

Hon Grant Robertson

MP for Wellington Central

Minister of Finance

Minister for Sport and Recreation

Associate Minister for Arts, Culture and Heritage



04 JUL 2018

Joss J

fyi-request-7937-430354f6@requests.fyi.org.nz

Dear Joss J

Thank you for your request for information dated 24 May 2018 to Rt Hon Jacinda Ardern, Minister for Arts, Culture and Heritage regarding Ngā Taonga Sound & Vision and its Memorandum of Understanding with the Government. It has been transferred to me as I have delegated responsibility for matters concerning Ngā Taonga Sound & Vision as Associate Minister for Arts, Culture and Heritage. Your email requested the following information, which has been considered under the Official Information Act 1982 (OIA):

- *all official information that documents what actions you have taken to seek compliance or alter funding arrangements with the archive because outputs have not been met*
- *the report (if available) that the archive was meant to supply to the Minister before 30 June 2018 which documents the TVNZ Archive project*
- *all briefings that you have received relating to Nga Taonga.*

In relation to the first part of your request, this information does not exist and therefore I refuse this part of your request under section 18(e) of the OIA. However, relatedly I have recently announced that the Minister for Internal Affairs and I are leading a work programme to strengthen the contribution our national archives and libraries (Archives New Zealand, National Library and Ngā Taonga Sound & Vision) can make to New Zealand's culture and democracy. This work will consider options to help these institutions to better meet the challenges they're facing and to take advantage of the opportunities that a digital environment and fresh thinking might provide.

In response to the second part of your request, I have not yet received the report so I refuse this part of your request under section 18(e) of the OIA.

In response to the third part of your request, please refer to the table below.

Title of document	Date	Redactions under OIA
<i>Briefing 2018/029 'Ngā Taonga Sound and Vision: background and current issues'</i>	30 January 2018	Excerpts released. The rest of the briefing is withheld under s9(2)(f)(iv), s9(2)(b)(ii), s9(2)(a).
<i>Briefing 2018/166 'Ngā Taonga Letter of Expectations'</i>	20 March 2018	Excerpts released. The rest of the briefing is withheld under s9(2)(f)(iv), s9(2)(b)(ii) and s9(2)(a).
<i>Aide memoire 2018/123 'Meeting with Ngā Taonga Board Chair and CE, 9 April'</i>	6 April 2018	Summary released. The rest of the briefing is withheld under s9(2)(f)(iv), s9(2)(b)(ii) and s9(2)(a).
<i>Briefing 2018/306 'Ngā Taonga contract renewal and draft Business Plan'</i>	18 May 2018	Withheld in full under s9(2)(f)(iv) and s9(2)(b)(ii).
<i>National Archival and Library Institutions Ministerial Group paper 1 'Introduction to Ministerial Group work plan'</i>	22 May 2018	Released in full.
<i>National Archival and Library Institutions Ministerial Group paper 2 'Introduction to current state – Archives New Zealand National Library and Ngā Taonga Sound & Vision'</i>	22 May 2018	Excerpts released. The rest of the briefing is either out of scope or withheld under s9(2)(f)(iv) and s9(2)(b)(ii).

Redactions have been made to the documents under the following sections of the OIA:

- section 9(2)(a) to protect the privacy of natural persons
- section 9(2)(f)(iv) to maintain the constitutional conventions for the time being which protect confidentiality of advice tendered by Ministers of the Crown and officials
- section 9(2)(b)(ii) to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

The reasons for withholding information are not outweighed by other considerations that render it desirable, in the public interest, to make that information available.

You have the right to seek a review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Yours sincerely



Hon Grant Robertson
Associate Minister for Arts, Culture and Heritage

Excerpts from Briefing 2018/029 'Ngā Taonga Sound and Vision: background and current issues'

Purpose

- 1 This briefing provides a general background on Ngā Taonga Sound & Vision (NTSV) with a focus on the issues of the digitisation of TVNZ's Archive and NTSV's property.

