

## Memo

Subject	Approval for travel to Sydney for REMIX conference
Date	16 May 2016
To	Paul Barker
Copies to	Sarah Hardy; Gillian Brookes
From	Ralph Johnson
Attachments	N/A

### Purpose

This memo seeks your approval for travel to attend the REMIX conference in Sydney on 1 and 2 June 2016.

### Business benefits

The REMIX conference includes a number of prominent museum and heritage sector speakers at a very high level. The conference offers the chance of getting a concentrated update of what is going on across heritage and the wider cultural sector in Australia and globally (REMIX is run as a series of 4 events across London, Dubai, Sydney and New York etc). In previous years; MCH and other members of the New Zealand cultural sector have attended the conference.

HR has previously signed off on this conference as part of my own professional development plan.

### Itinerary

I will fly to Sydney on the afternoon of Wednesday 1 June. The conference runs from 8am Thursday to 6pm Friday evening. I will return to Wellington on the morning of Saturday 4 June.

### Estimated Costs

Travel costs will be met from within the Heritage Policy team budget with the exception of the conference costs which will be paid from the Human Resources budget as part of my professional development.

Table of approximate costs to attend REMIX conference


Category	Estimated cost	Costs to be paid by MCH? Y/N (if no please specify)	Charge code
Airfares	\$650	Y	10-140-2354
Accommodation	\$700	Y	10-140-2355
Transfers/taxis	\$250	Y	10-140-2355
Meals/expenses	\$250	Y	10-140-2355
Conference/training costs	\$780	Y	99-810-2300
Other			
TOTAL	\$2630		

**Recommendations**

It is recommended that you **approve** my attendance at the REMIX conference in Sydney from 1-4 June 2016

  
 Ralph Johnson  
 Heritage Policy Manager

Approved / Not Approved

  
 Paul Barker  
 Policy Branch Manager



## International Travel Approval Memo to the Chief Executive

To	Paul James, Chief Executive
From	Sarah Davies, WW100 Director
Date	18 February 2016
Subject	NZDF commemorative programme in France and Belgium
Copies to	Sarah Hardy, Manager, Finance and Strategic Planning Vera Ganason, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	New Zealand Defence Force support to the Anzac commemorative programme in Belgium and France (002).pdf

### Purpose

- 1 This memo provides details of (b)(2)(c)'s involvement in the New Zealand Defence Force's (NZDF) commemorative programme in Europe around Anzac Day 2016.

### Background

#### 2 Purpose

Each year during the First World War centenary an NZDF Contingent supports New Zealand-led and locally organised commemorative activities in Belgium and France around Anzac Day. (b)(2)(c); has been invited to join the communications support element of the Contingent.

#### 3 Business benefits

By taking this opportunity to join the NZDF Contingent (b)(2)(c) will be able to gain an insight into the areas in which New Zealanders served during the First World War. This will prove valuable for the work WW100 produces throughout the rest of the First World War centenary. He will also have the opportunity to meet with representatives from heritage institutions on the trip; relationships which can be levered off during the centenary.

(b)(2)(c) will share experiences of the trip with WW100's audiences through social media and the website. This will raise awareness of the Ngā Tapuwae legacy project, offer fresh perspectives on the experiences of New Zealanders on the Western Front, and tie in with WW100's social media and communications strategy.

### Coversheet: Papers Prepared for Chief Executive

To	Paul James, Chief Executive	
From	Sarah Davies; WW100 Director	Extn <u>9(2)(a)</u>
Contact/Write	<u>9(2)(a)</u>	Extn <u>9(2)(a)</u>

Summary of Documents	
Document Title	International Travel Approval Memo to the Chief Executive
Comments/ Content/ What are you asking for?	Seeking approval for <u>9(2)(a)</u> international travel to join the NZDF contingent at the Anzac Day 2016 commemorative programme in France and Belgium.
Action Required	<input checked="" type="radio"/> Sign Off / <input type="radio"/> Comment / <input type="radio"/> Info Only / (please circle)
Meeting Date (if applicable)	
Consulted with Copied to	Legal / <input checked="" type="radio"/> Finance / <input checked="" type="radio"/> HR / Other Facilities & Administration Coordinator
	Name / Signature

Approval (to be completed for all papers other than for info only)	
Branch Manager Signature	<u>Sarah Ingram</u>
Date	<u>23/2/16</u>
Print Name	SARAH INGRAM

Chief Executive Feedback/Comment	Yes/No
Approved <u>Paul James</u>	<u>Y</u>
Amended	
CE requires more info	
CE requires meeting to discuss	
Comments from CE	



4 Timeframe

Training for the trip begins in Auckland on 11 April 2016. The Contingent arrives in Europe on 15 April and will be rehearsing, gathering content, undertaking battlefield tours and participating in commemorative activities until 28 April.

