduled for late March or early April 2015 (tbc). If by early 2015 we are tracking close to the wind with the CPB budget I will consider at that time the value of attending the March/April 2014-15 meeting.

### Recommendations

- 10 I recommend that you approve this travel request for attendance at the MCM Officials meeting on Thursday 9 October and the Meeting of Cultural Ministers on Friday 10<sup>th</sup> October.

  
Katherine Baxter  
Cultural Policy Branch Manager

  
Approved / Not Approved

  
Lewis Holden  
Chief Executive

Date: 4/4/14

<sup>i</sup> Note: A Travel Form will be completed for Matt Archer's signature when the final costs of the airfares are confirmed.

memo

# International Travel Approval Memo to the Chief Executive

To	Lewis Holden, Chief Executive
From	4(2)(a) Arts Policy Manager
Date	25 June 2014
Subject	Approval for travel to Berlin and UK, July-August 2014
Copies to	Katharine Baxter, Cultural Policy Branch Manager; Sarah Hardy, Manager, Finance and Strategic Planning; John Rapley, Manager Human Resources; Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	Institute of Cultural Diplomacy Seminar information

## Purpose

- 1 I am seeking your approval for international travel to attend the NZ@Edinburgh Festival, to participate as a New Zealand delegate in the Cultural Ministers Summit and Momentum programme in Edinburgh, have further meetings with cultural policy and research agencies in Edinburgh and London and to participate in a five-day professional development seminar on Cultural Diplomacy at Berlin Institute for Cultural Diplomacy.

## Background

- 2 Purpose and Business Benefits

### *Edinburgh Festivals*

MCH is lead agency for the CDIP investment in the NZ@Edinburgh programme in Edinburgh in August 2014 (\$120,000). I am seeking your approval to attend the festival to work with other NZ agencies on the planned leveraging activities and to enable MCH to provide a first-hand report on the outcomes of the CDIP investment to Ministers and CDIP agencies. CNZ has invested almost \$1m in what will be the largest showcase of New Zealand culture ever at an international festival. In addition Te Matatini is featuring both at the Edinburgh Tattoo and the Fringe Festival with a huge group of 50 top kapa haka performers. As the manager responsible for monitoring and oversight of CNZ and Te Matatini activities, it will be invaluable for me to see the impact on the ground of these major investments by two of our funded agencies.

### *Cultural Ministers Summit*

While in Edinburgh I would also participate as a New Zealand delegate at the Cultural Ministers Summit. The Summit themes are extremely relevant to the work of my policy team: how to sustain public and private support for culture and how to measure and articulate its instrumental value; the increasing role of major cities as the locus of cultural activity and innovation and implications for national cultural policy formation; mechanisms to promote and protect cultural diversity and the role of culture in strengthening international relationships.

### *Momentum Delegates Programme*

Following the Summit I would participate in the Festival's Momentum delegate programme at which each delegate has an individually tailored schedule of meetings with other international participants on areas of mutual interest.

### *Meetings with Sistema Scotland*

I would also use the opportunity in Scotland to meet with Sistema Scotland officials and administrators to discuss issues around outcomes evaluation and ongoing public and private funding of the three Scottish programmes. Sistema Scotland was instrumental in supporting the establishment of the Sistema Aotearoa.

### *Meetings with Cultural Agencies in London*

If appropriate, I would join you in meetings with the arts and cultural sector organisations we have recommended you meet with in London from 6-8 August and/or meet with those organisations you don't have time to meet.

### *Cultural Diplomacy Professional Development Seminar in Berlin*

The timing of this trip fits very well with another professional development opportunity I would like to pursue – participation in a five-day intensive professional development seminar on cultural diplomacy at the Berlin Institute for Cultural Diplomacy from 28 July-1 August.

Participation in the programme is open to governmental and diplomatic officials, academics, and private sector representatives from across the world. The seminar includes lectures and discussions and case studies with experts from the fields of international politics, diplomacy, academia, civil society, and the private sector. An outline of the seminar programme is attached.

The seminar topics are extremely relevant to the Ministry's work and specifically to my work as manager responsible for the CDIP fund. They include: the history and development of the field of cultural diplomacy; comparing approaches taken in different countries; sports diplomacy and international relations; hard power, soft power and smart power in foreign policy; the role of art and music in breaking down barriers and strengthening trade and tourism; and the relationship between identity, ethnicity and nationality.

As the manager responsible for administering the CDIP programme, including chairing the interagency Steering Group and providing advice to the CDIP Chief Executives Group and Ministerial group on the allocation of CDIP funds, I would be very keen to further my understanding of other international models and innovations in cultural and sports diplomacy.

The participation cost for the five-day programme, including a range of field trips and evening cultural events, is just €195 (approx. \$304 NZD). John Rapley confirms that this cost could be covered by the Ministry's training and professional development budget.

The remaining costs of the trip would be funded through the 2014/15 CDIP budget. Provision has been made for one international trip in 2014/15.

3 Timeframe

I would be working overseas for just under three weeks from 28 July-16 August.

4 Itinerary

*Airfares*

Date of travel	From	To	Airline	Class of travel	Cost
25 July	Wellington	Berlin	Emirates/LH	Business/Economy	
1 Aug	Berlin	Edinburgh	BA	Economy	
17 Aug	Edinburgh	London	BA	Economy	
17 Aug	London	Wellington	Emirates	Business	
					<b>\$9,897</b>

*Accommodation*

Location	Date In	Date Out	Name of Hotel/Motel	Stay privately Y / N	Cost
Berlin	26 July	1 Aug	Motel One	N	\$562
Edinburgh	1 Aug 9 Aug	6 Aug, 17 Aug	Airb&b flat. Pilrig St (tbc)	N	\$2080
London	7 Aug	8 Aug	tbc	N	\$600

*Other*

The total participation cost for the five-day ICD seminar programme, including a range of field trips and evening cultural events, is €195 (\$304.20)

One return train trip from Edinburgh to London at total cost of \$235.20 (£120).

One travel pass for Berlin at total cost of \$43.68 (€ 28)

Tube/bus travel as required in Edinburgh and London and airport taxi transfers: approx. \$300.

