

# International Travel Approval Memo to the Chief Executive

To	Paul James, Chief Executive
From	Sarah Davies, WW100 Director
Date	29 March 2017
Subject	NZDF commemorative programme in Gallipoli
Copies to	9(2)(a), Finance and Strategic Planning Rebecca Goodbehere, Emergency Management and Facilities Coordinator (travel insurance documentation)
Attachments	NZDF Gallipoli 2017 Itinerary

## Purpose

- 1 This memo provides details of 9(2)(a)'s involvement in the New Zealand Defence Force's (NZDF) commemorative programme in Gallipoli around Anzac Day 2017.

## Background

### 2 Purpose

Each year during the First World War centenary an NZDF Contingent supports New Zealand-led and locally organised commemorative activities in Gallipoli around Anzac Day. 9(2)(a) has been invited to join the communications support element of the Contingent.

### 3 Business benefits

By taking this opportunity to join the NZDF Contingent, 9(2)(a) 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. She will also have the opportunity to meet with representatives from heritage institutions on the trip; relationships which can be levered off during the centenary.

9(2)(a) 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 in Gallipoli, and tie in with WW100's social media and communications strategy.

4 Timeframe

Training for the trip begins in Auckland on 10 April 2017. The Contingent arrives in Turkey on 15 April and will be rehearsing, gathering content, undertaking battlefield tours and participating in commemorative activities until 28 April when they depart for Auckland. They are due to arrive in Auckland on 30 April.

5 Itinerary

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

*Airfares*

Date of travel	From	To	Time	Airline	Class of travel	Cost
14 April	Auckland	Dubai	1730	Emirates	Economy	*
15 April	Dubai	Istanbul	1120	Emirates	Economy	*
28 April	Istanbul	Dubai	1925	Emirates	Economy	*
29 April	Dubai	Auckland	1005	Emirates	Economy	*

\*Flight costs unknown – booked by NZDF. We will be invoiced for flights in May but have allocated budget to cover these costs.

*Accommodation*

Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
	In	Out			
Canakkale	15 April	28 April	Akol Hotel	N	*

\*Hotel costs unknown – booked by NZDF. We will be invoiced for accommodation costs in May but have allocated budget to cover these costs.

*Other*

Flights to/from Auckland on 10 and 30 April; shuttle from Auckland Airport to Whenuapai Air Base.

*Personal travel*

There is no scope for personal travel during the commemorative programme, although a number of rest days have been allocated.



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. Some meals are not pre-organised and 9(2)(a) will require local currency and the Travel Card to purchase meals overseas. We have found that meal costs overseas are often more expensive than the allocated allowance under the MCH Travel Policy.

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$3500	Y	20-250-2354-0000
	\$365	Y	20-250-2350-0000
Accommodation	\$2800	Y	20-250-2355-0000
Super Shuttle	\$65.00	Y	20-250-2357-0000
Meals / expenses	\$1665	Y	20-250-2355-0000
Conference / training costs			
Other			
<b>TOTAL</b>	<b>\$8395</b>		

**Recommendations**

7 Given the benefits of 9(2)(a) joining the NZDF Contingent overseas for the Anzac 2017 commemorations and that we have sufficient budget to cover this, we recommend that you approve 9(2)(a) international travel.

  
Sarah Davies  
WW100 Director

Approved / Not Approved  
  
Paul James  
Chief Executive

# GALLIPOLI — 2017 —



**NGĀ TAPUWAE**  
NEW ZEALAND FIRST WORLD WAR TRAILS

**ANZAC DAY 2017**

**NZDF CONTINGENT TO GALLIPOLI**



## ANZAC DAY AT GALLIPOLI

The Governments of Australia and New Zealand, with considerable assistance from the Government of the Republic of Turkey and local provincial authorities, deliver Anzac Day commemorative activities at Gallipoli, Turkey.

NZDF works closely with other New Zealand and Australian agencies and Turkish authorities, to provide the necessary infrastructure and planning for the overnight reflective programme on 24/25 April and the Dawn Service and New Zealand service at Chunuk Bair (CB) on 25 April. Three international services take place at Abide (Turkish), Cape Helles (Commonwealth and Irish) and Morto Bay (French) on 24 April, in addition to a Turkish Service at 57<sup>th</sup> Regiment Memorial on 2<sup>nd</sup> Ridge Road which occurs later that same day.

### Your role

Your role first and foremost is to represent NZDF on behalf of CDF, as the organisation responsible to the New Zealand Government for the coordination of Anzac Day commemorative activities on the Gallipoli Peninsula, in cooperation with Australian and Turkish colleagues.