Key Messages

- 2 NTSV is a charitable trust that receives \$5,595,000 from the government per year to manage, store and make available New Zealand's audio-visual archives.
- 3 In 2014 NTSV became guardians of the TVNZ Archive. NTSV received an extra \$2,000,000 per year to manage, preserve, and to continue the process of digitising and making the Archive available online.
- 4 The Memorandum of Understanding (MoU) between the Minister for Arts, Culture and Heritage and NTSV contained targets for digitising items within the Archive and putting them online. The reporting on progress has been lacking. The Ministry is working with NTSV to clarify reporting expectations on these to give an accurate figure of progress, in part because NTSV felt that the targets were unclear. It is evident that the task may have been more complex than originally envisaged.
- 5 A further pressing issue with the Archive is that the Betacam tapes are degrading and the equipment used to digitise them is becoming harder to come by and to maintain.
- 6 NTSV is still working on finalising its property holdings in Wellington due to a range of factors around the appropriateness of the buildings for holding heritage television, film and sound equipment.

Recommendations

- 7 The Ministry for Culture and Heritage recommends that you:
 - a. **Note** that the Ministry is working closely with Ngā Taonga Sound & Vision to clarify its current position in relation to digitising and making available online, the TVNZ Archive.
 - b. **Note** that officials propose to clarify and set clear standards for stewardship, digitisation and facilitation of access to the TVNZ Archives as part of a refreshed Letter of Expectation between you and the chair of Ngā Taonga Sound & Vision.
 - c. **Note** that Ngā Taonga Sound & Vision is in the process of changing its property holdings and that we will keep you updated with this.

General background on Ngā Taonga Sound

- 8 NTSV was established following the amalgamation of the New Zealand Film Archive, the RNZ Sound Archive and the Television New Zealand Archive between 2012 and 2014.
- 9 NTSV is an independent charitable trust that is funded by government to preserve and make available New Zealand's audio-visual taonga, heritage and culture. Simon Murdoch is the Board Chair, and Rebecca Elvy is its Chief Executive.
- 10 NTSV is funded through Vote Arts, Culture and Heritage, Vote Maori Development, the Lottery Grants Board and some commercial income. Since 2015 it has received \$5,595,000 annually from government. \$3,020,000 of this is general operating funding, \$2,000,000 is for the management, archiving and increased accessibility of the TVNZ Archive. The remaining \$575,000 is from Te Māngai Pāho for the archiving of Māori Television and Iwi radio content. In 2017 NTSV also received \$1,364,209 from the Lottery Grants Board as part of its effort to support arts and culture. This was 1.32% of the total lottery funding that went to statutory bodies.
- 11 The MOU between NTSV and the Minister outlines the Crown's expectations of NTSV in return for the funding it receives. The outputs in the MoU requires NTSV to regularly report to the Ministry about its key achievements and issues through six monthly and annual reports and lays out the timelines for preparing the statement of intent in which the KPIs are established.
- 12 The below table from the 2017 Annual Report indicates its current performance against its KPIs.

Key Performance Indicator (KPI)	2016/17 Result	2016/17 Target
KPI 1	Percentage of Annual Acquisition Plan achieved	Not achieved
KPI 2	Percentage of collection housed in best practice conditions	85%
KPI 3	Percentage of collection available on demand (subject to rights clearance)	45%
KPI 4	Percentage of revenue from non-government sources	44%
KPI 5	Percentage of revenue from non-government sources	10%
KPI 6	Number of visits/views/listens (all sources)	1,909,582
KPI 7	Responsiveness to iwi and Māori (in development during 2016/17 in consultation with Māori)	600,000
KPI 8	Percentage of employee engagement	Not applicable
KPI 9	Percentage of employee engagement	In development
KPI 10	Percentage of employee engagement	17.9%
KPI 11	Percentage of employee engagement	30%

Refresh of the MOU agreement

- 14 The MoU between the Minister and NTSV was due to expire on 30 June 2017, but the Ministry agreed with NTSV's Chair and Chief Executive to extend the term to 30 June 2018. This extension was part of a Ministry wide effort to improve and standardise our reporting processes with a focus on accountability and the outcomes and outputs the Crown is purchasing from the NGO sector.