10 Cost of proposal

The approximate cost of the proposal based on today's exchange rate and airline and accommodation quotes is as follows:

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$9897	Y	CDIP
Accommodation	\$3242	Y	CDIP
Train/metro/bus/taxi	\$600	Y	CDIP
Meals / expenses	\$1430	Y	CDIP
Conference / training costs	\$304	Y	HR
Other (admission costs, )	\$400	Y	CDIP
<b>TOTAL</b>	<b>\$15,873</b>		



## Recommendations

It is recommended that you **approve** payment from the CDIP Budget of approximately NZ \$15,570 and payment from the HR training and development budget of NZ \$304 for the above travel, daily expenses and training costs for travel to Germany and Edinburgh and London in July-August 2014 by 9(2)(a)



9(2)(a)  
Arts Policy Manager

KM Baxter

Endorsed by Katherine Baxter  
Cultural Policy Branch Manager

I strongly support this proposal  
for both functional delivery  
reasons and for professional  
development.  
KMB  
25/6

Approved / Not Approved



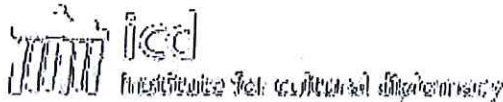
Lewis Holden  
Chief Executive

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

- [linkedin](#)
- [facebook](#)
- [gooleplus](#)
- [twitter](#)
- [youtube](#)
- [icdpress](#)
- [flickr](#)
- [blog](#)
- [linkedin](#)
- [email](#)

•  
•  
•

- [Media Center](#)
- [Videos](#)
- [Photos](#)
- [CD-News](#)

 search


[Home](#) [About](#) [WAFSCD](#) [Center for CD Studies](#) [International Conferences](#) [Thematic Programs](#) [Research](#) [Contact](#)

[Calendar / Application Forms](#) [BA & MA Programs](#) [E-Learning Programs](#) [Certificate Programs](#) [Weeklong Seminars](#)

[english](#) > [Center for CD Studies](#) > [Weeklong Seminars in Cultural Diplomacy](#) > [Weeklong Seminar Timetable](#)

- [The Center for Cultural Diplomacy Studies \(CCDS\)](#)
- [BA & MA Programs in Cultural Diplomacy](#)
- [Certificate Programs in Cultural Diplomacy](#)
- [E-Learning Programs in Cultural Diplomacy](#)
- [PHD Program in Cultural Diplomacy](#)
- [Weeklong Seminars in Cultural Diplomacy](#)
  - [Weeklong Seminar Methodology](#)
  - [Weeklong Seminar Timetable](#)
  - [Participant Papers](#)
  - [Application Form](#)
  - [About Berlin](#)
  - [Accommodation in Berlin](#)

You are here:

**Professional Development Program in Cultural Diplomacy**  
**Weeklong Seminars on Cultural Diplomacy - Summer Session**  
 (Berlin; July 28th - August 1st, 2014)



## Seminar Timetable

Monday, July 28th, 2014	Tuesday, July 29th, 2014	Wednesday, July 30th, 2014	Thursday, July 31st, 2014	Friday, August 1st, 2014
09:30 Registration	Tea, Coffee & Refreshments	Tea, Coffee & Refreshments	Tea, Coffee & Refreshments	Tea, Coffee & Refreshments
10:00 Welcome and Introduction to the Program (Lecture & Discussion)	Visit to the German Foreign Office	Visit to the German Parliament	Embassy Visit: State Sponsored Cultural Diplomacy (Visit, Lecture & Discussion)	Sport as Cultural Diplomacy: From Jesse Owens to the World Cup: Sports and International Relations (Seminar)
<i>Participants present themselves and their experience to the group, followed by an introduction to the program.</i>	Germany and state-sponsored Cultural Diplomacy (Visit, Lecture & Discussion)	German Approaches to Immigration and Integration (Visit, Lecture & Discussion)	<i>The group visits a Berlin-based Embassy, including a discussion with an Embassy representative.</i>	<i>A consideration of the power of sport and sporting competitions in bring cultures together and highlight commonalities.</i>
Location: ICD House	Speaker: German Foreign Office Representative <i>A visit to the German Foreign Ministry followed by a group discussion on the Ministry's works</i>	Speaker: German Parliament Representative <i>A visit to the German Parliament and look at the approach of German political parties towards minorities</i>	Location: Berlin Based Embassy	Location: Berlin Olympic Stadium
12:00 Lunch Break Sessions	Lunch Break Sessions	Lunch Break Sessions	Lunch Break Sessions	Lunch Break Sessions
14:00 An Introduction to Cultural Diplomacy (Lecture)	Cultural Diplomacy Case Studies: The USA, Japan, UK, China, UAE and Russia (Seminar)	Hard Power, Soft Power, and Smart Power: Foreign Policy Approaches in Contemporary International Relations (Lecture & Discussion)	Music as Cultural Diplomacy - Breaking down Barriers Through Music: The Berlin Philharmonic (Visit, Lecture & Discussion)	Economic Bridges - Corporate Social Responsibility and Socially Responsible Investment (Lecture & Discussion)
<i>A lecture on the history and development of the field of cultural diplomacy.</i>	<i>A consideration of different approaches to cultural diplomacy, highlighting the examples of the United States, UK, China, UAE, Japan, and Russia.</i>	<i>An introduction to the fields of hard power, soft power, and smart power.</i>	<i>A visit to the Berlin Philharmonic and look at community development through music</i>	<i>An analysis of the role of economic ties in helping to prevent conflict and facilitating cultural exchange.</i>
Location: ICD House	Location: ICD House	Location: ICD House	Location: The Berlin Philharmonic	Location: ICD House
15:30	Tea, Coffee & Refreshments	Tea, Coffee & Refreshments	Tea, Coffee & Refreshments	Tea, Coffee & Refreshments
16:00				