9(2)(a) will take annual leave from 29 April and has paid for his own return flight back to New Zealand on 5 June 2016.

5 Itinerary

Please see Annex B of the attached document for details of the NZDF Contingent's itinerary.

*Airfares*

Date of travel	From	To	Time	Airline	Class of travel	Cost
15 April	Auckland	Paris	0730	Singapore Airlines	Economy	\$1,547.27

*Accommodation*

Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
	In	Out			
Arras	15 April	19 April	Mecure Arras Centre	N	*
leper	19 April	22 April	Novotel	N	*
Valenciennes	22 April	24 April	Mecure Valenciennes	N	*
leper	24 April	26 April	Novotel	N	*
Paris	26 April	29 April	Novotel Paris Centre Tour Eiffel	N	*

\* NZDF have booked and paid for the outward international flight and overseas accommodation and will invoice us at the end of the journey. There is sufficient budget to cover these expenses.

*Other*

Flights to Auckland on the morning of 11 April; shuttle from Auckland Airport to Devonport Naval Base.

*Personal travel*

There is no scope for personal travel during the commemorative programme, aside from a scheduled cultural day in Paris on 27 April. However, <sup>9(2)(a)</sup> Branch Manager, Sarah Ingram, has approved in principle his annual leave from the termination of the NZDF commemorative programme. Instead of returning to New Zealand with the Contingent, <sup>9(2)(a)</sup> will spend some time in Europe and North America before arriving back in the country on 5 June.

6 Cost of proposal

Travel, accommodation and meals are booked by NZDF as part of a group booking and WW100 will be invoiced for these costs. WW100 has the budget to cover this.

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$1,547.27	Y	20-250-2354-0000
	\$190.29	Y	20-250-2350-0000
Accommodation	\$2,100.00	Y	20-250-2355-0000
Rental bus/van hire/Super Shuttle	\$65.00	Y	20-250-2357-0000
Meals / expenses	\$980.00	Y	20-250-2355-0000
Conference / training costs	Nil	NA	
Other			
TOTAL	\$4,882.56		

## Recommendations

- 7 Given the benefits of (2)(a) joining the NZDF contingent overseas for the Anzac 2016 commemorations and that we have sufficient budget to cover this, we recommend that you approve (2)(a)'s international travel.



Sarah Davies  
WW100 Director

Approved / Not Approved



Paul James  
Chief Executive

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT



## Memo

Subject	Approval for travel to Sydney for Companion Card workshop
Date	12 January 2016
To	Paul Barker
Copies to	Sarah Hardy
From	Maree Brown
Attachments	

### Purpose

- 1 This memo seeks your approval for <sup>9(2)(a)</sup> [redacted] to travel to Sydney from 3-5 February 2016 to attend a two-day Companion Card workshop hosted by the New South Wales National Disability Service with officials and administrators of Companion Card schemes from around Australia.

### Business benefits

- 2 <sup>9(2)(c)</sup> [redacted] is leading interagency policy work on the feasibility, merits and costs of introducing a companion card type scheme in New Zealand. We are aiming to provide advice on options and estimated costings to joint Ministers by May this year.
- 3 The Companion Card is an Australian model which originated in Victoria and has now been rolled out with some variations by each State. The workshop will bring together representatives from each State to share their experiences in the implementation and day-to-day running of the scheme; eg what is working well, what is not, how specific issues have been resolved etc. It also aims to identify how the different administrations can best work together.
- 4 Keynote and workshop topics include: terms and conditions, eligibility criteria, privacy and disclosure guidelines, assessing young children, reducing costs and increasing cardholder numbers, complaints procedures, marketing, use of social media, affiliates, data collection, implications of technology on the scheme, and training for assessors.
- 5 The workshop is extremely timely for our policy development work and will help inform our advice to Ministers. It will also be very helpful for <sup>9(2)(a)</sup> [redacted] to establish working relationships with the key people working on the implementation and administration of the Companion Card in different states.