TVNZ Archive

Transfer and digitisation of the TVNZ Archive

- 16 In 2014 TVNZ agreed to transfer its archives collection to the Crown. Ownership of the physical collection was transferred to the Ministry.
- 17 The Ministry in turn designated NTSV (at the time, the New Zealand Film Archive) as the Archive Manager, responsible for the day-to-day management and care of the Archive collection, due to its expertise in audio-visual archiving. TVNZ retained the intellectual property rights for the collection.
- 18 Former Minister of Broadcasting, Hon Craig Foss, announced the transfer on 2 August 2014, including plans to progressively digitise the collection. He stated, 'Until now public access to the TVNZ Archives has been very limited. NTSV will begin to digitise the items of highest heritage value and make them available online to all New Zealanders free of charge. The first clips are expected to be online before the end of the year, with about 20,000 titles made available over the next three years.'
- 19 Towards the end of last year RNZ did some reporting on these targets and the actual reported performance. NTSV said to RNZ that it saw this figure as a challenge made by the Minister rather than an actual performance measure and had not been consulted on it before it was announced.

Agreements governing the management of the TVNZ Archive

- 20 A series of agreements were entered into to effect the transfer of the TVNZ Archive. The agreement that establishes NTSV as the Archive Manager for the TVNZ Archive is appended as Schedule 4 to the Minister's MoU with NTSV.
- 21 Schedule 4 provides targets for digitisation of and online access to the TVNZ Archive through to the end of the 2017/18 financial year. These targets are significantly lower than the ambitious target publicly set by Minister Foss – refer to the table below.

Subject to funding, a minimum of 2,000 items will be available on the internet by June 30, 2016.

	2014/15	2015/16	2016/17	2017/18
Items digitised	1,000	3,000	3,000	3,000
Items on internet	500	2,000	3,000	4,000

Betacam issue

- 25 The digitisation task is more complex than envisaged, and an increasingly urgent complicating factor is the risk associated with footage on Betacam tape in TVNZ's Archive. The tapes are deteriorating in quality and equipment to digitise them is becoming obsolete. There are 200,000 tapes in the TVNZ collection.

- 26 There is a real risk a substantial portion of the former TVNZ Archive will be lost in the next five to eight years if digitisation efforts do not increase substantially. This forms an irreplaceable part of New Zealand's cultural heritage.

Excerpts from Briefing 2018/166 'Ngā Taonga Letter of Expectations'

Purpose

- 1 This briefing seeks your feedback and subsequent approval of the draft Letter of Expectations (LOE) for Ngā Taonga Sound & Vision (Ngā Taonga) for the 2018/19 year (attached as Appendix One).
- 2 It reflects your priorities for Ngā Taonga and incorporates the Ministry for Culture and Heritage's (the Ministry's) view on its performance and future.

Key Messages

- 6 The LOE provides guidance to the Board for the upcoming financial year, so that your views may be factored into the Board's planning process.
- 7 Ngā Taonga is an independent trust rather than a Crown Entity in which the Government has a purchase not an ownership interest. Unlike a Crown Entity, Ngā Taonga does not prepare a Statement of Performance Expectations, therefore the LOE focuses on the Ministry's contract renegotiation for the 2018/19 year and how performance will be measured.
- 8 The LOE is in four parts:
 - a) **Policy context:** Ngā Taonga should continue to work towards the policy outcomes in the Arts, Culture and Heritage appropriation.
 - b) **Strategic direction:** Ngā Taonga should work with the Ministry on its strategic direction, any project work on challenges, opportunities and linkages for the national documentary heritage institutions, and on the Government's new Māori strategy, the Maihi Karauna.
 - c) **Service delivery:** the new funding agreement should contain:
 - i. appropriate targets for preservation, access and digitisation of the collection, including the TVNZ Archive
 - ii. a process or mechanism to prioritise the digitisation of the archive.
 - d) **Capability and governance:** Ngā Taonga should continue to work on developing organisational and financial practices and through a board self-evaluation process.