NZDF will provide the ceremonial and cultural input to the Dawn Service at the Anzac Commemorative Site (ACS) and the New Zealand Service at Chunuk Bair (CB). In addition the NZDF Contingent will assist with coach loading duties following the New Zealand Service and may be called on to assist at any time as required during our time in on the Gallipoli Peninsula .

The NZDF contingent also includes a small team of site liaison officers. Working in tandem with our Australian colleagues from the Department of Veterans' Affairs (DVA), they will provide site liaison at all areas south of the Anzac Commemorative site (ACS) i.e., MIMOZA Otopark and Beach Cemetery; Southern Entry and areas within ACS (information tent). The role encompasses meeting and greeting New Zealand and Australian attendees at the entry/check points on 24 April; handing out information kits; wristbanding visitors; and providing assistance to assisted mobility attendees if required. At the New Zealand memorial site at CB, they will again provide site liaison. One of the SLO team will also have a ceremonial role at the CB service.

There will be on-site briefings once in-country and further details will be provided in due course.

### Outline Programme of Events

The detailed in-country programme will be provided separately, but is summarised as follows:

- 11-14 April: Concentration Phase at RNZAF Base Auckland (NZDF Contingent).
- 14 April: Depart Auckland International Airport for Istanbul via Melbourne and Dubai.
- 15 April: Arrive Istanbul. Transfer by road to Çanakkale, Turkey. Accommodation at the Akol Hotel.
- 16 April: Briefings by NZ Inc. key agencies (TBC – may shift to the following day).
- 17 April: Rest day for NZDF Contingent.
- 18 April: Radio Training for Command element/SLOs/Media. Visit to Troya (Troy).
- 19 April: Battlefield Tour – Cape Helles – NZDF contingent (lead by *9(2)(a)* DHCP).

- 20 April: Battlefield Tour – Anzac Sector – NZDF contingent (lead by 9(2)(a) DHCP).
- 21 April: CB Rehearsal.  
Coach-loading walk through at CB (NZDF only).  
ANZG Welcome function at Kolin Hotel for key personnel only.
- 22 April: ACS rehearsal.  
Full Coach-loading walk through at CB.  
Reflective programme rehearsal.
- 23 April: Public Holiday in Turkey (National Children's Day).  
CB and ACS Final Rehearsal.  
Reflective programme rehearsal.
- 24 April: International Commemorations (attendance TBC).  
Contingent on site at ACS from PM (TBC).  
ACS officially opens at 2200 hrs.
- 25 April: At the conclusion of the Dawn Service/Public Wreath laying you will move up to Chunuk Bair. Service commences at 1130 hrs. Assist with dispersal of passengers onto buses at the conclusion of the CB Service/Public Wreath laying. Depart Peninsula.
- 26 April: **Rest day.**
- 27 April: **Rest day.**
- 28 April: Transfer by road back to Istanbul. Depart Istanbul for Auckland via Dubai.
- 30 April: Arrive Auckland. Disperse to home locations.



Aerial photograph of ACS and North Beach taken from Walker's Ridge



The contingent will be travelling to and from Turkey on Emirates as follows:

Flight Number	From	To	Depart	Arrive	Flight Time
EK407	Auckland	Dubai via Melbourne	14 Apr 17:30	15 Apr 05:30	20h
EK123	Dubai	Istanbul	15 Apr 11:20	15 Apr 14:55	4h35m
EK122	Istanbul	Dubai	28 Apr 19:25	29 Apr 01:00	4h45m
Please note: accommodation will be provided by the airline for this stopover					
EK448	Dubai	Auckland	29 Apr 10:05	30 Apr 09:50	15h45m

### Personal Baggage Allowance

- Personal baggage allowance on Emirates Airlines is **30 kilograms**, with no one bag weighing more than **23 kgs**. The remaining weight will be used to transport contingent equipment (MCG and band)
- In addition, you may take carry-on luggage (i.e. a cabin bag or day pack) and the weight is limited to **7 kgs**.
- Ensure all your bags are clearly labelled inside and out with your name, address and a contact telephone number in New Zealand.
- Make sure your luggage label/tag is securely attached to your suitcase, for ease of identification.
- It is advised to take a non-issue civilian bag for luggage. However, if you are taking a black issue roll bag, ensure any military identifiers are removed, for security purposes.
- Restrictions on the carriage of liquids are as per standard international airline requirements i.e. liquids to be no more than 100ml and carried within a zip-lock bag.