### Itinerary

- 6 <sup>9(2)(a)</sup> [redacted] will fly to Sydney on Wednesday 3 February and will arrange to visit the Sydney Companion Card office that afternoon if possible. The conference runs from 9am Thursday to 2.30pm Friday. <sup>9(2)(a)</sup> [redacted] will return to Wellington on Friday evening.



## Estimated Costs

- 7 Travel costs will be met from within the Arts Policy team budget.

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$650	Y	2350
Accommodation	\$400	y	2355
Transfers/taxis	\$250	y	2355
Meals / expenses	\$150	Yes except for lunches provided on both days of workshop	2355
Conference / training costs	N/A	N/A	
Other			
TOTAL	\$1450		

## Recommendations

- 8 I recommend that you approve expenditure of approximately \$1450 for <sup>9(2)(a)</sup> to attend the two-day Companion Card workshop in Sydney from 3-5 February 2016.



Maree Brown  
Arts Policy Manager

PSBarker

Approved / Not Approved

Sarah H

Manatū  
Taonga  
Ministry  
for Culture  
& Heritage

## Memo

Subject	Approval of travel to Australia
Date	2 June 2015
To	Chris Jones, Acting Manager, Cultural Policy Branch; Ralph Johnson, Manager, Heritage Policy
Copies to	9(2)(a), Executive Assistant, Cultural Policy Branch
From	9(2)(a), Senior Policy Adviser, Heritage
Attachments	Request for travel form; professional development request form; draft conference programme

This memo seeks approval for my travel to Sydney to attend the Australian Historical Association (AHA) conference, at which I will be presenting a paper. Attendance at the conference has already been approved as a professional development request (see attached form). The memo seeks approval for the Ministry to pay my airfares and accommodation expenses.

### The conference

The AHA, Australia's premier national association of historians, holds a conference every year. This year's conference is being held at the University of Sydney, and has the theme 'Foundational Histories'. It will take place from 6 to 10 July 2015.

The primary purpose of my attendance at the conference is professional development. While I am employed by the Ministry as a Senior Policy Adviser, my professional training is in history, and I continue to research, write and publish actively as a historian. I am presenting a paper, entitled 'W(h)anganui and (London)derry: Uses of history in debates about place names', at the conference.

In addition, there will be many papers and sessions on topics relevant to my own work and the work of the Ministry, including heritage and commemoration (see attached draft conference programme). A significant number of papers at the conference relate to commemoration of the First World War. The conference will be an opportunity to keep up to date with international research in these fields.

### Proposed travel

I propose to travel to the conference on Monday 6 July. There is a reception on the evening of 6 July, and the conference proper starts at 9 a.m. on Tuesday 7 July.



My paper is in the last session of the conference, from 11:00-12:30 on Friday 10 July. I propose to return on the evening of Friday 10 July.

Assuming that a room is available, I propose to stay on campus at Sancta Sophia College Graduate House, which is offering a single room with en suite at A\$95 per night for conference attendees.

### Costs to be paid by MCH

I already have approval for my conference registration costs to be paid by HR (see attached professional development request form). I have paid the conference registration and will be claiming reimbursement. Conference registration plus AHA membership (which is required for conference speakers) cost A\$485 (NZ\$500).

I seek approval of payment of my airfares and accommodation costs for attendance at the conference (see attached request for travel form). I will not be claiming for meals or other expenses.

If approved, I understand that my airfares and accommodation costs would be paid from the Heritage Policy budget for 2014/15.

### Recommendation

**Approve** my travel to Sydney from 6 to 10 July 2015, with the Ministry paying my airfares and accommodation costs.

<p style="text-align: center;"><input checked="" type="radio"/> Agree / Disagree</p> <p style="text-align: center;"><i>RJ</i></p> <p style="text-align: center;">Ralph Johnson Manager, Heritage Policy <u>3/6/2015</u></p>
---

<p style="text-align: center;"><input checked="" type="radio"/> Agree / Disagree</p> <p style="text-align: center;"><i>CJ</i></p> <p style="text-align: center;">Chris Jones Acting Manager, Cultural Policy Branch <u>4/6/2015</u></p>
---

## 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 <i>9(2)(a)</i>	Business Unit Heritage Policy	Contact number <i>9(2)(a)</i>	Anyone accompanying? (if yes, supply name and relationship) No
------------------------	----------------------------------	----------------------------------	---

\*Travelling and registered under the name *9(2)(a)*

### 2. Reason for travel

Attendance at the Australian Historical Association conference, where I am presenting a paper.