Next steps

- 9 We invite you to provide the Ministry with feedback on the draft LOE.

10 Once finalised, the LOE will be sent to Board Chair, Simon Murdoch.

APPENDIX 1

Simon Murdoch CNZM
Chair
Ngā Taonga Sound & Vision
84 Taranaki Street
PO Box 11 449
WELLINGTON 6142

Dear Simon

LETTER OF EXPECTATIONS 2018/19

As you know, I have been delegated all matters within the Arts, Culture and Heritage portfolio concerning oversight and funding of Ngā Taonga Sound & Vision (Ngā Taonga), and relating to the National Library and Archives New Zealand. This letter sets out my expectations for Ngā Taonga to assist the Board in planning for the 2018/19 year.

First, I would like to acknowledge the organisational development that Ngā Taonga has gone through in the last few years. I believe this has put Ngā Taonga in a good place to tackle the challenges ahead, including its role in managing the TVNZ Archive.

My specific expectations for Ngā Taonga in 2018/19 are as follows.

Policy context

I expect Ngā Taonga to continue to play a vital role in engaging New Zealanders in the nation's audio-visual taonga through high-quality exhibitions, screenings, events and outreach activities.

Strategic direction

I request that Ngā Taonga engage constructively with the Ministry for Culture and Heritage (the Ministry) on an on-going basis to develop Ngā Taonga's long-term strategy and operating model. This work will also involve engaging with the Ministry on broader challenges, opportunities and linkages for national documentary heritage institutions (Archives New Zealand, the National Library of New Zealand and Ngā Taonga).

As you may know in 2018, the Government will develop a new Māori Language Strategy, the *Maihi Karauna*. Given the important role Ngā Taonga plays in relation to the preservation of Māori culture and heritage, I would expect you to be involved in *Maihi Karauna* discussions with the Ministry with the objective of recognising and celebrating the value of Te Reo and actively supporting its development.

Please continue to work with the sector, including funding organisations such as NZ On Air, the Film Commission and Creative New Zealand to seek opportunities to share resources, reduce duplication and to respond in an appropriately agile manner to the opportunities around

digital convergence. I expect you to be facing new challenges and taking new opportunities as they arise. Please keep my officials informed of developments relating to these issues.

Service delivery

The funding agreement with the Ministry should include appropriate targets for preservation, access and digitisation of the collection including the TVNZ Archive. It should also set out an agreed appropriate process or mechanism to prioritise digitisation. I would also request that you place particular emphasis on facilitating and promoting public access to the collections this year.

Capability and Governance

I would like to see Ngā Taonga continue its good work around improving its financial and organisational policies and practices and ensuring these are fully embedded within the organisation. Furthermore, I think it would be appropriate for the Board to undertake a robust self-evaluation of governance practices and maintain consistency with the Institute of Directors best practice.

I look forward to working with you over the coming year. You have a complex task in a challenging operating environment but I have confidence that you and your Board are well positioned to guide Ngā Taonga on the next stage of its journey.

Yours sincerely

Hon Grant Robertson
Associate Minister for Arts Culture and Heritage

cc: Rebecca Elvy, Chief Executive

Summary of Aide memoire 2018/123 'Meeting with Ngā Taonga Board Chair and CE, 9 April'

The aide memoire provided background information and advice to me ahead of my 9 April 2018 meeting with the Chair, Simon Murdoch and Chief Executive, Rebecca Elvy of Ngā Taonga Sound & Vision. Specifically the aide memoire covered:

- attendee information, indicating that Karen Adair, Group Manager Policy and Sector Performance and Gareth Chaplin, Acting Manager Sector Performance from the Ministry for Culture and Heritage would also attend the meeting.
- context on the meeting agenda which included discussion of business issues, property, the National Archival and Library Institutions (NALI) Ministerial group and the renewal of Ngā Taonga's contract.