	<p>Historical Berlin Walking Tour (Excursion)</p> <p><i>A tour of East Berlin sites including the Berlin Wall, the Reichstag, the Brandenburg Gate and the famous district of Berlin Mitte.</i></p>	<p>Cultural Diplomacy Case Studies: Germany, Scandinavia, North African Countries, East Asian Countries (Seminar)</p> <p><i>A consideration of different approaches to cultural diplomacy, highlighting the examples of Germany, Scandinavia, North African Countries, and East Asian Countries.</i></p>	<p>Identity, Ethnicity and Nationality: Exploring the Link (Lecture &amp; Moderated Discussion)</p> <p><i>A consideration of the relationship between identity, ethnicity, and nationality, with a focus on selected case studies from Europe and the Middle East</i></p>	<p>European Union Integration: Economic, political or cultural? (Lecture &amp; Discussion)</p> <p><i>Is culture becoming increasingly important in defining the European Union? What role does cultural diplomacy play in this process?</i></p>	<p>Leadership Initiative Projects (Presentation and workshops)</p> <p>Speaker: <b>Mark Donfried</b></p> <p><i>Opportunity to establish, present &amp; discuss leadership initiatives.</i></p>
17:30	Tea, Coffee & Refreshments	Tea, Coffee & Refreshments	Tea, Coffee & Refreshments	Farewell	
18:00	<p>Art as Cultural Diplomacy (Seminar, Tour)</p> <p><i>A tour of Berlin's famous artistic district Mitte, including discussions with gallery owners and artists, museums and a look at the influence of international and German artworks and artists.</i></p>	<p>Culture, Globalization, and International Relations over the next Two Decades (Panel Discussion)</p> <p><i>A moderated panel discussion on the future relationship between culture and international relations.</i></p>	<p>Understanding Multiculturalism: Exploring the Promotion and Protection of Cultural Diversity (Debate)</p> <p><i>Participants take part in an interactive debate</i></p>		
19:30	<p>International Boat Party (Social activity sessions)</p> <p><i>Live music and an international crowd aboard the Eastern Comfort boat, moored on the Spree in East Berlin - behind the Berlin Wall!</i></p>	<p>Museum Evening (Visit, Social activity sessions)</p> <p><i>Participants visit a foreign exhibition in Berlin and consider the roles such exhibitions play in generating positive intercultural relations through tourism. Followed by drinks in a local bar.</i></p>	<p>Group Dinner (Social activity sessions)</p> <p><i>A welcome group dinner in the heart of West Berlin's bar scene.</i></p>	<p>Group Dinner (Social activity sessions)</p> <p><i>The group dine together in a wine bar with a unique concept - pay according to your conscience.</i></p>	
	<p>Location: <b>The Eastern Comfort</b></p>	<p>Location: <b>Berlin - Mitte</b></p>	<p>Location: <b>Ach Niko Ach</b></p>	<p>Location: <b>ICD House</b></p>	<p>Location: <b>ICD House</b></p>

[ICD Homepage](#)

[Imprint](#) | [Legal Notice](#) | © ICD - Academy for cultural diplomacy 2009

# International Travel Approval

By	Matt Archer, Branch Manager Corporate Services
For	9(2)(a) for Lewis Holden, Chief Executive
Date	8 July 2014
Purpose	International travel approval for the Chief Executive to travel to London, Edinburgh and Beijing
Authorisation	Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	1. Copy of travel itinerary for Lewis Holden 2. Copy of correspondence between Minister Finlayson and Edinburgh International Culture Summit

## Purpose

1. Seeking approval for international travel for the Chief Executive's proposed trip to London, Edinburgh and China in August 2014.

## Background

2. Purpose and business benefits

The primary purpose of this trip is to represent Minister Finlayson (Minister for Arts, Culture and Heritage) and to lead the New Zealand delegation at the Edinburgh International Cultural Summit. Further meetings in London and Edinburgh are to take place with cultural policy and research agencies, WW100 commemoration agencies, including the New Zealand High Commission.

A stop-over in Beijing has been scheduled to maintain contact and foster relationships with stakeholders in the China TV co-production negotiations.

3. Timeframe

A total of 16 days travelling: departing Wellington on Tuesday 5 August 2014 and returning on Thursday 21 August 2014.

Katherine Baxter will be Acting Chief Executive during Lewis' absence.

4. Itinerary

## Summary

**LONDON:**

<b>Thursday 7 August 2014</b>	
<b>Meetings with:</b>	<b>Business conducted:</b>
9(2)(a), Permanent Secretary for Department for Culture, Media and Sport	Discuss: <ul style="list-style-type: none"> <li>- The development and success of the strategic research programme with the Arts Council England, English Heritage and Sport England.</li> <li>- Key policy priorities for DPMS and for the culture and sports sector in the next five years.</li> <li>- MCH sector priorities.</li> </ul>
Prof. 9(2)(a), Director of Study for the Warwick Commission on the Future of Cultural Value	Discuss: <ul style="list-style-type: none"> <li>- Framing the benefits the Commission can bring to public investment in arts, culture and heritage.</li> <li>- Stakeholder relationship management.</li> <li>- Early lessons learnt and opportunities for sharing findings.</li> </ul>
9(2)(a) Deputy High Commissioner, New Zealand High Commission	Discuss World War 1 Centenary Commemorations.
Prof 9(2)(a) Chief Executive of the Arts and Humanities Research Council	To discuss: <ul style="list-style-type: none"> <li>- Outcomes and future work on its creative economy showcase held last year.</li> <li>- Research on legacy of WW1, cultural and artistic impacts and approaches to education on WW1.</li> </ul>
9(2)(a), Cultural Learning Alliance	To discuss: <ul style="list-style-type: none"> <li>- National strategy for cultural learning.</li> <li>- Instrumental outcomes of cultural education research.</li> <li>- Uniting education, youth and cultural sectors.</li> <li>- Demand-side strategies vs supply-side.</li> </ul>

<b>Friday 8 August 2014</b>	
<b>Event:</b>	<b>Business conducted</b>
Commonwealth War Graves Commission	TBC – this meeting is being arranged, details to follow.
9(2)(a), Culture Label Agency	To discuss: <ul style="list-style-type: none"> <li>- How their research has been received by decision-makers in London.</li> <li>- Recommendations and lessons that might apply to NZ cities.</li> </ul>

**EDINBURGH:**

<b>Sunday 10 – Friday 15 August 2014</b>	
<b>Event:</b>	<b>Business conducted:</b>
<b>The 2<sup>nd</sup> Edinburgh International Culture Summit 2014, at Scottish Parliament</b>	Represent the Minister for Arts, Culture and Heritage and lead the New Zealand delegation.
<b>Momentum Delegates Programme</b>	Following the Summit, participate in the Festival's Momentum programme meeting with other international participants.
<b>Meetings with Sistema Scotland</b>	To discuss issues around outcomes evaluation and ongoing public and private funding of the Scottish programme.