### 3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
Mon 6 July 2015	Wellington	Sydney	Any time	No <i>βw</i>
Fri 10 July 2015	Sydney	Wellington	Evening	<i>βw</i>

### 4. Accommodation (traveller to complete)

Location	Date		Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting
	In	Out			
Sydney	6 July	10 July	Sancta Sophia College Graduate House	No	University of Sydney

### 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	\$800	Yes	Heritage Policy
Accommodation**	A\$95/night x 4 nights = A\$380	Yes	Heritage Policy
Rental car hire	N/A		
Meals/expenses	N/A	No	
Conference registration	\$500	Yes	HR*
<b>TOTAL</b>	<i>\$1700 approx.</i>		

\*I have already paid the conference registration fee and will claim reimbursement.



**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? N/A

**9. Signature of staff member travelling**

Name	Designation	Signature	Date
9(2)(a)	Senior Policy Adviser	9(2)(a)	

**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
Chris Jones	Acting Manager, Cultural Policy Branch		4/6/15

Do MFAT travel advisories apply? No

RELEASED UNDER THE OFFICIAL INFORMATION ACT

## MCH Professional Development Request Form

Prior approval must be granted before enrolling on any training courses, conferences or other development opportunity<sup>1</sup> that will be funded from the Professional Development budget.

Once this form has been signed off by your manager and HR, please enrol yourself and ensure that the invoice is forwarded to HR for payment. This form will then go on your personal file.

### Please Provide the Following Details:

Attendee	9(2)(a)
Course / Conference	Australian Historical Association conference
Provider / Supplier	
Attendance Date(s)	6-10 July 2015
Reason for Attendance / Link to Work & Individual Dev Plan	I am presenting a paper at the conference as part of my professional development as a historian. 'Attend relevant conferences' is included in my Individual Annual Plan.
Registration Fees (HR to pay) <small>*if the cost of your request is under \$100 please go ahead and book to prevent missing out.</small>	A\$485 – early bird non-member full registration plus AHA membership. Speakers at the conference must be AHA members, and I am not currently a member. Note that registration + membership costs only \$10 more than registration alone. <b>Early bird registration is available until 1 May.</b>
Other Costs (Unit to pay)	Return flights to Sydney – roughly NZ\$800.  Accommodation in Sydney (4 or 5 nights) – A\$100-200 per night, depending on type of accommodation = max. A\$1000.

### Report-Back Proposal

How is the learning going to be reported back and to whom:

Proposed Audience	Heritage Policy team; possibly wider Ministry if there is sufficient interest.
Method of Report Back	Informal report-back at meeting
Completion Date	31 July 2015

Employee: 9(2)(a) in  
Date: 21/4/15

Manager: Ralph Johnson  
Date:

### Approval:

Gillian Brookes  
Gillian Brookes  
HR & OD Manager

<sup>1</sup> For academic study, sabbaticals and secondments there is a more detailed application form for you to complete (refer intranet).



## International Travel Approval Memo to the CE

Date	21 May 2015
To	Helen Wyn, Chief Executive
From	9(2)(a)
Copies to	<ul style="list-style-type: none"><li>• Katherine Baxter, Deputy Chief Executive</li><li>• Sarah Hardy, Manager, Finance and Strategic Planning</li><li>• Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)</li></ul>
Subject	<b>World Heritage Committee meeting, Bonn 2015</b>
Attachments	

### Purpose

- 1 This memo seeks approval for 9(2)(a) Senior Adviser – Auckland, to travel to the World Heritage Committee's annual meeting in Bonn, Germany. The meeting takes place between 28 June and 8 July 2015.

### Background

- 2 The 39th session of the World Heritage Committee (28 June – 8 July, 2015) will be held in Bonn, Germany. The World heritage Committee meets annually, with the previous meetings held in Qatar, Cambodia, Russia, France, and Brazil. The meeting is where decisions on nominations to the World Heritage list are decided, where World Heritage sites in danger are discussed, broader issues in the World Heritage system are examined, and technical elements of the World Heritage system are debated and changed as necessary.
- 3 New Zealand ratified the World Heritage Convention in 1984. While the Department of Conservation is the lead Government agency for the Government's engagement in the World Heritage Convention, the Ministry for Culture and Heritage is currently the lead agency on New Zealand only live World Heritage nomination project (Auckland Volcanic Field).
- 4 New Zealand is not currently a member of the World Heritage Committee and officials will hence not have to vote on any proposals. Nevertheless, presence at the meeting allows or the influencing of outcomes of interest to New Zealand and/or the Pacific. Furthermore, it is anticipated that a number of discussions will occur in the margins, as well as in informal breakout groups.
- 5 The New Zealand presence will focus on participating constructively, and aiming to avoid outcomes that are against New Zealand's current and long term interests. New Zealand can fully participate in any ad-hoc working groups.