### Ground transport, Turkey

#### *Arrival in Istanbul*

On arrival of your flight into Istanbul on 15 April, a coach will meet the NZDF Contingent at Atatürk International Airport, as arranged by the New Zealand Embassy in Ankara. The NZDF Contingent will then transfer directly by road to Çanakkale (a journey of approximately five hours).

On 16 April the contingent will go to the Kolin Hotel for a combined briefing by DHCP, Joint/NZ Services Director and NZ Police. Note that the date for this activity is subject to confirmation. During your time in Çanakkale you will stay at the Akol Hotel, which is within Çanakkale's main business district on the Dardanelles.

#### *Travel to and from the Gallipoli Peninsula*

During your time in Çanakkale travel will be by coach and the movements will be coordinated by Joint/NZ Services Director who in turn will liaise daily with the NZDF Contingent Commander. You will cross the Dardanelles between Çanakkale and Eceabat (on the Gallipoli Peninsula) each day by ferry (with your designated vehicle).

*Note:* Staff from other New Zealand agencies may share vehicles with you.

**You must be in the hotel foyer at the designated time each day – refer to your programme – vehicles will leave on time and there is no alternative to travel to the commemorative sites.**

## ACCOMMODATION

In 2017, the NZDF contingent will be staying at the following hotel:

**Çanakkale** (15 - 28 April)  
Akol Hotel  
Kordon Boyu 17100  
ÇANAKKALE  
  
Phone: +90 286 217 2897 (from NZ)

## PAYMENT FOR ACCOMMODATION

The New Zealand Embassy in Ankara has already pre-paid the accommodation in Çanakkale. You will be responsible for meeting the costs of mini-bar use and phone calls - everything except the room rate.

## MEALS

Breakfast is included in your room rate at the Akol Hotel. Very few other meals will be provided. You will need to bring snacks with you to eat during the day between the International Services on 24 April. Dinner on 24 April will be provided at the ACS catering tents. Breakfast and lunch on 25 April will comprise a light snack which will be made available at Chunuk Bair on transfer from ACS. In the lead up to the commemorative events, the group will generally buy lunch in the smaller towns on the peninsula or in Çanakkale. Ensure your day pack contains plenty of snacks and water especially if you have dietary restrictions.

It is recommended you visit a supermarket after arrival into Çanakkale to purchase snacks and bottled water. There are no shops/restaurants on the Gallipoli Peninsula to be able to get lunch from. The breakfast buffet at the Akol is also a good source of food and snacks – bring some zip lock bags to carry your food in.

## ITINERARY AND DAILY PROGRAMME

You will be provided with a printed daily programme for the duration of the visit as part of the joint Australia/New Zealand Operations Manual. Any variations will be advised by Joint/NZ Services Director directly to the NZDF Contingent Commander.

Do not go out on your own in either Çanakkale: make sure you go as a group or with a colleague and ensure you have your mobile phone with you at all times.

## WHAT TO PACK

You should dress in layers for both daytime and overnight on-site at Gallipoli.

Suggested packing includes:

- Walking boots or sturdy joggers (recommended that you waterproof them)
- Warm socks (woollen and cotton)
- Neat casual **black** pants or jeans for working on-site
- Polo/casual shirts



# International Travel Approval Memo to the Chief Executive

To	Paul James, Chief Executive
From	Karen Adair, General Manager Policy and Sector Performance
Date	27 March 2017
Subject	Travel to Brisbane for MCM Officials Meeting
Copies to	9(2)(a) , Manager, Finance and Strategic Planning 9(2)(a) , Administration and Facilities Coordinator (travel insurance documentation)
Attachments	

## Purpose

- 1 I am seeking approval for 9(2)(a) and myself to travel to Brisbane from 30 - 31 March 2017 to attend the meeting of the MCM Officials.

## Background

### 2 Business benefits

The agenda tends to be drive by Australian issues, but it is an important opportunity to learn about the work being done by our Australian counterparts in the arts sector and to strengthen our relationship with them as there are several issues of overlap. The agenda has items relevant to the PSPG work programme and we are exploring the opportunity to give a presentation to the group on the Cultural Sector Narrative.

### 3 Timeframe

9(2)(a) and I will be away the afternoon of Thursday 30 March and Friday 31 March 2017.