**BEIJING:**

<b>Monday 18 August – Wednesday 20 August</b>	
<b>Meetings with:</b>	<b>Business conducted:</b>
The Lead Negotiator, State Administration for Radio, Film and Television	Provide high level support for the China TV Co-Production Agreement negotiations.
CICC or CCTV	TBC – this meeting is being arranged, details to follow.

*Airfares*

Date	From	To	Time	Airline	Class	Cost
05/08/14	Wellington	London	19:35	Air NZ via Hong Kong (Cathay Pacific)	Economy/ Business	
16/08/14	Edinburgh	Shanghai	11:20	Virgin Atlantic via London	Economy/ Business	
20/08/14	Shanghai	Wellington	22:15	Air NZ	Business	
Air New Zealand WLG/AKL/HKG/LHR – EDI/LHR/PVG/AKL/WLG						\$9,302.00
09/08/14	London	Edinburgh	15:15	Virgin Atlantic	Economy	\$195.00
17/08/14	Shanghai	Beijing	14:10	China Eastern Air	Economy	
20/08/14	Beijing	Shanghai	16:20	China Eastern Air	Economy	
China Eastern Air PVG/PEK/PVG						\$527.00
<b>Flights Total</b>						<b>\$10,248.00</b>

*Accommodation*

Location	Date		Hotel	Privately?	Cost
	In	Out			
London	06/08/14	09/08/14	The Trafalgar	N	£660.85
Edinburgh	09/08/14	16/08/14	Motel One	N	£995.50
Beijing	17/08/14	20/08/04	Grand Millennium	N	¥3,150.00

*Other*

Other travel costs include tube and taxi fares to and from airports in London and Edinburgh. Lewis will use his credit card as needed and reimburse on his return.

NZD500 has been budgeted as the cost of formal hosting or other engagements.

5. Cost of proposal

The CDIP budget to fund the airfare portion of this trip and the Office of the CE budget to fund accommodation and other costs.

**Estimated costs:**

The approximate cost of this proposal based on today's exchange rates is as follows:

Category	CDIP	OCE	Charge code	Total
Airfares (as above)	10,248.00	0		
Tube / Taxis (to from airports)	0	500.00	99-701	
Accommodation (as above)	0	3,250.00	99-701	
Meals/expenses/incidentals	0	1,450	99-701	
Hosting (formal hosting or other engagements)		500.00	99-701	
<b>TOTAL</b>	<b>\$10,248.00</b>	<b>\$5,700.00</b>		<b>\$15,948.00</b>

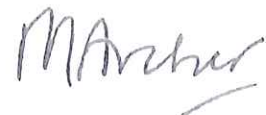
**Recommendations**

7. It is recommended that you **approve** the costs outlined above for travel to London, Edinburgh and Beijing in August 2014 for the Chief Executive, Lewis Holden.

Approved /  No approved

9(2)(a)

for Lewis Holden, Chief Executive



Matt Archer  
Branch Manager, Corporate Services





**Tandem Travel Wellington**  
Private Bag 6997, Wellington 6001  
www.tandemtravel.co.nz  
GST # 10-795-869

**Tandem Travel Contact Details**

Tandem Travel - Wellington      Phone: 0800 222 272  
Fax: 04 382 2183  
Email: TandemWLGinternational@tandemtravel.co.nz

**Customer Details**

Ministry for Culture & Heritage      Booking #: 9(2)(a)  
PO Box 5364      Date: 08-May-2014  
Wellington 6011      Consultant:  
New Zealand      Email: } 9(2)(a)  
Ordered by:

Booking Reference: NBIVCE      Cost Centre: 99-701

**ITINERARY PREPARED FOR: MR LEWIS HOLDEN**

**OVERSEAS CONTACT NUMBERS FOR TANDEM TRAVEL**

Australia: 1800 469 276,  
United States of America: 1800 242 3038,  
United Kingdom: 0808 234 7920,  
Any other country: +64 9 336 2480.

QUOTATION - The below fare costings are based on current availability and are subject to change due to fare increase, currency and tax fluctuations.

**NAME ON TICKET**

It is very important that the name on the ticket is exactly the same order and spelling as that on your passport. If a correction needs to be made, this may result in any reserved seats being lost and or extra expense.

**TICKETING DEADLINE**

VIRGIN & BRITISH AIRWAYS: 09 MAY 14  
AIR NZ: 21 MAY 14

**Frequent Flyer Numbers**

HOLDEN/LEWIS MR - NZ 7843885 advised to AIR NEW ZEALAND  
HOLDEN/LEWIS MR - NZ 7843885 advised to CATHAY PACIFIC  
HOLDEN/LEWIS MR - NZ 7843885 advised to VIRGIN ATLANTIC AIRWAYS

**Tuesday 5 August 2014 - FLIGHT**

19:35      Depart **WELLINGTON** on AIR NEW ZEALAND flight NZ 476 Economy Class ( Y ) Confirmed  
Aircraft:      AIRBUS INDUSTRIE 320  
Flying time:      1 hours and 00 minutes  
Distance:      299 miles  
Airline Reference:      9(2)(a)

20:35      Arrive: **AUCKLAND** 5 August  
Terminal:      DOMESTIC TERMINAL

Date changes to same fare permitted  
Changes requiring ticket reissue - any fare/tax upgrade  
Refundable prior to departure  
Service fees apply to all changes/cancellations