Purpose and business benefits

- 6 A person from MCH going to the World Heritage Committee meeting would have the following role:

- Supporting Department of Conservation in the ad-hoc working groups and covering a wider range of sessions than is possible with only one Government officer present
- Learn about World Heritage process ahead of developing the Auckland nomination. DOC has commented that being there is invaluable for learning what issues concern the Committee most. This includes the 'world heritage in danger' list, which will help us understand what practical protection measures we will need to mount a successful bid. The link between cultural and natural values is a developing theme in World heritage nominations, and will be a feature of discussions. This is a key element of the Auckland bid too.
- Liaise with MFAT's UNESCO officer who will attend some sessions. This officer provides NZ's permanent point of contact with World Heritage and it is important she understands the substance of the Auckland case.

- 7 In addition, a key agenda item this year will be revision of the Operational Guidelines for World Heritage. These are where the guidance and template for nominations are prescribed, and are being revised for discussion at this year's meeting. This is likely to be very useful.

- 8 Department of Conservation and the Ministry are committed to working more closely, and given the range of topics DOC is interested in, the Ministry can provide valuable support in areas such as:

- Heritage List and on the list of World Heritage in Danger; SOC discussions that are of particular interest to the Auckland bid include those of WH properties in an urban context, and the degree of impact to Outstanding Universal Value potentially caused by the visibility of encroachment or other developments, and acceptability or not of mitigation measures. Examples include the SOC discussions for the UK property the Palace of Westminster, which has issues of tension between central government and local government mandates.
- The ongoing discussion about the SOC of the Great Barrier Reef World Heritage Site (Australia) and other discussions about Australian WH property, including community engagement with the debate, are likely to contain lessons that will be useful for us in the context of management of our NZ properties such as the NZ Sub-Antarctic Islands.
- In general, the ongoing discussions about values vs. development that allow livelihoods of local communities are of importance to NZ, and following the Committee discussions is very instructive.
- Ongoing discussion about WH and sustainable use, and implications for indigenous and local communities are of importance to the NZ situation, because of our approach to community partnership in general, and because of our Treaty obligations.
- Possible changes to the operational guidelines for nominating Sites are of potential significant importance to us, as they may incorporate more widely the ability for earlier discussion with the advisory bodies. This could be advantageous for any further nominations NZ may wish to consider, especially in relation to the "Auckland Volcanic Field" tentative site..



- Further reporting and discussion on options for changes to the criteria and to the Advisory Body evaluation process for mixed nominations – which is also potentially very relevant to the "Auckland Volcanic Fields" tentative site
- In the same context, there is NZ interest in the reporting and discussion of the outcome of the intersessional ad-hoc working group that examined the issues related to working methods of the evaluation and decision-making process of nomination.

### Business benefits

9 The key business benefits will be:

- increased understanding of the World Heritage process ahead of developing the Auckland nomination
- demonstrating MCH commitment to World Heritage through support of Department of Conservation. World Heritage in NZ has largely been seen as related to natural heritage, partly because such sites are easier to achieve as they are usually already national parks and within the conservation estate. This is reflected in portfolio responsibility for World Heritage residing with DOC. If cultural sites are ever to be listed, MCH needs to assert its commitment, something which DOC is currently receptive to.
- supporting NZ Inc through contact with MFAT Paris.

### Timeframe

10 ~~9(2)(a)~~ will be away from evening of Friday 26 June until 14 July. This includes three days in lieu taken at the end of the meeting, as the meeting begins on a Sunday and runs through a weekend without breaking. ~~9(2)(a)~~ will be travelling alone. One day of annual leave is proposed.