- Background advice noting that:
 - Ngā Taonga is a non-government organisation (NGO) constituted as a charitable trust
 - the Crown has no ownership interest in Ngā Taonga
 - Ngā Taonga has a funding agreement between the Minister for Arts Culture and Heritage and the Board. (The agreement is intended to cover the cost of managing the collection – which includes its storage)
 - the National Archival and Library Institutions (NALI) programme of work will include consideration of the opportunities and challenges Ngā Taonga faces and whether it's current institutional form is fit for purpose
 - this meeting would be an appropriate opportunity to inform the Chair about the NALI work programme and my expectations for Ngā Taonga's engagement in this.

Excerpts from National Archival and Library Institutions Ministerial Group paper 2 'Introduction to current state – Archives New Zealand National Library and Ngā Taonga Sound & Vision'

Ngā Taonga Sound and Vision

1. Ngā Taonga is an organisation that archives, preserves and makes available sound and vision content.¹ Ngā Taonga is a charitable trust with a Constitution and Kaupapa.
2. Ngā Taonga's Constitution establishes the requirements for its Board of Trustees. The Board makes its own appointments. There are six Trustees, three of whom must represent Māori interests. The Board must take into account demographic representation and seek to adequately represent the interests of all New Zealanders when making appointments.

Ngā Taonga Sound and Vision's Constitution sets out the Board's objectives, which include

- Collecting, preserving and cataloguing sound and vision materials
- Providing premises and facilities for preserving, storing, consulting, displaying or playing, and viewing or listening to materials
- Providing access to materials held by the archive, subject to conditions
- Encouraging public interest and awareness in the materials and film and sound history generally
- Upholding the Kaupapa of the organisation

¹ Sound and vision content includes audiovisual content like films, films with no sound and audio archives.

3. Ngā Taonga also has a written Kaupapa, which includes the following aims and objectives:
 - a) to be a storehouse of moving image materials/taonga whitiāhua in accordance with the Treaty of Waitangi principles of partnership;
 - b) to be national in outlook, responsible for offering balanced and equitable services at all local, regional and tribal levels;
 - c) to acquire, receive and preserve sound and vision materials of permanent national and cultural significance with due regard for mana tuturu and the rights of the materials, copyright owners and depositors; and
 - d) to have regard to international developments in the archiving of sound and vision materials.
4. Ngā Taonga manages more than 800,000 items. These items are a mix of public records and private material, including material deposited with the Archive but still owned by the depositors. The different types of ownership of material create obligations and limitations on Ngā Taonga in relation to the use and display of this material.
5. Ngā Taonga manages the TVNZ Archive on behalf of the Ministry for Culture and Heritage, which owns the TVNZ Archive. TVNZ retains the intellectual property rights to the TVNZ Archive. As a result of the inclusion of the TVNZ Archive in Ngā Taonga's collection, more than half the collection now consists of items that are public records under the Public Records Act.
6. Ngā Taonga also:
 - a) supplies content from the collections to the public for personal use and to those who wish to use it commercially; and
 - b) has a role in digitising the collections. This ensures it is possible to watch the material if the original format becomes unusable and allows the material to be made available online.
7. The Crown provides funding to Ngā Taonga of about 73 per cent of its total funding.

Establishment of Ngā Taonga Sound and Vision

26. The New Zealand Film Archive was established in 1981 and is an approved repository under the Public Records Act. In 2011, the Sound Archives Ngā Taonga Kōrero (previously owned by Radio New Zealand) were integrated into the Film Archive. This was to reduce duplication of archiving skills and facilities, to increase access to the collection and to encourage collaboration in the sector.
27. In 2014, the TVNZ Archive was transferred to the Ministry for Culture and Heritage. This was instigated by TVNZ's desire to reduce the non-commercial elements of its business. Items in the TVNZ Archive are public records under the Public Records Act. The then Film Archive was designated the Archive Manager of the TVNZ Archive due to its archival expertise. The new organisation, New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua me Ngā Taonga Kōrero, was established in 2014.