4 Itinerary

*Summary*

Date		Location	Business conducted
From	To		
30/3/17	31/3/17	Brisbane	Attendance at MCM Officials Meeting

*Airfares*

Date of travel	From	To	Time	Airline	Class of travel	Cost
30/3/17	Wgtn	Brisbane	12.35pm via Chch	Air NZ	Works Flexi	\$611.76 per person
31/3/17	Brisbane	Wgtn	6pm direct	Virgin Australia	Works Flexi	\$502.89 per person

*Accommodation*

Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
	In	Out			
Brisbane	30/3/17	31/3/17	Rydges South Bank	N	\$189.00 AUS per person

*Other*

We will need to take a taxi to and from the airport in Brisbane. I expect the taxi fare to be between \$50-75 each way.



5 Cost of proposal

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$1,114.65 per person	Yes	10 101 2353
Accommodation	\$189.00 AUS per person	Yes	10 101 2355
Meals / expenses	\$150.00 per person	Yes	10 101 2355
Conference / training costs	N/A		
Other – taxi	\$150.00	Yes	10 101 2355
<b>TOTAL</b>	<b>\$,1528.65 per person</b>		

The costs for this trip have been factored into my travel forecast for the year and there is sufficient budget in my cost centre to cover it.

**Recommendations**

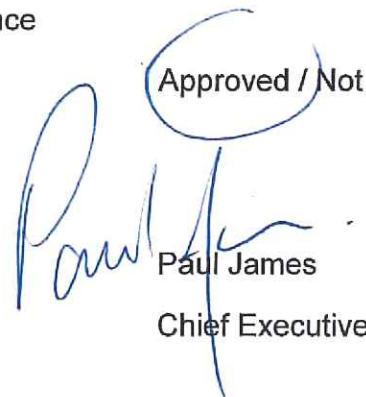
6 I recommend that you approve my request to travel to Brisbane along with 9(2)(a) to attend the MCM Officials meetings from 30-31 March 2017.



Karen Adair

General Manager Policy and Sector Performance

Approved / Not Approved



Paul James  
Chief Executive

# International Travel Approval Memo to the Chief Executive

To	Cath Atkins, Acting Chief Executive
From	Karen Adair, Group Manager Policy and Sector Performance
Date	10 October 2016
Subject	Travel to Fremantle for Meeting of Cultural Ministers (MCM)
Copies to	Hannah Baker, Manager, Finance and Strategic Planning Vera Ganason, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	

## Purpose

- 1 I am seeking approval to travel to Fremantle from 2-4 November 2016 to attend the Meeting of Cultural Ministers (MCM).

## Background

### 2 Purpose

The MCM Officials' meeting is on 3 November and the Ministers' session is on 4 November. Minister Barry will not be attending the Ministers' session, however I may attend as an observer. We have been asked to lead an agenda item on the Cook commemorations in both sessions.

### 3 Business benefits

Katherine Baxter was previously an active member of this network while Group Manager for Policy before taking up her current role in Minister Barry's office. While the agenda tends to be focused primarily on Australian issues, it is an important opportunity to learn about the work being done by our Australian counterparts in the arts sector and to strengthen our relationship with them. The agenda has several items relevant to the PSPG work programme.

### 4 Timeframe

I will be out of the office 2-4 November and will return on an overnight flight arriving 5 November.



5 Itinerary

*Summary*

Date		Location	Business conducted
From	To		
02/11/2016	04/11/2016	Fremantle	MCM attendance

*Airfares*

Date of travel	From	To	Time	Airline	Class of travel	Cost
02/11/16	Wellington	Perth	8am	Air New Zealand	Works Flexi	\$798
04/11/16	Perth	Wellington	7pm	Air New Zealand	Works Flexi	\$755

*Accommodation*

Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
	In	Out			
Fremantle	02/11/16	04/11/16	Esplanade Hotel	N	\$265 AUD per night

*Other*

I will need to take a taxi to and from the airport in Perth. I expect the taxi fare to be between \$50-\$75 each way.

6 Cost of proposal

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$1,553	Y	10-101-2353
Accommodation	\$530 AUD / \$560 NZD	Y	10-101-2355

Rental car hire	N/A		
Meals / expenses	\$150	Y	10-101-2355
Conference / training costs	N/A		
Other - taxi	\$150	Y	10-101-2355
TOTAL	\$2,413		

The costs for this trip have been factored into my travel forecast for the year and there is sufficient budget in my cost centre to cover it. I also discussed my attendance with Paul James before he went on leave.

### Recommendations

- 7 I recommend that you approve my request to travel to Fremantle to attend the MCM sessions from 2-4 November 2016.