**Tuesday 5 August 2014 - FLIGHT**

23:00 Depart **AUCKLAND** on AIR NEW ZEALAND flight NZ 87 Business Class ( Z ) Confirmed  
Terminal: INTERNATIONAL TERMINAL  
Aircraft: BOEING 777-200  
Flying time: 11 hours and 30 minutes  
Distance: 5699 miles  
Airline Reference: 9(2)(c)

06:30 Arrive: **HONG KONG INTL** 6 August  
Terminal: TERMINAL 1

Date changes to same fare permitted  
Changes requiring ticket reissue - any fare/tax upgrade  
Refundable prior to departure  
Service fees apply to all changes/cancellations

**Wednesday 6 August 2014 - FLIGHT**

09:15 Depart **HONG KONG INTL** on CATHAY PACIFIC flight CX 257 Business  
Class ( D ) Confirmed  
Terminal: TERMINAL 1  
Aircraft: BOEING 777-300ER  
Flying time: 12 hours and 50 minutes  
Distance: 5985 miles  
Airline Reference: 9(2)(a)

15:05 Arrive: **HEATHROW, LONDON** 6 August  
Terminal: TERMINAL 3

Date changes to same fare permitted  
Changes requiring ticket reissue - any fare/tax upgrade  
Refundable prior to departure  
Service fees apply to all changes/cancellations

**Saturday 9 August 2014 - FLIGHT**

11:20 Depart **HEATHROW, LONDON** on VIRGIN ATLANTIC AIRWAYS flight VS 3005  
Economy Class ( Y ) Confirmed  
Service operated by AER LINGUS FOR VIRGIN A  
Terminal: TERMINAL 1  
Aircraft: AIRBUS INDUSTRIE 320  
Flying time: 1 hours and 20 minutes  
Distance: 332 miles  
Airline Reference: 9(2)(c)  
Check-in at the AER LINGUS FOR VIRGIN A counter

12:40 Arrive: **TURNHOUSE, EDINBURGH** 9 August

Instant Purchase  
Non refundable once ticketed

Changes after ticket issue GBP60.00 per change plus fare/tax upgrade  
Service fees apply to all changes/cancellations

**Saturday 16 August 2014 - FLIGHT**

09:20 Depart **GLASGOW INTERNATIONAL** on BRITISH AIRWAYS flight BA 1477  
Economy Class ( H ) Confirmed  
Terminal: MAIN TERMINAL  
Aircraft: AIRBUS INDUSTRIE 321  
Flying time: 1 hours and 30 minutes  
Distance: 348 miles  
Airline Reference: 9(2)(c)

10:50 Arrive: **HEATHROW, LONDON** 16 August  
Terminal: TERMINAL 5

Instant Purchase  
Date changes to same fare permitted  
Changes requiring ticket reissue - fare/tax upgrade  
Non refundable once ticket issued  
Service fees apply to all changes/cancellations

**Saturday 16 August 2014 - FLIGHT**

15:15 Depart **HEATHROW, LONDON** on VIRGIN ATLANTIC AIRWAYS flight VS 250  
Business Class ( Z ) Confirmed  
Terminal: TERMINAL 3  
Aircraft: AIRBUS  
Flying time: 11 hours and 20 minutes  
Distance: 5715 miles  
Airline Reference: 9(2)(c)

09:35 Arrive: **PU DONG, SHANGHAI** 17 August  
Terminal: TERMINAL 2

Date changes to same fare permitted  
Changes requiring ticket reissue - any fare/tax upgrade  
Refundable prior to departure  
Service fees apply to all changes/cancellations

**Wednesday 20 August 2014 - FLIGHT**

22:15 Depart **PU DONG, SHANGHAI** on AIR NEW ZEALAND flight NZ 286  
Business Class ( J ) Confirmed  
Terminal: TERMINAL 2  
Aircraft: BOEING 777-200  
Flying time: 11 hours and 30 minutes  
Distance: 5833 miles  
Airline Reference: 9(2)(c)

13:45 Arrive: **AUCKLAND** 21 August  
Terminal: INTERNATIONAL TERMINAL

Date changes to same fare permitted  
Changes requiring ticket reissue - any fare/tax upgrade  
Refundable prior to departure

Service fees apply to all changes/cancellations

**Thursday 21 August 2014 - FLIGHT**

16:00 Depart **AUCKLAND** on AIR NEW ZEALAND flight NZ 447 Economy Class ( Y ) Confirmed  
Terminal: DOMESTIC TERMINAL  
Aircraft: AIRBUS INDUSTRIE 320  
Flying time: 1 hours and 00 minutes  
Distance: 299 miles  
Airline Reference: 9(2)(a)

17:00 Arrive: **WELLINGTON** 21 August

Date changes to same fare permitted  
Changes requiring ticket reissue - any fare/tax upgrade  
Refundable prior to departure  
Service fees apply to all changes/cancellations

**Costs**

Service	Fare	Taxes & Fees*	Due	GST Content
<b>Airfare:</b>				
Air New Zealand WLG/AKL/HKG/LHR/ PVG/AKL/WLG	\$9,107.00	\$530.00	\$9,637.00	\$0.00
VIRGIN ATLANTIC AIRWAYS LHR/EDI	\$89.00	\$115.00	\$204.00	\$0.00
BRITISH AIRWAYS GLA/LHR	\$217.00	\$83.00	\$300.00	\$0.00
<b>Other Services:</b>				
Booking Fee	\$224.00	\$0.00	\$224.00	\$0.00
<b>Total costs</b>				<b>\$10,365.00</b>
<b>Less amount received</b>				<b>\$0.00</b>
<b>Balance</b>				<b>\$10,365.00</b>

PLEASE CHECK WE HAVE YOUR NAME IDENTICAL TO THAT IN YOUR PASSPORT. FAILURE TO PROVIDE ACCURATE NAME INFORMATION WILL RESULT IN PROBLEMS WITH SECURITY, CONTROL AUTHORITIES AND AIRPORT PROCESSING

Unless ticketed today, this airfare may be subject to increase/currency fluctuations and change without notice. Amount charged to Travelcard may vary slightly to that quoted above.

Special conditions apply. Cancellation/Amendment/Change fee apply once ticket is issued. Name changes not permitted once ticket is issued.