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Ministry
for Culture
& Heritage



Te Tari Taiwhenua
Internal Affairs

National Archival and Library Institutions Ministerial Group

To	NALI Ministerial Group
From	Karen Adair, Group Manager, Policy and Sector Performance, Ministry for Culture and Heritage Marilyn Little, Deputy Chief Executive, Policy Regulation and Communities, the Department of Internal Affairs
Date of meeting	Meeting 1: 28 May 2018
Paper 1	Introduction to Ministerial Group work plan

Goals for this meeting

1. This first meeting is an opportunity for the Ministerial Group to:
 - a) endorse the Terms of Reference;
 - b) discuss the current state of the national archival and library institutions;
 - c) develop a common understanding of priorities for the Ministerial Group's work;
and
 - d) set directions for the work programme.

Terms of Reference

2. The attached Terms of Reference has been approved by the Associate Minister for Arts, Culture and Heritage and the Minister of Internal Affairs, as Co-Chairs of the Ministerial Group.
3. The scope of the Ministerial Group's work is limited to Archives New Zealand (Archives), the National Library of New Zealand (the National Library) and Ngā Taonga Sound and Vision (Ngā Taonga). Other institutions will be considered only as part of the wider systems with which the three national archival and library institutions interact.
4. The Terms of Reference has been shared with:
 - a) senior managers at Archives, the National Library and Ngā Taonga; and
 - b) the statutory bodies that advise the Minister of Internal Affairs on library and archive matters.

5. Staff of Archives, the National Library and Ngā Taonga have been informed of the general content of the Terms of Reference.
6. Following the Ministerial Group meeting, officials propose that the Terms of Reference be released publicly.

Current state of the national archival and library institutions

7. Paper 2 describes the current state of Archives, the National Library and Ngā Taonga. Paper 3 provides context on the nature of the role of the Chief Archivist and Archives. Paper 4 provides information on the fiscal and investment challenges facing Archives and the National Library (similar information on Ngā Taonga will be provided for a future meeting).
8. A further paper focusing on the Chief Archivist will be provided for a future meeting of the Ministerial Group. The paper on the Chief Archivist will provide options for future arrangements for the Chief Archivist. The assessment will include considering the advantages and disadvantages of establishing the role as an Officer of Parliament as well as considering other options.
9. Officials will also prepare further advice on:
 - a) the outcomes of the integration of the National Library and Archives with the Department of Internal Affairs (DIA), and
 - b) challenges and opportunities facing Archives, the National Library and Ngā Taonga (including fiscal and investment challenges facing Ngā Taonga).
10. The assessment of the outcomes of the integration will include a comparison of Archives and National Library before and since integration, considering matters such as investment, the state of infrastructure, financial health and meeting performance targets. Officials will also engage with stakeholders about their experiences since the integration.

System overview

11. The national archival and library institutions are part of a wider system relating to culture and heritage, information management and education, as shown in Paper 5. The institutions have multiple roles, relationships and impacts across these sectors. In addition, Paper 6 shows the diversity of roles and oversight arrangements of organisations within these sectors.
12. All three national archival and library institutions hold paper, digital and audiovisual records on behalf of the nation, and preserve and provide access to such records. However, they also have distinct institutional forms and functions:
 - a) Archives and the National Library are part of a government department (DIA), while Ngā Taonga is an independent charitable trust;
 - b) the Chief Archivist and Archives play an important role in New Zealand's constitutional infrastructure by regulating government recordkeeping and information management and thereby ensuring that government can be held to account;

- c) the National Library supports other public libraries and provides literacy and learning resources to schools; and
- d) Ngā Taonga has a specific focus on audiovisual material and is an approved repository under the Public Records Act 2005 (the Public Records Act).

Shared challenges and opportunities

- 13. Despite their distinct roles, the national archival and library institutions share some common challenges and opportunities. Shared challenges include:
 - a) maintaining fit-for-purpose physical repositories;
 - b) addressing physical degradation of collections;
 - c) managing digital information;
 - d) responding to cultural priorities of iwi/Māori; and
 - e) meeting government and user expectations within static funding baselines
- 14. Shared opportunities include:
 - a) using their sector leadership roles to further the purposes of the National Library and Archives;
 - b) collaborating more effectively between institutions; and
 - c) increasing access through digitisation of collections.

Roles of officials, national archival and library institutions and advisory bodies

Officials

- 15. The work of the Ministerial Group will be supported by officials from DIA, the Ministry for Culture and Heritage (MCH), the State Services Commission (SSC) and Te Puni Kōkiri (TPK). DIA and MCH have a direct interest in the outcomes of the Ministerial Group's work, which could have structural and resourcing implications for those agencies. DIA, MCH, SSC and TPK are working together to develop joint advice to the Ministerial Group.
- 16. Other departments (for example, Treasury, the Ministry of Justice and the Department of the Prime Minister and Cabinet) will be involved or consulted as required.

National archival and library institutions

- 17. The Chief Archivist, National Librarian, Chief Librarian of Alexander Turnbull Library and Chief Executive of Ngā Taonga are available to provide the Ministerial Group with information and advice on matters relating to their functions and institutions. However, the input of Chief Archivist and National Librarian will be reassessed should this work lead to a machinery of government process, as they could then be seen to have a conflict of interest.
- 18. Ngā Taonga's position outside government raises different issues. With Ministerial agreement, non-government organisations can be closely involved in government policy processes. It is important that the head of Ngā Taonga has the same input into, and access to information about, the Ministerial Group's work as the heads of Archives and the National Library.

19. We seek the Ministerial Group's views on this matter. We suggest that:
- a) papers for the Ministerial Group should be shared with the heads of the three institutions before Ministerial Group meetings, for input; and
 - b) the heads of the institutions should be involved in developing and commenting on options for their institutions' future arrangements.

Statutory advisory bodies

20. Officials anticipate that, in accordance with their statutory functions, the Archives Council, the Library Information and Advisory Commission and the Guardians Kaitiaki of the Alexander Turnbull Library (the Statutory Bodies) will provide advice directly to the Minister of Internal Affairs on the work of the Ministerial Group.
21. DIA hosted a workshop with the Statutory Bodies on 20 April 2018. This workshop discussed the Terms of Reference and the work plan in confidence with the Statutory Bodies. The workshop was held at this early stage to recognise the special role of the Statutory Bodies in providing advice directly to Ministers. Subsequently, the Statutory Bodies provided comment on the work of the Ministerial Group to the Minister of Internal Affairs. Their comments are attached, for your information.

Stakeholder engagement

22. There are a number of individuals and groups with a strong interest in the national archival and library institutions. It will be important to ensure that the work of the Ministerial Group is informed by the views of such stakeholders and that they feel their voices have been heard.
23. Recent public engagement by the National Library and Archives on their long-term strategies suggests that these institutions are highly important to particular communities. Officials therefore recommend targeted consultation with stakeholders. Information about the work of the Ministerial Group can be made available online for the general public.
24. Officials propose that stakeholder engagement focus both on identifying challenges and opportunities for the national archival and library institutions, and on developing options for change. Sectors likely to be consulted include:
- a) archives and libraries;
 - b) history and heritage;
 - c) information management/records management professionals;
 - d) museums;
 - e) literature and arts;
 - f) education and research;
 - g) film and media; and
 - h) local government.
25. Particular consideration will be given to consultation with organisations representing Māori interests in these sectors, such as Te Rōpū Whakahau (the national association of Māori in libraries and information management).

26. Officials propose that Ministers indicate their views on stakeholder engagement at the first Ministerial Group meeting, and that officials then develop a stakeholder engagement plan for approval by the Co-Chairs.