*Karen Adair*

Karen Adair  
Group Manager Policy and Sector Performance

Approved /  Not Approved

*Cath Atkins*

Cath Atkins  
Acting Chief Executive

RELEASED UNDER THE OFFICIAL INFORMATION ACT



## International Travel Approval Memo

Date	27 July 2016
To	Paul Barker, Acting Cultural Policy Branch Manager
From	Carrie Cooke
Copies to	<ul style="list-style-type: none"><li>Hannah Baker, Acting Manager, Finance and Strategic Planning</li><li>Vera Ganason, Administration and Facilities Coordinator (travel insurance documentation)</li></ul>
Subject	<b>Meetings with Australian media sector officials and industry representatives in Sydney, August 2016</b>
Attachments	

### Purpose

- 1 To seek approval for <sup>9(2)(a)</sup> and me to travel to Sydney to meet with Australian media sector officials and industry representatives.

### Background

#### Purpose

- 2 To meet with officials and representatives from:

- The Classification Branch, Department of Communication and Arts
- The Copyright team, the Department of Communication and Arts
- The Arts Division, Department of Communication and Arts (who lead policy to support local television and film content)
- The Consumer Division, Department of Communication and Arts (who lead captioning policy)
- The Australian Communications and Media Authority (the equivalent of the BSA here)
- SBS (an Australian public broadcaster)
- ABC (an Australian public broadcaster)
- Foxtel (an Australian subscription channel)
- Screen Australia (the equivalent of the NZ Film Commission)
- The Screen Producers Association (an industry body)
- The International Gaming and Entertainment Association (an industry body)

Business benefits

- 3 Australian media sector officials and industry representatives are grappling with many of the same policy and regulatory issues as we are. Meeting with these people will allow us to share views and lessons learned.
- 4 We consider this to be a significant opportunity to inform policy development on one of the Minister's key priorities, convergence. Discussions topics that will inform our convergence work programme will include classification of on-demand content; support for television and films on demand; classification of the on-demand audio and visual clips of "print" media; and Australia's pilot of a new international tool to classify games, including the large number of games now available online (IARC).
- 5 The discussions will also inform policy development on several topics where the team plays an important stewardship role: support for local broadcast and film content; supporting development in the media market; captioning, and the gaming sector.

Itinerary

- 6 I will attend three days of meetings (9 to 11 August) related to convergence, film sector and captioning work.
- 7 9(2)(a) will attend two days of meetings (10 and 11 August) related to convergence work.
- 8 I will take one day of annual leave at the start of the trip, however this does not affect the accommodation requirement: instead of travelling out on Monday night, I will travel out on Monday morning, taking the Monday as annual leave. The flight on Monday morning is \$35 less expensive than the flight on Monday evening.
- 9 9(2)(a) will take two days annual leave at the end of the trip, travelling back on Monday night instead of Thursday night. Private accommodation has been arranged for 9(2)(a) entire stay. The price of the flight back on Monday is the same as the flight would be on either Thursday evening or Friday morning.

Summary

Who	Business conducted	Date		Location
		From	To	
Carrie	Meetings re: convergence, film sector, captioning	8 Aug	11 Aug	Sydney
9(2)(a)	Meetings re: convergence	9 Aug	15 Aug	Sydney

Airfares

Who	Date of travel	From	To	Time	Airline	Class of travel	Cost
Carrie	8 Aug	Wellington	Sydney	7 am	Air NZ	Economy	\$572.06
	11 Aug	Sydney	Wellington	6:45 pm	Air NZ	Economy	
9(2)(a)	9 Aug	Wellington	Sydney	4 pm	Air NZ	Economy	\$582.06



	15 Aug	Sydney	Wellington	9:45 am	Air NZ	Economy	
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*Accommodation*

Who	Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
		In	Out			
Carrie	Sydney CBD	8 Aug	11 Aug	Mercure	N	\$685.95
9(2)(a)	Sydney CBD	9 Aug	15 Aug	Private	Y	\$0

*Other*

None.

Cost of proposal

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$1,164.12	Y	0000
Accommodation	\$1,371.9	Y	0000
Rental car hire		N	
Meals / expenses (\$50 per day x xx days)	\$200		0000
Other		N	
TOTAL	\$2,736.02		

**Recommendations**

10 I recommend you approve this travel.

*Carrie Cooke*  
Carrie Cooke  
Media Policy Manager

Approved / Not Approved

*PS Barker*

1/8/16.

Paul Barker  
Acting Cultural Policy  
Branch Manager