**DOCUMENTATION:**

Current Passport: Please ensure that your passport is valid; some countries require six months validity after arrival. Please check that your passport is issued in the same name as your reservation.

New Zealand Re-entry: If you are holding other than a New Zealand or Australian passport, please check your requirements with our office.

**Visas: New Zealand Passport Holders:**

DO not require a Visa for travel to the UK providing their stay does not exceed 90 days.  
A Visa is required for China.

#### Special Requests

Please let us know of any seating preferences or special meal requests.

#### Ministry for Culture & Heritage Travel Insurance

All employees or directors of MCH or persons authorised by MCH to travel overseas on authorised travel are covered by ACE Insurance Travel Insurance Policy Number NZBTAE00891. In the event of a medical or other emergency overseas, the insured person should make a reverse charge call through an operator to ACE Assistance on +64 9 374 1775 and quote the above policy number. Ace Assistance is available 24 hours a day, 365 days a year.

#### PRE-TICKETING CONDITIONS

All costs are subject to change without prior notice at the discretion of the airline concerned due to either fluctuating exchange rates or fare increases.

Fares are always subject to availability and flight schedules at the time of booking and are never guaranteed until tickets are issued and paid for.

#### ACCOMMODATION, CAR HIRE, AND OTHER ARRANGEMENTS

Please let us know if you would like us to provide a quote or book any accommodation, rental cars, or other arrangements for you. If you have a preferred hotel, location, or car type, please advise us.

#### SAFE TRAVEL

We recommend that you visit [www.safetravel.govt.nz](http://www.safetravel.govt.nz) prior to departure for up to the minute information and tips.

#### HEALTH REQUIREMENTS

For your safety and wellbeing we recommend that you check the health requirements of each of your destinations (including stopovers) with your medical professional.

#### FOREIGN EXCHANGE/INSURANCE

We can assist with any requirements you may have.

#### CHECKED BAGGAGE ALLOWANCE ON AIR NEW ZEALAND SERVICES

The below baggage allowances apply to international travel based on a Piece System

BUSINESS CLASS\* - 3 pieces not exceeding 23 Kilos (50 lbs) and 158cm per piece.

PREMIUM ECONOMY CLASS\* - 2 pieces not exceeding 23 Kilos (50 lbs) and 158cm per piece.

ECONOMY CLASS - 1 piece not exceeding 23 Kilos (50 lbs) and 158cm per piece.

\* This Premium Economy and Business baggage allowance applies on Air New Zealand flights. If part of your journey includes codeshare flights or flights on other airlines you will need to check the operating carriers' websites for their allowance.

Infants are entitled to the same baggage allowance as the accompanying passenger including car seats and strollers. Star Alliance Gold and Gold Elite travellers are permitted 1 additional piece per person

#### CABIN BAGGAGE

BUSINESS CLASS - 1 Piece not exceeding 7kgs (13 lbs) and 115cm per piece

ECONOMY CLASS - 1 Piece not exceeding 7kg (13 lbs) and 115cm per piece

As a safety precaution, all cabin baggage must be able to fit in the overhead lockers or under the seat in front of you.

For full baggage information please refer to the applicable airlines website.

#### SAFE TRAVEL

We recommend that you visit [www.safetravel.co.nz](http://www.safetravel.co.nz) prior to departure for up to the minute information and tips.

We also recommend that you register your details.

#### HEALTH REQUIREMENTS

For your safety and wellbeing on your trip we recommend that you check Health requirements for each stopover destination in your schedule to be sure you have taken all the necessary safety precautions for your personal wellbeing.

Please visit this site [www.traveldoctor.co.nz](http://www.traveldoctor.co.nz) where you will find contact details for a Travel Doctor clinic in your area. If there is not one near you then please contact your nearest medical centre or Travel Health Clinic.

#### PASSPORT

Please ensure that your passport is current and valid, some countries require six months validity after arrival. Please check that your passport is issued in the same name as your reservation.

#### CHECK IN & REPORTING TIME

Travellers must check-in with the operating carrier. It is important that you observe the recommended check in times. Late reporting for your flight may mean your pre-assigned seats have been re-allocated or you could be denied boarding.

#### SEATING

We will do our best to ensure you receive the requested seat(s). However circumstances on the day of travel may result in a different seat being allocated. Seats cannot be guaranteed.

#### MEALS

Please note due to varied catering on different airlines and routes, meal requests are not always guaranteed. Please ensure you check with the Airline regarding meal options offered.

At Tandem Travel we value your feedback. If you would like to comment on any part of your experience with Tandem please feel free to email us at: [feedback@tandemtravel.co.nz](mailto:feedback@tandemtravel.co.nz)

---

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

9(2)(a) MSP and 9(2)(a) MP  
Edinburgh International Culture Summit 2014  
Q1.01  
Edinburgh EH99 1 SP  
SCOTLAND

Dear Mrs 9(2)(a) and Mr 9(2)(a)

Thank you for your letter of 15 April 2014 inviting me to attend the Edinburgh International Culture Summit in August this year. The Summit programme looks exciting and relevant and I am sure it will provide an excellent forum for international engagement and exchange between Ministers and policy leaders.

It is not possible for me to attend the Summit due to the New Zealand General Election being held in September 2014. However, I would like to nominate the Chief Executive of the Ministry for Culture and Heritage, Lewis Holden to represent me at this Summit and to lead a New Zealand delegation.

Lewis plays a leadership role across the whole of the New Zealand cultural sector, with responsibility for arts, heritage, and media and broadcasting policy. His Ministry also funds and monitors 18 cultural sector organisations. He works closely with me and other members of the New Zealand Cabinet and leads significant cross-government projects; for example the World War One Commemorations work programme. He also has a deep knowledge of cultural policy history, economic theory and practice. His career background includes senior roles in the New Zealand Treasury and the World Bank. Lewis is very well placed to represent New Zealand, share ideas and develop new collaborations with international delegates.

We will inform you of the names of the other members of the New Zealand delegation as soon as these are confirmed.

Thank you for inviting New Zealand to attend this event.