Cabinet consideration

27. If the Ministerial Group recommends legislative, structural or funding changes affecting one or more of the national archival and library institutions, the Ministerial Group's recommendations will go to Cabinet for decisions. If any machinery of government changes are proposed, these would be led by SSC. This will manage any conflicts of interest. Cabinet decisions on the work of the Ministerial Group are expected by the end of 2018. Officials do not currently see a need to take any matters to Cabinet earlier in the process.
28. If the Ministerial Group decides that it wishes to consult the public on a discussion paper, the Cabinet Manual requires that the paper be submitted to Cabinet. The release of a discussion paper would affect the proposed timeframes. If the Ministerial Group does not wish to release a discussion paper, it may wish to report to Cabinet on its work plan anyway, possibly as an oral item.

Work programme

29. The current schedule of future Ministerial Group meetings is as follows:
 - a) Monday ~~25 June 2018~~: 5.00-6.00 pm
 - b) Monday ~~30 July 2018~~: 4.30-5.30 pm
 - c) Monday ~~27 August 2018~~: 3.45-4.45 pm
 - d) Monday ~~24 September 2018~~: 4.30-5.30 pm
 - e) Monday ~~29 October 2018~~: 4.30-5.30 pm
 - f) Monday ~~26 November 2018~~: 4.30-5.30 pm.
30. Some of these dates may not be needed. The Co-Chairs may also meet in between Ministerial Group meetings.

31. Updated timeframes for the key deliverables in the Ministerial Group's work plan are as follows:

Topic	Action	Due date
Chief Archivist	Advice to the Ministerial Group on the current arrangements in relation to the Chief Archivist and options for future arrangements	June/July 2018
Stakeholder engagement	Engaging with stakeholders with interests in the national archival and library institutions	June-August 2018
Chief Archivist	Advice on a preferred option for future arrangements for the Chief Archivist to the Ministerial Group for decision on options to take to Cabinet	24 September 2018
NALIs	Advice on options to meet challenges and take advantage of opportunities for Archives, National Library and Ngā Taonga to the Ministerial Group for decision on options to take to Cabinet	24 September 2018
Outcomes	Refer any required decisions to Cabinet	November 2018

32. Ministers may wish to indicate any particular areas of interest or concern officials should take note of, and any matters on which they would like specific advice.

Next steps

33. If Ministers agree, officials will:

- a) make the Ministerial Group's Terms of Reference available online;
- b) prepare advice on:
 - i. the position of Chief Archivist and options for future arrangements;
 - ii. the outcomes of the integration of the National Library and Archives with DIA;
 - iii. challenges and opportunities facing the national archival and library institutions;
- c) prepare any other advice requested by the Ministerial Group;
- d) develop a stakeholder engagement plan for approval by the Ministerial Group Co-Chairs; and
- e) begin stakeholder engagement in accordance with the plan.

Recommendations

34. Officials recommend that the Ministerial Group:

- a) **endorse** the attached Terms of Reference;
- b) **approve** the public release of the Terms of Reference;
- c) **agree** that the heads of Archives, the National Library and Ngā Taonga should:

- i. receive papers for the Ministerial Group before Ministerial Group meetings, for input;
 - ii. be involved in developing and commenting on options for their institutions' future arrangements;
- d) **agree** that the Ministerial Group Co-Chairs will approve a stakeholder engagement plan, taking account of the Ministerial Group's views on stakeholder engagement;
- e) **indicate** whether it wishes to release a discussion paper, which would require Cabinet approval, or otherwise wishes to report to Cabinet prior to taking final recommendations to Cabinet for decisions;
- f) **indicate** any particular areas of interest or concern, or matters on which it would like specific advice; and
- g) **note** that officials will provide further advice on:
 - i. the position of Chief Archivist and options for future arrangements;
 - ii. the outcomes of the integration of the National Library and Archives with DIA; and
 - iii. challenges and opportunities facing the national archival and library institutions.

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