### Itinerary

Date	Activity	Comment
Friday 26 June	Travel (from evening)	Daytime – normal work day in Auckland office.
Saturday 27 June	Travel and arrival	
Sunday 28 June	Preparatory meetings with DOC representative. Committee meeting begins.	[Seeking day in lieu]
Monday 29 June to Friday 3 July	Committee meeting continues	Normal work days
Thursday 2 July	Half day trip to Zollverein coal mining world heritage site – organised as part of the Committee meeting. Cost is 85 euro.	
Saturday 4 and Sunday 5 July	Committee meeting continues (no break for weekend)	[Potential days in lieu]

Monday 6 to Wednesday 8 July	Committee meeting continues and concludes Wednesday 8 July (at lunchtime).	Normal work days
Thursday 7 July	Full day trip to Upper middle rhine and roman remains world heritage site – elements of both cultural and natural heritage are including – a useful comparison for Auckland work. Cost 110 euro.	
Thursday 9, Friday 10 July, Saturday 11	Personal time	Ed proposes taking 2 days day time in lieu
Depart late Sunday 12 or early Monday 13 –	Departure	Weekend
Monday 13 / Tuesday 14	Travel back to NZ	2 days Annual Leave
Wednesday 15 July		Back to work 15 July

11 Note – (comment from 9/2/06) A total of 11 continuous working days is encompassed. Out of this, I am proposing that I am owed three days in lieu (first Sunday, plus middle weekend where the meeting continues on). I will also add two days of annual leave to cover my choice to travel back to New Zealand on what would otherwise be working days (Monday 13 and Tuesday 14 July).

12 The airfares below represent my first preference for travel.

#### Airfares

Date of travel	From	To	Time	Airline	Class of travel	Cost
26 June	Auckland	Frankfurt	1935	AirNZ (AOG)	Premium economy	
12 July	Frankfurt	Auckland	2205	AirNZ (AOG)	Economy	\$5410.06

#### Accommodation

Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
	In	Out			
Bonn	28 June	8 July	Collegium Leoninum (note this is where DOC recommends staying and will be staying – so as to coordinate attendance, it is ideal to stay in same hotel)	N	Euro 1364



*Other*

- 13 Train travel will be required from Frankfurt to Bonn and back to departure airport. This is maximum of Euro 73 each way (146 euro total). This will not be booked at same time as air travel because it is easier to buy in Germany as there are many trains and better to be flexible due to possible flight delays etc.

*Personal travel*

- 14 3 days in lieu will be taken at end of the Committee meeting, which replaces weekend days worked through. 2 days annual leave (compared to 11 days working) is proposed.

*Note the primary reason for the travel must always be for business purposes. If the personal element is significant (e.g. comprises more than 20% of time allocated for business purposes), the reasons must be well documented.*

*Note all personal travel (even under 20%) in conjunction with business travel is to be approved by the employee's Branch Manager. The cost of travel to the Ministry must not exceed the cost that would have been incurred had there been no personal travel.*

Cost of proposal

Insert the full cost of the proposal with airfares shown separately from other expenses

<b>Category</b>	<b>Estimated cost</b>	<b>Costs to be paid by MCH? Y / N (if no, please specify)</b>	<b>Charge code</b>
Airfares	\$5410	Y	
Accommodation	\$2063	Y	
Rental car hire			
Meals / expenses (\$50 per day x 15 days ie. 11 working days plus 4 travel days)	750		
Conference / training costs (day trips)	295	Y	
Other (train travel)	220	Y	
<b>TOTAL</b>	<b>8738</b>		

## Comment from Heritage Policy Manager

- 15 Ministry representation at the World Heritage Committee's annual meeting in Bonn, Germany will be of value to the Ministry's work on the Auckland volcanic maunga World Heritage status proposal and other related work. It has longer term benefit in showing that MCH will play a role in World Heritage alongside DOC in future, particularly in support of cultural world heritage sites. I support <sup>9(2)(c)</sup> representing the Ministry at this meeting and confirm that there is sufficient funding in the Heritage Policy budget to cover the cost of this travel.

Ralph Johnson, Manager, Heritage Policy: 

## Recommendations

This memo recommends that you:

**Approve** expenditure of up to \$8738 to enable <sup>9(2)(c)</sup> Senior Adviser – Auckland, to represent the Ministry at the World Heritage Committee's annual meeting in Bonn, Germany between 28 June and 8 July 2015.



Katherine Baxter  
DCE/cultural Policy Branch Manager

Approved / Not Approved



Helen Wyn  
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)	Office of the Deputy Chief Executive (Policy)	9(2)(a)	No.

### 2. Reason for travel

Attend the 39<sup>th</sup> meeting of the World Heritage Committee in Bonn, Germany.

### 3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
26/27 June 2015	Auckland	Bonn	Depart late evening Friday 26 June	2 days at end (13/14 July).
13/14 July	Bonn	Auckland	Depart Bonn daytime for evening flight	

### 4. Accommodation (traveller to complete)

Location	Date		Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting
	In	Out			
Bonn	28 June	8 July	Collegium Leoninum	N	Old West German Bundestag building, Bonn
			Department of Conservation recommend this hotel and its representative will stay there.		

### 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 will be hired.				

**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	\$5410	Y	
Accommodation	\$2063	Y	
Rental car hire			
Meals/expenses	\$750	Y	
Conference/training costs	\$295		
Other – train travel	\$220	Y	
<b>TOTAL</b>	<b>\$8738</b>	<b>Y</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.  
Yes.

**8. Method of travel**

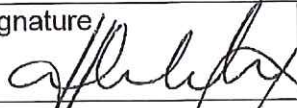
Have alternatives to travel been considered i.e. the use of audio/video conferencing? **Yes / No**  
Yes. Not possible. The point of travel is to be there and take part in the meeting and opportunities to learn about World Heritage process.

**9. Signature of staff member travelling**

Name	Designation	Signature	Date

**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
Helen Wyn	Acting Chief Executive		25/5/15

Do MFAT travel advisories apply? **No**

RELEASED UNDER THE OFFICIAL INFORMATION ACT



# CE Coversheet

Please use for all material to the CE  
e.g. documents for signature, papers for information, feedback, approval and/or comment  
(NB: not required for copies of cabinet papers and briefings for the CE's information)

Today's date: 30 June 2015 Extension #: 9(2)(a)

Contact person: Sarah Davies Position title: Director WW100

Date/time the action is required by? 3 July 2015

Have you consulted your Branch Manager? Yes

**Brief explanation of the topic/event:** *(if applicable)*

Sarah Ingram has discussed this with you and I now seek formal approval of travel form for attendance at Chunuk Bair Commemoration as part of the NZDF contingent.

Note costs are approximate as accommodation costs will be paid by NZDF then charged back to MCH.

**Why is the CE being asked to sign/make decision?**

MCH policy for CE to approve overseas travel.

**Who have you consulted with?** *(Any necessary comments regarding consultation)*

Consulted:	Name:	Comments:
------------	-------	-----------

Finance:		
----------	--	--

Human Resources:		
------------------	--	--

Legal:		
--------	--	--

Other:		
--------	--	--

**Letters for signature:**

Please provide an addressed envelope with letters and email addresses for emails.

Do you require a copy of the signed letter? Y / N Electronic or hardcopy?

**Chief Executive Feedback/comment:**

## 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)
Sarah Davies	WW100 programme	9(2)(a)	

### 2. Reason for travel

Attend Chunuk Bair commemorations in Turkey as part of the NZDF contingent

### 3. Itinerary (traveller to complete) Note: travelling with NZDF delegation

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
31 July – 3 August	Auckland	Canakkale	tbc	No
11 – 14 August	Canakkale	Auckland	tbc	No

### 4. Accommodation (traveller to complete)

Accommodation being arranged by NZDF and MCH will be invoiced. Estimated costs are:

En route accommodation and meals approx. \$1665.

Accommodation in Canakkale to be confirmed estimated budget approx. \$700-\$1000.

Location	Date In	Date Out	Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting

### 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.

None	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	-		
Accommodation	\$2665	Y	
Rental car hire	-		
Meals/expenses	\$450	Y	
Conference/training costs	-		
Other (incl conference fees)	-		
<b>TOTAL</b>	<b>3115</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.

Yes – WW100 has budget allocated to meet these costs

### 8. Method of travel

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

No – travel is part of wider NZDF contingent to attend an event.

### 9. Signature of staff member travelling

Name	Designation	Signature	Date
SARAH DAVIES	Director WW100	<i>[Signature]</i>	30/6/15

### 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
Helen Wyn	Acting CE	<i>[Signature]</i>	30/6/15

Do MFAT travel advisories apply? No

RELEASED UNDER THE OFFICIAL INFORMATION ACT

# International Travel Approval Memo

To	Paul Barker, Acting Manager, CPB
From	Carrie Cooke, Manager, Media Policy
Date	
Subject	OTT Conference, Australia
Copies to	Sarah Hardy, Manager, Finance and Strategic Planning Vera Ganason, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	

## Purpose

- 1 To confirm approval for <sup>9(2)(a)</sup> travel to Australia to attend the (Informa Over The Top (OTT) Summit" conference.

## Background

### 2 Purpose

The travel is to enable attendance at the Ovum OTT Conference ([www.informa.com.au/conferences/ict-conference/australian-ott-summit](http://www.informa.com.au/conferences/ict-conference/australian-ott-summit))

### 3 Business benefits

This conference includes international speakers from OTT providers, content producers, telecommunications companies, industry associations and academics. It will examine the impact of OTT services and technologies on the communications, broadcasting and media sectors.

It is particularly relevant for the work of the Media Policy Team, in particular relating to our convergence work programme, and it will give the team the opportunity to hear from a range of international speakers we would not otherwise be able to access.

We consider this to be a significant opportunity to inform policy development on one of the Minister's key priorities.

### 4 Timeframe



9(2)(a) will fly to Australia on Wednesday afternoon, and attend the conference on Thursday and Friday. He will return on Saturday. (It is not possible to get flights on Thursday or Friday that will enable him to make the conference on time).

5 Itinerary

*Summary*

Date		Location	Business conducted
From	To		
23 June 2016	24 June 2016	Sydney, AUS	OTT Conference

*Airfares*

Date of travel	From	To	Time	Airline	Class of travel	Cost
22 June 2016	Wellington	Sydney	3.55pm	Qantas	Economy	\$268.25
25 June 2016	Sydney	Wellington	6.45pm	Air NZ	Economy	\$279.85

*Accommodation*

Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
	In	Out			
Sydney	22 June 2016	25 June 2016	Park Regis	No	\$495.00

*Other*

None.

6 Cost of proposal

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code

Airfares	\$548.10	Y	
Accommodation	\$495.00	Y	
Rental car hire		N	
Meals / expenses	\$70.50	Y	
Conference / training costs	\$544.50	Y	
Other		N	
TOTAL	\$1658.10		

### Recommendations

7 I recommend you approve this travel.

Carrie Cooke  
 Manager, Media Policy

Approved / Not Approved

Paul Barker  
 Acting Manager, CPB

RELEASED UNDER THE  
 OFFICIAL INFORMATION ACT



## 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)	History Group	9(2)(a)	no

### 2. Reason for travel

- Attend and present paper at "Being Young in World War One" Conference, Manchester Metropolitan University, England
- Field research and site visits for Maori and the First World War history, France – Belgium – England
- Attend 97<sup>th</sup> anniversary commemorations of liberation of Le Quesnoy, France, by New Zealand Division on 4 Nov 1918

### 3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
27 Oct 2015 (flight)	Gisborne	Paris	25hrs 40 min	n/a
30 Oct 2015 (train)	Paris	Amlens	1hrs	n/a
4 Nov 2015 (flight)	Paris	Manchester	1hr 25min	n/a
6 Nov 2015 (train)	Manchester	London	2hrs	n/a
9 Nov 2015 (flight)	London	Gisborne	24 hrs	n/a

### 4. Accommodation (traveller to complete)

Location	Date		Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting
	In	Out			
Paris	28 Oct	30 Oct	Ibis Cambronne Tour Eiffel	N	
Albert	30 Oct	31 Oct	Ibis Albert	N	
Montauban	31 Oct	1 Nov	Interhotel Laquarium	N	
Ypres	1 Nov	2 Nov	Novotel Ieper	N	
Ballieu	2 Nov	3 Nov	Belle Hotel	N	
LeQuesnoy	3 Nov	4 Nov	Ibis Styles	N	
Manchester	4 Nov	6 Nov	Holiday Inn Express	N	Manchester Metropolitan University
London	6 Nov	9 Nov	-	Y	

**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
Pick up Amiens	Auto	31 Oct	Return Paris	5 Nov

**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	\$3,990	Y	20-210-2353-HS03
Accommodation	\$1,815	Y	20-210-2355-HS03
Rental car hire & petrol	\$927	Y	20-210-2358-HS03
Meals/expenses (incl. rail travel)	\$1036	Y	20-210-2355-HS03
Other (incl conference fees)	\$120	Y	20-210-2355-HS03
TOTAL	\$7,888		

These costs will be paid out of the Ministry's War History Trust (HS03 code), which has also funded 9(2)(a) salary and other research costs since 2013.

**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
9(2)(a)	Senior Historian	9(2)(a) (by email)	13 August 2015

**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
Paul James	Chief Executive	Paul James	13/8/15

Do MFAT travel advisories apply? **No**