Yours sincerely

Hon Christopher Finlayson  
**Minister for Arts, Culture and Heritage**

Edinburgh International Culture Summit 2014  
The Scottish Parliament  
Q1.01  
Edinburgh  
EH99 1SP



10 June 2014

Hon Christopher Finlayson  
Minister for Culture, Arts and Heritage

**NEW ZEALAND'S PARTICIPATION IN THE 2014 EDINBURGH INTERNATIONAL CULTURE SUMMIT**

Dear Mr Finlayson

Thank you for your letter regarding New Zealand's participation in this year's Culture Summit.

It is hoped that each of the countries invited to participate in the Summit are able to field, if not their Minister for Culture, then another member of the Cabinet. We fully appreciate that due to the General Election this is not possible for New Zealand this year and we would be delighted for Mr Lewis Holden, Chief Executive of the Ministry for Culture and Heritage, to attend.

Whilst we are delighted that New Zealand will be represented, priority will be given to Ministers when seating arrangements are being planned for the Chamber floor.

I have enclosed a RSVP proforma for completion with details of each of the members of the New Zealand delegation and I would be grateful if it is completed and returned to me at [delegates@culturesummit.com](mailto:delegates@culturesummit.com).

If there is anything else I can help your staff with in the meantime, please do not hesitate to contact me. My telephone number is +44 131 348 6934.

Many thanks and I look forward to meeting Mr Holden in August.

9(2)(a)

Delegate Manager

Enc





## Request for Travel Form

This form can be used prior to booking travel (optional). All travellers, Budget Managers and Administrators need to be familiar with the Ministry's Travel Policy before booking travel.

### 1. Traveller details

Name	Business Unit	Contact number	Anyone accompanying? (if yes, supply name and relationship)
Lewis Holden	Office of the CE	498-9576	N

### 2. Reason for travel

- Represent Minister Finlayson and lead the NZ delegation at the Edinburgh International Cultural Summit.
- Foster relationships with stakeholders in the China TV co-production negotiations

### 3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
05/08/14	Wellington	London	19:35	
09/08/14	London	Edinburgh	15:15	
16/08/14	Edinburgh	Shanghai	11:20	
17/08/14	Shanghai	Beijing	14:10	
20/08/14	Beijing	Shanghai	16:20	
20/08/14	Shanghai	Wellington	22:15	

### 4. Accommodation (traveller to complete)

Location	Date In	Date Out	Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting
London	06/08/14	09/08/14	The Trafalgar	N	
Edinburgh	09/08/14	16/08/14	Motel One	N	
Beijing	17/08/14	20/08/14	Grand Millennium	N	

### 5. Rental car hire (traveller to complete)

Please note you will be asked to produce your driver's licence at the rental depot. By completing this form the hirer is confirming they are not disqualified from driving and have no legal action pending with regard to driving offences.

n/a	Manual/Auto	Date	Return to location	Date

### 6. Estimated Cost (must be completed, your unit PA or travel co-ordinator can assist)

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	10,248.00	Y	30-120-2354-0000
Accommodation	3,250.00	Y	99-701-2355-0000
Taxis and tube fares	500.00	Y	99-701-2357-0000
Meals/expenses/incidentals	1,450.00	Y	99-701-2355-0000
Hosting	500.00	Y	99-701-2567-0000
<b>TOTAL</b>	<b>\$15,948</b>		

**7. Travel booking fees**

The cost of all booking fees, sector fees, departure taxes etc will be borne by the unit of the person travelling.

**8. Method of travel**


Have alternatives to travel been considered i.e. the use of audio/video conferencing? **Yes / No**

**9. Signature of staff member travelling**

Name Lewis Holden	Designation Chief Executive	Signature 	Date 08/07/14
----------------------	--------------------------------	---	------------------

**10. Overseas Travel**

Branch Manager (if going to Australia) or Chief Executive to sign. Please see Administrator for the Office of the CE for a travel insurance card at least one week prior to your trip.

Name Matt Archer	Designation Manager Corporate Branch	Signature 	Date 8/7/14
---------------------	--	---	----------------

Do MFAT travel advisories apply? **Yes / No**

RELEASED UNDER THE OFFICIAL INFORMATION ACT

# Approval Memo to the Chief Executive

Subject	Approval for travel to France to attend the biennial UNESCO General Conference
Date	22 October 2013
To	Lewis Holden, Chief Executive
Copies to	Todd Kriebel, Acting Cultural Policy Branch Manager Sarah Hardy, Finance Manager John Rapley, HR Manager 9(2)(a) Principal Adviser
From	Ralph Johnson, Manager, Heritage Policy

## Purpose

- 1 This memorandum seeks your approval for 9(2)(a) to travel to France as a member of the New Zealand delegation to attend the biennial UNESCO General Conference to be held in Paris, France from 12 to 19 November 2014.

## Background

- 2 The United Nations Educational, Scientific and Cultural Organisation (UNESCO) National Commission formally approached the Ministry for Culture and Heritage (MCH) to provide representation as part of the New Zealand delegation to the upcoming General Conference.
- 3 The General Conference is the governance meeting of UNESCO's Member States and as such is the single most important opportunity for New Zealand to influence the direction of UNESCO's future programme.
- 4 The Conference meets over three weeks in Plenary, comprising five specialist programme commissions: Education Commission, Culture Commission, Information and Communication Commission, Natural Sciences Commission, Social and Human Sciences. There is also a General Commission (APX) covering administrative, finance, programme support and external relations.
- 5 Ministers of Education and Foreign Affairs have given high-level approval for the core membership of the New Zealand delegation, including senior officials from the Ministry of Education (Education), the Ministry of Business and Innovation (Natural Sciences) MCH (Culture and Information/Communication), and the Department of Conservation (Social and Human Sciences). The delegation will be led either by the Minister of Education (TBC) or another senior-level official. The previous Chair of the National Commission for UNESCO, 9(2)(a) resigned in June 2013, and is due to be replaced shortly.
- 6 MCH has attended earlier biennial conferences as part of the New Zealand delegation, although it did not attend the most recent conference in 2011.

## The programme

7 The 37th Session of the General Conference will approve UNESCO's Medium Term Strategy for 2014-21, the programme for the next four year period 2014-2017 and the budget for the 2014-15 biennium.

8 It is proposed that MCH provides a delegate to lead New Zealand's position in discussions at the Culture Commission and the Information and Communication Commission. Details of the Commission programmes are outlined below:

### *Culture Commission*

9 This Commission will approve UNESCO's culture programme and budget for 2014-17. The programme includes a series of policy issues directly relevant to New Zealand. These include:

- the relationship between culture and development
- the protection and promotion of cultural diversity in all its forms as encapsulated in a number of Conventions to which New Zealand is a signatory
- the development of a national standard setting instrument for the promotion and protection of museums and collections, (a current policy issue in New Zealand in terms of museums standards vs accreditation)

10 MCH representation at the General Conference would also provide a key opportunity for us to:

- progress on-going discussions on UNESCO cultural conventions such as the Convention for the Protection of Intangible Cultural Heritage for which there is growing interest; and
- follow-up on New Zealand's recent accession to the protocols of the Hague Convention on Protection of Cultural Property in Armed Conflict.

11 It is proposed that the MCH representative will also cover the Communications and Information Commission, the business of which is relevant to the Ministry's mandate, for the two days that this Commission meets (12 and 13 November).

### *Information and Communication Commission*

12 This Commission will approve UNESCO's communication programme and budget for 2014-17 which deals with Freedom of Expression Issues and the building of information and communication capacities. These areas are of interest to both New Zealand and the Pacific. The Commission will also consider an item on the desirability of a standard setting instrument on preservation and access to documentary heritage, and outcomes of the World Summit on Information Societies (WSIS).

13 All five programme commissions will also look at the conclusions from the Youth Forum (in which New Zealand has a particular interest given the extent of focus of the National Commission on Youth).

## Costs

14 The estimated costs for the duration of the conference are as follows:

	Airfare	Accommodation	Allowance	Total (\$NZ)
9(2)(a) Ministry of Culture and Heritage	3000	1925 (7 nights@ \$NZ275 per night)	700 (7 days @\$100)	5625

## Approval process

15 This proposal was previously discussed and agreed in principle with Katherine Baxter. However, the final proposal was subject to Ministerial approval in terms of the overall composition of the delegation. As noted above, Ministerial approval for the overall delegation, including the New Zealand delegation has now been given. We now seek your agreement to 9(2)(a) attendance as the New Zealand delegate for the Culture and Information and Communications Commissions.

## Recommendations

16 I recommend that you:

- a. **Agree** that 9(2)(a) should represent the Ministry for Culture and heritage as part of the New Zealand delegation to attend the upcoming UNESCO General Conference

Approve / Decline

- b. **Note** the international travel costs for 9(2)(a) to attend the General Conference will be met from the Heritage policy budget

Ralph Johnson  
Manager  
Heritage Policy

Lewis Holden  
Chief Executive

COPY FOR YOUR  
INFORMATION

Manatū  
Taonga  
Ministry  
for Culture  
& Heritage

## International Travel Approval Memo to the Chief Executive

To	Lewis Holden, Chief Executive
From	Neill Atkinson, Chief Historian
Date	13 Feb 2014
Subject	9(2)(a) 's travel to Turkey for Joint Historical and Archaeological Survey of Gallipoli Battlefield
Copies to	Sarah Ingram, Manager, Heritage Services Branch Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	

### Purpose

- 1 The History Group seeks approval for 9(2)(a) on to travel to Turkey to take part in the Joint Historical and Archaeological Survey (JHAS) of the Ari Burnu (Anzac) battlefield with Australian and Turkish representatives in September–October 2014. This will be the fifth – and final – annual session of the JHAS.

### Background

- 2 This project originated in the furore that arose in 2005 over Turkish efforts to improve roading at the Anzac site at Gallipoli in advance of the 90th anniversary commemoration. However, as the project has evolved, it has come to be seen as a centenary project, focusing on 2015 rather than on the roading question.
- 3 In October 2009 9(2)(a) visited Turkey to represent New Zealand in discussions over undertaking a survey of the Anzac Battlefield. The first field session of the JHAS was held in October 2010.
- 4 Formerly General Editor (War History) at the Ministry, 9(2)(a) retired as a permanent employee of the Ministry on 31 May 2013. He was re-engaged under a casual employment contract from 1 September 2013 in order for him to represent New Zealand in the 2013 session of the JHAS, as well as completing several other First World War-related projects – this employment arrangement continues until 31 October 2014.

## Business benefits

- 5 This year's session will complete the project. Apart from producing detailed maps of the Anzac battlefield and recovering relics for deposit in the Canakkale museum, the outcomes of the survey will include an exhibition and an illustrated, Australian-led book to be published by Cambridge University Press in early 2015 – 9(2)(b); share of which is 16,000 words and part of the editorial oversight; MCH will receive suitable recognition in the published work.

## Timeframe

- 6 The agreed dates for this year's session of the JHAS are 4 September to 5 October 2014.

## Cost of proposal

- 7 On the basis of 9(2)(b) involvement last year, his participation in this new session has been estimated approximately as:

Air fares	\$3500
Hotel	\$3500
Meals	\$500
Incidental	\$200
TOTAL	\$7700

The project dates require 30 nights at Gallipoli. The Australians, who will book 9(2)(a) with them, are proposing that the party again stay at Gallipoli Houses, which is very close to the ANZAC battlefield. 9(2)(a) has also provided for the requirement to stay overnight in an airport hotel at Istanbul on the way in and out. He has made no provision for internal transport because he believes the Australians will allow him to travel with them in their mini-van.

## Funding

- 8 Agreement was reached in 2011 that MFAT and MCH would fund Ian's involvement alternately over the four years until 2015. MFAT met the expenses of 9(2)(a) involvement in 2011 and 2013, and this year it is again MCH's turn. The costs will be recovered from the Ministry's War History Trust.

## Recommendations

- 9 I recommend that you approve 9(2)(a) travel to Turkey to participate in the 2014 session of the JHAS.

*Na*

Neill Atkinson  
Chief Historian

Approved / Not Approved

*L. Holden*  
Lewis Holden  
Chief Executive

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT