

Hon Grant Robertson

MP for Wellington Central

Minister of Finance

Minister for Sport and Recreation

Associate Minister for Arts, Culture and Heritage



01 FEB 2019

Joss J

fyi-request-9086-2e931635@requests.fyi.org.nz

Dear Joss J

Thank you for your email dated 20 November 2018 requesting the following information, which has been considered under the Official Information Act 1982 (OIA):

- 1. Please supply the "TVNZ Archive Collection Report" that was supposed to be supplied to the Minister before 30 June 2018 by Nga Taonga Sound & Vision. (According to the Ministry for Culture and Heritage it was still being finalized in October).*
- 2. Please supply all briefings you have received relating to Nga Taonga from 1 May 2018 onwards.*
- 3. With reference to NALI material that you have received. Please supply the summaries authored by the DIA of submissions relating to Nga Taonga. Please also supply any recommendations made by the DIA relating to Nga Taonga.*

As communicated on the 30 November 2018, I have transferred the first part of your request for the "TVNZ Archive Collection Report" to the Ministry for Culture and Heritage which holds this information.

Please find enclosed documents within the scope of the second and third parts of your request. Some redactions have been made under the following grounds of the OIA:

- section 9(2)(a) to protect the privacy of natural persons
- section 9(2)(f)(iv) to protect the confidentiality of advice tendered by Ministers of the Crown and officials
- section 9(2)(g)(i) to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any department or organisation in the course of their duty
- section 9(2)(j) to enable a Minister of the Crown or any department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations

Some information has been withheld in full under sections 9(2)(f)(iv), 9(2)(i) and 9(2)(j) of the OIA as the content concerned is currently under active consideration. Attached is a table of documents for your reference which indicates where redactions have been made.

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

A handwritten signature in black ink, appearing to read 'Grant Robertson', written in a cursive style.

Hon Grant Robertson
Associate Minister for Arts, Culture and Heritage

	Title of document	Redactions
1	Briefing attaching National Archival and Library Institutions stakeholder engagement plan	Sections of OIA Act applied
2	Signed cover briefing - papers to Co-Chairs for NALI Ministerial Group meeting 25 June 2018	Sections of OIA Act applied
3	Draft Paper 1, NALI Ministerial Group meeting 25 June 2018 - version to Co-Chairs	No redactions
4	Draft Paper 2, NALI Ministerial Group meeting 25 June 2018 - version to Co-Chairs	Sections of OIA Act applied
5	Draft Paper 3, NALI Ministerial Group meeting 25 June 2018 - version to Co-Chairs	Out of scope and sections of OIA Act applied
6	Draft Paper 4, NALI Ministerial Group meeting 25 June 2018 - version to Co-Chairs	No redactions
7	Draft agenda for NALI Ministerial Group meeting 25 June 2018	No redactions
8	Briefing - Seeking decisions on papers for NALI meeting 25 June 2018	Out of scope and sections of OIA Act applied
9	BR2018/499 NALI Ministerial Group - Timeframes and Deliverables - sent to Minister's office	Withheld in full under sections 9(2)(f)(iv) and 9(2)(j)
10	AM2018/650 Proposed meeting with the Chairs of the statutory bodies and Nga Taonga (joint MCH/DIA) - sent to Minister's office	Out of scope and sections of OIA Act applied
11	AM2018/645 Options for strengthening the contribution of the National Archival and Library Institutions implications for Nga Taonga Sound	Out of scope and sections of OIA Act applied
12	AM2018/622 Talking Points for Meeting with Nga Taonga Chair, Simon Murdoch, 22 November 2018 - sent to Min's office	Sections of OIA Act applied
13	BR2018/284 Fortnightly Status Report for the Arts, Culture and Heritage Portfolio - Fortnight beginning 14 May 2018 - returned from Min's office	Out of scope and sections of OIA Act applied
14	BR2018/479 Fortnightly Status Report for the Arts, Culture and Heritage Portfolio - fortnight beginning 3 September 2018 - returned from Min's office (PM)	Out of scope and sections of OIA Act applied
15	AM2018/282 Arts, Culture and Heritage Work Programme - Minister Robertson, sent to Min Office	Out of scope and sections of OIA Act applied
16	AM2018/326 Nga Taonga Visit, 29 June 2018 - sent to Min's office	Sections of OIA Act applied
17	BR2018/306 Nga Taonga Contract Renewal and Draft Business Plan - sent to Min Office	Out of scope and sections of OIA Act applied
18	BR2018/436 Nga Taonga funding contract variation (signed by Minister Robertson and Nga Taonga Chair)	No redactions
19	BR2018/522 National Archival and Library Institutions Ministerial Group: meeting on 24 September 2018 - returned from Min's office	Out of scope and sections of OIA Act applied
20	National Archival and Library Institutions Ministerial Group – date 24 September meeting	Out of scope and sections of OIA Act applied
21	National Archival and Library Institutions Ministerial Group: meeting on 24 September 2018 – dated 13 September 2018	Out of scope and sections of OIA Act applied
22	Draft Cabinet Paper: Options for strengthening the contribution of the National Archival and Library Institutions	Withheld in full under sections 9(2)(f)(iv) and 9(2)(j)
23	Options for strengthening the contribution of the National Archival and Library Institutions	Withheld in full under sections 9(2)(f)(iv) and 9(2)(j)
24	National Archival and Library Institutions Ministerial Group – Meeting 24 September 2018	Withheld in full based on sections 9(2)(f)(iv) and 9(2)(j)



**Te Tari Taiwhenua
Internal Affairs**

Hon Grant Robertson

Hon Tracey Martin

Associate Minister for Arts, Culture and Heritage **Minister of Internal Affairs**

Title: Stakeholder Engagement Plan for the National Archival and Library Institutions Ministerial Group

Date: 4 July 2018

Key issues	
This briefing attaches the draft Stakeholder Engagement Plan for the National Archival and Library Institutions Ministerial Group for your approval.	
Action sought	Timeframe
Note we will commence stakeholder engagement once you approve the Stakeholder Engagement Plan and stakeholder questions; and Approve the attached draft Stakeholder Engagement Plan for the National Archival and Library Institutions Ministerial Group.	By 12 July 2018

Contact for telephone discussions (if required)

Name	Position	Direct phone	After hours phone	Suggested 1 st contact
Rachel Groves	Director, Policy, Department of Internal Affairs	S9(2)(a)	S9(2)(a)	✓
Stefan Corbett	Manager, Heritage Policy, Ministry for Culture and Heritage	S9(2)(a)	S9(2)(a)	✓

Return to	S9(2)(a)
Cohesion reference	ZV2C55T3EKPV-1584444531-306
Ministerial database reference	IA201800480

Purpose

1. This briefing provides you with a draft Stakeholder Engagement Plan for the National Archival and Library Institutions Ministerial Group (the Ministerial Group), for your approval as Co-Chairs.

Background

2. At the first meeting of the Ministerial Group on 28 May 2018, Ministers discussed stakeholder engagement. Ministers agreed that engagement with stakeholders should be inclusive, but should not unduly delay the process.
3. Ministers suggested that stakeholders be asked a short list of focus questions, which will be signed off by the Ministerial Group. It was also agreed the questions for stakeholders would not be in a discussion document and do not need Cabinet approval.
4. Papers for the second Ministerial Group meeting on 25 June 2018 noted that officials would provide a draft Stakeholder Engagement Plan for approval by the Co-Chairs.

Draft Stakeholder Engagement Plan

5. A draft Stakeholder Engagement Plan (the Plan) is attached for your approval. The purpose of engagement will be to:
 - ensure that officials and Ministers understand the interests and concerns of the various sectors;
 - test officials' and Ministers' assumptions and thinking;
 - inform the policy development so that policy advice to Government is robust; and
 - generate support or understanding amongst stakeholders for any changes that may arise.
6. The Plan proposes that stakeholder engagement occur in two phases:
 - Phase One: In this phase, stakeholders will be asked open-ended questions focusing on challenges and opportunities. One of the questions also asks about potential changes for Archives New Zealand and the National Library of New Zealand. We propose that this phase of engagement run for five weeks from 16 July to 19 August 2018.
 - Phase Two in October 2018 will focus on specific options for change.

Focus questions

7. We are awaiting final Co-Chair approval on a paper outlining the following focus questions for use in stakeholder engagement:
 - What are the two or three key challenges for the national archival and library institutions (Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound and Vision)? What is the most urgent challenge?
 - Does the position of Chief Archivist have the independence and authority necessary to be an effective regulator of records and information management within its broad regulatory mandate? Does the position of National Librarian have the independence and authority necessary to carry out the responsibilities of that position? Why/why not?

- What changes, if any, would you suggest to the role or structure of Archives New Zealand or the National Library?
- What opportunities exist for the national archival and library institutions to work more effectively together in collecting, preserving and providing access to New Zealand's documentary heritage? In particular, what opportunities exist in relation to digital preservation and access?
- What does the public need in the next 30 years from the national archival and library institutions?

Stakeholders' different interests and concerns

8. Our approach to stakeholders will be tailored to the level of stakeholder interest in the work programme and how affected they are by the work programme. The Plan proposes four levels of engagement summarised below.

Key affected stakeholders

9. It is intended that interested and affected stakeholders will be engaged face-to-face. This engagement will be primarily through multilateral workshops, but may also be through individual meetings/teleconferences. These stakeholders include the Statutory Bodies and peak bodies representing the archival and library sector e.g. Archives and Records Association of New Zealand and Library and Information Association of New Zealand Aotearoa.
10. These stakeholders will have a range of interests. They will have views about how the institutions work in relation to the wider system, including specific opportunities for alignment and collaboration, and an understanding of the potential impacts of the Ministerial Group's work on the services they provide.

Interested stakeholders

11. This group includes iwi and representative bodies from the following sectors: parties regulated under the Public Records Act 2005, museums and galleries, heritage and history, broadcasting and screen, local government, education and the core accountability agencies. Engagement with representative bodies will include Māori representative bodies in the various sectors.
12. It is intended that these stakeholders will be engaged primarily online. These stakeholders will be notified of the engagement and encouraged to provide written feedback on the focus questions. There may also be opportunities to use existing events, such as conferences or regular meetings, for engagement.
13. This group of stakeholders will have knowledge and perspectives that will assist officials and the Ministerial Group in the assessment.

Staff stakeholders

14. The staff of the three institutions will have an interest in the outcomes of the assessment. Staff will have insights about the multiple roles of the institutions and the ability of staff to work together and across the system. This may also include changes pre and post the integration of Archives New Zealand and the National Library of New Zealand with the Department of Internal Affairs.
15. Staff will be engaged as a special category of stakeholders. A separate engagement plan will be developed specifically for staff engagement.

Other stakeholders

16. This group includes the general public and users of Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound and Vision services. Engagement with this group will be primarily online.
17. The general public's views on the value and relevance of the three institutions may be of interest to the Ministerial Group. The three institutions also have a large number of customers and users of services (e.g. individual users completing research for professional or personal reasons) whose views may not be represented by peak bodies.

Attendance

18. The leaders of the national archival and library institutions may participate in stakeholder engagement activities, but will not lead discussions. Officials from the Department of Internal Affairs and the Ministry for Culture and Heritage supporting the Ministerial Group will be present at all engagements.

Next steps

19. Once you have approved the Plan and the questions, officials will begin stakeholder engagement. Officials will work with your offices on a media release and communications publicising the first phase of stakeholder engagement. This will be a major focus of the work programme over the next few months.
20. We will provide the Ministerial Group with an oral update on stakeholder engagement to date at the next meeting on 30 July 2018.

Recommendations

21. We recommend that you:

- | | | |
|----|---|---------------|
| a) | note we will commence stakeholder engagement once you approve the Stakeholder Engagement Plan and stakeholder questions; and | |
| b) | approve the attached draft Stakeholder Engagement Plan for the National Archival and Library Institutions Ministerial Group, with any amendments you require. | Yes/No |



Rachel Groves
Director Policy
Department of Internal Affairs

Hon Tracey Martin
Minister of Internal Affairs

____/____/____

Hon Grant Robertson
Associate Minister for Arts, Culture and Heritage

____/____/____



Ministry
for Culture
& Heritage



**Te Tari Taiwhenua
Internal Affairs**

Stakeholder Engagement Plan: National Archival and Library Institutions Ministerial Group

Introduction

1. This document outlines how officials will work with stakeholders to support advice to the National Archival and Library Institutions (NALI) Ministerial Group. The NALI Ministerial Group is looking at strengthening the democratic and cultural contribution of Archives New Zealand Te Rua Mahara o te Kāwanatanga (Archives), the National Library of New Zealand Te Puna Mātauranga o Aotearoa (the National Library), and the audiovisual archive Ngā Taonga Sound & Vision (NTSV).

Assessment background

Terms of Reference

2. The Minister of Internal Affairs and the Associate Minister for Arts, Culture and Heritage are leading an assessment of national archival and library institutions (NALI) and their contribution to New Zealand's democratic and cultural infrastructure.
3. A Ministerial Group has been set up to undertake the work. The membership of the NALI Ministerial Group is the Associate Minister for Arts, Culture and Heritage, the Minister of State Services, the Minister for Māori Development, the Minister for Government Digital Services, the Associate Minister of State Services (Open Government) and the Minister of Internal Affairs.
4. The NALI Ministerial Group's Terms of Reference set out the purpose and objectives of the assessment. The Terms of Reference are attached as Appendix One. Paragraph 29 of the Terms of Reference outlines how officials and the NALI Ministerial Group will engage with the leaders of the national archival and library institutions, including the Chief Archivist, the National Librarian, the Chief Librarian of Alexander Turnbull Library and the Chief Executive of NTSV.
5. The Terms of Reference provides that stakeholder engagement will be led by officials or other agreed parties from June – August 2018. The results of engagement will be reported back to the NALI Ministerial Group.

Support for the NALI Ministerial Group

6. A NALI officials group from the Department of Internal Affairs (DIA), the Ministry for Culture and Heritage (MCH), the State Services Commission (SSC) and Te Puni Kōkiri (TPK) is providing support to the NALI Ministerial Group. Stakeholder engagement will be co-led by DIA and MCH officials from the NALI officials group. Feedback and advice to Ministers will be through the NALI officials group.
7. Ministers may also wish to directly engage with stakeholders. The NALI officials group will support Ministers in this direct engagement.

Purpose of stakeholder engagement

8. Stakeholder engagement and involvement in the assessment will be essential to:
 - ensure that officials and Ministers understand the interest and concerns of the various sectors;
 - test officials' and Ministers' assumptions and thinking;
 - inform the policy development so that policy advice to Government is robust; and
 - generate support or understanding amongst stakeholders for any changes that may arise.
9. This stakeholder engagement plan will help DIA and MCH officials to work together on developing and implementing a successful approach to engagement with stakeholders. A list of NALI stakeholders is contained in Appendix Two.
10. Stakeholder engagement will run for five weeks from 16 July to 19 August 2018.

Link to communications work

11. A communications plan is being developed, recognising the different needs of the various stakeholders and aiming to ensure they know what is happening, why, when and what it means for them. The communications plan will highlight key times for communications activity e.g. public release of the terms of reference. DIA and MCH communications teams will coordinate key messages.
12. NTSV is also developing a communications plan. Recognising NTSV's distinctive position as an independent charitable trust and its close relationships with individual depositors of material in its collection, it is appropriate for NTSV to keep its stakeholders informed at key points in the NALI process.

Approach to stakeholder engagement

13. Ministers want engagement with stakeholders to be inclusive and ensure stakeholders feel their voices have been heard, but without unduly delaying the process.
14. Stakeholder engagement will be undertaken in two phases:
 - Phase One: Stakeholders will be asked open ended questions focusing on challenges and opportunities. One of the questions also asks about potential changes for Archives and the National Library.
 - Phase Two will focus on specific options for change.

Phase One: Focus questions

15. The Ministerial Group were provided the following questions to be put to stakeholders:
 - What are the two or three key challenges for the national archival and library institutions (Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound & Vision)? What is the most urgent challenge?
 - Does the position of Chief Archivist have the independence and authority necessary to be an effective regulator of records and information management within its broad regulatory mandate? Does the position of National Librarian have the independence

and authority necessary to carry out the responsibilities of that position? Why/why not?

- What changes, if any, would you suggest to the role or structure of Archives New Zealand or the National Library?
- What opportunities exist for the national archival and library institutions to work more effectively together in collecting, preserving and providing access to New Zealand's documentary heritage? In particular, what opportunities exist in relation to digital preservation and access?
- What does the public need in the next 30 years from the national archival and library institutions?

Stakeholders

16. The three institutions have a large stakeholder base reflecting the wide reach of the institutions. In the time available it is not possible for officials to ensure that all stakeholders who may have an interest and/or be affected by the assessment engage on the focus questions. We therefore propose targeted engagement with representative bodies (e.g. Association of Local Government Information Managers for local government, rather than each local authority individually). This makes the best use of limited time. Nevertheless, online public consultation on the focus questions will give all stakeholders the opportunity to provide their feedback.

Stakeholders' different interests and concerns

17. NALI stakeholders have differing interests and concerns about the assessment work. For the purposes of this engagement plan, a stakeholder has one or more of the following characteristics:

- has perspectives or knowledge needed to develop good solutions or strategies;
- is affected by or affects a particular problem or issue.

18. The engagement approach will be tailored to the level of stakeholder interest in the work programme and how affected they are by the work programme. We propose four levels of stakeholder engagement, as outlined below.

Key affected stakeholders

Statutory bodies and peak bodies in archives and libraries sector

19. These stakeholders will have a range of interests. They will have views about how the institutions work in relation to wider systems, understanding the potential impacts of the assessment on the services they provide, and specific opportunities for alignment and collaboration in the wider system.

20. These stakeholders will be engaged through face-to-face meetings, videoconferences or teleconferences. The face-to-face meetings will primarily involve workshops with multiple stakeholders. These workshops are likely to take place in Auckland, Wellington, Christchurch and Dunedin.

21. As befits their special status, the Statutory Bodies (the Archives Council, the Library Information and Advisory Commission and the Guardians Kaitiaki of the Alexander Turnbull Library) will be engaged first and will have access to materials and information that is of particular relevance to them.
22. The Chief Archivist works with several all of government functional roles to improve the performance of the government information system. The roles of Government Chief Data Steward (GCDS), Government Chief Digital Officer (GCDO) and Government Chief Privacy Officer (GCPO) will also offer useful perspectives.

Interested stakeholders

23. This group of stakeholders will have knowledge and perspectives that will assist officials and Ministers in the assessment. Engagement with interested stakeholders will be primarily online. These stakeholders will be notified of the engagement and encouraged to provide written feedback on the focus questions. There may also be opportunities to use existing events, such as conferences or regular meetings, for engagement.
24. The questions will be hosted on DIA's website. MCH, the National Library, Archives and NTSV websites will provide links to the DIA website. The questions will also be made available online on www.govt.nz. The questions may be accompanied by some supporting information or by links to DIA and MCH websites where relevant information is available.
25. This grouping includes iwi and representative bodies from the following sectors: parties regulated under the Public Records Act 2005, museums and galleries, heritage and history, broadcasting and screen, local government, education and the core accountability agencies. Engagement with representative bodies will include Māori representative bodies in the various sectors.

Regulated parties

26. Archives regulates approximately 3,000 entities under the Public Records Act 2005. Public offices¹ and local authorities are required to have an Executive Sponsor who is assigned strategic and managerial responsibility for oversight of information and records management. Both Executive Sponsors and information management professionals within public offices will want to have a clear understanding of future regulatory demands and will want to be prepared for any changes. The NALI Ministerial Group may have an interest in understanding their perspective on compliance with the Public Records Act 2005.

Museums and galleries sector

27. Museums and galleries will have an interest in the impacts and opportunities of the assessment for GLAM (Galleries, Libraries, Archives and Museums) sector collaboration. The NALI Ministerial Group may have an interest in understanding the opportunities to improve collaboration within the sector.

¹ Public offices are the organisations that make up the legislative, executive, and judicial branches of the Government of New Zealand. This includes State Owned Enterprises, school boards of trustees, District Health Boards and tertiary institutions.

Heritage and history sector

28. The heritage and history sector will be interested in the impacts and opportunities of the assessment on access by researchers to the documentary heritage materials held by the national archival and library institutions.

Broadcasting and screen

29. The broadcasting and screen sector will be interested in the impacts and opportunities of the assessment on access to and preservation of audio-visual archival material.

Local government sector and the education sector

30. These two sectors will want to have a clear understanding of future regulatory demands and will want to be prepared for any changes. The local government sector will be interested in the impacts and opportunities of the assessment for the provision of library services and information management practices. The education sector will also have an interest in support for schools (particularly from the National Library).

Core accountability agencies

31. Core accountability agencies (the Offices of the Ombudsman, the Auditor-General and the Privacy Commissioner) will have an interest in Archives' regulatory role and its relationship to government accountability and transparency. They will have valuable perspectives on the challenges of regulation.

Iwi

32. Iwi will be interested in understanding the impacts and opportunities of the assessment for taonga Māori and mātauranga Māori held by the national archival and library institutions, and alignment with the Treaty. There are a number of iwi with whom Archives, National Library and NTSV have established relationships, as outlined in Appendix Two.

Staff stakeholders

33. National Library, Archives and NTSV staff will have an interest in the outcomes of the assessment. Staff will have insights about the multiple roles of the institutions, the ability of staff to work together and across the system and changes pre and post the integration of National Library and Archives with DIA. Many Archives and National Library staff are also members of the professional associations ARANZ and LIANZA.

34. The staff of National Library and Archives will be engaged as a special category of stakeholders. A separate plan will be developed for staff engagement. We expect this will include meetings between the Chief Archivist, National Librarian, and their staff in the four main centres.

35. The primary purpose of staff engagement is to access their expert knowledge to provide to the Chief Archivist and National Librarian, and ensuring they have a sense of involvement. Staff can contribute a formal submission either through their professional bodies or directly.

36. NTSV will develop an engagement plan for engaging with their staff.

Other stakeholders

37. A range of other individuals and organisations may have some interest in the assessment. Engagement with other stakeholders will be online, with the questions hosted on DIA's website.

Users of National Library, Archives and NTSV services

38. National Library, Archives and NTSV have a large number of customers and users of services (e.g. individual users completing research for professional or personal reasons) whose views may not be represented by peak bodies.

Depositors

39. Individuals and organisations that have deposited material (mainly with NTSV and the Alexander Turnbull Library) will have an interest in the implications of the assessment for the material they deposited. In addition to online engagement, it may be helpful to meet with a limited number of depositors.

General public

40. The general public's views on the value and relevance of the three institutions will likely be of interest to the Ministerial group.

Attendance

41. The leaders of the national archival and library institutions may participate in stakeholder engagement activities, but will not lead discussions. Meeting facilitation will be decided on a meeting by meeting basis, with DIA and MCH NALI officials present at all engagements.

42. Officials will travel when needed to meet with stakeholder groups that are highly affected/more interested, subject to budget and travel policies.

Engagement material

43. With each face-to-face engagement, it is envisaged that presentation material will be prepared to support the discussion. The approach will also allow officials to tailor the presentation content to a particular stakeholder's area of interest or influence. After each engagement a record of the meeting/exchange will be recorded.

Phase Two: Engagement on options

44. Once submissions analysis has been undertaken on Phase One, the results of engagement will be reported back to the NALI Ministerial Group. As options for change are developed, it will be necessary to re-engage with interested and affected stakeholders, particularly the Statutory Bodies. This will likely be through face-to-face meetings.

Activity and timing

Activity	Timing
Release of the Terms of Reference	13 June 2018
Phase 1 of stakeholder engagement <ul style="list-style-type: none">• online release of the engagement questions• face-to-face meetings/teleconferences• workshopping	16 July – 19 August 2018
Submissions analysis on the focus questions	August-September 2018
Report back to Ministers on first phase of engagement	September 2018
Phase 2 of stakeholder engagement on potential solutions	October 2018
Referring any required decisions to Cabinet	November 2018

Evaluation

45. The stakeholder engagement will be successful if:

- advice to the Ministerial group is enhanced by understanding of stakeholder viewpoints;
- the Ministerial group is satisfied with the support received; and
- stakeholders feel involved and informed as appropriate.

Appendix One: Terms of Reference for the National Archival and Library Institutions Ministerial Group



**Te Tari Taiwhenua
Internal Affairs**

National Archival and Library Institutions Ministerial Group

1. The Minister of Internal Affairs and the Associate Minister for Arts, Culture and Heritage are leading an assessment of national archival and library institutions and their contribution to New Zealand's democratic and cultural infrastructure. The following terms describe the operation and objectives of the work and the National Archival and Library Institutions Ministerial Group (the NALI Ministerial Group).

Purpose of the NALI Ministerial Group

2. Archives New Zealand (Archives NZ) and the National Library of New Zealand (the National Library) play important roles in New Zealand's democracy and cultural life. Ngā Taonga Sound and Vision (NTSV) also plays an important role in New Zealand's cultural life.
3. The coalition Government has decided to develop policy for the contribution of New Zealand's national archival and library institutions to democratic accountability and to the culture and heritage sector, and respond to their challenges and opportunities.
4. This policy is intended to strengthen the contributions of national archival and library institutions (Archives NZ, the National Library and NTSV) to the following objectives:
 - government functions as part of an accountable, open and transparent democracy;
 - records that document New Zealand's history and culture are collected and preserved as taonga for current and future generations, and are as accessible as possible to all New Zealanders;
 - national archival and library institutions, as kaitiaki for taonga Māori and mātauranga Māori, work in partnership with iwi and Māori in accordance with the Treaty of Waitangi; and
 - the memory of the New Zealand government is managed and preserved for future generations.
5. These objectives will be considered within a wider culture and heritage framework, to achieve outcomes of:
 - effective administration of the public record – including standards, monitoring, and access;
 - nationwide library and information collections, systems and infrastructure contributing to a literate, participative community and economy; and

- well cared-for, relevant and accessible documentary heritage collections making best use of available expertise and resources.

Context

6. National archival and library institutions hold records and items of national importance, on behalf of the nation as part of their functional roles. These are public, private and published records and include written, electronic and audio-visual materials.
7. New Zealand's national archival and library institutions have distinct identities and purposes. However, their work shares some strong common themes focused on:
 - the collection, preservation and dissemination of knowledge;
 - fostering New Zealand's cultural identity; and
 - responding to digital preservation challenges.

Archives New Zealand

8. Archives NZ is led by the Chief Archivist and has a regulatory function under the Public Records Act 2005. The Chief Archivist contributes to New Zealand's democracy through promoting transparent and accountable government. The Chief Archivist sets the framework for creating and managing and disposing of information in the public sector. This includes:
 - setting standards and supporting government (including local government) recordkeeping;
 - regulating the creation and disposal of records;
 - monitoring compliance;
 - facilitating access and use; and
 - reporting annually to Parliament on the state of government recordkeeping.
9. Archives NZ has a particular focus on improving digital information management practices and systems to ensure that high value records created in the digital age are fit for eventual transfer into the Government Digital Archive. The variability of digital information management practices and systems over the last few decades has resulted in a variety of legacy systems and formats, some of which are increasingly difficult to access.
10. Archives NZ's *Archives 2057 Strategy* sets out the vision: *People value a vibrant, trusted national archives. We will be a trusted regulator of government information through the Public Records Act; experts in how to create, manage, preserve and discover information; and a gateway providing access to the nation's history, connecting people to their stories, rights and entitlements.*
11. Three strategic focus areas are identified:
 - ***Taking archives to the people.*** *This strategic focus area is about enabling users to discover, use, celebrate and connect with the growing scale of the record of government. This means a shift from users having to find us and understand our systems, to pushing information out using channels that are relevant to different communities.*

- **Upholding transparency.** *This strategic focus area is about using our regulatory mandate strongly to require agencies to create and manage their information while safeguarding privacy and security concerns. A shift to access from the point of creation and the proactive release of information will support open government principles around transparent and accountable government. This is also about managing information well over time so that access permissions are reviewed and there are no unnecessary restrictions.*
- **Building systems together.** *This strategic focus area is about leading, influencing and regulating across the government information system to improve information processes, technology, standards, culture and behaviours. We will work with others and build these systems together. This benefits New Zealanders as the needs, rights and entitlements of individuals will be included in system design.*

The National Library of New Zealand

12. The National Library is New Zealand's legal deposit library. The National Library is required to "enrich the cultural and economic life of New Zealand and its interchanges with other nations" under the National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003 (the National Library Act). The National Library also houses the collections of the Alexander Turnbull Library which is the foremost research library on New Zealand and Pacific studies.
13. Under the National Library Act, the National Library is expected to collect, preserve, and protect documents, particularly those relating to New Zealand. It must make them accessible for all the people of New Zealand, in a manner consistent with their status as documentary heritage and taonga.
14. The National Library also has roles of:
 - supplementing and furthering the work of other libraries in New Zealand;
 - working collaboratively with other institutions with similar purposes; and
 - supporting schools through Services to Schools, which provides reading resources and has curriculum and advisory staff.
15. *Turning knowledge into Value*, The National Library's Strategic Directions to 2030, sets out the following outcomes:
 - **Taonga:** *New Zealanders will trust that their documentary heritage and taonga are collected, preserved and accessible, enabling the creation of new knowledge.*
 - **Knowledge:** *New Zealanders will easily access, share and use New Zealand's knowledge resources to innovate and create new knowledge.*
 - **Reading:** *New Zealanders will have the literacy skills to achieve social, educational and employment success and be inspired to create new knowledge.*

Ngā Taonga Sound and Vision

16. NTSV is New Zealand's national audiovisual archive, and is a charitable trust governed by a Board of Trustees. It was formed following the amalgamation of the New Zealand Film Archive, the Radio New Zealand (RNZ) Sound Archive and the Television New Zealand (TVNZ) Archive between 2012 and 2014.

17. Under its Constitution, NTSV's role includes collecting, preserving, cataloguing, providing access to and promoting public interest in audiovisual materials. NTSV's archivists have expertise in working with and preserving materials in a variety of both obsolete and contemporary media formats.

Scope of the National Archival and Library Institutions Work Plan

Matters in scope of the Work Plan

18. The work will focus on Archives NZ, the National Library and NTSV.²
19. The work plan will:
 - investigate options to ensure the Chief Archivist has sufficient independence to be an effective regulator of the public sector (this will include a consideration of whether the Chief Archivist should be an Officer of Parliament, as well as comparing how other statutory officer functions retain independence);
 - consider the implications and impacts including costs of separating the Chief Archivist's regulatory role from the management of the collections held by Archives NZ;
 - consider the impact of the rapid evolution of digital technologies and the likely impacts on both the independent regulatory role of the Chief Archivist and the provision of location neutral digital access to the nation's memory;
 - consider the current state of the institutions, their roles, functions and linkages between them, and their relationships with the wider information management and cultural heritage systems;
 - investigate options for kaitiakitanga with iwi and Māori for taonga Māori and mātauranga Māori, in accordance with the Treaty of Waitangi, that enables access;
 - investigate options for ensuring NTSV has appropriate governance, and a sustainable structure and funding (this will include a consideration of whether NTSV should be established as a Crown entity); and
 - consider the challenges and the opportunities in the information management and cultural heritage systems and develop options to meet challenges and take advantage of opportunities, which could include structural, legislative or operational change.

² For the purposes of this work, "national archival and library institutions" does not include a public office or local authority holding records in accordance with its obligations under the Public Records Act 2005, and incidental to its primary functions. Local and regional archives and libraries are also out of scope.

20. The deliverables and proposed timeframes are set out in the table below.

Topic	Action	Due date
Terms of Reference	Agreed Terms of Reference referred to the Prime Minister for noting	May 2018
Chief Archivist	Advice to the NALI Ministerial Group on the current arrangements in relation to the Chief Archivist and options for future arrangements	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 NALI Ministerial Group for decision on options to take to Cabinet	September 2018
NALIs	Advice on options to meet challenges and take advantage of opportunities for Archives NZ, National Library and NTSV to the NALI Ministerial Group for decision on options to take to Cabinet	September 2018
Outcomes	Refer any required decisions to Cabinet	November 2018

21. Any options for change must consider that national archival and library institutions may have multiple roles. These can include an information management role, a cultural heritage role, services to the whole of government, and a role around access to information resources, and bibliographic and school services. Options for change must also consider that, in addition to public records, some of the institutions hold records donated by private donors; and that the institutions are kaitiaki for records of particular significance to whānau, hapū and iwi.

The NALI Ministerial Group

Membership and meetings of the NALI Ministerial Group

22. The Associate Minister for Arts, Culture and Heritage and the Minister of Internal Affairs are the Co-Chairs of the NALI Ministerial Group. The Co-Chairs will meet regularly.
23. Membership of the NALI Ministerial Group is the Associate Minister for Arts, Culture and Heritage, the Minister of State Services, the Minister for Māori Development, the Minister for Government Digital Services, the Associate Minister of State Services (Open Government) and the Minister of Internal Affairs.
24. The NALI Ministerial Group will meet on an ad hoc basis, at the invitation of the Co-Chairs. It is intended that the NALI Ministerial Group will meet at critical points in the work.

Support for the National Archival and Library Institutions Work Plan

25. The Department of Internal Affairs (the Department), the Ministry for Culture and Heritage (the Ministry), the State Services Commission and Te Puni Kōkiri will provide support to the work plan.

Process and timeframe

26. Recommendations will be presented to the NALI Ministerial Group by the Co-Chairs of the NALI Ministerial Group. The NALI Ministerial Group will agree which recommendations will be put forward for Cabinet consideration.
27. Government decisions in respect of the work will be made by the end of 2018.

Engaging stakeholders

28. There are a number of stakeholders with a strong interest in the national archival and library institutions. Engagement with the information management, archival, library, Māori heritage, education and associated research sectors will ensure decisions are well-informed and that these sectors feel their voices have been heard. Stakeholder engagement will be led by officials or other agreed parties. The results of engagement will be reported back to the NALI Ministerial Group.
29. Officials and the NALI Ministerial Group may consult from time to time with the leaders of the national archival and library institutions, including the Chief Archivist, the National Librarian, the Chief Librarian of Alexander Turnbull Library and the Chief Executive of NTSV. The leaders of the national archival and library institutions could provide information and advice on operational matters relating to their institutions. They will not be involved in decision-making that could affect their own positions.
30. Officials and the NALI Ministerial Group may consult from time to time with statutory bodies and other parties to ensure robust advice is made available to Ministers.
31. The agreed Terms of Reference of the NALI Ministerial Group will be proactively released to stakeholders.

Appendix Two: National Archival and Library Institutions Stakeholders

Key affected stakeholders

Statutory Bodies
<ul style="list-style-type: none">• Archives Council Te Rua Wānanga• Guardians Kaitiaki of the Alexander Turnbull Library• Library and Information Advisory Commission (LIAC)
Peak bodies and advisory bodies - Archives and libraries sector
<ul style="list-style-type: none">• Te Pae Whakawairua (advisory body for the Chief Archivist)• Te Komiti Māori (advisory body for the National Librarian and Chief Librarian of the Turnbull Library)• Archives and Records Association New Zealand National Council (ARANZ)• Library and Information Association of New Zealand Aotearoa (LIANZA)• Friends of the Turnbull Library• Te Rōpū Whakahau – national association of Māori in libraries and information management• Office of the Ombudsman• Office of the Auditor-General• Privacy Commissioner• Records and Information Professionals Australasia (RIMPA)• Government Information Managers Group (GIG)• Association of Local Government Information Managers (ALGIM)• Association of Public Library Managers• Publishers Association of New Zealand• Council of New Zealand University Librarians (CONZUL)• School Library Association of New Zealand Aotearoa• Parliamentary Library• Internet NZ• All of Government roles – GCDS, GCDO, GCPO• Local Government New Zealand (LGNZ)• New Zealand Society of Local Government Managers (SOLGM)• Ministry of Education

Interested stakeholders

Regulated parties
<ul style="list-style-type: none">• Executive Sponsors in public offices and local authorities• NZ Government Information Systems Managers Forum (GOVIS)
Heritage and history sector
<ul style="list-style-type: none">• Heritage New Zealand (and Māori Heritage Council)• Historic Places Aotearoa – non-governmental national heritage advocacy body• Māori Language Commission• National Oral History Association of New Zealand• New Zealand Historical Association (NZHA)

<ul style="list-style-type: none"> • New Zealand Society of Genealogists (NZSG) • Professional Historians' Association of New Zealand Aotearoa (PHANZA) • Te Pouhere Kōrero (Māori historians' association)
Museums sector
<ul style="list-style-type: none"> • Museums Aotearoa • Te Papa
Arts sector
<ul style="list-style-type: none"> • Creative New Zealand • Creative Commons Aotearoa New Zealand • International Association of Music Libraries NZ • New Zealand Society of Authors (NZSA) • SOUNZ Centre for New Zealand Music • Toi Māori Aotearoa (Māori Arts New Zealand) • We Create
Broadcasting and screen sector
<ul style="list-style-type: none"> • Māori Television • New Zealand On Air • New Zealand Film Commission • Ngā Aho Whakaari (Māori in screen production) • NZ On Screen • Radio New Zealand • Screen Production and Development Association (SPADA) • Te Māngai Pāho • Te Whakaruruhau o ngā Reo Irirangi Māori (national body for iwi radio stations) • Television New Zealand
Core accountability agencies
<ul style="list-style-type: none"> • Transparency International
Education sector
<ul style="list-style-type: none"> • Royal Society of New Zealand • Universities New Zealand
Iwi (National Library and Archives)
<ul style="list-style-type: none"> • Ngāi Tahu • Ngāi Takoto • Ngāpuhi • Ngāti Haua • Ngāti Porou • Ngāti Toa Rangatira • Ngāti Tuwharetoa • Taranaki Whānui • Te Aupōuri • Te Rarawa • Tūhoe • Waikato-Tainui

Staff stakeholders

- National Library staff
- Archives staff
- NTSV staff

Other stakeholders

- Individual users of National Library, Archives and NTSV services
- Depositors of material to National Library, Archives and NTSV
- General public



Te Tari Taiwhenua
Internal Affairs

2 ✓

Priority Routine

Hon Grant Robertson
Associate Minister for
Arts, Culture and Heritage

Hon Tracey Martin
Minister of Internal Affairs

Title: National Archival and Library Institutions Ministerial Group: meeting on 25 June 2018

Date: 19 June 2018

Key issues

We seek your approval of the attached draft agenda and draft papers for the second meeting on 25 June 2018 of the National Archival and Library Institutions Ministerial Group (the NALI Ministerial Group).

Minister	Action sought	Timeframe
Hon Grant Robertson Associate Arts, Culture and Heritage	Approve the attached draft papers for the second meeting of the NALI Ministerial Group on 25 June 2018 and provide the papers to the other members of the Ministerial Group	21 June 2018
Hon Tracey Martin Internal Affairs	Approve the attached draft papers for the second meeting of the NALI Ministerial Group on 25 June 2018 and provide the papers to the other members of the Ministerial Group	21 June 2018

Contact for telephone discussions (if required)

Name	Position	Direct phone line	After hours phone	Suggested 1 st contact
Stefan Corbett	Manager, Heritage Policy	S9(2)(a)	S9(2)(a)	✓
Raj Krishnan	General Manager Policy	S9(2)(a)	S9(2)(a)	✓

Return to	S9(2)(a)
Cohesion reference	ZV2C55T3EKPV-1584444531-205
Ministerial database reference	IA201800443

Purpose

1. This briefing provides a draft agenda and draft papers for the second meeting on 25 June 2018 of the National Archival and Library Institutions Ministerial Group (the NALI Ministerial Group). The paper seeks your approval, as Co-Chairs, to send the papers to the full NALI Ministerial Group.

Background

2. The NALI Ministerial Group met for the first time on Monday 28 May 2018. The other member of the Ministerial Group in attendance was Hon Nanaia Mahuta, Minister for Māori Development.
3. The NALI Ministerial Group agreed the second meeting would involve a tour of the Archives facility. The NALI Ministerial Group also requested the following papers be prepared for the Group:
 - a discussion on the Archives Wellington facility proposed under the Preserving the Nation's Memory project, what that facility would include, and whether there were opportunities for shared facilities with Ngā Taonga Sound and Vision; and
 - three or four questions to be put to stakeholders during stakeholder engagement to seek feedback on the NALI work programme.

Tour of the Archives facility

4. The NALI Ministerial Group is meeting at 5 pm on Monday, 25 June 2018. Other members of the Ministerial Group in attendance will be:
 - Hon Nanaia Mahuta, Minister for Māori Development; and
 - Hon Clare Curran, Minister for Government Digital Services and Associate Minister of State Services.
5. Hon Chris Hipkins, Minister of State Services has sent his apologies.
6. The meeting will involve a tour of the Archives facility, led by the Chief Archivist, Richard Foy. This is reflected in the attached agenda.

Papers for circulation to the Ministerial Group

7. We have prepared the following papers for consideration by the Ministerial group:
 - the minutes of the first meeting on 28 May 2018 (Paper 1);
 - information regarding Preserving the Nation's Memory (PtNM) a property project seeking investment to upgrade and expand the physical infrastructure of the National Library of New Zealand and Archives New Zealand (Paper 2);
 - challenges and opportunities for Ngā Taonga Sound and Vision (Paper 3);
 - engagement questions for stakeholders (Paper 4).
8. If you approve the papers, we suggest you circulate the papers for discussion with Ministerial group members, noting that decisions on the papers will be taken by yourselves as Co-chairs.
9. The next meeting of the Ministerial Group is on 30 July 2018. Further advice on the position of Chief Archivist will be provided for that meeting.

Recommendations

10. The Department of Internal Affairs and the Ministry for Culture and Heritage recommend that you:

- a) **note** that the second meeting of the National Archival and Library Institutions Ministerial Group on 25 June 2018 will consist of a tour of the Archives facility;
- b) **note** the following papers have been prepared for circulation to the National Archives and Library Institutions Ministerial Group:
 - i. the draft agenda for the National Archives and Library Institutions Ministerial Group meeting on 25 June 2018;
 - ii. the minutes of the National Archival and Library Institutions Ministerial Group meeting on 28 May 2018 (Paper 1);



- iv. challenges and opportunities for Ngā Taonga Sound and Vision (Paper 3);
- v. engagement questions for stakeholders (Paper 4).
- c) **approve** the above papers, with any amendments you require, to be provided for discussion with other members of the Ministerial Group; **Yes/No**
- d) **agree** that decisions on the papers be taken by yourselves as Co-chairs of the Ministerial Group. **Yes/No**

Stefan Corbett
Manager, Heritage Policy
Ministry for Culture and Heritage

Raj Krishnan
General Manager Policy
Department of Internal Affairs

Hon Grant Robertson
Associate Minister for Arts, Culture and
Heritage

____/____/____

Hon Tracey Martin
Minister of Internal Affairs

____/____/____

Appendices

Appendix One: Draft agenda for the National Archives and Library Institutions Ministerial Group meeting on 25 June 2018

Appendix Two: Draft papers for the National Archival and Library Institutions Ministerial Group:

- Paper 1: the minutes of the National Archival and Library Institutions Ministerial Group meeting on 28 May 2018
- Paper 2: information regarding Preserving the Nation's Memory (PtNM) a property project seeking investment to upgrade and expand the physical infrastructure of the National Library of New Zealand and Archives New Zealand
- Paper 3: challenges and opportunities for Ngā Taonga Sound and Vision
- Paper 4: engagement questions for stakeholders



Ministry
for Culture
& Heritage



Te Tari Taiwhenua
Internal Affairs

Meeting minutes

National Archival and Library Institutions Ministerial Group

Date and time of meeting	Monday 28 May 2018, 3:45-4:45 pm - meeting one
Location	7.6 EW
Ministerial attendees	Hon Grant Robertson, Associate Minister for Arts, Culture and Heritage Hon Nanaia Mahuta, Minister for Māori Development Hon Tracey Martin, Minister of Internal Affairs
Apologies	Hon Chris Hipkins, Minister of State Services Hon Clare Curran, Minister for Government Digital Services, Associate Minister of State Services (Open Government)
Co-Chairs	Hon Grant Robertson, Associate Minister for Arts, Culture and Heritage Hon Tracey Martin, Minister of Internal Affairs
Officials	Colin MacDonald, Chief Executive, Department of Internal Affairs (DIA) Paul James, Chief Executive, Ministry for Culture and Heritage (MCH) Marilyn Little, Deputy Chief Executive, Policy, Regulation and Communities, (DIA) Hannah Cameron, Deputy Commissioner, State Services Commission (SSC) Stefan Corbett, Manager Heritage Policy, (MCH) Tamati Olsen, Manager Cultural Wealth, Te Puni Kōkiri (TPK) Susan O'Neill, Senior Policy Analyst (DIA) Ewan Lincoln, Senior Policy Adviser (MCH)

Terms of Reference

1. Ministers discussed the Ministerial Group's Terms of Reference. The discussion covered the Statutory Bodies' (Archives Council, Library and Information Advisory Commission and Guardians Kaitiaki of Alexander Turnbull Library) suggested amendments to the Terms of Reference.

2. **Agreed** that most of the amendments proposed by the Statutory Bodies will be accepted, with some minor changes to the Statutory Bodies' proposed wording.

3. **Agreed:**

- a. A new objective will be inserted in paragraph 4 relating to the kaitiaki role of the institutions and their partnership with iwi/Māori under the Treaty of Waitangi. The new wording will be checked with Hon Nanaia Mahuta.
- b. The Co-Chairs will sign off on the amended Terms of Reference.

Public communications

4. Ministers discussed the public release of the Terms of Reference and a supporting media release.

5. **Agreed:**

- a. The Terms of Reference will be publicly released once approved by the Co-Chairs, with an accompanying media release.

Stakeholder engagement

6. **Agreed:**

- a. Officials will contact stakeholders to let them know about the Ministerial Group's work programme.
- b. Engagement with stakeholders should be inclusive and should ensure stakeholders feel their voices have been heard, but should not unduly delay the process.
- c. Officials should formulate 3-4 questions to put to stakeholders. These questions will be brought to Ministers for consideration.

Work plan

7. Ministers discussed the work plan and the associated meeting papers.

- Paper 1- Introduction to Ministerial Group work plan
- Paper 2 – Current state of the National Archival and Library Institutions
- Paper 3 – Introduction to the role of the Chief Archivist and Archives
- Paper 4 – Fiscal and investment challenges for Archives and the National Library
- Paper 5 – Diagram of the institutions within the wider systems
- Paper 6 – Table of the National Archival and Library institutions within the wider systems

8. **Noted:**

- a. Digitisation is an important issue and should be considered throughout the work programme.
- b. The Alexander Turnbull Library sits within the National Library, but may have its own specific opportunities and challenges. These should be addressed in the work plan.

Paper 2 – Introduction to current state – Archives New Zealand, National Library and Ngā Taonga Sound and Vision

9. **Noted** that the discussion of responsiveness to iwi/Māori in Paper 2 is a good articulation of the issues, but should be reflected more clearly in the work plan.

Paper 3 – Role of the Chief Archivist and Archives New Zealand

10. **Noted** that further advice is needed on how the Chief Archivist's regulatory role is working in practice. The Chief Archivist's ability to regulate agencies effectively is a matter not only of independence but also of level of authority within the governmental system.

Involvement of National Archival and Library Institutions and Statutory Bodies

11. Agreed:

- a. The heads of Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound and Vision will have input into the papers prepared for the Ministerial Group.
- b. Key Ministerial Group papers will be provided, in full or in summary, to the Statutory Bodies following Ministerial Group meetings.

Cabinet consideration

12. Agreed:

- a. Cabinet does not need to consider the Ministerial Group's work at this stage.
- b. The questions for stakeholders are not a discussion document and do not need Cabinet approval.

Next meeting

13. A tour of Archives New Zealand and the National Library will be organised for the next Ministerial Group meeting on 25 June 2018. There will also be an abbreviated Ministerial Group meeting on that date, which could take place at Archives or National Library.



Ministry
for Culture
& Heritage




Te Tari Taiwhenua
Internal Affairs

National Archival and Library Institutions Ministerial Group

To	NALI Ministerial Group
From	Marilyn Little, Deputy Chief Executive, Policy Regulation and Communities, Department of Internal Affairs Karen Adair, Group Manager, Policy and Sector Performance, Ministry for Culture and Heritage
Date of meeting	Meeting 2: 25 June 2018
Paper 2	Preserving the Nation's Memory – National Library and Archives New Zealand

Purpose of this paper

1.  S9(2)(i) and S9(2)(j)
2. This paper also explores whether there are opportunities for collaboration and co-location with Ngā Taonga Sound and Vision (Ngā Taonga). This paper was requested by the National Archival and Library Institutions Ministerial Group at its meeting on 28 May 2018.

Executive summary

3.  S9(2)(i) and S9(2)(j)
4. 

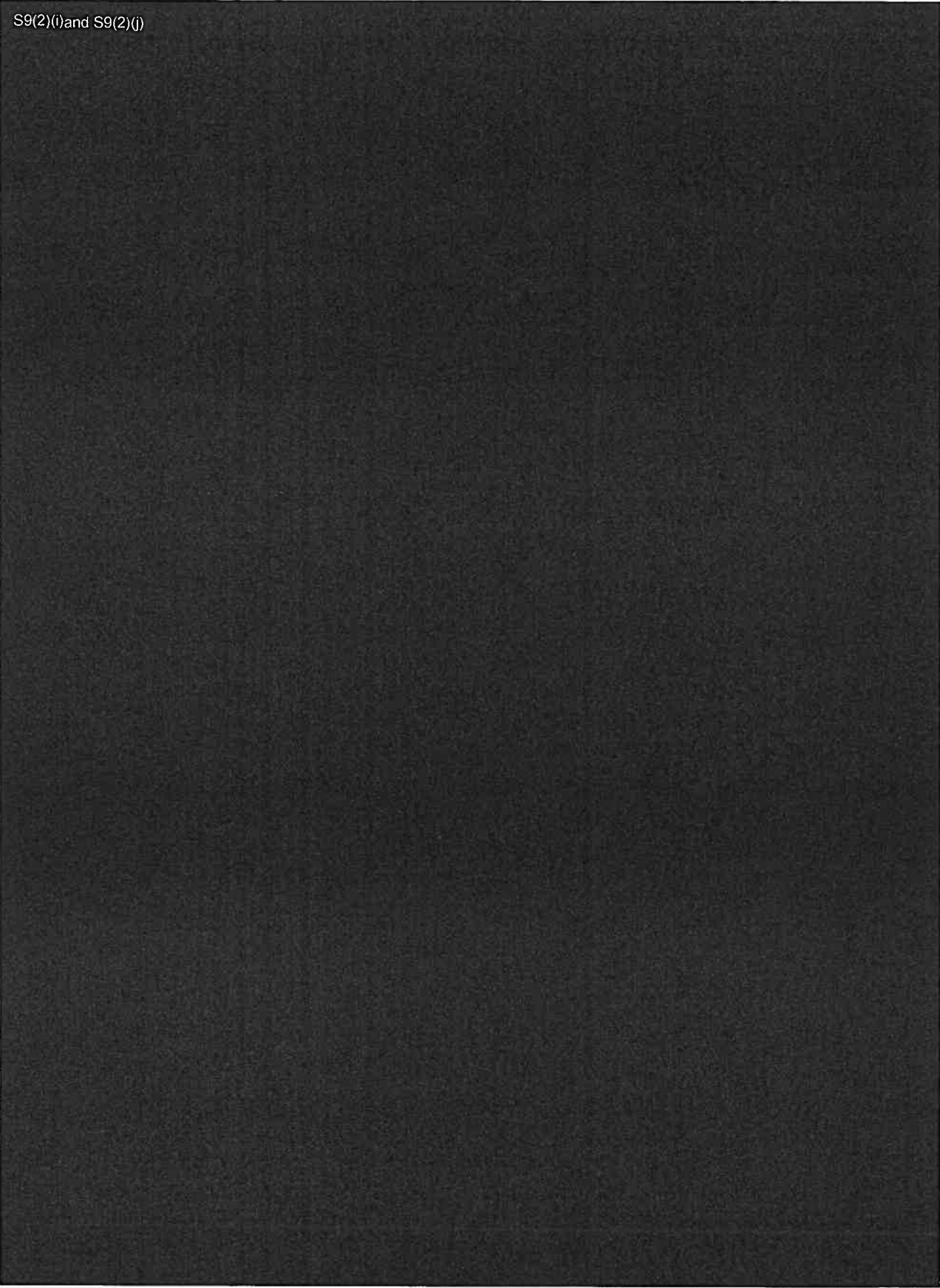
S9(2)(i) and S9(2)(j)

5. There are opportunities and scope for including Ngā Taonga in the same location as the new Wellington Archive. Co-location can provide increased efficiency in government archival spending. Co-location could also improve physical access and provide greater convenience for the public and customers.
6. However, the PtNM proposal's timeframes mean that it would not solve Ngā Taonga's immediate property needs.

S9(2)(i) and S9(2)(j)

S9(2)(i) and S9(2)(j)

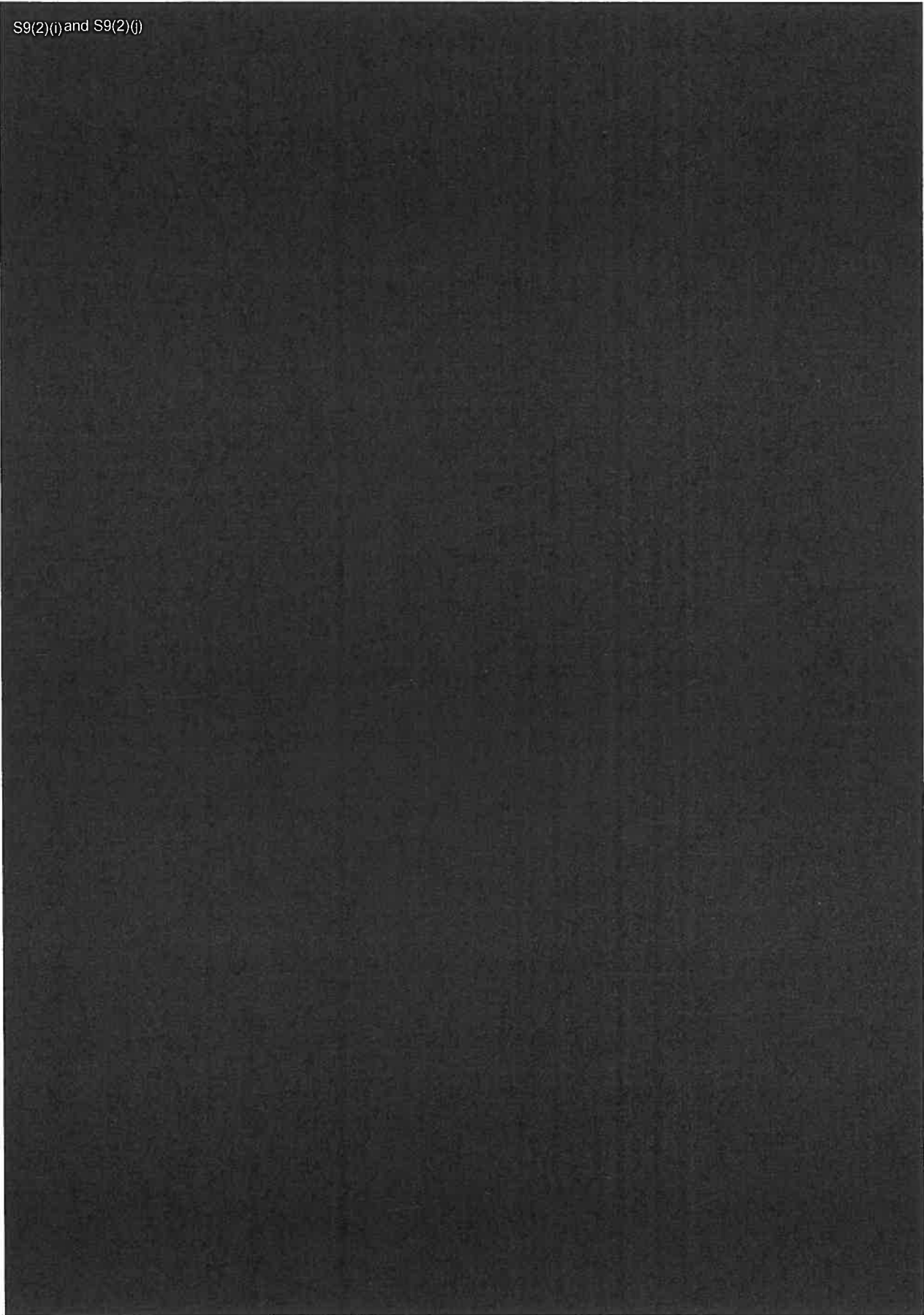
S9(2)(i) and S9(2)(j)




IN-CONFIDENCE

Page 3 of 8

S9(2)(i) and S9(2)(j)




S9(2)(i) and S9(2)(j)




Opportunities for collaboration and connectedness

S9(2)(f)(iv)



27. Options for collaboration between Archives, National Library and Ngā Taonga exist along a spectrum. At one end are activities such as collaboration on conservation or digitisation projects, which could be undertaken within existing institutional arrangements. Sharing of facilities is a middle option, which would provide greater opportunities for working together, while maintaining organisational independence. At the other end of the spectrum would be some form of integration at an organisational level, which could be considered as part of advice on the options for the structures of the three institutions.

S9(2)(i) and S9(2)(j)



Further investigation is needed to understand the implications of sharing facilities with Ngā Taonga

28. The proposal in PtNM concentrates on Archives' and the National Library's current legislative responsibilities and stewardship obligations. While there may be opportunities to include Ngā Taonga in the proposal, this has not been investigated to date.
29. DIA would need to confirm whether Ngā Taonga is interested in pursuing any of these opportunities. The PtNM proposal's timeframes mean that it would not solve Ngā Taonga's immediate property needs.⁴ More information is in Paper 3: Challenges and opportunities for Ngā Taonga Sound & Vision.
30. If Ngā Taonga is interested in any kind of shared facilities, detailed investigation and analysis would be needed to fully understand the impact. Shared facilities could affect the timing, design and build of the facilities and the cost of the project.

Recommendations

31. Officials recommend that the Ministerial Group:

S9(2)(i) and S9(2)(j)

- d) **Note** that there may be opportunities to share facilities with Ngā Taonga, but these have not been explored to date;


S9(2)(i) and S9(2)(j)

- f) **Direct** DIA and MCH to discuss with Ngā Taonga the possibility of shared facilities, to determine whether including Ngā Taonga in the PtNM facilities should be investigated further, and report back to the Ministerial Group;

S9(2)(i) and S9(2)(j)

S9(2)(i) and S9(2)(j)

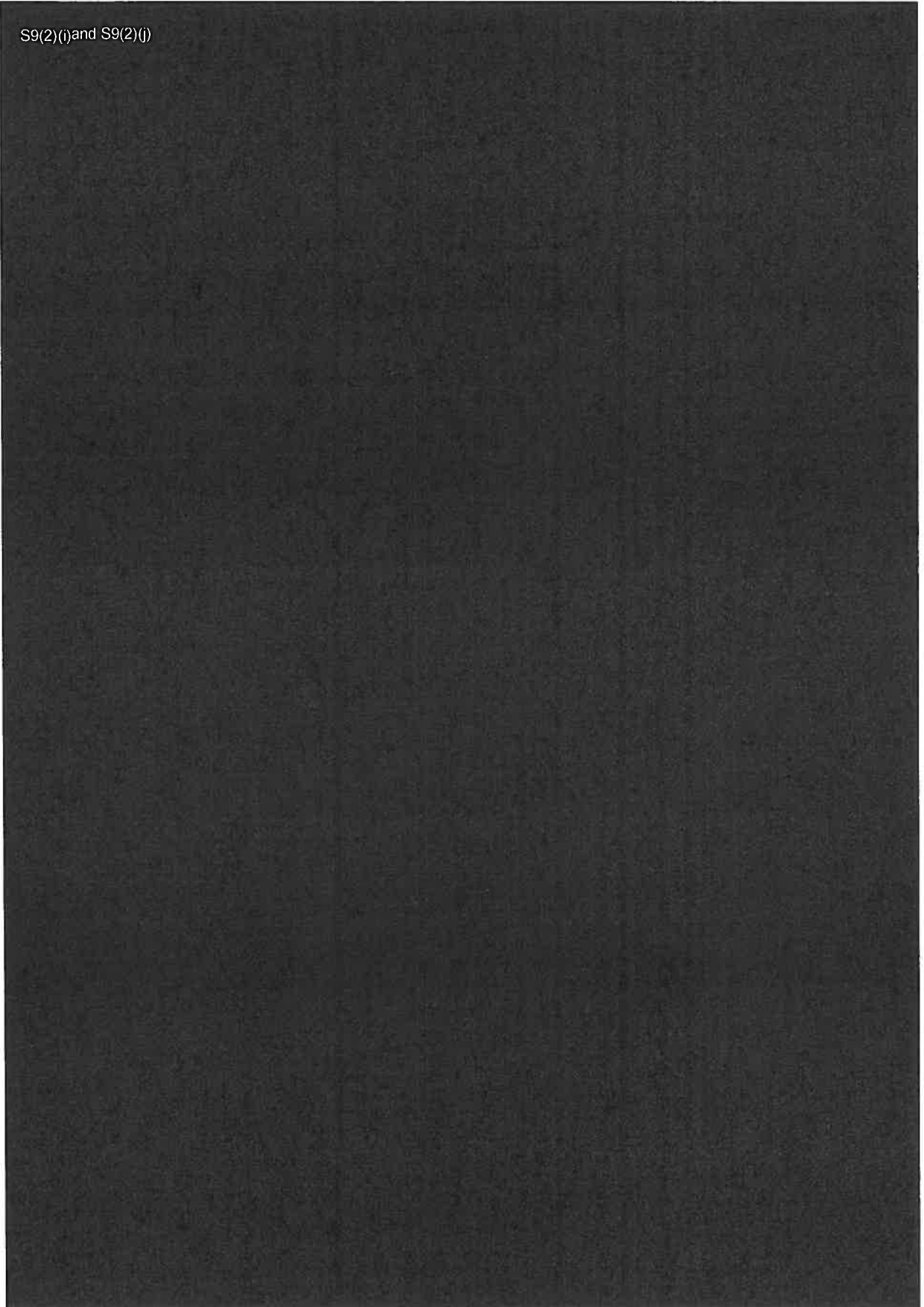
S9(2)(i) and S9(2)(j)



IN-CONFIDENCE

Page 7 of 8

S9(2)(i) and S9(2)(j)





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 2: 25 June 2018
Paper 3	Challenges and opportunities for Ngā Taonga Sound & Vision

Purpose of this paper

1. This paper supplements the current state information about Ngā Taonga Sound & Vision (Ngā Taonga) in Paper 2 for the NALI Ministerial Group meeting of 28 May 2018.¹ It provides more information about current challenges and opportunities for Ngā Taonga, focusing on property, access and preservation. It also considers briefly some opportunities for collaboration with other organisations.

Background

2. Ngā Taonga was formed in 2014 as a result of the amalgamation of three collections: the New Zealand Film Archive, Radio New Zealand's Sound Archives Ngā Taonga Kōrero (RNZ Archive) and the Television New Zealand Archive (TVNZ Archive). The amalgamation of these collections has left Ngā Taonga with a diverse property portfolio to manage, and with a legacy of different databases and systems. The size of Ngā Taonga's collection is also significantly larger than that held by its predecessor, the New Zealand Film Archive. In addition, Ngā Taonga faces challenges in common with other archival organisations of preserving and providing access to items in a wide range of formats, including some that are obsolete or very fragile.

¹ Ngā Taonga Sound & Vision is the operating name for the New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua me Ngā Taonga Kōrero.

Property issues

Current property portfolio

3. Ngā Taonga has been consolidating its property portfolio, and is seeking to consolidate further. At present, Ngā Taonga is using the following properties:
 - a) a head office, shopfront (including a cinema) and storage facility in Taranaki Street, central Wellington;
 - b) vaults at Avalon, Lower Hutt, where the TVNZ and RNZ Archives are stored;
 - c) storage vaults at Titahi Bay and Plimmerton, near Porirua;
 - d) storage for documentation and corporate records at Buckle Street, Wellington; and
 - e) satellite offices in central Auckland, and Addington, Christchurch.
4. Ngā Taonga formerly owned its Taranaki Street premises, but sold this property in April 2018. Ngā Taonga considers the property is no longer fit for purpose because:
 - a) it is earthquake-prone (below 34 per cent of the New Building Standard) and is also within the tsunami self-evacuation zone; and
 - b) Ngā Taonga's collection has outgrown the storage space in the Taranaki Street building.
5. As an interim measure, Ngā Taonga is leasing the Taranaki Street building, but this is not sustainable in the long term. The current lease ends in April 2021, but Ngā Taonga could be required to leave as early as April 2020. Ngā Taonga's Board considers prolonged occupation of an earthquake-prone building to be highly unsatisfactory, both for staff and for collections.
6. The Avalon storage facility is currently owned by the Department of Internal Affairs, which grants access to the Ministry for Culture and Heritage (MCH). MCH, in turn, grants a licence to occupy the facility to Ngā Taonga as the manager, on MCH's behalf, of the TVNZ Archive. No rent is paid for the Avalon lease, but Ngā Taonga pays an annual fee of \$275,000 for power and other costs associated with the facility.

Relocation and consolidation options

7. Ngā Taonga has already reduced its property footprint from seven to five storage facilities, plus two satellite offices. It is now seeking to meet the twin objectives of further property consolidation and relocation from the Taranaki Street building. Ngā Taonga has until April 2021, at the latest, to leave the Taranaki Street building, but will need to identify and secure an alternative much sooner than that date.
8. Ngā Taonga has been exploring two main options for relocating its head office and collections currently housed in Taranaki Street. Both of these options would require additional funding, as the income from selling the Taranaki Street property will not fully cover the costs of establishing new premises, building vaults and maintaining service levels. Ngā Taonga does not have significant reserves set aside for major capital projects.

S9(2)(f)(iv) and S9(2)(g)(i)

12. There could be an option to continue using the existing Avalon premises in addition to a primary site at Grenada North, or to use Avalon as temporary accommodation while new premises are developed.

Out of scope

13. Regardless of the location chosen for Ngā Taonga's headquarters and storage facility, it would still want to maintain a venue in central Wellington for public access to Ngā Taonga's collections.

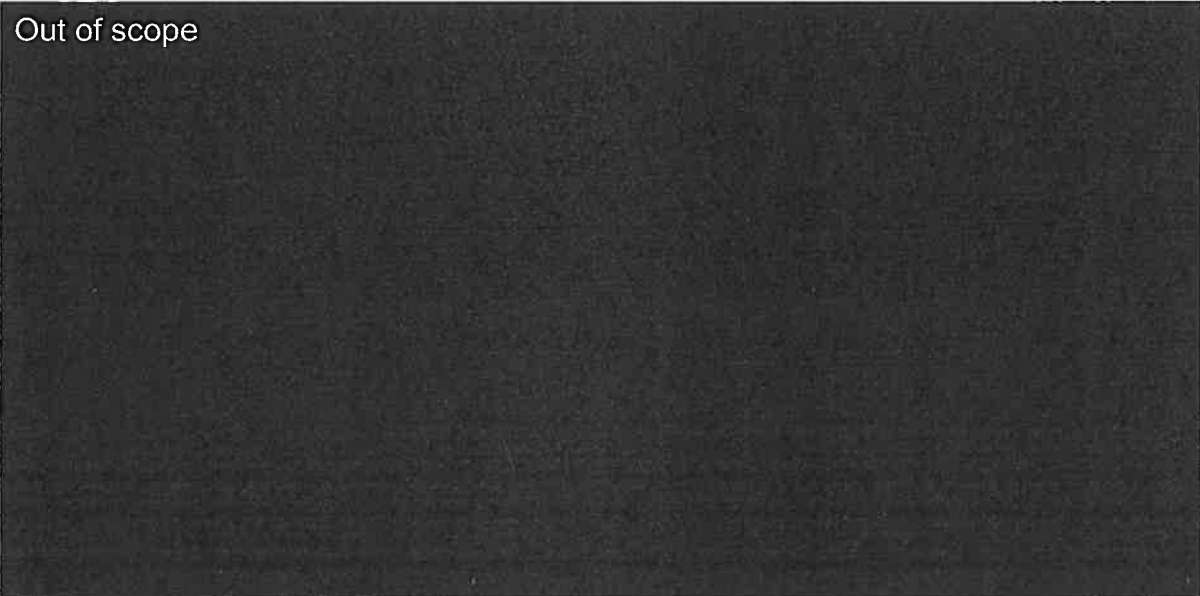
Out of scope

Improving access

15. Ngā Taonga is keen to improve the discoverability of and access to material in its collections. Obstacles to this objective include:
- Ngā Taonga's ageing ICT infrastructure and multiple databases inherited from its constituent collections; and
 - lack of sufficient resourcing to preserve, catalogue, clear rights, digitise and put online more than a small percentage of its collection.
16. In addition to investing in the ICT infrastructure that supports its core business, Ngā Taonga has identified that by investing in scalable solutions, there is significant potential to offer cost-effective audiovisual ICT solutions to key industry, community and iwi groups (for example, TVNZ, RNZ, programme makers, regional and iwi archives, and schools). Such solutions could:

- a) make archiving new, born digital material more straightforward and cost-effective; and
- b) provide access to collections in ways that foster innovation.

Out of scope



Current funding discussions

19. MCH currently provides Ngā Taonga with annual funding of \$5.02 million, consisting of:
 - a) \$3.02 million in general operational funding (including archiving of the RNZ Archive); and
 - b) \$2 million for managing the TVNZ Archive.
20. The RNZ Archive was absorbed by the then New Zealand Film Archive in 2012. This added an additional 110,000 items to the existing collection of 265,000 items. The Film Archive received a one-off payment of \$1 million for digitisation of the RNZ Archive collection, and ongoing annual funding of \$0.79 million for managing the RNZ Archive.
21. The incorporation of the TVNZ Archive more than doubled the size of Ngā Taonga's collection, adding a further 435,000 items. Ngā Taonga received additional funding of \$2 million annually for managing the TVNZ Archive. In addition, significant expectations of increased public access to the TVNZ collection were created. Ngā Taonga now has a collection of some 800,000 items, and funding per item has decreased from \$15 to \$8.70.
22. It is normal for audiovisual archives to have backlogs of archival work to be undertaken. However, the scale of backlogs resulting from the addition of two major broadcast collections, along with the rapid advance of audiovisual technology and the obsolescence of critical equipment, mean that Ngā Taonga is struggling with the amount of work required simply to perform its key functions as an archive. This creates significant inefficiencies in the delivery of services to clients, including access to collections. Ngā Taonga is currently sizing and quantifying its archival backlogs so that it is well placed to articulate the scale of the tasks involved.

23. MCH has agreed to review the funding contract with Ngā Taonga over the second half of 2018, to ensure that the price settings and targets for digitisation and online access are correct. A particular issue is that Ngā Taonga considers that government funding for managing the TVNZ Archive is not consistent with the scale of the increase in Ngā Taonga's collection, or with the government's expectations of the level of digitisation of and online access to content from the TVNZ Archive.

S9(2)(f)(iv)

Preservation

24. Ngā Taonga faces challenges in preserving its collection across a range of formats. However, a particularly pressing challenge is preservation of the Betacam collection from the TVNZ Archive.

Betacam collection: the issue

25. About 25 per cent of the TVNZ Archive (around 200,000 tapes) is on a 1980s video format called Betacam, and is at risk of being lost. This content is owned by the Crown and managed by Ngā Taonga.
26. Betacam tape was used by TVNZ from the 1980s until the late 2000s. The Betacam material in the TVNZ Archive includes television programmes such as Radio with Pictures, Country Calendar, Tagata Pasifika, Back Benches and What Now. It also includes documentaries, news footage, music videos and coverage of sporting events such as the Olympic Games and Rugby World Cup tournaments.
27. The collection is at high risk of being lost because Betacam equipment is no longer manufactured and Sony (the format owner) will not be providing technical or service support after 2023. This is a global issue and it is estimated that only 30 per cent of Betacam content worldwide will be saved.
28. Despite being housed in climate-controlled vaults, the tapes will naturally degrade over time. In the opinion of expert archivists, the tapes must be digitised within the next five to eight years or the content on them will be lost. Ngā Taonga's ability to access suitable equipment (in competition with other archives, television stations and production companies) will have the greatest effect on this timeline.
29. The cost, size and urgency of this digitisation work means that Ngā Taonga cannot afford to carry it out within its baseline funding.

S9(2)(f)(iv)

Opportunities for collaboration

32. With sufficient and sustainable funding, there are opportunities for Ngā Taonga's collections to be stored and preserved in accordance with international standards, and to become more accessible onsite in Wellington or in regional hub facilities, as well as online.
33. Ngā Taonga can also benefit from collaboration with other organisations to meet challenges and take advantage of opportunities. These organisations could include:
 - a) other archival and library institutions, such as Archives New Zealand (Archives) and the National Library of New Zealand (the National Library);
 - b) other heritage organisations, such as Te Papa and Heritage New Zealand; and
 - c) other broadcasting and screen sector organisations, such as the New Zealand Film Commission and New Zealand On Air.
34. It is worth noting that the other two organisations that are part of the NALI Ministerial Group's work plan, Archives and the National Library, also have audiovisual collections that present storage and preservation challenges that are shared by Ngā Taonga. The Ministerial Group could consider opportunities to increase efficiency and cost effectiveness of archival efforts across the audiovisual collections of Ngā Taonga, Archives and National Library.

36. Collaboration could be pursued in relation to each of the challenges identified above:
 - a) **Property.** Ngā Taonga might be able to share space with other organisations, including repository space for collection storage, back-of-house facilities for technical work such as conservation and digitisation, or spaces for public access to and engagement with collections.
 - b) **Access.** Ngā Taonga seeks to make its own collection more accessible and searchable online, and this aim could be extended to create digital archival infrastructure for the broader screen sector (allowing, for example, film makers or broadcasters to archive material in real time). As Ngā Taonga's collection becomes increasingly digitised, it could also be linked to other digitised collections in the wider archival and heritage sectors.
 - c) **Preservation.** As noted above, Archives and the National Library also have audiovisual collections, as do other institutions (for example, Te Papa). Such

materials require specialised preservation expertise and equipment, which could be shared between organisations.

37. Some collaboration can occur within existing baselines, while more ambitious projects (such as shared digital infrastructure) would require new funding.



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, Department of Internal Affairs
Date of meeting	Meeting 2: 25 June 2018
Paper 4	Engagement questions for stakeholders

Purpose of this paper

1. This paper proposes five questions to focus engagement with stakeholders of the National Library of New Zealand Te Puna Mātauranga o Aotearoa (the National Library), Archives New Zealand Te Rua Mahara o te Kāwanatanga (Archives) and Ngā Taonga Sound and Vision (Ngā Taonga) on this work programme.

Engagement with stakeholders

Background to the focus questions

2. Officials addressed stakeholder interests in a paper provided to the National Archival and Library Institutions Ministerial Group (the Ministerial Group) for the meeting on 28 May 2018.¹ Ministers agreed that engagement with stakeholders should be inclusive and should ensure stakeholders feel their voices have been heard, but should not unduly delay the process. Ministers also suggested that stakeholders be asked a short list of focus questions, which will be signed off by the Ministerial Group.

¹ Paper 1: Introduction to the Ministerial Group work plan; 28 May 2018.

How we will engage

3. Officials are preparing a draft Stakeholder Engagement Plan for approval by the Co-Chairs. The Stakeholder Engagement Plan will:
 - identify the various stakeholders and their interests;
 - recognise the need for ongoing engagement with some stakeholders such as the Statutory Bodies and sector stakeholders; and
 - set out approaches for engagement, depending on the level of stakeholder interest in this work programme, and how affected they are by the work programme.

More interested and highly affected stakeholders

4. More interested and highly affected stakeholders will be engaged face to face through individual meetings /teleconferences. These stakeholders include the Statutory Bodies and peak bodies representing the archival and library sector e.g. Archives and Records Association of New Zealand and Library and Information Association of New Zealand Aotearoa.

More interested but less affected stakeholders

5. More interested but less affected stakeholders will be engaged through workshops and through seeking written feedback on the focus questions.
6. This grouping includes iwi and representative bodies from the following sectors: heritage and history, parties regulated under the Public Records Act 2005, museums, arts, broadcasting and screen, local government and education. Engagement with representative bodies will include Māori representative bodies in the various sectors.

General public

7. The general public's views will be sought through online engagement on the focus questions.
8. The focus questions will be used as a prompt for discussion at individual meetings and workshops or for inviting online or written feedback. More detailed questions may be developed later to explore with key stakeholders.

The draft focus questions

9. The focus questions are intended to be high-level and open, to start an open conversation. The questions are about challenges and opportunities, rather than options. Officials suggest that questions on potential solutions are left to a later engagement. Otherwise, there is a risk of stakeholders providing solutions before reflecting on the problem definition.

10. The draft questions are:

- a) What are the two or three key challenges for the national archival and library institutions (Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound and Vision)? What is the most urgent challenge?
- b) Does the position of Chief Archivist have the independence and authority necessary to be an effective regulator of records and information management within its broad regulatory mandate? Does the position of National Librarian have the independence and authority necessary to carry out the responsibilities of that position? Why/why not?
- c) What changes, if any, would you suggest to the role or structure of Archives New Zealand or the National Library?
- d) What opportunities exist for the national archival and library institutions to work more effectively together in collecting, preserving and providing access to New Zealand's documentary heritage? In particular, what opportunities exist in relation to digital preservation and access?
- e) What does the public need in the next 30 years from the national archival and library institutions?

Recommendations

11. Officials recommend that the Ministerial Group:

- a) **note** officials will provide a Stakeholder Engagement Plan to the Co-Chairs for their approval;
- b) **agree** that the following questions be put to stakeholders:
 - i. What are the two or three key challenges for the national archival and library institutions (Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound and Vision)? What is the most urgent challenge?
 - ii. Does the position of Chief Archivist have the independence and authority necessary to be an effective regulator of records and information management within its broad regulatory mandate? Does the position of National Librarian have the independence and authority necessary to carry out the responsibilities of that position? Why/why not?
 - iii. What changes, if any, would you suggest to the role or structure of Archives New Zealand or the National Library?
 - iv. What opportunities exist for the national archival and library institutions to work more effectively together in collecting, preserving and providing access to New Zealand's documentary heritage? In particular, what opportunities exist in relation to digital preservation and access?
 - v. What does the public need in the next 30 years from the national archival and library institutions?

188 7✓

Meeting agenda

National Archival and Library Institutions Ministerial Group

Date and time of meeting	Monday 25 June 2018, 5:00-6:00pm – meeting two
Location	Reception, Archives building, 10 Mulgrave Street Tour of Archives building
Chairs	<ul style="list-style-type: none">• Hon Grant Robertson, Associate Minister for Arts, Culture and Heritage• Hon Tracey Martin, Minister of Internal Affairs
Attendees	<ul style="list-style-type: none">• Hon Nanaia Mahuta, Minister for Māori Development• Hon Clare Curran, Minister for Government Digital Services and Associate Minister of State Services (Open Government)
Apologies	<ul style="list-style-type: none">• Hon Chris Hipkins, Minister of State Services
Officials attending in support	<ul style="list-style-type: none">• Colin MacDonald, Chief Executive, Department of Internal Affairs (DIA)• Paul James, Chief Executive, Ministry for Culture and Heritage (MCH)• Marilyn Little, Deputy Chief Executive, Policy, Regulation and Communities, DIA• Richard Foy, Chief Archivist/Acting Deputy Chief Executive, Information and Knowledge Services, DIA• Karen Adair, Group Manager, Policy and Sector Performance, MCH• Hannah Cameron, Deputy Commissioner, State Services Commission• Stefan Corbett, Manager Heritage Policy, MCH• Tamati Olsen, Manager Cultural Wealth, Te Puni Kōkiri
Officials from Secretariat	<ul style="list-style-type: none">• Susan O'Neill, Senior Policy Analyst, DIA• Ewan Lincoln, Senior Policy Adviser, MCH

Agenda items

Item	Time	Description	Paper	Time allocated	Led by
1.	5:00	Travel to Archives New Zealand reception, 10 Mulgrave Street	-	5 mins	-
2.	5.05	Tour of Archives New Zealand	No	40 mins	Richard Foy

Date and time of next meeting	Monday 30 July 2018, 4:30-5:30pm
--------------------------------------	----------------------------------



**Te Tari Taiwhenua
Internal Affairs**

Hon Grant Robertson
Associate Minister for Arts, Culture and Heritage

Hon Tracey Martin
Minister of Internal Affairs

Title: Seeking final decisions on papers provided for the National Archival and Library Institutions Ministerial Group meeting on 25 June 2018

Date: 4 July 2018

Key issues

This briefing seeks your final decisions on recommendations sought from papers provided for the National Archival and Library Institutions Ministerial Group meeting on 25 June 2018. In particular, the recommendations for the following papers:

Paper 2: Preserving the Nation’s Memories: National Library and Archives New Zealand; and
 Paper 4: Engagement questions for stakeholders.

The papers were provided by the Co-Chairs to the other Ministers involved (State Services, Māori Development, Government Digital Services and Open Government) for feedback or comment by 3 July 2018.

Action sought	Timeframe
Agree to recommendations in Papers 2 and 4	6 July 2018

Contact for telephone discussions (if required)

Name	Position	Direct phone	After hours phone	Suggested 1 st contact
Rachel Groves	Director Policy Services	S9(2)(a)	[Redacted]	✓
Stefan Corbett	Manager, Heritage Policy, Ministry for Culture and Heritage	S9(2)(a)	[Redacted]	✓

Return to	S9(2)(a)
Cohesion reference	Briefing – IA201800490
Ministerial database reference	IA201800490

Purpose

1. This briefing seeks your final decisions on recommendations sought from papers provided for the National Archival and Library Institutions (NALI) Ministerial Group meeting on 25 June 2018. The recommendations relate to the following papers:
 - Paper 2: Preserving the Nation's Memories: National Library and Archives New Zealand; and
 - Paper 4: Engagement questions for stakeholders.

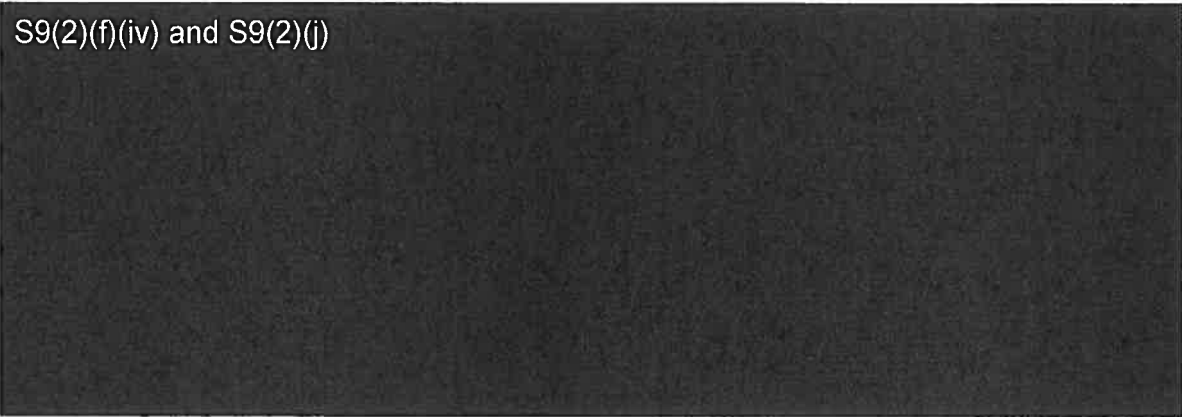
Background

2. As Co-Chairs, you decided that the second NALI meeting on 25 June 2018 would be a tour of Archives New Zealand with no meeting afterwards. You also agreed for the four meeting papers to be circulated to the other NALI Ministers (Hon Chris Hipkins, State Services; Hon Nanaia Mahuta, Māori Development; and Hon Clare Curran, Government Digital Services, and Open Government). You sought their feedback before making any decisions on the recommendations noted in the papers.
3. The following papers (attached as **Appendix A**) were sent on 27 June 2018 for feedback or comment:
 - Paper 1: Meeting minutes for the 25 May NALI meeting;
 - Paper 2: Preserving the Nation's Memory – National Library and Archives New Zealand;
 - Paper 3: Challenges and opportunities for Ngā Taonga Sound & Vision; and
 - Paper 4: Engagement questions for stakeholders.
4. Paper 2 has recommendations which require your decisions, in order to progress work around Preserving the Nation's Memory (PtNM). To progress stakeholder engagement, we seek your decisions regarding the key questions for stakeholders set out in Paper 4.
5. Your office received feedback from Hon Nanaia Mahuta that no amendments were required of the papers. Hon Chris Hipkins' and Hon Clare Curran's offices have indicated that the papers were provided to their Ministers and did not anticipate any forthcoming comments.

NALI meeting papers with recommendations that require decisions

Paper 2: Preserving the Nation's Memories - National Library and Archives New Zealand

S9(2)(f)(iv) and S9(2)(j)



S9(2)(f)(iv) and S9(2)(j)

S9(2)(f)(iv)

S9(2)(f)(iv) and S9(2)(j)

Paper 4: Engagement questions for stakeholders

7. The recommendations currently in Paper 4 are below:
- h) note that officials will provide a draft Stakeholder Engagement Plan to you, as Co-Chairs, for approval; and
 - i) agree that the following questions be included in the Stakeholder Engagement Plan:
 - What are the two or three key challenges for the national archival and library institutions (Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound and Vision)? What is the most urgent challenge?
 - Does the position of Chief Archivist have the independence and authority necessary to be an effective regulator of records and information management within its broad regulatory mandate? Does the position of National Librarian have the independence and authority necessary to carry out the responsibilities of that position? Why/why not?
 - What changes, if any, would you suggest to the role or structure of Archives New Zealand or the National Library?
 - What opportunities exist for the national archival and library institutions to work more effectively together in collecting, preserving and providing access to New Zealand's documentary heritage? In particular, what opportunities exist in relation to digital preservation and access?
 - What does the public need in the next 30 years from the national archival and library institutions?

Next steps

- 8. If you agree to the recommendations in Paper 2, officials from the Department of Internal Affairs and Ministry of Culture and Heritage will begin discussions with Ngā Taonga around the possibility of shared facilities and the PtNM work.
- 9. If you agree to the recommendations in Paper 4, we will finalise the draft Stakeholder Engagement Plan with the five focus questions and provide it to you as Co-Chairs, for approval.

Recommendations

10. We recommend that as NALI Co-Chairs, you:

EITHER

a) **agree** to all recommendations in Papers 2 and 4; **Yes / No**

OR

a) **discuss** with officials any changes that should be made to the recommendations. **Yes / No**



Rachel Groves
Director Policy Services
Department of Internal Affairs

Hon Tracey Martin
Minister of Internal Affairs

____/____/____

Hon Grant Robertson
**Associate Minister for Arts, Culture and
Heritage**

____/____/____

Appendix A: Papers provided for NALI meeting on 25 June 2018



Ministry
for Culture
& Heritage



Te Tari Taiwhenua
Internal Affairs

Meeting minutes

National Archival and Library Institutions Ministerial Group

Date and time of meeting	Monday 28 May 2018, 3:45-4:45 pm - meeting one
Location	7.6 EW
Ministerial attendees	Hon Grant Robertson, Associate Minister for Arts, Culture and Heritage Hon Nanaia Mahuta, Minister for Māori Development Hon Tracey Martin, Minister of Internal Affairs
Apologies	Hon Chris Hipkins, Minister of State Services Hon Clare Curran, Minister for Government Digital Services, Associate Minister of State Services (Open Government)
Co-Chairs	Hon Grant Robertson, Associate Minister for Arts, Culture and Heritage Hon Tracey Martin, Minister of Internal Affairs
Officials	Colin MacDonald, Chief Executive, Department of Internal Affairs (DIA) Paul James, Chief Executive, Ministry for Culture and Heritage (MCH) Marilyn Little, Deputy Chief Executive, Policy, Regulation and Communities, (DIA) Hannah Cameron, Deputy Commissioner, State Services Commission (SSC) Stefan Corbett, Manager Heritage Policy, (MCH) Tamati Olsen, Manager Cultural Wealth, Te Puni Kōkiri (TPK) Susan O'Neill, Senior Policy Analyst (DIA) Ewan Lincoln, Senior Policy Adviser (MCH)

Terms of Reference

1. Ministers discussed the Ministerial Group's Terms of Reference. The discussion covered the Statutory Bodies' (Archives Council, Library and Information Advisory Commission and Guardians Kaitiaki of Alexander Turnbull Library) suggested amendments to the Terms of Reference.

Paper 2 – Introduction to current state – Archives New Zealand, National Library and Ngā Taonga Sound and Vision

9. **Noted** that the discussion of responsiveness to iwi/Māori in Paper 2 is a good articulation of the issues, but should be reflected more clearly in the work plan.

Paper 3 – Role of the Chief Archivist and Archives New Zealand

Out of scope

Involvement of National Archival and Library Institutions and Statutory Bodies

11. Agreed:

- a. The heads of Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound and Vision will have input into the papers prepared for the Ministerial Group.
- b. Key Ministerial Group papers will be provided, in full or in summary, to the Statutory Bodies following Ministerial Group meetings.

Cabinet consideration

12. Agreed:

- a. Cabinet does not need to consider the Ministerial Group's work at this stage.
- b. The questions for stakeholders are not a discussion document and do not need Cabinet approval.

Next meeting

13. A tour of Archives New Zealand and the National Library will be organised for the next Ministerial Group meeting on 25 June 2018. There will also be an abbreviated Ministerial Group meeting on that date, which could take place at Archives or National Library.



Manatū
Taonga

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, Department of Internal Affairs
Date of meeting	Meeting 2: 25 June 2018
Paper 4	Engagement questions for stakeholders

Purpose of this paper

1. This paper proposes five questions to focus engagement with stakeholders of the National Library of New Zealand Te Puna Mātauranga o Aotearoa (the National Library), Archives New Zealand Te Rua Mahara o te Kāwanatanga (Archives) and Ngā Taonga Sound and Vision (Ngā Taonga) on this work programme.

Engagement with stakeholders

Background to the focus questions

2. Officials addressed stakeholder interests in a paper provided to the National Archival and Library Institutions Ministerial Group (the Ministerial Group) for the meeting on 28 May 2018.¹ Ministers agreed that engagement with stakeholders should be inclusive and should ensure stakeholders feel their voices have been heard, but should not unduly delay the process. Ministers also suggested that stakeholders be asked a short list of focus questions, which will be signed off by the Ministerial Group.

¹ Paper 1: Introduction to the Ministerial Group work plan; 28 May 2018.

How we will engage

3. Officials are preparing a draft Stakeholder Engagement Plan for approval by the Co-Chairs. The Stakeholder Engagement Plan will:
 - identify the various stakeholders and their interests;
 - recognise the need for ongoing engagement with some stakeholders such as the Statutory Bodies and sector stakeholders; and
 - set out approaches for engagement, depending on the level of stakeholder interest in this work programme, and how affected they are by the work programme.

More interested and highly affected stakeholders

4. More interested and highly affected stakeholders will be engaged face to face through individual meetings /teleconferences. These stakeholders include the Statutory Bodies and peak bodies representing the archival and library sector e.g. Archives and Records Association of New Zealand and Library and Information Association of New Zealand Aotearoa.

More interested but less affected stakeholders

5. More interested but less affected stakeholders will be engaged through workshops and through seeking written feedback on the focus questions.
6. This grouping includes iwi and representative bodies from the following sectors: heritage and history, parties regulated under the Public Records Act 2005, museums, arts, broadcasting and screen, local government and education. Engagement with representative bodies will include Māori representative bodies in the various sectors.

General public

7. The general public's views will be sought through online engagement on the focus questions.
8. The focus questions will be used as a prompt for discussion at individual meetings and workshops or for inviting online or written feedback. More detailed questions may be developed later to explore with key stakeholders.

The draft focus questions

9. The focus questions are intended to be high-level and open, to start an open conversation. The questions are about challenges and opportunities, rather than options. Officials suggest that questions on potential solutions are left to a later engagement. Otherwise, there is a risk of stakeholders providing solutions before reflecting on the problem definition.

10. The draft questions are:
- a) What are the two or three key challenges for the national archival and library institutions (Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound and Vision)? What is the most urgent challenge?
 - b) Does the position of Chief Archivist have the independence and authority necessary to be an effective regulator of records and information management within its broad regulatory mandate? Does the position of National Librarian have the independence and authority necessary to carry out the responsibilities of that position? Why/why not?
 - c) What changes, if any, would you suggest to the role or structure of Archives New Zealand or the National Library?
 - d) What opportunities exist for the national archival and library institutions to work more effectively together in collecting, preserving and providing access to New Zealand's documentary heritage? In particular, what opportunities exist in relation to digital preservation and access?
 - e) What does the public need in the next 30 years from the national archival and library institutions?

Recommendations

11. Officials recommend that the Ministerial Group:
- a) **note** officials will provide a Stakeholder Engagement Plan to the Co-Chairs for their approval;
 - b) **agree** that the following questions be put to stakeholders:
 - i. What are the two or three key challenges for the national archival and library institutions (Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound and Vision)? What is the most urgent challenge?
 - ii. Does the position of Chief Archivist have the independence and authority necessary to be an effective regulator of records and information management within its broad regulatory mandate? Does the position of National Librarian have the independence and authority necessary to carry out the responsibilities of that position? Why/why not?
 - iii. What changes, if any, would you suggest to the role or structure of Archives New Zealand or the National Library?
 - iv. What opportunities exist for the national archival and library institutions to work more effectively together in collecting, preserving and providing access to New Zealand's documentary heritage? In particular, what opportunities exist in relation to digital preservation and access?
 - v. What does the public need in the next 30 years from the national archival and library institutions?



Ministry
for Culture
& Heritage



Te Tari Taiwhenua
Internal Affairs

10 ✓

Priority Routine

Hon Grant Robertson
Associate Minister for
Arts, Culture and Heritage

Hon Tracey Martin
Minister of Internal Affairs

Title: Proposed meeting with Chairs of statutory advisory bodies and Ngā Taonga about the National Archival and Library Institutions (NALI) Ministerial Group's progress

Date: 8 November 2018

Key issues
<p>The Minister of Internal Affairs asked for a meeting to be organised together with the Associate Minister for Arts, Culture and Heritage and the Chairs of the three national archival and library statutory advisory bodies, to discuss the NALI Ministerial Group's progress.</p> <p>We recommend you also invite the Chair of the Board of Ngā Taonga Sound & Vision to this discussion, as a closely interested party.</p> <p>We have prepared letters for your consideration and signatures to invite the Chairs of the statutory bodies and Ngā Taonga to a meeting. The draft letters are attached as Appendix A.</p>

Action sought	Timeframe			
<table border="1"> <tr> <td>Hon Grant Robertson Associate Arts, Culture and Heritage</td> <td rowspan="2"> Sign the attached draft letters Note that the Minister of Internal Affairs has asked to meet with the Chairs of the library and archival statutory bodies Agree to extend the invitation to the Chair of the Board of Ngā Taonga Sound & Vision </td> </tr> <tr> <td>Hon Tracey Martin Internal Affairs</td> </tr> </table>	Hon Grant Robertson Associate Arts, Culture and Heritage	Sign the attached draft letters Note that the Minister of Internal Affairs has asked to meet with the Chairs of the library and archival statutory bodies Agree to extend the invitation to the Chair of the Board of Ngā Taonga Sound & Vision	Hon Tracey Martin Internal Affairs	15 November 2018
Hon Grant Robertson Associate Arts, Culture and Heritage	Sign the attached draft letters Note that the Minister of Internal Affairs has asked to meet with the Chairs of the library and archival statutory bodies Agree to extend the invitation to the Chair of the Board of Ngā Taonga Sound & Vision			
Hon Tracey Martin Internal Affairs				

Contact for telephone discussions (if required)

Name	Position	Direct phone line	After hours phone	Suggested 1 st contact
Stefan Corbett	Director, Policy	S9(2)(a)	[REDACTED]	✓
Frédérique Bertrand	Policy Manager	S9(2)(a)	[REDACTED]	✓

Return to	S9(2)(a)
Cohesion reference	ZV2C55T3EKPV-1584444531-856
Ministerial database reference	IA201800987

Purpose

S9(2)(i)

Update to the statutory bodies on the work of the NALI Ministerial Group

4. The three statutory bodies have an advisory role to the Minister of Internal Affairs issues that affect the library and archives sector. These roles are established and specified under the National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003 and the Public Records Act 2005. The statutory bodies have been closely informed of the NALI work, up to the point of the September NALI Ministerial Group meeting. As agreed by the NALI Ministerial Group in May, officials have shared key NALI papers with them after Ministerial Group meetings. The statutory bodies also provided submissions during the stakeholder engagement process.
5. At the Internal Affairs officials meeting on Monday, 5 November 2018, the Minister of Internal Affairs indicated that she would like the Ministerial Group co-chairs to meet with the statutory bodies to discuss the NALI work. Meeting with the statutory bodies will ensure they have the opportunity to discharge their statutory duty to advise the Minister of Internal Affairs. It will also support the ongoing relationship between government and the archival and library statutory bodies.

Update to the Board of Ngā Taonga Sound & Vision

6. Officials recommend that the Chair of the Board of Ngā Taonga be invited to the discussion with the statutory bodies. While it does not share the advisory role of the statutory bodies, the board has a strong interest in the work of the Ministerial Group and how the proposals being put forward will impact Ngā Taonga.

S9(2)(f)(iv)

Next steps

8. We are finalising the draft Cabinet paper on options for the National Archival and Library Institutions which we will provide for your consideration, and for Ministerial and support party consultation.

- a) **note** that the Minister of Internal Affairs has asked to meet with the Chairs of the library and archival statutory bodies about the National Archival and Library Institutions Ministerial Group's progress
- b) **agree** to extend the invitation to the Chair of the Board of Ngā Taonga Sound & Vision **Yes / No**
- c) **sign** the attached letters to the Chairs of the statutory bodies and Ngā Taonga Sound & Vision. **Yes / No**



Stefan Corbett
Director, Policy
Ministry of Culture and Heritage



Frédérique Bertrand
Policy Manager
Department of Internal Affairs

Hon Grant Robertson
Associate Minister for Arts, Culture and Heritage

_____/_____/_____

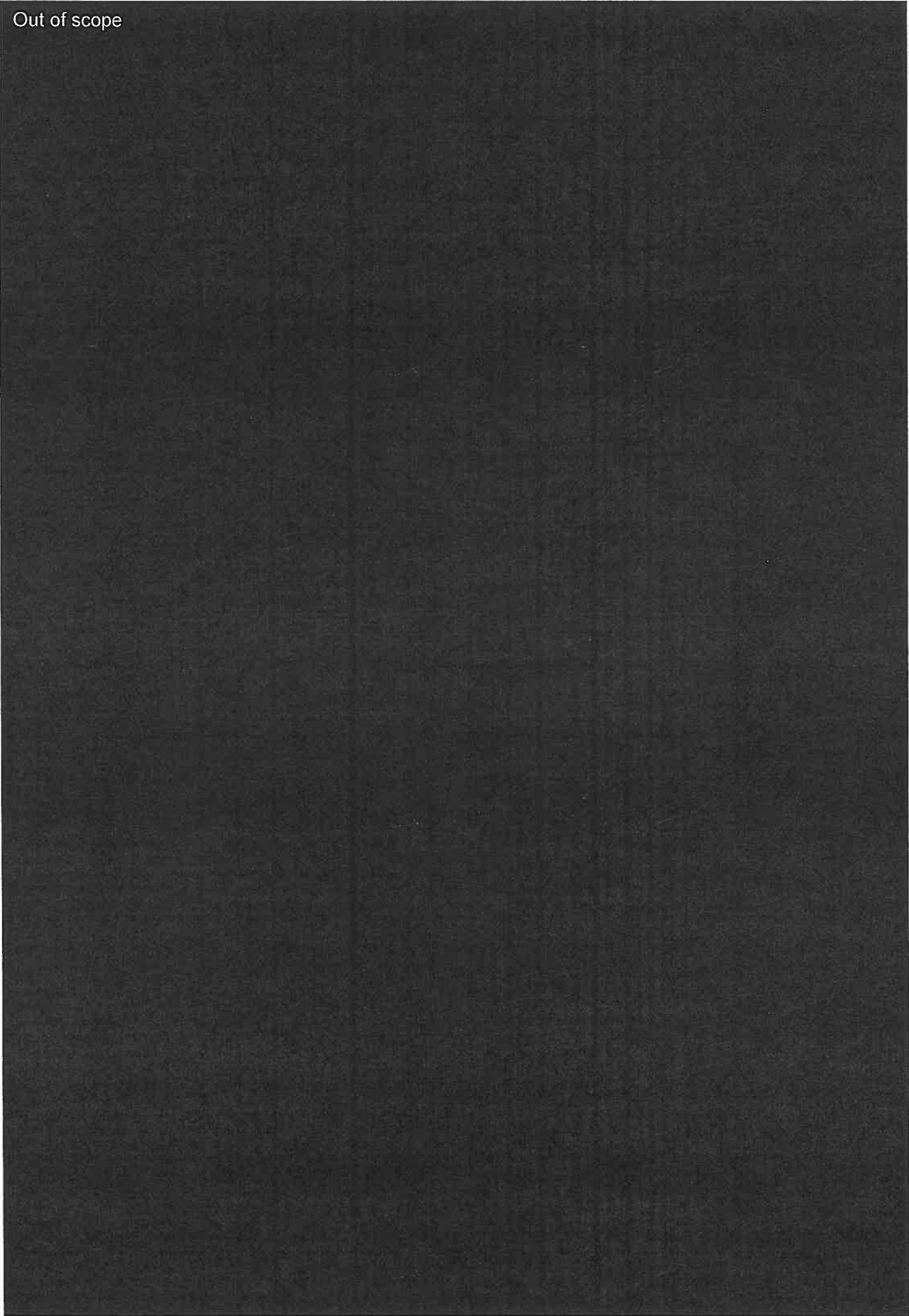
Hon Tracey Martin
Minister of Internal Affairs

_____/_____/_____

Appendix A: Draft letters to the national archival and library statutory bodies

Out of scope

Out of scope



Hon Tracey Martin

Minister for Children

Minister of Internal Affairs

Minister for Seniors

Associate Minister of Education



Simon Murdoch
Chair
Ngā Taonga Sound & Vision
pipisimon@xtra.co.nz

Dear Simon

We are writing to provide you with an update on how the National Archival and Library Institutions (NALI) Ministerial Group's work is progressing, and to invite you to meet with us to discuss this work together with the chairs of the Archives Council, the Library and Information Advisory Commission, and the Guardians Kaitiaki of the Alexander Turnbull Library.

We recognise the strong interest that the Board of Ngā Taonga Sound & Vision has in the work of the Ministerial Group. As you will be aware, officials have been developing options for Archives New Zealand, the National Library of New Zealand and Ngā Taonga Sound & Vision. Options have been developed in line with the NALI Ministerial Group's Terms of Reference and key themes from submissions that were received during the stakeholder engagement process. We will shortly be seeking Cabinet agreement to proposals for the future structural arrangements for the institutions.

We would like to meet with you, as the Chair of the Board of Ngā Taonga Sound & Vision, along with the Chairs of the statutory bodies, to discuss the progress of the Ministerial Group and next steps. My office will be in contact to arrange a suitable date and time to meet.

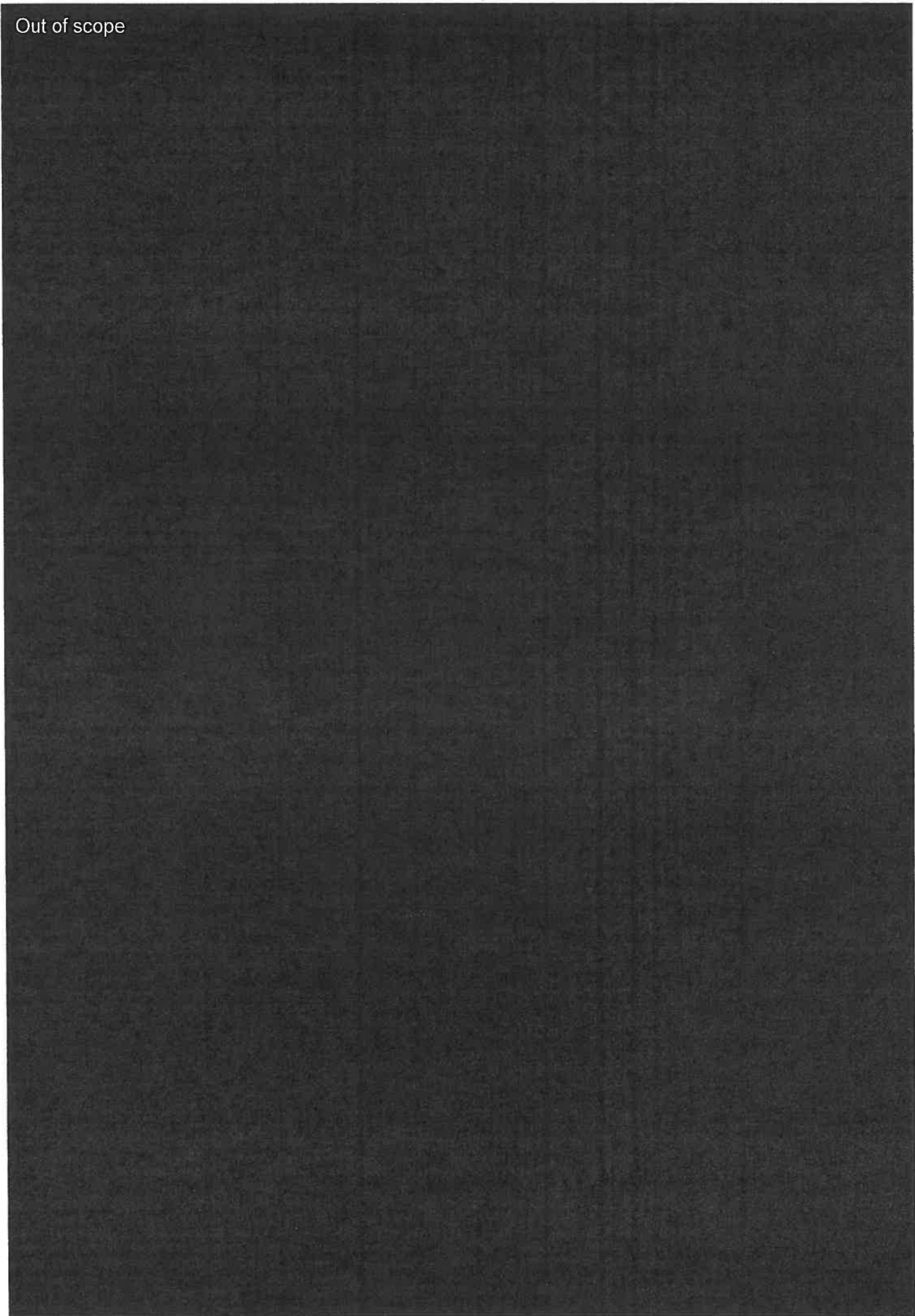
We look forward to meeting with you.

Yours sincerely

Hon Tracey Martin
Minister of Internal Affairs

Hon Grant Robertson
Associate Minister for Arts,
Culture and Heritage

Out of scope



11 ✓



Hon Grant Robertson

Associate Minister for Arts, Culture and Heritage

AIDE MEMOIRE: 'Options for strengthening the contribution of the National Archival and Library Institutions' – implications for Ngā Taonga Sound & Vision

Date:	9 November 2018	Priority:	High
Security classification:	In Confidence	Reference:	AM2018/645
Contact	Stefan Corbett, Director, Heritage Policy S9(2)(a)		

Purpose

1. This aide memoire sets out the:

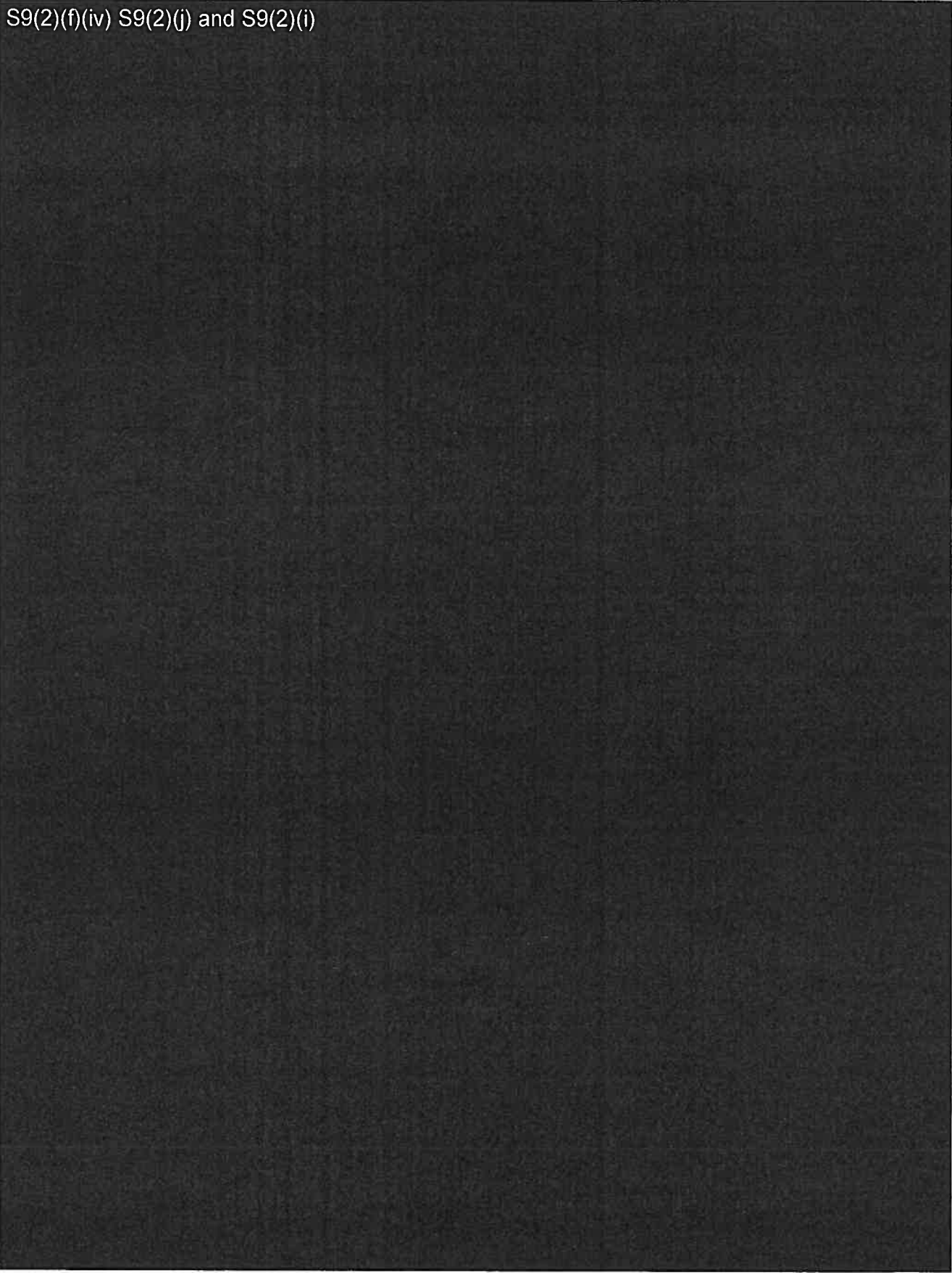
- implications for Ngā Taonga Sound & Vision (Ngā Taonga) from the approach proposed in the draft Cabinet paper 'Options for strengthening the contribution of the National Archival and Library Institutions'
- unresolved operational issues related to the sustainability of Ngā Taonga and its archival collections.

S9(2)(f)(iv) S9(2)(j) and S9(2)(i)

S9(2)(f)(iv) S9(2)(j) and S9(2)(i)



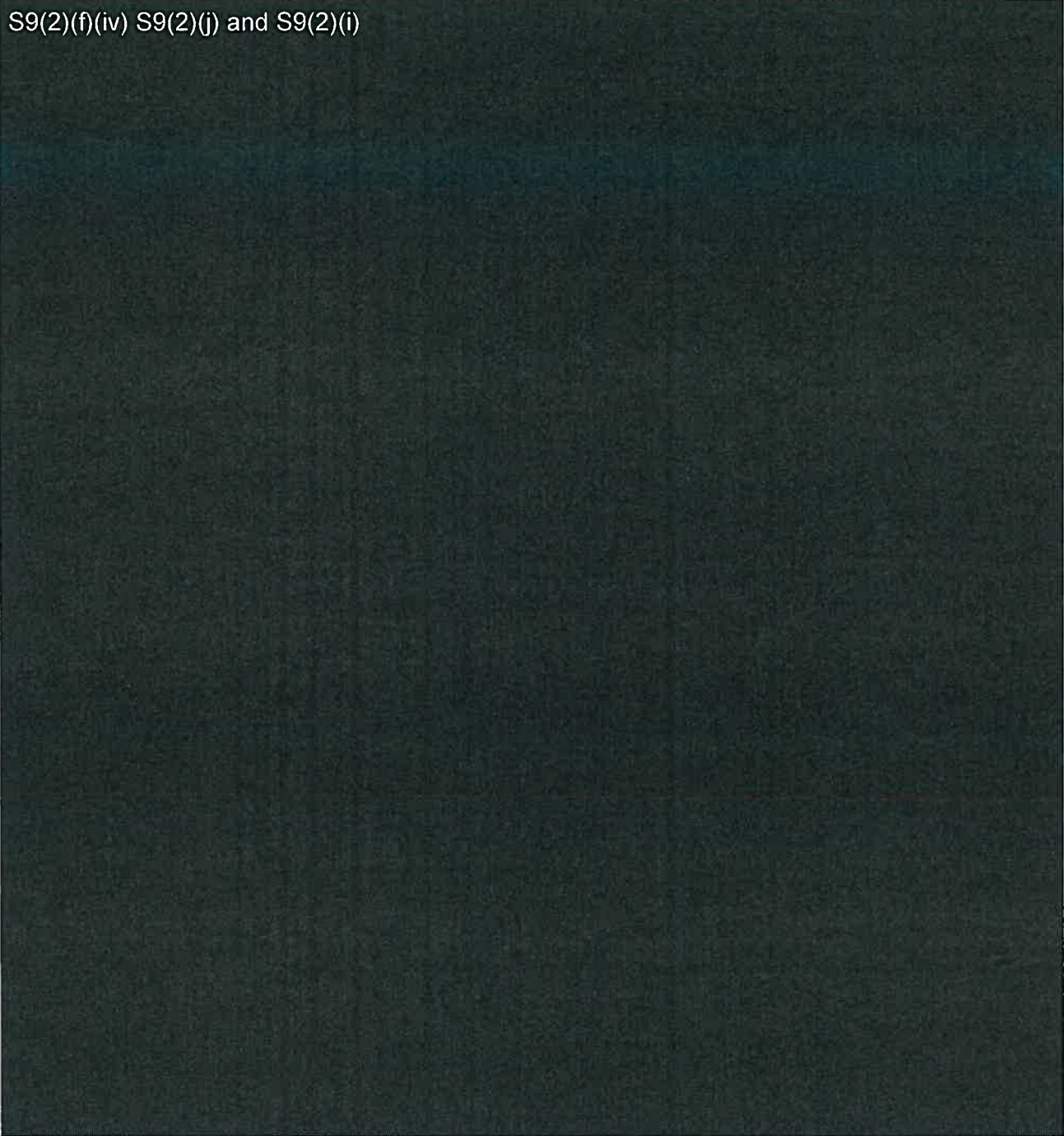
S9(2)(f)(iv) S9(2)(j) and S9(2)(i)



S9(2)(f)(iv) S9(2)(j) and S9(2)(i)



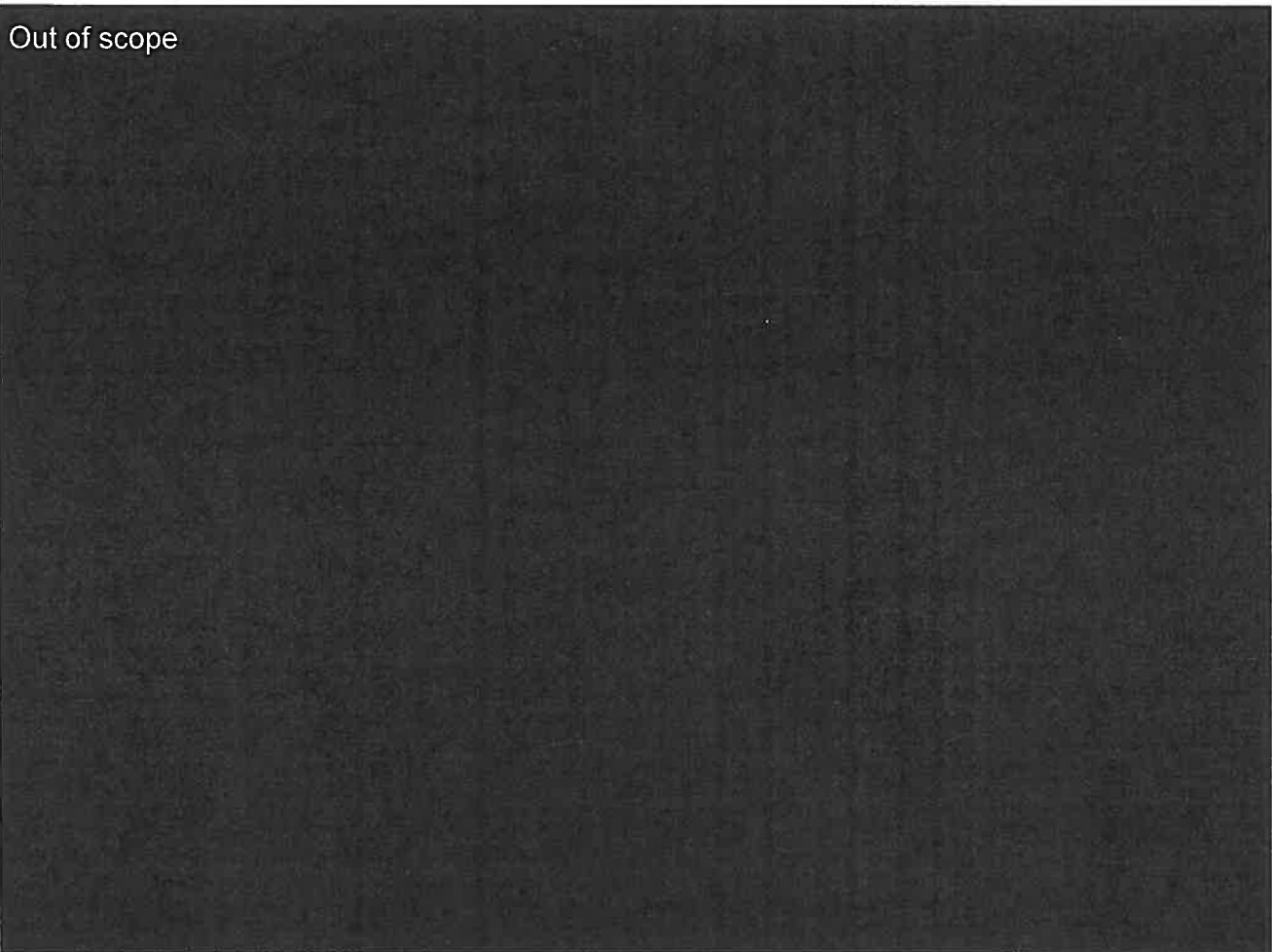
S9(2)(f)(iv) S9(2)(j) and S9(2)(i)



Next steps

31. You are scheduled to meet the Chair of Ngā Taonga Simon Murdoch on 22 November 2018. Issues likely to be raised are outlined in Appendix 1. A separate aide memoire will be provided to you by 16 November in preparation for that meeting with talking points. The next NALI Ministerial Group meeting is scheduled for 27 November.

Out of scope



A handwritten signature in black ink, appearing to read 'Stefan Corbett', is written over the bottom edge of the redaction box.

Stefan Corbett
Director Heritage Policy, Policy and Sector Performance Group

Appendix 1: Operational issues facing Ngā Taonga

1. Issues likely to be raised by the Chair of Ngā Taonga Simon Murdoch during your meeting on 22 November are outlined below. In preparation for your meeting, more detailed advice will be provided by 16 November, with suggested talking points.
2. Ngā Taonga has experienced significant growth in recent years, particularly with the addition of the TVNZ archive in 2014 which accounts for 60 percent of its collection.
3. Ngā Taonga does not have the resources to meet annual demands, irrespective of the TVNZ archive collection which is to be digitalised. The TVNZ archive was uncatalogued and in various formats when it was transferred to Ngā Taonga. Of particular concern are the 200,000 titles in Betacam, a format that is no longer supported.
4. S9(2)(g)(i), S9(2)(f)(iv) and S9(2)(j)
5. As Ngā Taonga is a charitable trust the Crown has no ownership interest in the entity; despite its role as an audio-visual repository for all New Zealanders. Its charitable trust status also means that Ngā Taonga does not have the mandate that it believes it needs to require government entities to deposit audio-visual content with them.
6. S9(2)(g)(i), S9(2)(f)(iv) and S9(2)(j)
7. S9(2)(g)(i), S9(2)(f)(iv) and S9(2)(j)
8. MCH considers that these issues need to be worked through with Ngā Taonga, TVNZ and DIA/Archives New Zealand before any final decisions regarding the positioning of Ngā Taonga.



Hon Grant Robertson

Associate Minister for Arts, Culture and Heritage

AIDE MEMOIRE: TALKING POINTS FOR MEETING WITH NGĀ TAONGA CHAIR, SIMON MURDOCH, 22 NOVEMBER 2018

Date:	16 November 2018	Priority:	High
Security classification:	In confidence	Reference:	AM2018/622
Contact	Louise Lennard, Manager, Sector Performance, S9(2)(a)		

Purpose

1. You are meeting with Simon Murdoch, Chair of Ngā Taonga Sound & Vision (Ngā Taonga) and Rebecca Elvy, Chief Executive of Ngā Taonga on Thursday 22 November. They wish to discuss the following items before the next meeting of the NALI Ministerial Group on the 27 November:

- S9(2)(f)(iv) and S9(2)(g)(i)
- S9(2)(f)(iv)
- Update on NALI review and potential decisions

2. Talking points for your meeting are attached at Appendix 1.

Crown interest

3. The Crown has a significant interest in the collection, preservation and accessibility of all forms of records that document New Zealand's history and culture.
4. Ngā Taonga is New Zealand's national audiovisual archive, and is a charitable trust governed by a Board of Trustees.
5. Ngā Taonga is the archive manager for more than 980,000 items which consists of film and video, television, sound, computer and video games, and documentation and artefacts. Approximately 60% of the collection is Crown-owned, and the remaining items are owned by private donors.
6. The Crown's appropriation for 2018/19 to support the archive management of the collection is \$5,020,000 (GST exclusive). This includes \$2,000,000 for the funding for the management, archiving and increased accessibility of the TVNZ Archive collection.
7. As the 'archive manager' Ngā Taonga needs to be in a long-term sustainable position to meet the needs of the archive collections and the Crown.

8. Ngā Taonga faces some funding challenges but establishing long-term sustainable funding arrangements will firstly require decisions on:

- The impact of the NALI Review on Ngā Taonga
- Colocation of Ngā Taonga staff with National Library
- S9(2)(f)(iv)

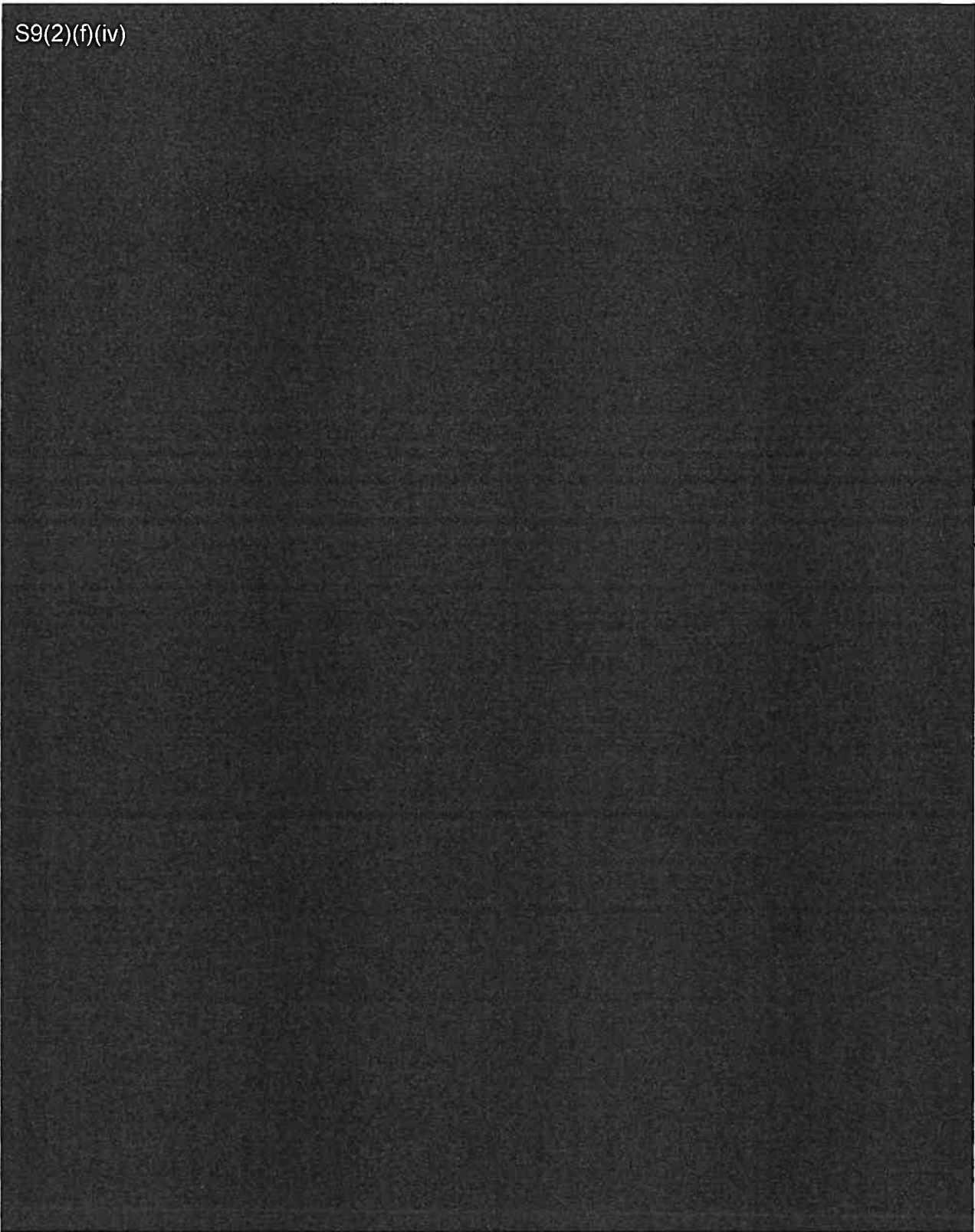
- Ongoing management arrangements for the TVNZ archive collection
- The legal form, structure and mandate for Ngā Taonga.

9. A positive outcome for your meeting with the Chair would involve:

- Agreement that Ngā Taonga will continue to participate in the NALI process
- Ngā Taonga working closely and collegially with National Library (staff colocation) and Archives New Zealand
- Commitment to working with the Crown on options for temporary and long-term vault storage
- Agreement for officials from the Ministry for Culture and Heritage (MCH) to work with Ngā Taonga to resolve issues relating to the digitisation and accessibility of the TVNZ archive collection.

S9(2)(f)(iv)

S9(2)(f)(iv)



Other

Digital preservation

22. The 2018/19 contract with Ngā Taonga includes a target that 1,500 items from the TVNZ archive collection are to be digitally preserved this year. This target includes that the titles be available online, provided the rights are clear.
23. We have requested that Ngā Taonga confirm how many items of the TVNZ archive collection have been digitally preserved but not yet catalogued online.

S9(2)(i), S9(2)(j) and 9(2)(f)(iv)

Deferral of Transfer Agreement for TVNZ archive collection (Archives NZ)



25. We understand the Chair may raise the deferral of the transfer of the TVNZ archive collection to Archives NZ which expires on 1 August 2019 (after a period of 5 years).
26. Archives NZ (DIA) have approached the Ministry (as owner of the collection) to determine if a further deferral should be sought. S9(2)(f)(iv)
27. In considering the requirements of the Public Records Act 2005, the condition and access of the TVNZ archive collection, and existing storage capacity and quality, our view is that Ngā Taonga is best positioned to continue to manage the TVNZ archive collection.
28. If agreed that Ngā Taonga continue to manage the TVNZ archive collection, we will work with Ngā Taonga to submit a Deferral of Transfer request to Archives NZ for the TVNZ archive collection to continue to be managed by Ngā Taonga.




Louise Lennard
Manager, Sector Performance

S9(2)(f)(iv)

Appendix 1: Talking Points

<p>Crown interest</p>	<ul style="list-style-type: none"> • I recognise that Ngā Taonga plays an extremely important role as audio visual archive • The NALI review cabinet paper is still in draft – no decisions have been reached • I encourage Ngā Taonga to continue actively engaging in the NALI review process to ensure the best outcome for the audio-visual archive
	<p>S9(2)(i) and S9(2)(j)</p> 
<p>Digital preservation</p>	<ul style="list-style-type: none"> • Can you confirm how many items of the TVNZ archive collection have been digitally preserved but not yet made public • Please include reporting on digital preservation targets in your quarterly reports • I'm interested in an update of the watermark infringement issue you are discussing with TVNZ.

S9(2)(f)(iv), S9(2)(i) and S9(2)(j)



BR2018/284 – Fortnightly Status Report for the Arts, Culture and Heritage Portfolio

7.5	<p>Ngā Taonga briefing on Business Plan and funding contract</p> <ul style="list-style-type: none">• The Ministry will provide you with a briefing on Friday 18 May on two topics relating to Ngā Taonga:<ul style="list-style-type: none">◦ an update on Ngā Taonga's draft Business Plan for the 2018/19 year which has been received by the Ministry◦ advice on renewing the funding contract with Ngā Taonga. The current contract expires on 30 June 2018. <p>Contact: Gareth Chaplin, Acting Manager Sector Performance, S9(2)(a)</p>
-----	---

Notes

BR2018/479 – Fortnightly Status Report for the Arts, Culture and Heritage Portfolio

7.2	<p>National Archival and Library Institutions (NALI) Ministerial Group</p> <ul style="list-style-type: none">• Stakeholder engagement for the NALI Ministerial Group has been completed. Five workshops were held, and 150 submissions have been received.• The Ministerial Group will meet again on 24 September.• Officials supporting the work of the Ministerial Group met with Ngā Taonga's Leadership Team on 28 August to discuss the submission from Ngā Taonga's Board.• Ngā Taonga is currently exploring the option of relocating staff from Ngā Taonga's earthquake-prone Taranaki Street premises to the National Library building. <p>Contact: Stefan Corbett, Manager Heritage Policy, SECRET</p>
-----	---

Notes



Hon Grant Robertson

Associate Minister for Arts, Culture and Heritage

**AIDE MEMOIRE: ARTS, CULTURE AND HERITAGE WORK
PROGRAMME: MINISTER ROBERTSON**

Date:	9 May 2018	Priority:	Medium
Security classification:	In Confidence	Reference:	AM2018/282
Contact	Karen Adair, Group Manager, Policy and Sector Performance, S9(2)(a)		

Purpose

- 1 This aide memoire attaches, for discussion, an A3 paper summarising the Ministry's understanding of your priorities as Associate Minister for Arts, Culture and Heritage.
- 2 We understand more detailed Government priorities are being developed, and we will connect your priorities with these when completed.

A3 paper attached sets out priorities for discussion

- 3 We set out priorities linked to the ACH portfolio outcomes (access and participation; sustainable growth; and national identity) and the areas of your delegation in the portfolio, for your feedback.
- 4 We have not included portfolio initiatives held by the Minister for Arts, Culture and Heritage; initiatives delegated to Hon Sepuloni as Associate Minister for Arts, Culture and Heritage; nor the Ministry's business as usual.
- 5 In addition to the priorities in the A3, we will work with your office to help arrange and support your attendance at a programme of relevant cultural events, as opportunities arise.
- 6 We will amend the paper following discussion with you and later in the year when further progress has been made on individual initiatives.

Next steps

- 7 We look forward to discussing the A3 with you at your meeting with officials on 16 May.

Karen Adair
Group Manager, Policy and Sector Performance

ARTS, CULTURE AND HERITAGE WORK PROGRAMME: MINISTER ROBERTSON

THE WORK PROGRAMME

	Access and participation	Sustainable growth	National Identity
Portfolio Outcomes	All New Zealanders can access and participate in cultural experiences	Out of scope	Out of scope
Matters delegated to Minister Robertson	A) Oversight and funding of ^{Out of scope} and Nga Taonga Sound and Vision, and matters within the portfolio relating to the National Library	Out of scope	

Attending cultural sector events, as requested by the Minister for Arts, Culture and Heritage
 Other initiatives as agreed from time to time

PROGRESS ON MINISTERIAL PRIORITIES/OBJECTIVES IN 2018

Priority / Objective	Progress in 2018 (calendar year)	When
A) Ensure ^{Out of scope} and Nga Taonga Sound and Vision are successfully positioned as sustainable and highly performing entities	Out of scope	Out of scope
Support the review relating to the National Library and Archives		
B) Maximise the cultural sector's contribution to economic growth		
Out of scope		
Out of scope		

Attend the 2018 Australian Cultural Ministers Meeting and deliver a presentation on the proposed wellbeing framework

14 September 2018 Cultural Ministers Meeting in Canberra

16✓



Ministry
for Culture
& Heritage

Hon Grant Robertson

Associate Minister for Arts, Culture and Heritage

AIDE MEMOIRE: NGĀ TAONGA VISIT, 29 JUNE 2018

Date:	27 June 2018	Priority:	Low
Security classification:	In Confidence	Reference:	AM2018/326
Contact:	Louise Lennard, Manager, Sector Performance, S9(2)(a)		

Purpose

- 1 This aide memoire provides a programme and background information to support your visit to Ngā Taonga Sound & Vision (Ngā Taonga) at 84 Taranaki Street, Wellington at 12pm on Friday 29 June 2018. A Programme (Appendix 1) and Talking Points (Appendix 2) are attached.
- 2 Ngā Taonga has suggested the following programme for your visit:
 - welcome from Ngā Taonga’s Chair, Simon Murdoch, Chief Executive, Rebecca Elvy, some trustees and members of the senior leadership team
 - a tour of the Taranaki Street premises
 - lunch and a presentation from Ngā Taonga
 - a discussion of the challenges and opportunities that face Ngā Taonga, and the National Archival and Library Institutions (NALI) Ministerial group work programme.
- 3 The Ministry for Culture and Heritage (the Ministry) will be represented by Karen Adair, Group Manager, Policy and Sector Performance, and Harry Evans, Performance Advisor.

Background

- 4 This visit follows you and your NALI Ministerial group colleagues’ tour of Archives New Zealand on Monday 25 June 2018.

Correspondence with Chair

S9(2)(f)(iv), S9(2)(j) and S9(2)(i)

Issues

- 9 As you are aware, there are several issues facing Ngā Taonga. Decisions made by the NALI group on the institutional form of the agencies could impact these issues.

Property


- 10 Ngā Taonga needs to find a new premises following the sale of the Taranaki Street premises. This will be logistically complex as Ngā Taonga requires specialised vaults and technical spaces, it does not have sufficient reserves to fund this and it faces time pressure related to the leaseback arrangements of Taranaki Street.

Funding contract

- 11 You have agreed (BR2018/306 refers) for the Ministry to review Ngā Taonga's funding contract ahead of the 2019/20 year and come back to you with advice.

Technology challenges

- 12 There is the risk of material on the Betacam format being lost due to technology obsolescence. A large portion of the TVNZ Archive is on this format.
- 13 There is a need for increased digital preservation and online access to the collections Ngā Taonga manage. This can be addressed in the upcoming contract negotiation.



Louise Lennard
Manager, Sector Performance

Appendix 1: Programme for visit

Attendees from Ngā Taonga

- Simon Murdoch, Chair
- Rebecca Elvy, Chief Executive
- Other trustees
- Members of the senior leadership team

Attendees from the Ministry for Culture and Heritage

- Karen Adair, Group Manager, Policy and Sector Performance
- S9(2)(a)

Programme

12.00 Noon: You will arrive and be greeted by the Chair, Trustees, CE and Leadership Team – brief introductions.

12.05: Short tour of Taranaki Street building (including the opportunity to see some of the core technical archival functions in action, such as film preparation and scanning).

12.30 (Approx): Move to the Board Room for a brief presentation Ngā Taonga: Opportunities and Challenges S9(2)(a)

12.40: Questions, further discussion.

Appendix 2: Talking points

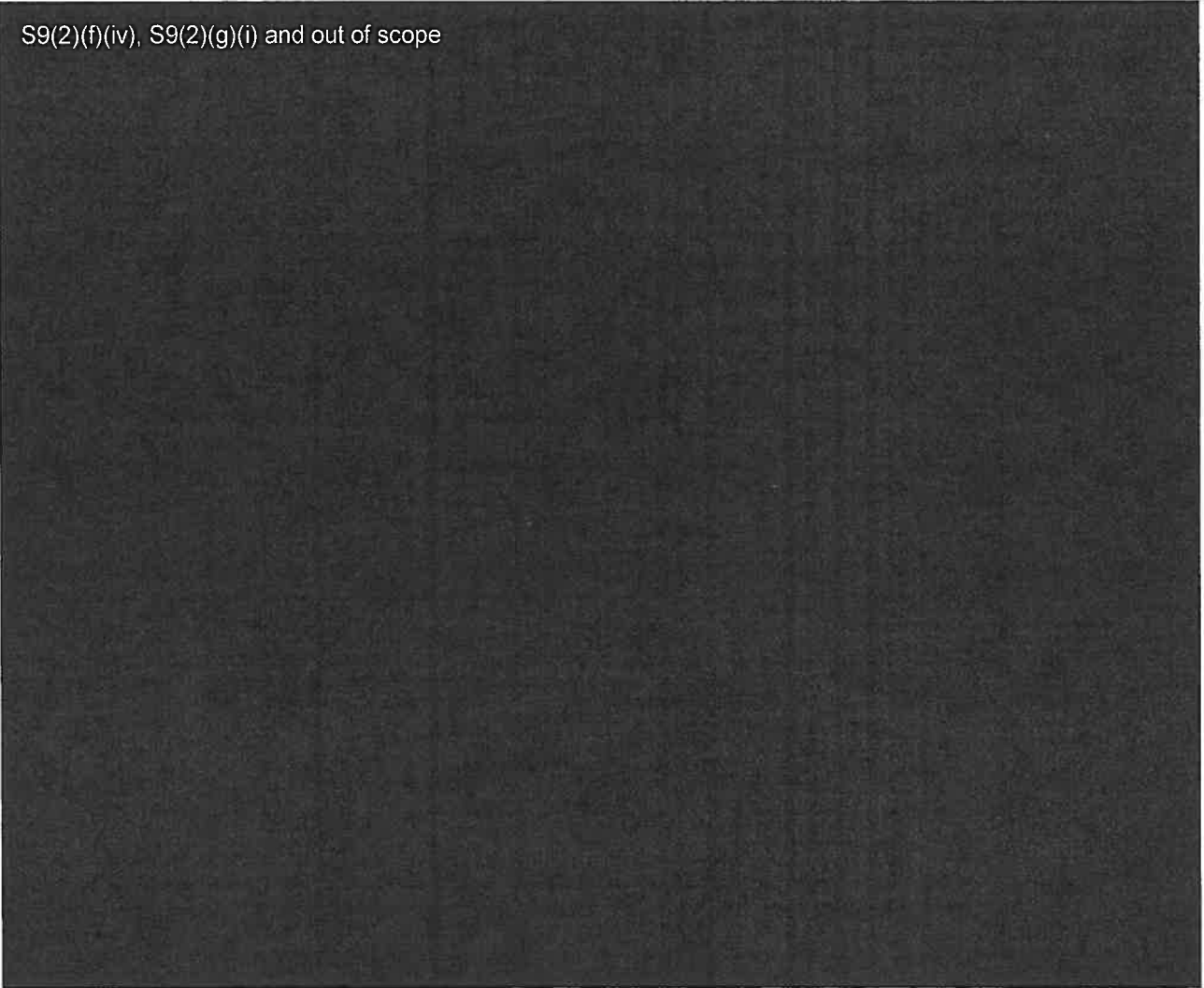
NALI	<ul style="list-style-type: none">• Thanks for your cooperation with my officials on the NALI work so far• You will continue to be consulted as work continues
S9(2)(f)(iv), S9(2)(j) and S9(2)(i)	
Cooperation	<ul style="list-style-type: none">• Where do you see the opportunities for increasing your cooperation with Archives New Zealand and the National Library?• Where are the opportunities for increasing collaboration with other organisations in the media and heritage sectors?
S9(2)(f)(iv), S9(2)(j) and S9(2)(i)	

S9(2)(f)(iv), S9(2)(j) and S9(2)(i)

S9(2)(f)(iv), and S9(2)j), S9(2)(g)(i) and out of scope



S9(2)(f)(iv), S9(2)(g)(i) and out of scope



Appendix 4: Letter to Simon Murdoch from you – 25 June 2018

Hon Grant Robertson

MP for Wellington Central

Minister of Finance

Minister for Sport and Recreation

Associate Minister for Arts, Culture and Heritage



25 JUN 2018

Simon Murdoch CNZM
Chair, Ngā Taonga Sound & Vision

S9(2)(a)

Tēnā koe Simon

Thank you for your letter of 18 April regarding Ngā Taonga Sound & Vision's property challenges, received following our meeting on 9 April.

I understand that this is an unsettling period for the Board and staff at Ngā Taonga. I appreciate Ngā Taonga's cooperation with the National Archival and Library Institutions (NALI) work programme and your eagerness to see this process succeed. I note your comment about content having been deposited with Ngā Taonga rather than donated and have passed this on to my officials.

I agree in principle to support Ngā Taonga's implementation of your new property plan following the completion of the NALI work programme. I will direct my officials at the Ministry for Culture and Heritage as appropriate and will correspond with my colleague Hon Tracey Martin, Minister of Internal Affairs as necessary. I look forward to receiving more detailed information and a report on progress with the property plans, as well as the report on the progress of digital preservation.

As you know, alongside the NALI work programme, I have asked the Ministry to work with your team to review the prices and metrics for the 2019/20 funding agreement. I will consider that advice later this year. Through this and the NALI work programme, we will ensure better outcomes for the Archival and Library sector and the important collections Ngā Taonga holds.

Thank you for writing and I look forward to meeting again soon.

Nāku noa, nā

A handwritten signature in blue ink, appearing to read 'Grant Robertson'.

Hon Grant Robertson
Associate Minister for Arts, Culture and Heritage

Appendix 5: Letter to you from Simon Murdoch – 25 June 2018

June 25, 2018

Hon Grant Robertson
Associate Minister for Arts, Culture and Heritage
Private Bag 18 041
Parliament Buildings
WELLINGTON 6160

Via email – g.robertson@ministers.govt.nz



NGĀ TAONGA
SOUND & VISION

The New Zealand Archive of
Film, Television and Sound
Ngā Taonga Whitiāhua
me Ngā Taonga Kōrero

Tēnā koe Minister

Letter of Expectations 2018/19

Thank you very much for your Letter of Expectations for 2018/19.

As I am sure you can appreciate, the Board of Trustees for Ngā Taonga Sound & Vision are wrestling with some challenging matters at the moment, and I wanted to take the time to properly discuss your Expectations at a meeting of the full Board – hence the delay in my response. This letter reflects the nature of that discussion.

Policy Context

The Board of Ngā Taonga agrees completely that the audiovisual taonga in our stewardship play a vital role in the lives of New Zealanders. Our exhibitions and programming are modest, largely due to our constrained financial position, but we are always seeking innovative ways to reach more New Zealanders – and particularly people who might not be well served by other cultural and artistic activity, such as remote and diverse communities. Wherever practical, this means working in partnership with other institutions to increase the impact of these precious taonga. Furthermore, we are highly ambitious for what is possible – we regularly witness firsthand the power of audiovisual taonga to connect people with their history, with their ancestors, and with each other, but the challenges of reaching new audiences – particularly young people and those outside of Wellington – need to be prioritised.

Strategic Direction

As I noted in my letter to you dated 18 April 2018 we will engage with and support the National Archival and Library Institutions review. While the delay is challenging for us insofar as it creates uncertainty for a longer period of time, we agree that a joined-up approach to investing in the sector is highly desirable, and will ensure maximum value is returned to the New Zealand public. Our size and resource base has always required us to work in creative ways with sector partners, so we view this review as a very positive development. If we can assist you in any way, please let me know.

Service Delivery


We welcome engagement with your officials around our funding agreement, including pricing and setting appropriate targets for digital preservation and access. We agree completely that public access is a major priority for the organisation, provided it can be achieved without endangering the collections in our care.

Capability and Governance

The Board of Ngā Taonga takes a good deal of pride in what the organisation has achieved in recent years, particularly in the areas of financial management, risk management and strategic direction. We have completed our self-evaluation process, and this will be with you before the end of June 2018.

I thank you for your expression of confidence in our organisation, and assure you that we will do our very best to meet these challenges.

Nāku iti noa, nā

A handwritten signature in black ink, appearing to read 'Simon Murdoch', written in a cursive style.

Simon Murdoch
Chair
Board of Trustees



Hon Grant Robertson
Associate Minister for Arts, Culture and Heritage

Ngā Taonga contract renewal and draft Business Plan

Date:	18 May 2018	Priority:	Medium
Security classification:	In Confidence	Reference:	BR2018/306

Minister	Action Sought	Deadline
Hon Grant Robertson Associate Arts, Culture and Heritage	Approve the Ministry's proposed course of action for renewing Ngā Taonga's contract.	5 June 2018

Contacts			
Name	Position	Contact	1st Contact
Louise Lennard	Manager, Sector Performance	S9(2)(a)	✓
S9(2)(a)			

Minister's office to complete

<input type="checkbox"/> Approved	<input type="checkbox"/> Declined
<input type="checkbox"/> Noted	<input type="checkbox"/> Needs change
<input type="checkbox"/> Seen	<input type="checkbox"/> Overtaken by events
<input type="checkbox"/> See Minister's notes	<input type="checkbox"/> Withdrawn

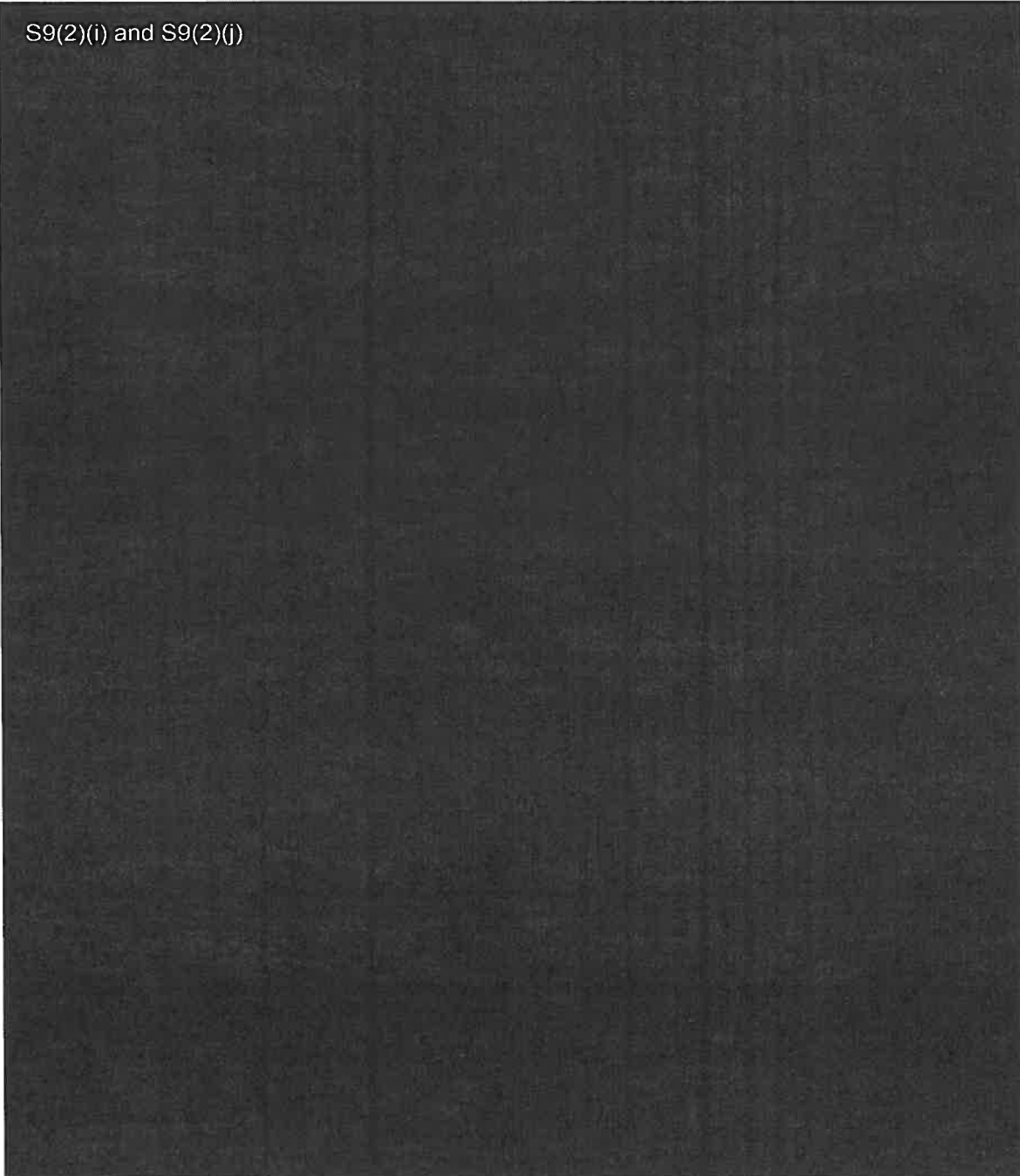
Comments:

Purpose

- 1 This briefing seeks your approval of the Ministry for Culture and Heritage's (the Ministry's) proposed course of action for renewing the funding contract with Ngā Taonga Sound & Vision (Ngā Taonga).
- 2 This briefing also provides you with information on Ngā Taonga's draft Business Plan for 2018/19.

Key Messages

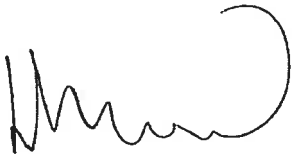
S9(2)(i) and S9(2)(j)



Recommendations

9 The Ministry for Culture and Heritage recommends that you:

- | | | |
|---|---|-----------------|
| 1 | Approve the Ministry's proposed course of action relating to the Ngā Taonga contract renewal. | YES / NO |
| 2 | Note that Ngā Taonga's draft Business Plan has been received by the Ministry and an assessment has been provided for your information. | YES / NO |



Louise Lennard
Manager, Sector Performance

Hon Grant Robertson
Associate Minister for Arts, Culture and
Heritage

____ / ____ / 2018

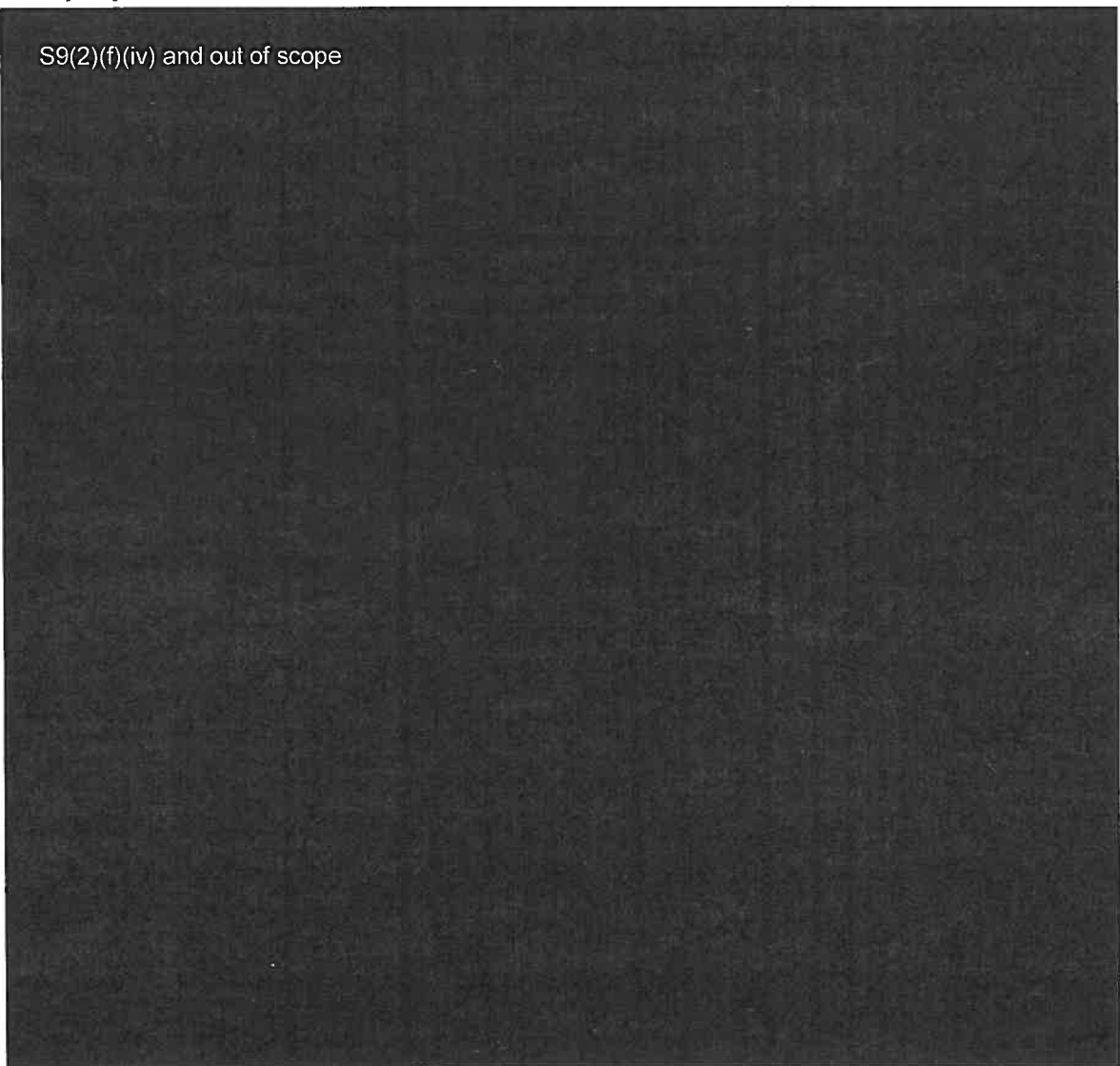
Background

- 10 Ngā Taonga's current funding contract has been in place since 2014 and expires on 30 June 2018. The contract is between the Minister for Arts, Culture and Heritage and Ngā Taonga, therefore it needs to be signed by you as the Associate Minister with the relevant delegation.
- 11 Ngā Taonga has provided the Ministry with its draft Business Plan for 2018/19. The draft Business Plan provides information on what work Ngā Taonga has planned for the next year and what measures will be used to report on its performance. As a non-governmental organisation (NGO), Ngā Taonga is not subject to the Crown Entities Act 2004. Therefore, you are not provided a formal opportunity to comment on the draft Business Plan in law. The Ministry has provided comments to Ngā Taonga on the issues described below.

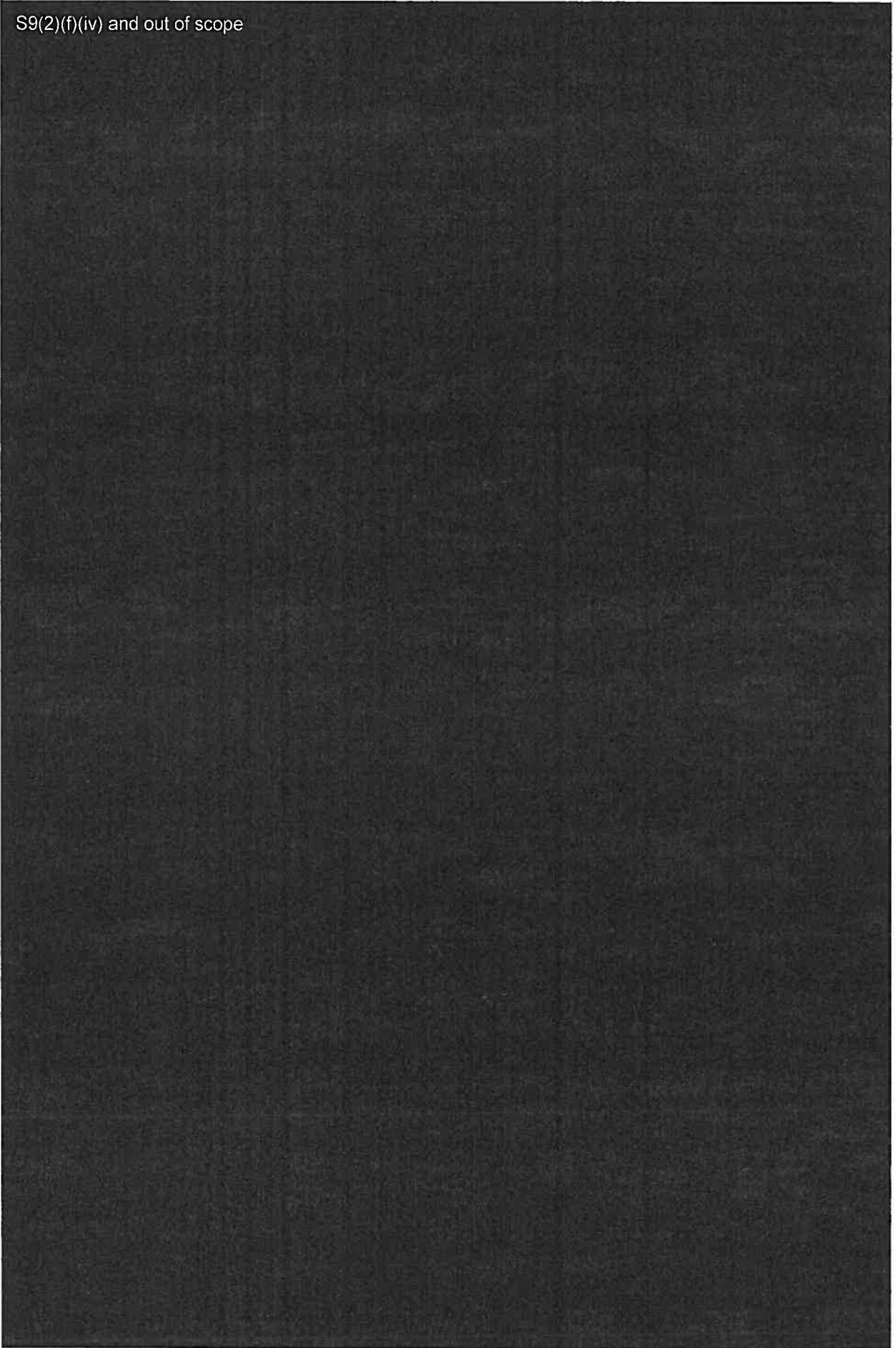
Ngā Taonga contract renewal approach

The proposed course of action

S9(2)(f)(iv) and out of scope



S9(2)(f)(iv) and out of scope



Your expectations

- 21 The draft business plan responds appropriately to your expectations as laid out in your Letter of Expectations (see Appendix 1). In particular, 'KRA 12: A kaupapa-centred organisation' the planned project of 'Te Reo Māori Strategy and planning for Maihi Karauna including Te Reo Cataloguing Standards' responds very directly to your expectation around the Maihi Karauna.

Ministry assessment

- 22 As indicated, the Ministry has made comments around targets and financial information to Ngā Taonga. Apart from these issues the Business Plan is at an acceptable level.

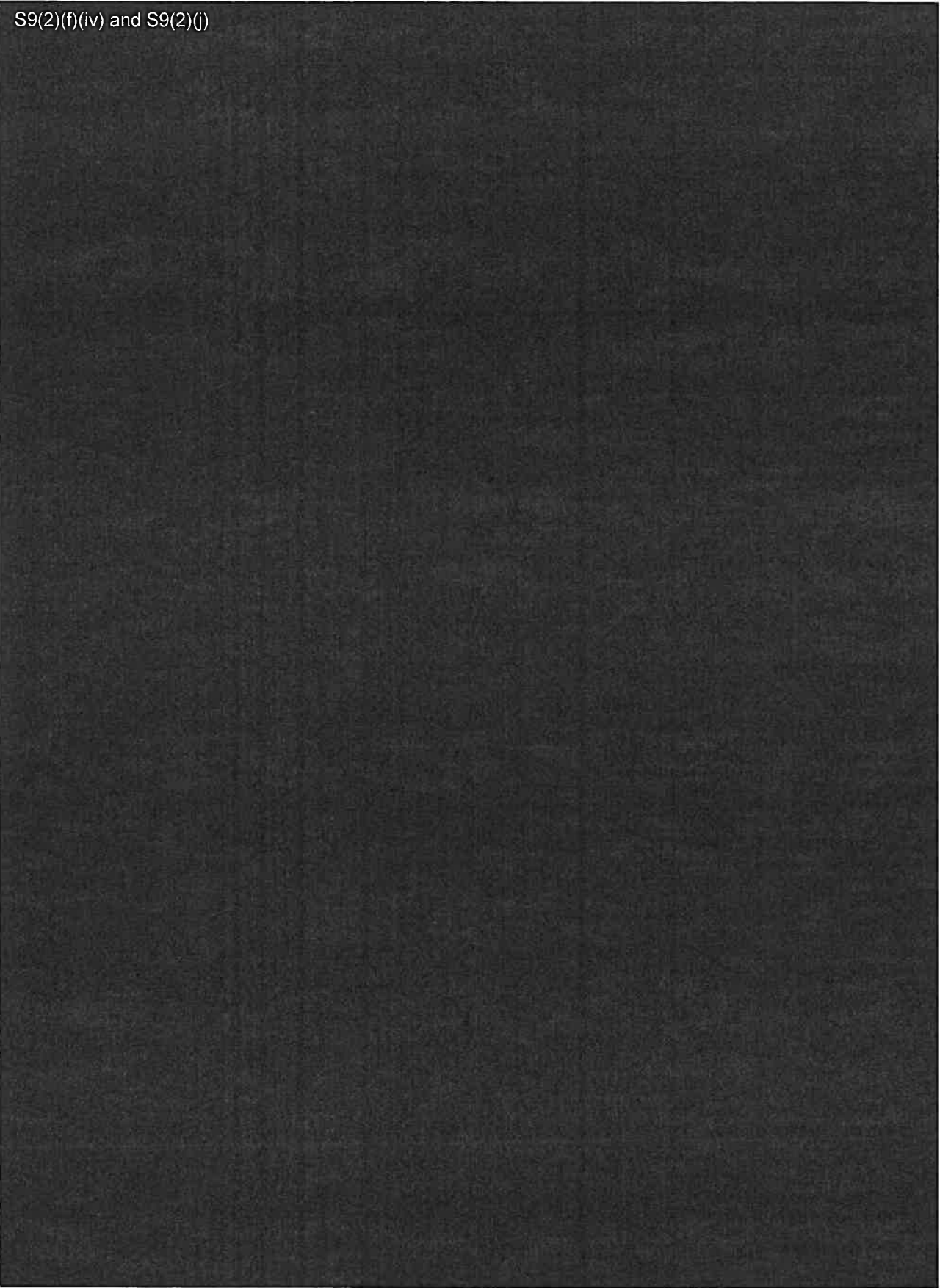
Next steps

- 23 The Ministry is working with Ngā Taonga to update the contract for this coming year. If you approve of the proposed course of action, the Ministry will progress the contract with the Ngā Taonga Board in advance of the board meeting on 14 June 2018.

Appendices


S9(2)(f)(iv)

S9(2)(f)(iv) and S9(2)(j)

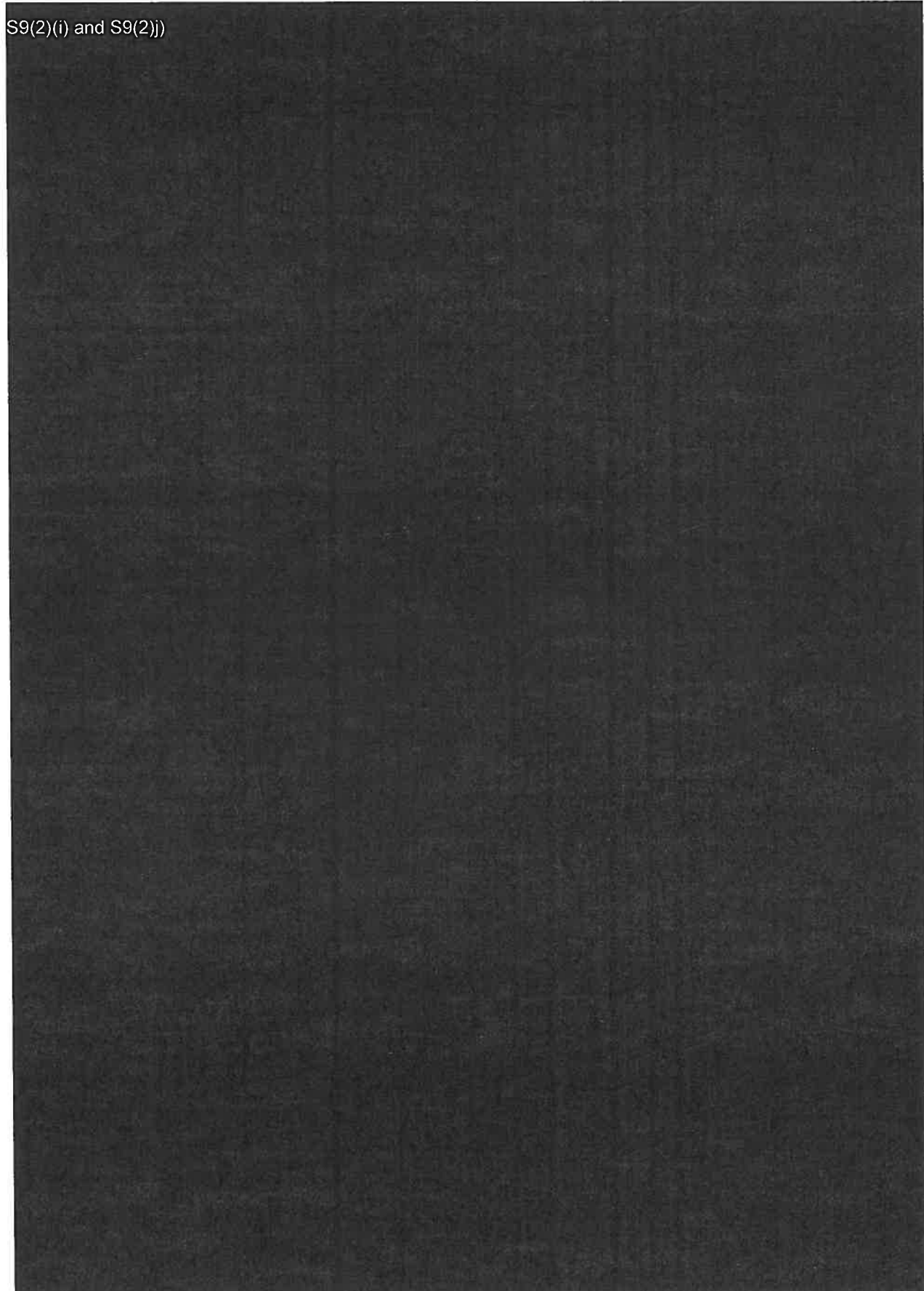


S9(2)(i) and S9(2)(j)

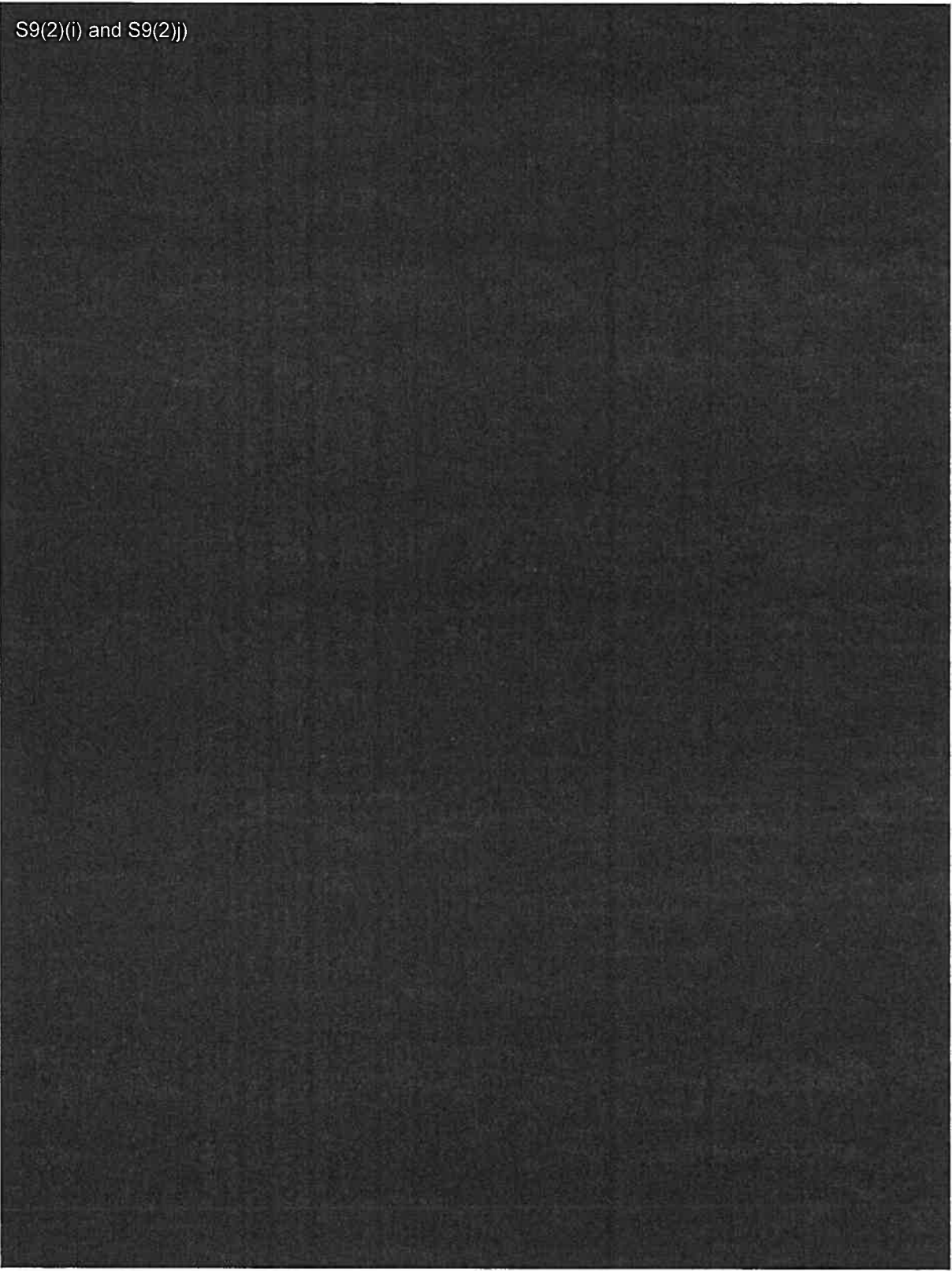
S9(2)(i) and S9(2)(j)



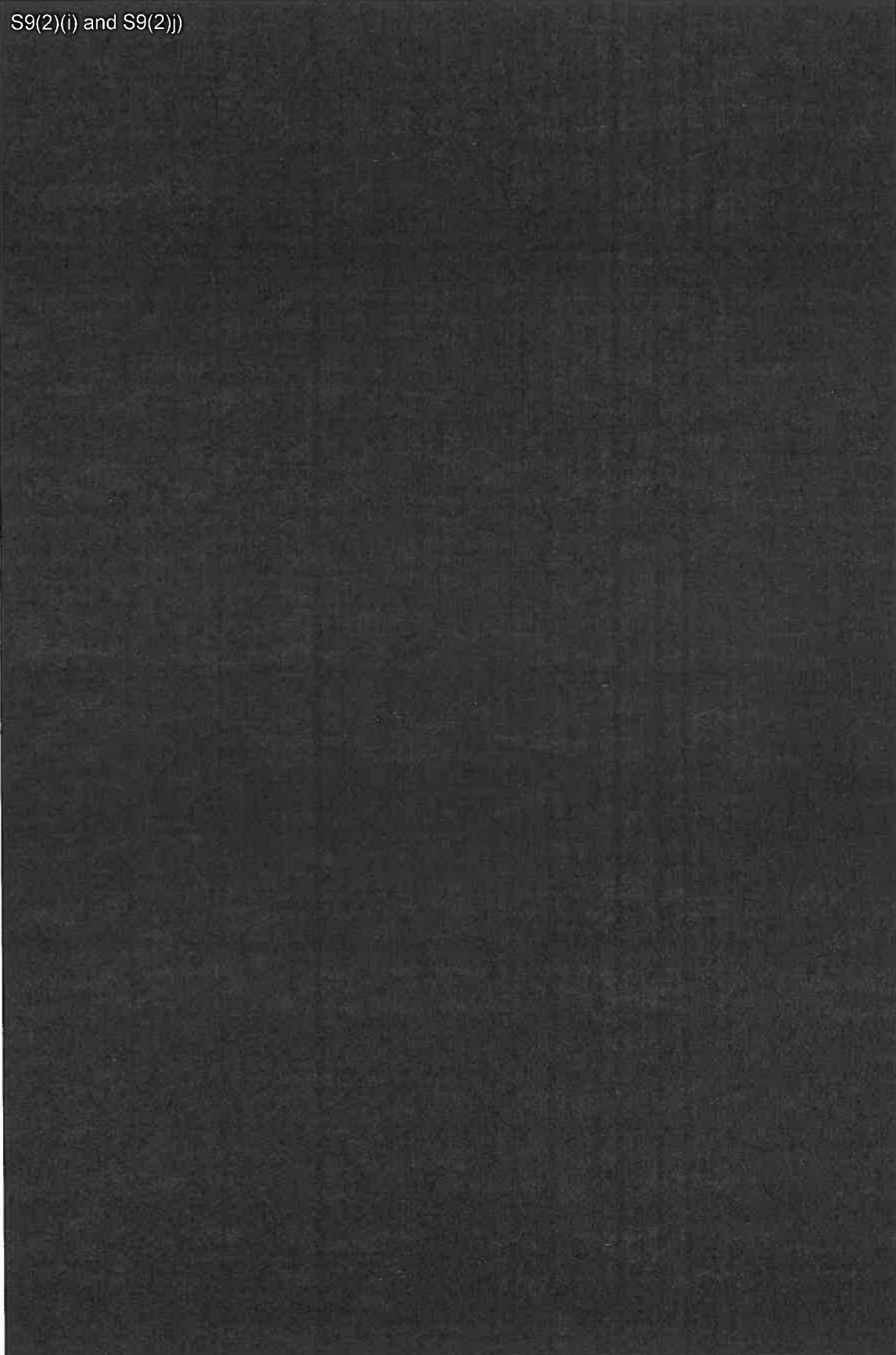
S9(2)(i) and S9(2)(j)



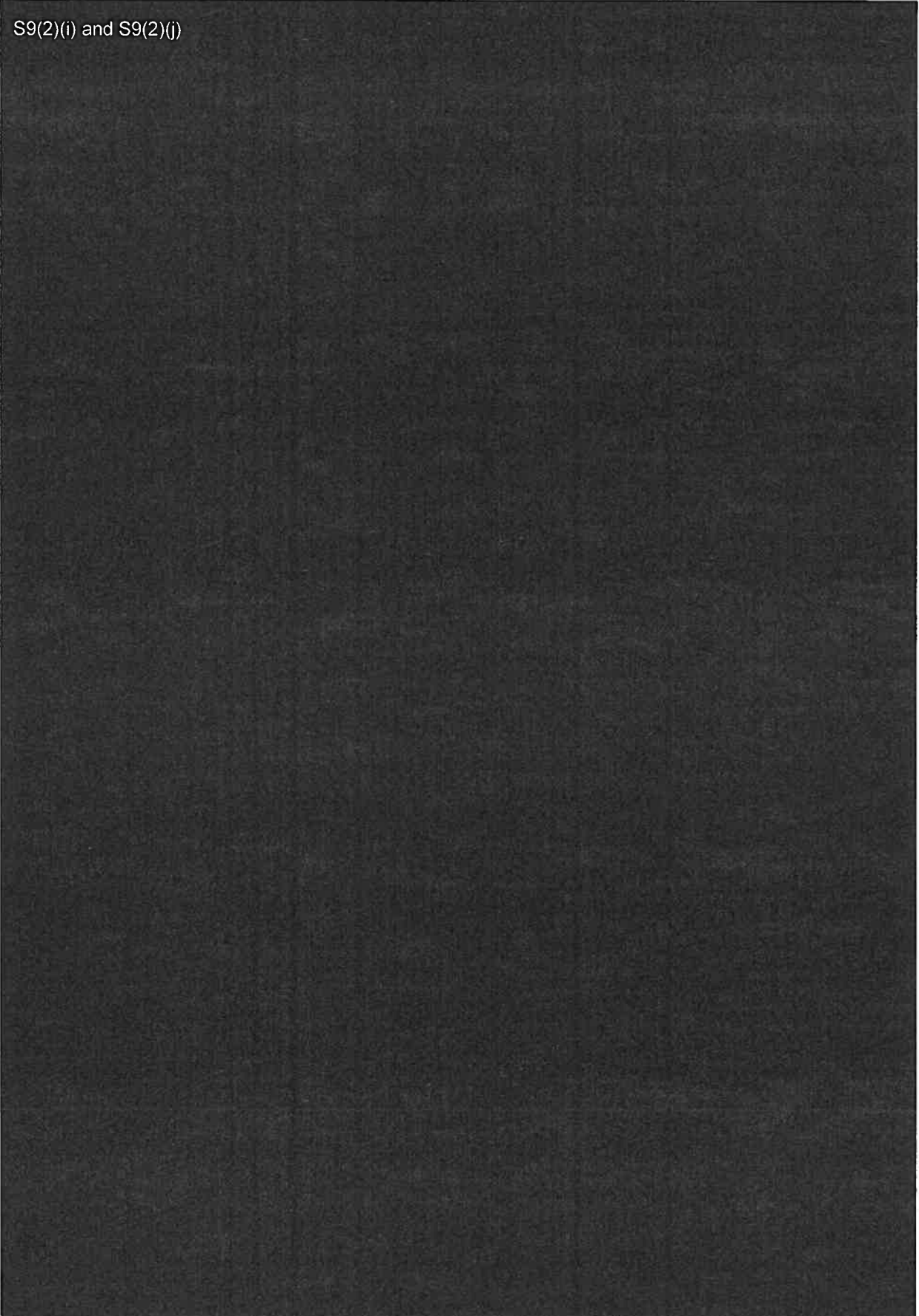
S9(2)(i) and S9(2)(j)



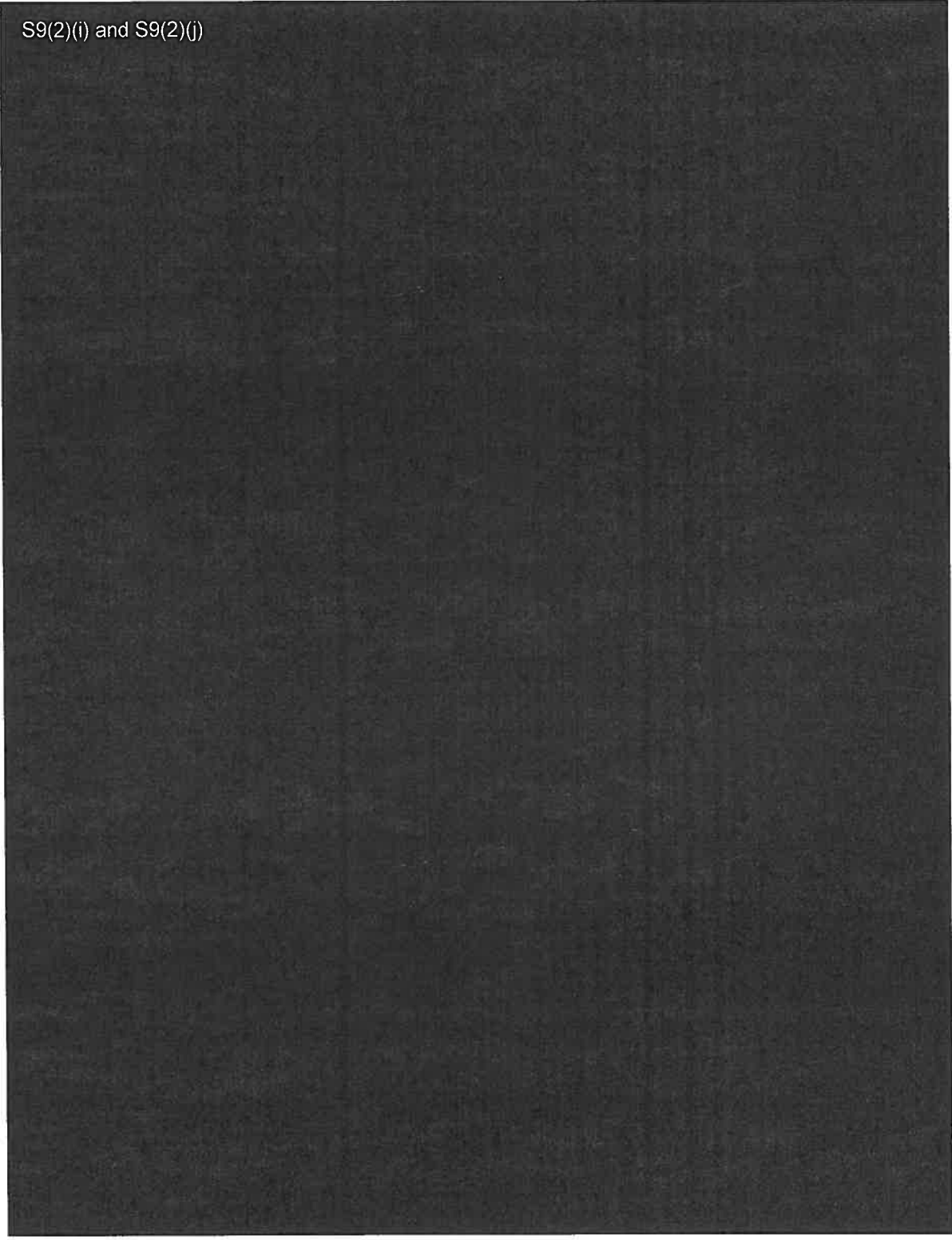
S9(2)(i) and S9(2)(j)



S9(2)(i) and S9(2)(j)




S9(2)(i) and S9(2)(j)



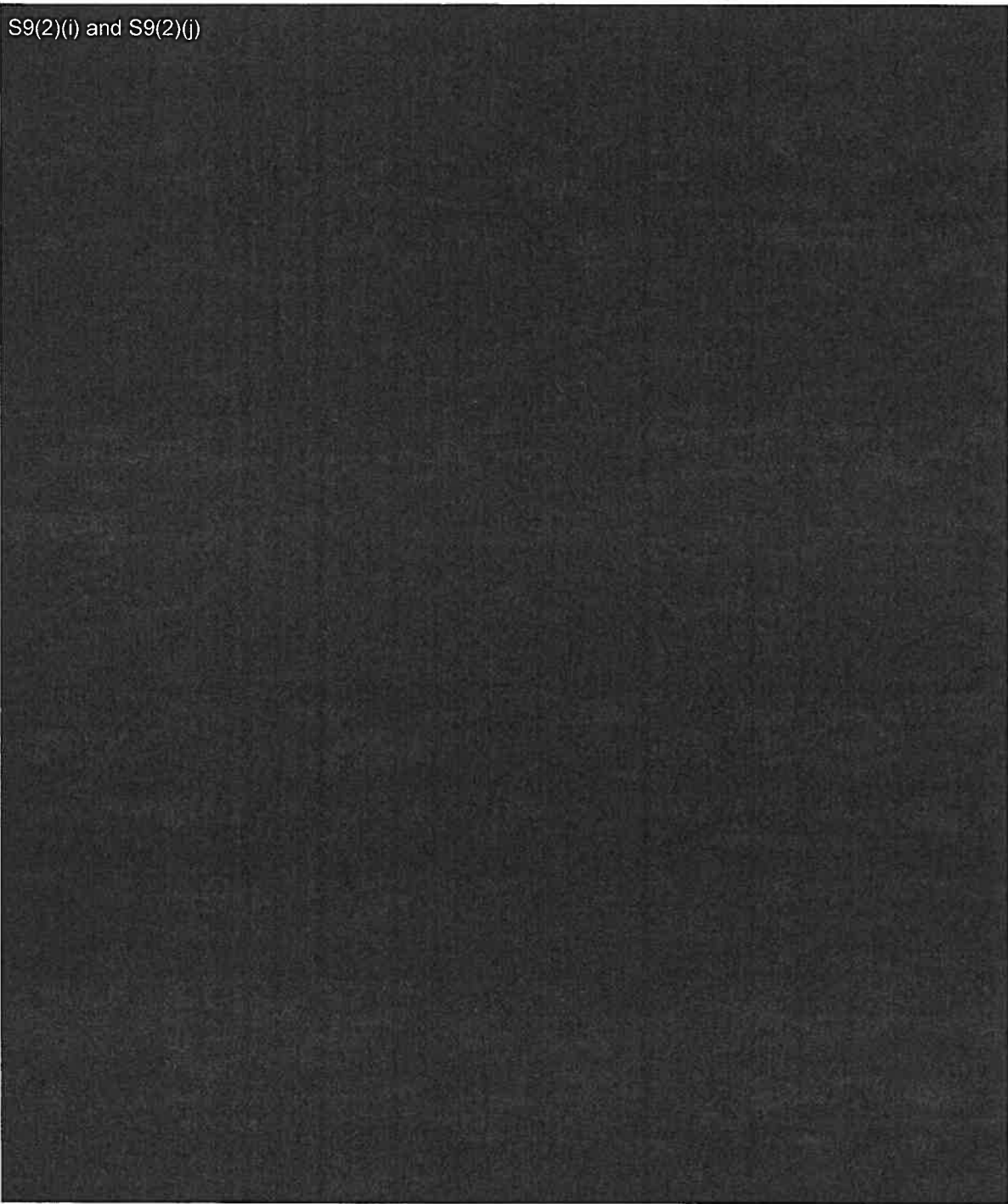
S9(2)(i) and S9(2)(j)



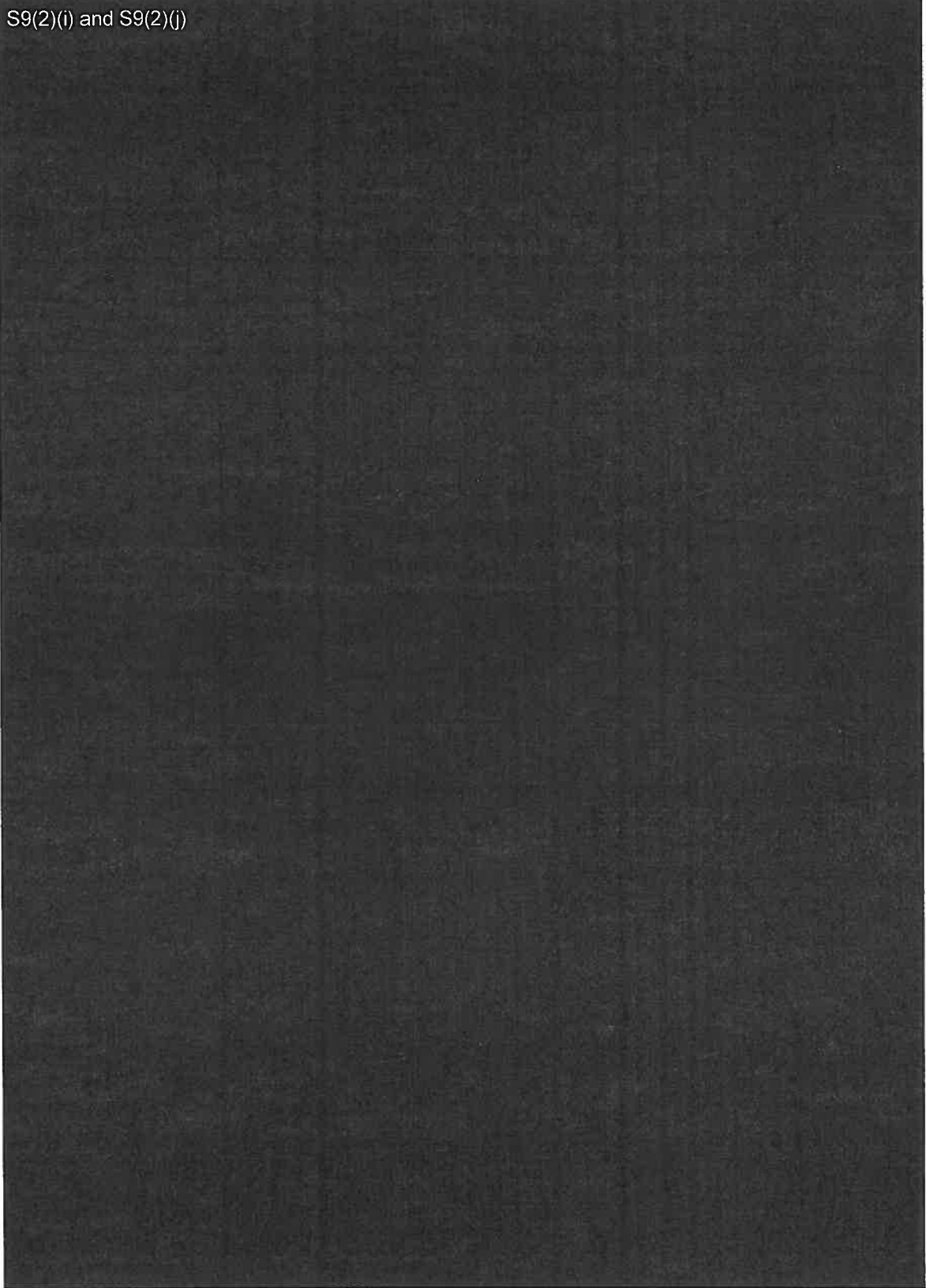
S9(2)(i) and S9(2)(j)



S9(2)(i) and S9(2)(j)



S9(2)(i) and S9(2)(j)



S9(2)(i) and S9(2)(j)



S9(2)(i) and S9(2)(j)



Hon Grant Robertson

MP for Wellington Central

Minister of Finance

Minister for Sport and Recreation

Associate Minister for Arts, Culture and Heritage



29 JUN 2018

Simon Murdoch CNZM
Chair
Ngā Taonga Sound & Vision
PO Box 11-449
WELLINGTON

Dear Simon

As you are aware, in July 2014 the then Minister for Arts, Culture and Heritage entered into a Memorandum of Understanding (MOU) with the previous Chair of Ngā Taonga Sound & Vision (Ngā Taonga) setting out the funding for the year 1 August 2014 to 30 June 2017. This MOU was then extended by mutual agreement until 30 June 2018.

I propose the MOU be amended in the following manner:

1. Section 1.1 is amended to include the period from 1 July 2018 until 30 June 2019.
2. The table under Section 7.5 is deleted and substituted by the following table to reflect that the previous MOU between the Ministry for Culture and Heritage, Te Māngai Pāho and Ngā Taonga is replaced by a contract between Te Māngai Pāho and Ngā Taonga.

	2018/19
General operating funding, including funding for the archiving of the former Sound Archive Ngā Taonga Korero	\$3,020,000
Funding for the management, archiving and increased accessibility of the TVNZ Archive collection	\$2,000,000
Total (GST exclusive)	\$5,020,000

3. Schedule 1 is deleted and replaced by the following new Schedule 1.

Schedule 1 - 2018/19 Crown Payments to Ngā Taonga

	Appropriation (\$ GST Exclusive)	GST (\$)	Disbursement (\$ GST Inclusive)
2 July 2018	1,255,000.00	188,250.00	1,443,250.00
1 October 2018	1,255,000.00	188,250.00	1,443,250.00

3 January 2019	1,255,000.00	188,250.00	1,443,250.00
1 April 2018	1,255,000.00	188,250.00	1,443,250.00
\$ Total	5,020,000.00	753,000.00	5,773,000.00

4. Section 7 of Schedule 4, *Digitisation* is updated to be called "*Digital Preservation*". A target of 1,500 titles from the TVNZ collection Digitally Preserved for the 2018/19 year is added to the section. This target includes the titles being available online, provided that rights are clear.

5. A new section is added to Schedule 4 titled *Prioritisation*, it states "The Archive will develop a prioritisation policy for the Archive Collection, in consultation with the Ministry for Culture and Heritage. The prioritisation policy will be used to guide the Archive's choices when planning digitisation and preservation work."

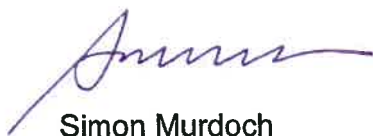
If these amendments are acceptable to you, please sign both copies of this letter and retain one copy with Ngā Taonga's copy of the MOU. Please return the other copy of the letter to the Ministry for Culture and Heritage which holds a copy of the MOU on my behalf.

Signed by the Associate Minister for Arts, Culture and Heritage:



Hon Grant Robertson

Signed for Ngā Taonga Sound & Vision:



Simon Murdoch

Chair

Date: 17/7/18



National Archival and Library Institutions Ministerial Group

To	NALI Ministerial Group
From	Marilyn Little, Deputy Chief Executive, Policy Regulation and Communities, Department of Internal Affairs Colin Holden, Acting Group Manager, Policy and Sector Performance, Ministry for Culture and Heritage
Date of meeting	Meeting 4: 24 September 2018
Paper 4	Information on some structures of the State Sector

Purpose of this briefing

1. This paper provides information on structures of government agencies that you requested at the 30 July Ministerial Group meeting. It also sets out the next steps for identifying whether machinery of government changes (both structural and non-structural changes) are necessary.

Background

2. At the July meeting, the Ministerial Group requested further information on government agency structures. The Minutes record the Ministerial Group:

Out of scope [Redacted text block consisting of several lines of blacked-out text]

Directed officials to develop and cost options for the National Library of New Zealand and Ngā Taonga Sound & Vision (Ngā Taonga), and consider how the options for each institution fit with the options for the other institutions.

Stakeholders have disparate views on structural arrangements

3. Government agency structures were discussed by stakeholders during the recent NALI engagement process. Questions put to stakeholders for consultation largely focused on the challenges faced by the Archives New Zealand (Archives), the National Library of New Zealand (National Library) and Ngā Taonga in relation to exercising their functions.

4. One question specifically sought feedback on the role and structure of Archives and the National Library. Feedback on this question shows:

- Out of scope [Redacted]
- Some submitters also commented on the structure of Ngā Taonga, though it wasn't directly mentioned in the question. As a charitable trust, Ngā Taonga sits outside government. The organisation and its work have no legislative underpinning, and it cannot compel behaviour from other organisations (whether private or government). Comments were focused on the fact that it has "outgrown its charitable trust structure" and needs a guarantee of long-term sustainability that recognises the role it plays as New Zealand's audio-visual archives.

5. See *Paper 1: Summary of Submissions from stakeholder engagement* for more consultation feedback.

6. Out of scope [Redacted]
- Out of scope [Redacted]
- S9(2)(g)(i) and S9(2)(f)(iv) [Redacted]

State Services Commission advice

7. The State Services Commission (SSC) is responsible for reviewing the governance and structure of government agencies, and providing advice to Ministers on proposed changes. The SSC has provided advice on the process to determine the need for any structural and non-structural changes to government agencies and/or functions.
8. SSC advises that the range of views from stakeholders and from the three institutions themselves highlights the importance of agreeing a shared problem definition as the first step in undertaking analysis to determine the most appropriate institutional form.

9. S9(2)(g)(i) and S9(2)(f)(iv) [Redacted]

S9(2)(g)(i) and S9(2)(f)(iv) [Redacted]

S9(2)(g)(i) and S9(2)(f)(iv) [Redacted]

[Redacted]

S9(2)(g)(i) and S9(2)(f)(iv) [Redacted]

S9(2)(g)(i) and S9(2)(f)(iv) [Redacted]

S9(2)(g)(i)



**Te Tari Taiwhenua
Internal Affairs**

National Archival and Library Institutions Ministerial Group

To	NALI Ministerial Group
From	Marilyn Little, Deputy Chief Executive, Policy Regulation and Communities, Department of Internal Affairs Colin Holden, Acting Group Manager, Policy and Sector Performance, Ministry for Culture and Heritage
Date of meeting	Meeting 4: 24 September 2018
Paper 3	Problem definitions and criteria for evaluating options

Purpose of this briefing

1. This paper seeks your confirmation of the proposed problem definitions and seeks your feedback on the proposed criteria for evaluating options to address the problems. This paper should be read in conjunction with:
 - Paper 2: Assessment of the integration of Archives New Zealand and the National Library with the Department of Internal Affairs; and
 - Paper 4: Structures of the State sector.

S9(2)(f)(iv), S9(2)(g)(i)

Background to developing the problem definitions

Objectives of the NALI work programme

6. The Terms of Reference note that the Government has decided to develop policy to enhance the contribution of New Zealand's national archival and library institutions to democratic accountability and to the culture and heritage sector. The objectives of the policy are set out in **Appendix A**.

Developing the problem definitions

7. These problems reflect our work to date, as well as feedback received from stakeholders through the recent engagement process (both written submissions and workshop discussions). The summary of submissions reflects submissions received through the engagement process and does not provide a view from the Department of Internal Affairs (DIA) as a Department (with the exception of the submissions from the Chief Archivist, the National Librarian and the Chief Librarian) or from the Ministry for Culture and Heritage (MCH).
8. The submissions and conversations have raised a number of issues, many of which are effectively symptoms of larger problems. We have identified the problems for the NALI work programme by considering the causes of these issues. The resulting list is in Table 1 below.

- [REDACTED]
9. Table 1 summarises the problems, and the institutions and roles to which the problems relate. The Chief Archivist and National Librarian are included in addition to their institutions, as some problems relate to their statutory role, or role as leader of the institution.

Table 1: Problems for each institution and role

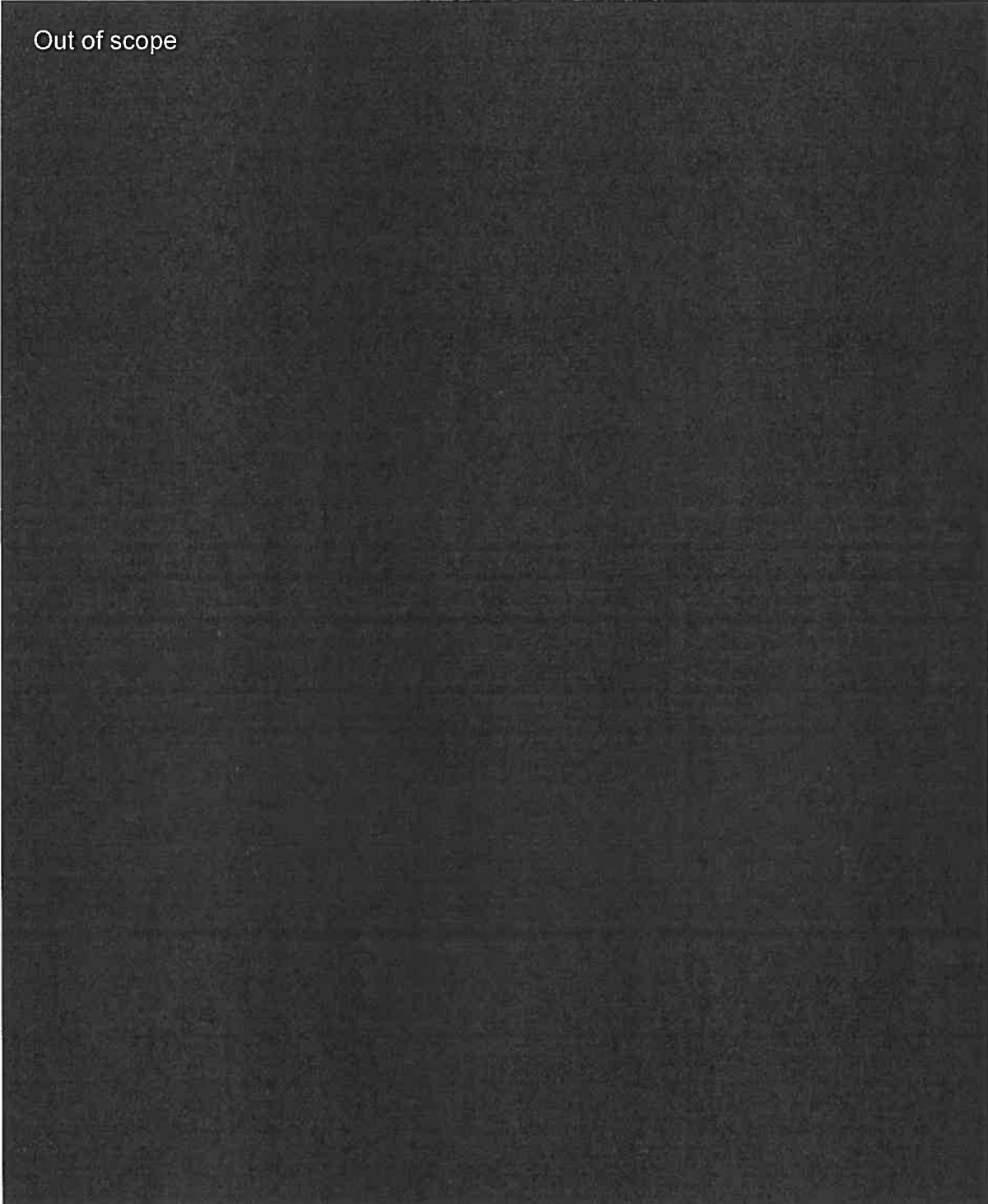
Problems	Archives	National Library	Ngā Taonga	Chief Archivist	National Librarian
S9(2)(f)(iv), S9(2)(g)(i)					

10. We discuss below how these problems manifest into issues that affect sector groups, the institutions and the general public. In some cases, two or more problems can contribute to an issue.

Out of scope

[REDACTED]

Out of scope



¹ Backlogs of unprocessed and unappraised transfers have been an ongoing issue which dates back to the 1990s, for a variety of reasons.

Ngā Taonga Sound & Vision has additional responsibilities without commensurate funding

15. Since 2012, Ngā Taonga has increased its collections through the addition of the RNZ Archive and TVNZ Archive.² The New Zealand Film Archive's collection was 265,000 items, the RNZ Archive added a further 110,000 items and the TVNZ Archive a further 550,000 items. Ngā Taonga now has a collection of some 925,000 items.

S9(2)(f)(iv), S9(2)(g)(i)

S9(2)(f)(iv), S9(2)(g)(i)

The current infrastructure and funding level will not be sufficient to cope with the growth in digital content and digitisation needs

17. An increasing amount of born-digital content is being created. The collection, preservation and archiving of digital data is expensive. Ngā Taonga notes in its submission that the digital load of audiovisual preservation exceeds that of paper material and sound material by a massive amount. Its digital film and video work carried out to date is 1.5 petabytes³ and cannot be stored online.
18. Some physical collections are at risk of being lost if they cannot be digitised quickly. For example, Ngā Taonga is facing a pressing need to invest in digitising Betacam tape. As noted in a previous paper to the Ministerial Group,⁴ about 50 per cent of the TVNZ Archives are on Betacam tape (25 per cent of Ngā Taonga's collection) and the format is at risk of becoming irretrievable.

S9(2)(f)(iv), S9(2)(g)(i)

² Paper 3 for Ministerial Group meeting on 25 June 2018: Challenges and opportunities for Ngā Taonga Sound & Vision.

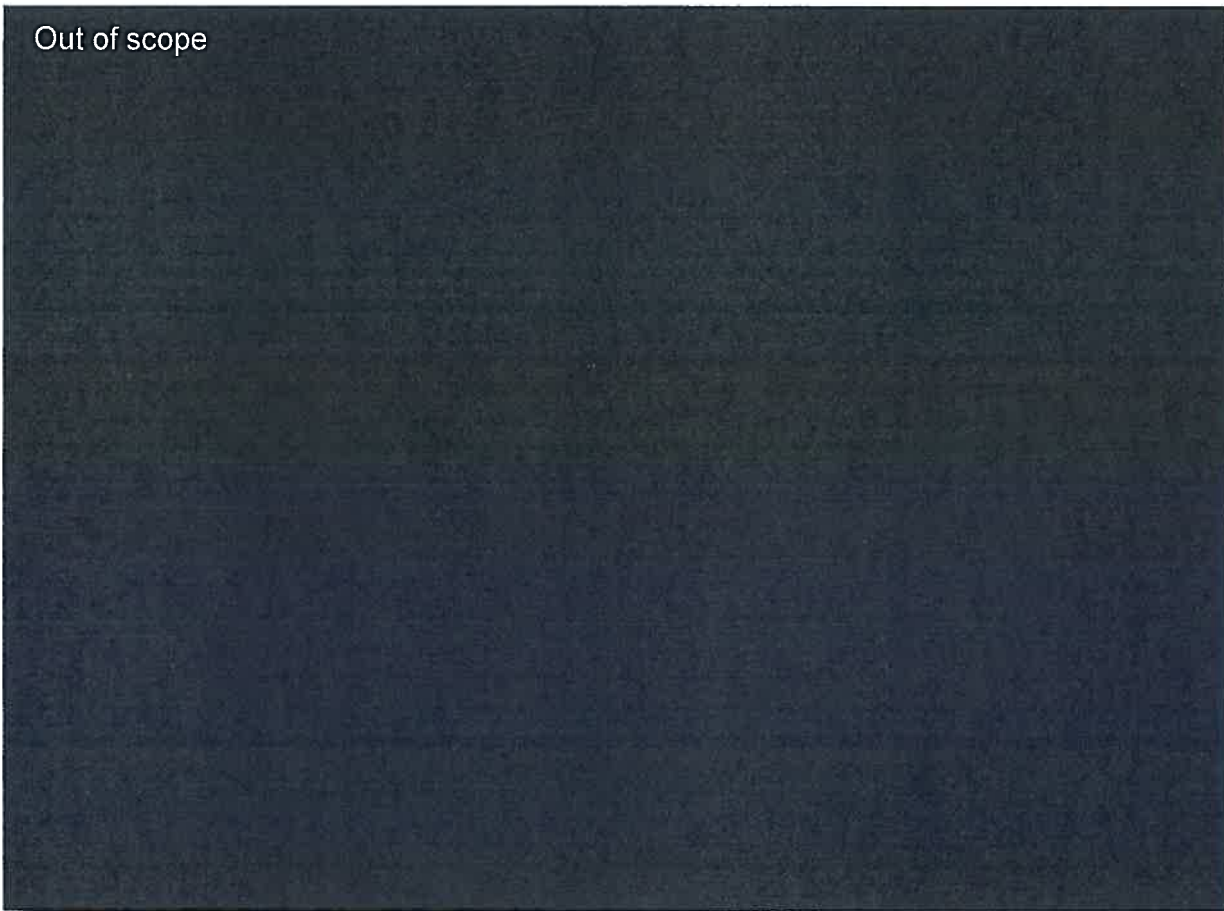
³ A petabyte is 1,000 terabytes (in the decimal system).

⁴ Paper 3 for Ministerial Group meeting on 25 June 2018: Challenges and opportunities for Ngā Taonga Sound & Vision.


The current infrastructure does not ensure fit-for-purpose repositories for the continued growth and preservation of physical collections

20. The increase in digitisation does not replace physical collections. For example, Archives must retain the original format for an item because it is the actual public record, even if it has degraded. The digitised item is only ever a surrogate. Physical collections require space, and Archives and Ngā Taonga in particular are facing urgent property problems that affect their ability to provide that space:⁵
- Ngā Taonga has sold its earthquake-prone Taranaki Street property and needs to identify, fund and relocate its collection and staff to a new home;

Out of scope



S9(2)(f)(iv) and S9(2)(g)(i)



⁶ See Paper 2 for Ministerial Group meeting 25 June 2018: Preserving the Nation's Memory – National Library and Archives New Zealand.

Out of scope

Difficulty in connecting and collaborating with each other, and across the sectors

These institutions operate in different systems, which does not encourage a sector-wide approach

26. Archives, the National Library and Ngā Taonga are part of some or all of the following sectors: culture and heritage, education and information management. There is not a sector-wide approach to the work undertaken by these and other institutions in those respective sectors.
27. This is a system problem arising from the different bases for these institutions:
 - Archives and the National Library each have their own legislation, which sets out different purposes and functions;
 - Ngā Taonga is a non-government organisation interacting with government entities. Ngā Taonga does not have a statutory mandate, but a constitution that sets out its purpose and functions;
 - Archives and the National Library are part of DIA, while Ngā Taonga is monitored by MCH.
28. The result can be duplication of effort and resources. For example, all three institutions undertake digitisation programmes and preserve audiovisual collections. There is duplication in investment so each institution can individually undertake tasks.

S9(2)(f)(iv) and S9(2)(g)(i)

Collaboration efforts to date have mostly been limited to specific projects or initiatives and constrained by available resources

30. The institutions naturally take an approach that focuses on their own purposes and outcomes. The risk of this approach is that gaps and overlaps develop in service, and that investment is not as cost-effective as it could be.

Out of scope

32. The involvement in the NALI work programme has created opportunities for the leadership of Archives, the National Library and Ngā Taonga to connect with each other. The institutions are also working together to:

S9(2)(f)(iv)

- discuss whether Ngā Taonga's Taranaki Street operations may be relocated to the National Library's Molesworth Street facility in the interim.

There is scope for the institutions to improve how they collaborate with each other and with the sectors they belong to

33. As well as connecting with each other, the institutions could connect and collaborate with the wider culture and heritage, education and information management sectors. These include national institutions such as Te Papa, regional institutions, and international institutions. One of the purposes of the National Library in the National Library Act is to work collaboratively with other institutions having similar purposes, including those in the international library community.
34. While connections and collaborations do occur, this could be improved.

S9(2)(f)(iv), S9(2)(g)(i)

S9(2)(f)(iv), S9(2)(g)(i)

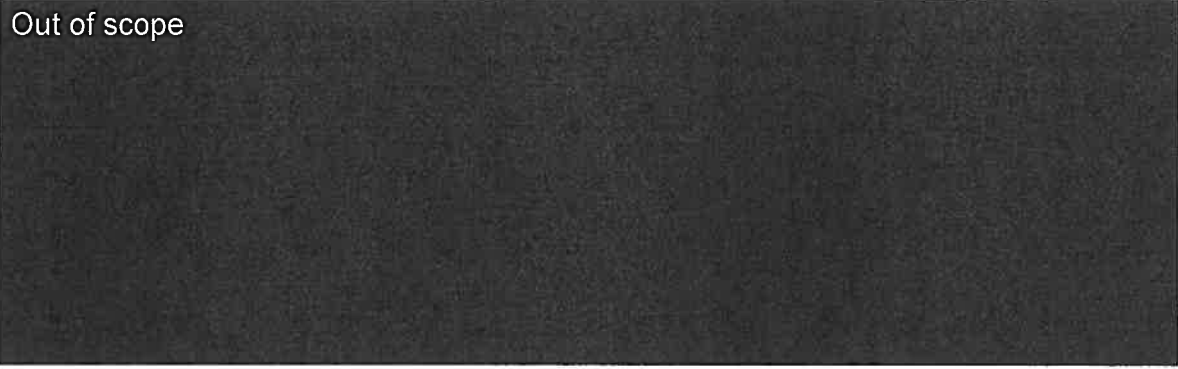
Differences between government perspective and te ao Māori affects the ability to meet the Treaty of Waitangi principle of partnership

Out of scope

⁷ Section 11.

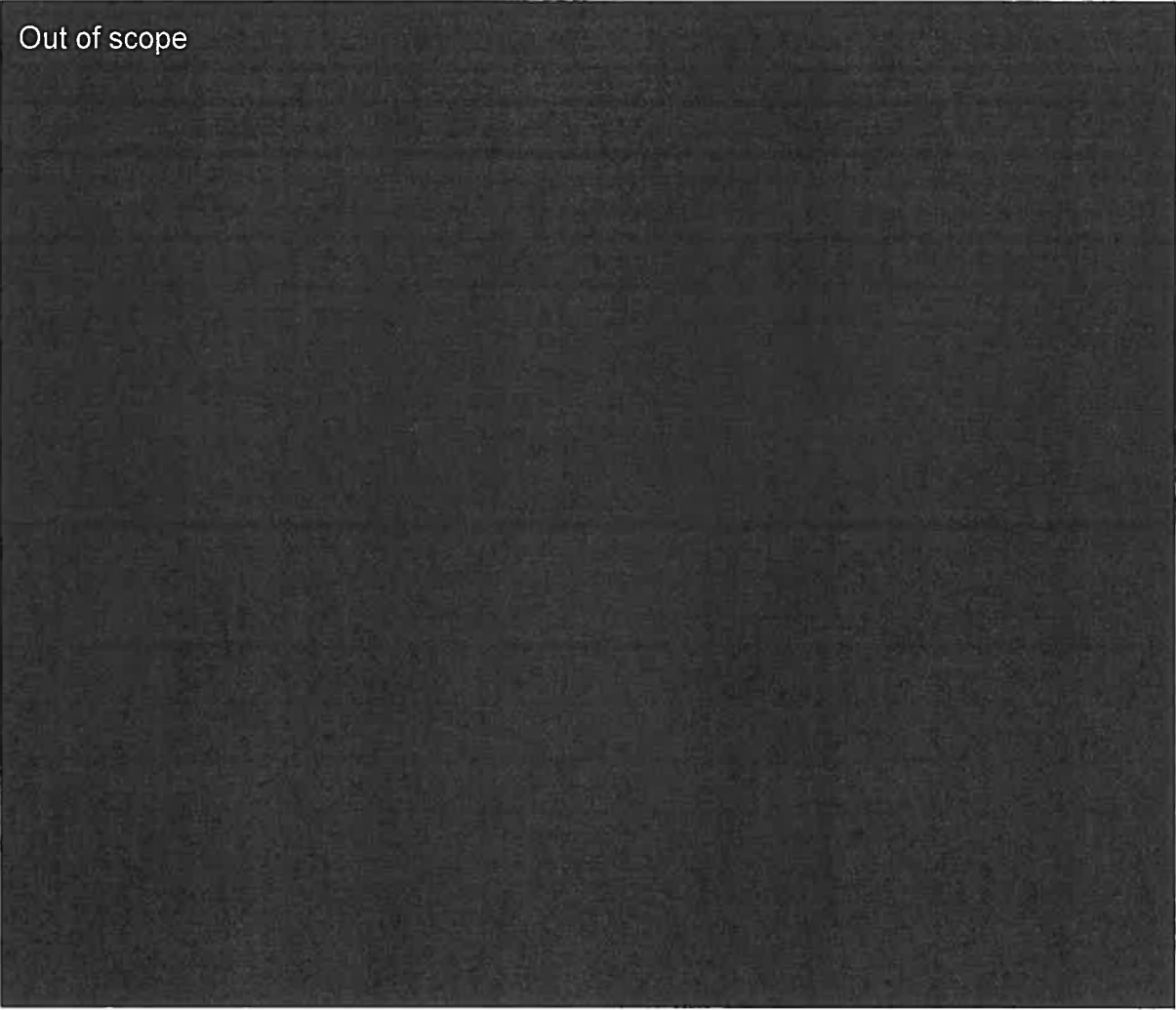
⁸ Section 11.

Out of scope



40. **Ngā Taonga, as a charitable trust, has a bicultural constitution and includes partnership with iwi Māori as a consequence of Te Tiriti o Waitangi as a central tenet of its kaupapa. Ngā Taonga and a number of stakeholders consider this arrangement assists in recognising that Māori have rights as kaitiaki in terms of how taonga Māori are cared for and how they are accessed, presented or re-used.**

Out of scope



Out of scope

Ngā Taonga has limited authority to influence or compel the audiovisual sector

45. The issue of authority in relation to third parties affects Ngā Taonga differently. Ngā Taonga has indicated that some entities do not recognise its expertise in preservation of audiovisual material or its status as a specialist audiovisual archive. This is partly because of Ngā Taonga's structure as a charitable trust. This is also partly because Ngā Taonga does not have a legislative or other mandate to be the national audiovisual archive.
46. The National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003 (the National Library Act) sets out the requirements for depositing copies of publications with the National Librarian. The legislation does not allow the National Library to delegate this role to other entities. However, publishers can be made exempt from the requirements in the National Library Act if they deposit material with Ngā Taonga. Publishers can choose where they wish to deposit audiovisual material. This situation creates a lack of clarity about the role and authority of Ngā Taonga.

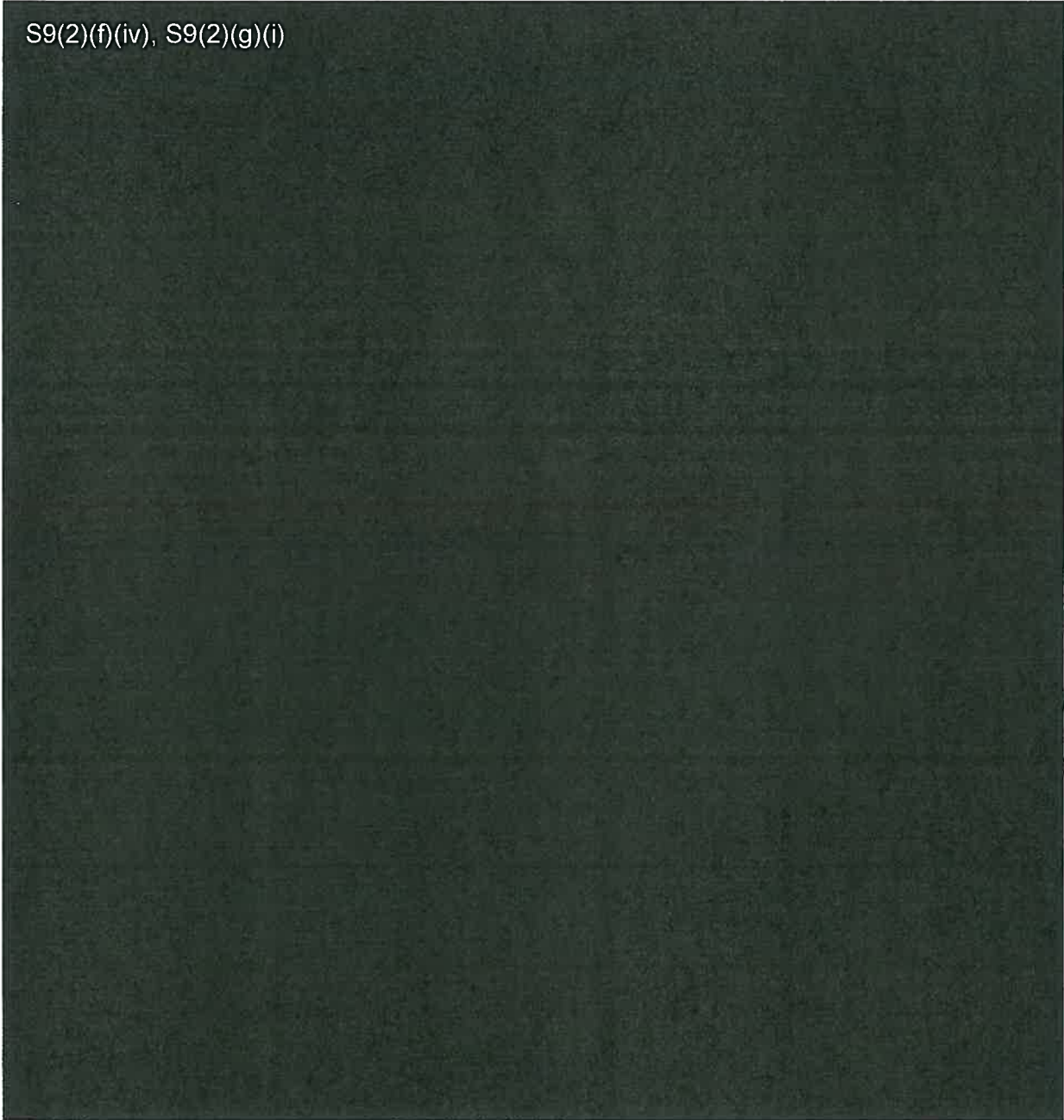
Out of scope

⁹ Paper 1 for Ministerial Group meeting on 30 July 2018: Enhancing the effectiveness of the Chief Archivist's role.

Criteria for evaluating options

49. We have developed an early set of criteria for evaluating the options. These criteria draw on the objectives set out in the Terms of Reference, the problems discussed and whether the options are cost-effective and practical. We will continue to develop the criteria while we develop the options. We seek your feedback on the draft criteria.

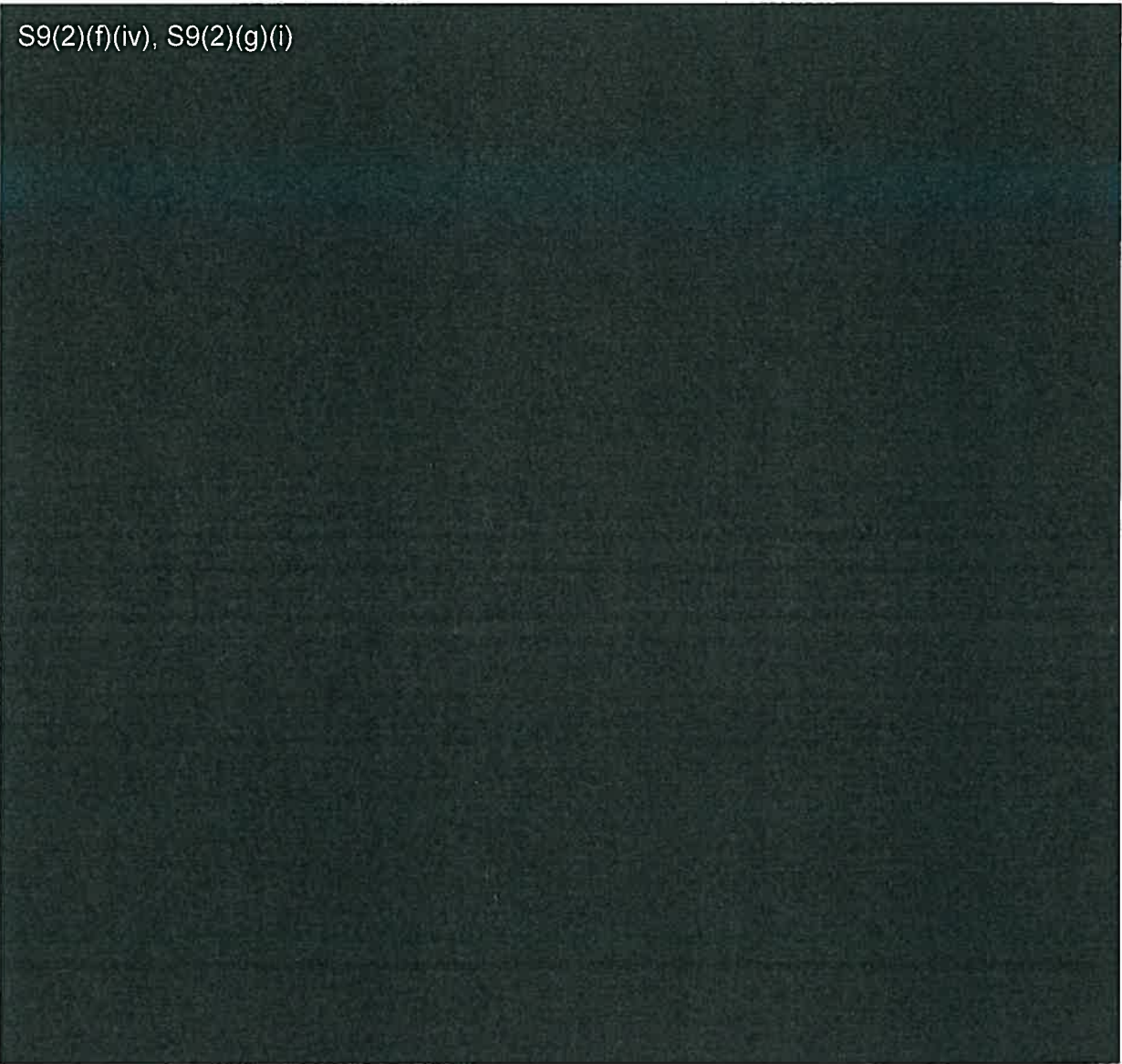
S9(2)(f)(iv), S9(2)(g)(i)



¹⁰ A number of submitters have expressed concern about the disruption from changing the structure of the National Library and Archives. If any structural change is made, it should be a long-term solution.

Recommendations

S9(2)(f)(iv), S9(2)(g)(i)



Appendix A: Policy objectives set out in the Terms of Reference

The Terms of Reference records:

4. *This policy is intended to strengthen the contributions of national archival and library institutions (Archives, the National Library and NTSV) to the following objectives:*
 - *government functions as part of an accountable, open and transparent democracy;*
 - *records that document New Zealand's history and culture are collected and preserved as taonga for current and future generations, and are as accessible as possible to all New Zealanders;*
 - *national archival and library institutions, as kaitiaki for taonga Māori and mātauranga Māori, work in partnership with iwi and Māori in accordance with the Treaty of Waitangi; and*
 - *the memory of the New Zealand government is managed and preserved for future generations.*
5. *These objectives will be considered within a wider culture and heritage framework, to achieve outcomes of:*
 - *effective administration of the public record – including standards, monitoring, and access;*
 - *nationwide library and information collections, systems and infrastructure contributing to a literate, participative community and economy; and*
 - *well cared-for, relevant and accessible documentary heritage collections making best use of available expertise and resources.*



Priority Routine

Hon Grant Robertson
Associate Minister for
Arts, Culture and Heritage

Hon Tracey Martin
Minister of Internal Affairs

Title: National Archival and Library Institutions Ministerial Group: meeting on 24 September 2018

Date: 13 September 2018

Key issues
 We seek your approval of the attached draft agenda and draft papers for the fourth meeting of the National Archival and Library Institutions Ministerial Group (the NALI Ministerial Group) on 24 September 2018.

Minister	Action sought	Timeframe
Hon Grant Robertson Associate Arts, Culture and Heritage	Approve the attached draft papers for the fourth meeting of the NALI Ministerial Group meeting on 24 September 2018 and provide the papers to the other members of the Ministerial Group	19 September 2018
Hon Tracey Martin Internal Affairs	Approve the attached draft papers for the fourth meeting of the NALI Ministerial Group meeting on 24 September 2018 and provide the papers to the other members of the Ministerial Group	19 September 2018

Contact for telephone discussions (if required)

Name	Position	Direct phone line	After hours phone	Suggested 1 st contact
Colin Holden	Acting Group Manager, Policy and Sector Performance, MCH	S9(2)a	S9(2)a	✓
Raj Krishnan	General Manager Policy, DIA	S9(2)a	S9(2)a	✓

Return to	S9(2)a
Cohesion reference	Link in Cohesion
Ministerial database reference	IA201800776

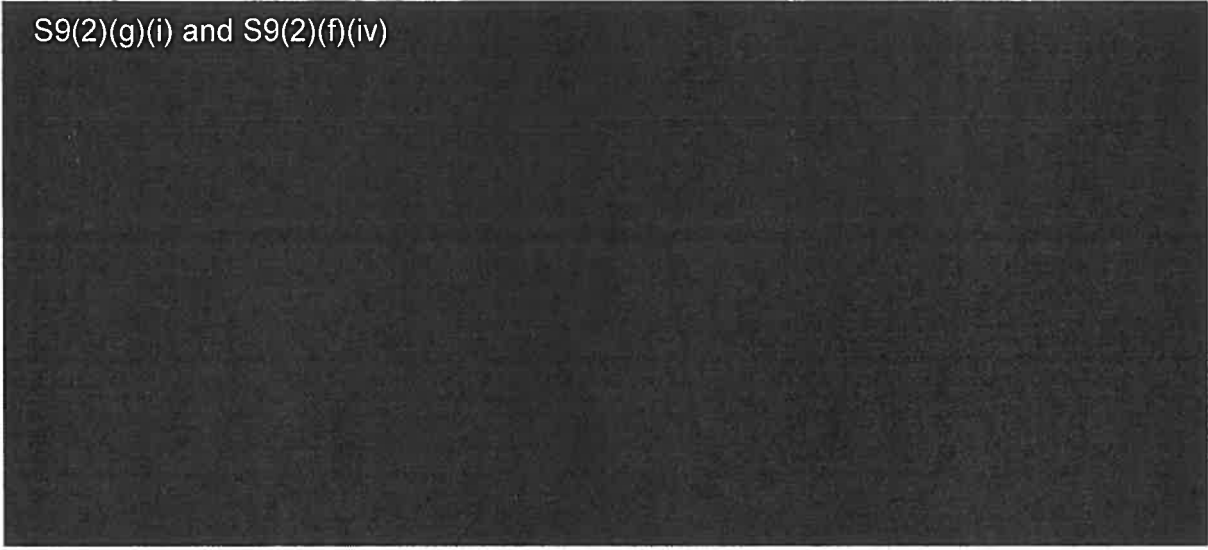
Purpose

1. This briefing provides a draft agenda and draft papers for the fourth meeting of the National Archival and Library Institutions Ministerial Group (the NALI Ministerial Group) on 24 September 2018. The paper seeks your approval, as Co-Chairs, to send the papers to the full NALI Ministerial Group.

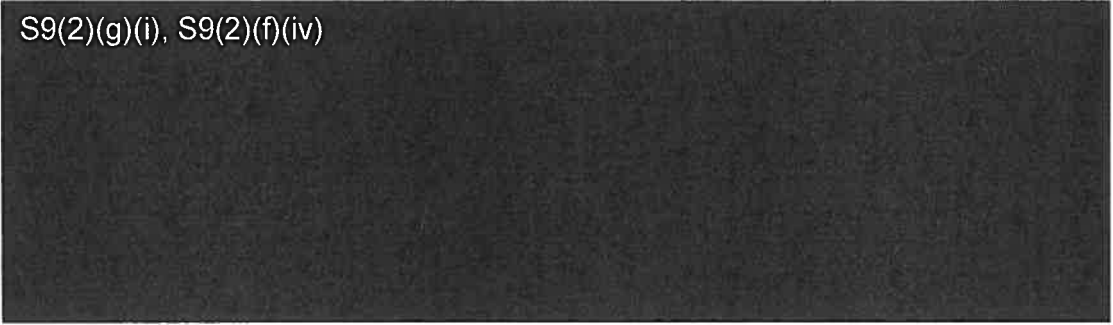
Background

2. At the NALI Ministerial Group meeting on 30 July 2018, officials were directed to develop and cost options for Archives New Zealand, the Chief Archivist, the National Library of New Zealand and Ngā Taonga Sound & Vision. Officials were also directed to consider how options for each institution fit with the options for the other institutions.
3. Papers for the September Ministerial Group meeting provide essential background material for options analysis, including information on:
 - stakeholder feedback;
 - the impacts of the integration of Archives New Zealand and the National Library with the Department of Internal Affairs; and
 - structures within the state sector.
4. Proposed problem definitions are also provided, for discussion and agreement by the Ministerial Group. Once the Ministerial Group has agreed on problem definitions, officials can proceed to an analysis of options to address problems.

S9(2)(g)(i) and S9(2)(f)(iv)



Next steps

6. S9(2)(g)(i), S9(2)(f)(iv)
- 

- 7.

8. The attached draft agenda includes an item on process and timing for moving to decisions. Officials will seek direction from the Ministerial Group on the level and scope of advice to be delivered by the end of the year.

Recommendations

9. The Department of Internal Affairs and the Ministry for Culture and Heritage recommend that you:
- a) **note** the attached papers at *Appendix B* have been prepared for the National Archives and Library Institutions Ministerial Group meeting on 24 September 2018; and
 - b) **approve** the attached papers, subject to any amendments you require, to be provided to the other members of the Ministerial Group. **Yes / No**



Colin Holden
Acting Group Manager, Policy and Sector Performance
Ministry for Culture and Heritage



Raj Krishnan
General Manager Policy
Department of Internal Affairs

Hon Grant Robertson
Associate Minister for Arts, Culture and Heritage

_____/_____/_____

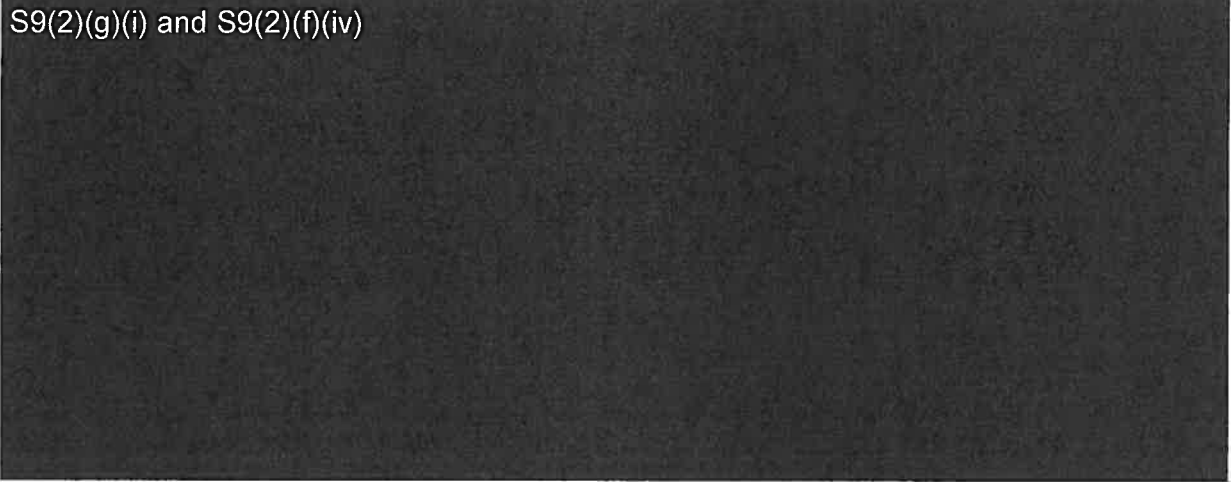
Hon Tracey Martin
Minister of Internal Affairs

_____/_____/_____

Appendices

Appendix A: Draft agenda for the National Archival and Library Institutions Ministerial Group meeting on 24 September 2018.

S9(2)(g)(i) and S9(2)(f)(iv)



Appendix A: Draft agenda for the National Archival and Library Institutions Ministerial Group meeting on 24 September 2018


Meeting agenda

National Archival and Library Institutions Ministerial Group

Date and time of meeting	Monday 24 September 2018, 4:30-5:30pm – meeting four
Location	7.6 EW
Chairs	<ul style="list-style-type: none">• Hon Grant Robertson, Associate Minister for Arts, Culture and Heritage• Hon Tracey Martin, Minister of Internal Affairs
Attendees	<ul style="list-style-type: none">• Hon Nanaia Mahuta, Minister for Māori Development
Apologies	<ul style="list-style-type: none">• Hon Chris Hipkins, Minister of State Services• Hon Dr Megan Woods, Minister for Government Digital Services
Officials attending in support	<ul style="list-style-type: none">• Peter Murray, Acting Chief Executive, Department of Internal Affairs (DIA)• Paul James, Chief Executive, Ministry for Culture and Heritage (MCH)• Marilyn Little, Deputy Chief Executive, Policy, Regulation and Communities, DIA• Richard Foy, Acting Deputy Chief Executive, Information and Knowledge Services, DIA• Colin Holden, Acting Group Manager, Policy and Sector Performance, MCH• Hannah Cameron, Deputy Commissioner, State Services Commission• Tamati Olsen, Manager Cultural Wealth, Te Puni Kōkiri
Officials from Secretariat	<ul style="list-style-type: none">• Susan O’Neill, Senior Policy Analyst, DIA

S9(2)(g)(i) and S9(2)(f)(iv)


S9(2)(g)(i) and S9(2)(f)(iv)



Date and time of next meeting

26 November 2018, 4:30-5:30pm

S9(2)(g)(i) and S9(2)(f)(iv)



Appendix B: Draft papers for the National Archival and Library Institutions Ministerial Group



**Manatū
Taonga**

Ministry
for Culture
& Heritage



**Te Tari Taiwhenua
Internal Affairs**

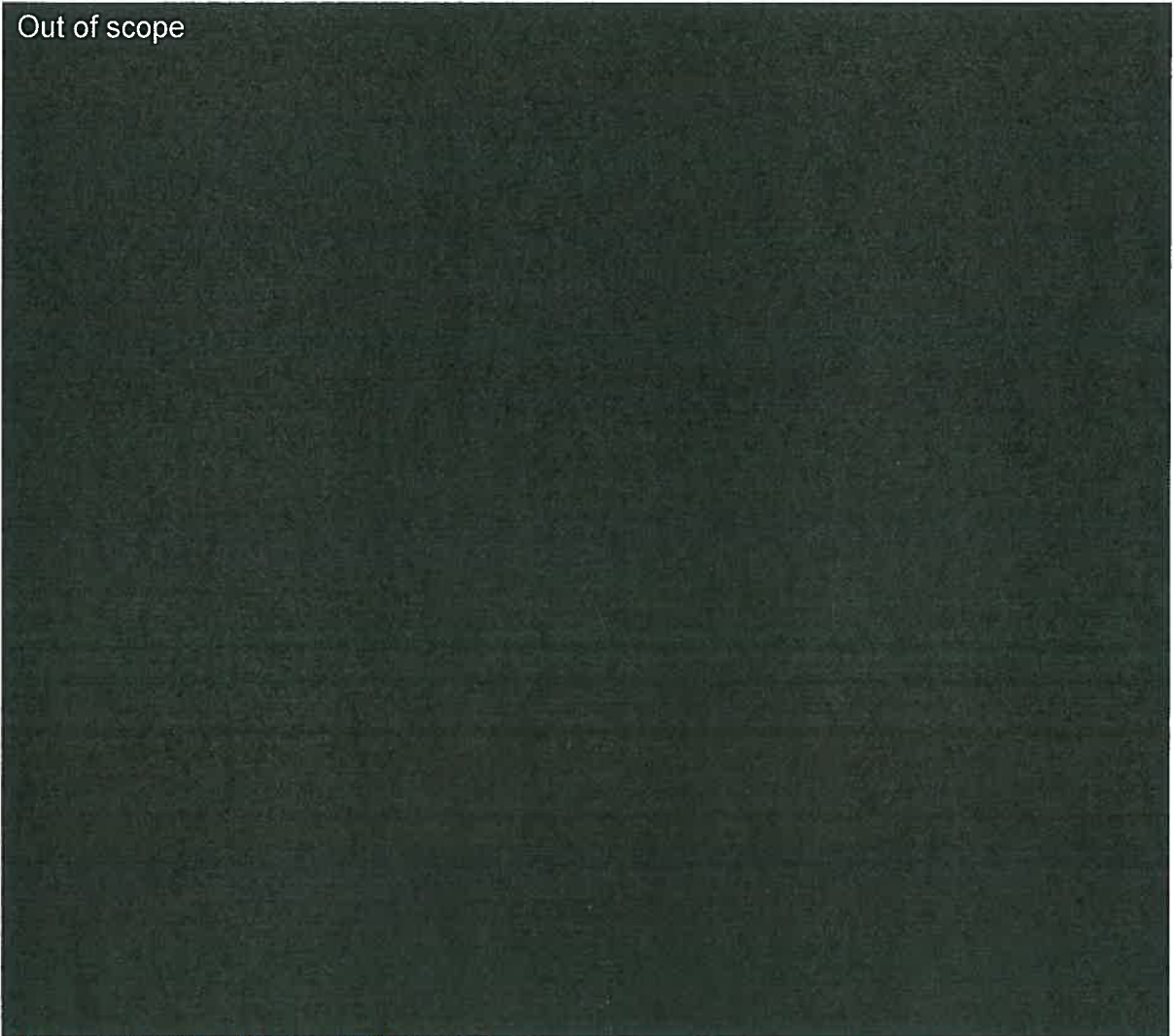
Meeting minutes

National Archival and Library Institutions Ministerial Group

Date and time of meeting	Monday 30 July 2018, 4.30-5.30pm - meeting three
Location	7.6 EW
Ministerial attendees	Hon Grant Robertson, Associate Minister for Arts, Culture and Heritage Hon Tracey Martin, Minister of Internal Affairs
Apologies	Hon Chris Hipkins, Minister of State Services Hon Nanala Mahuta, Minister for Māori Development Hon Clare Curran, Minister for Government Digital Services, Associate Minister of State Services (Open Government)
Co-Chairs	Hon Grant Robertson, Associate Minister for Arts, Culture and Heritage Hon Tracey Martin, Minister of Internal Affairs
Officials	Colin MacDonald, Chief Executive, Department of Internal Affairs (DIA) Paul James, Chief Executive, Ministry for Culture and Heritage (MCH) Marilyn Little, Deputy Chief Executive, Policy, Regulation and Communities, DIA Peter Murray, Deputy Chief Executive, Information and Knowledge Services, DIA Stefan Corbett, Manager Heritage Policy, (MCH) Susan O'Neill, Senior Policy Analyst (DIA) Ewan Lincoln, Senior Policy Adviser (MCH)

Out of scope

Out of scope



Preserving the Nation's Memory

- 10. Noted** the Department of Internal Affairs is working with Ngā Taonga Sound & Vision to explore if it could fit in the Preserving the Nation's Memory business case (for a new Archives Wellington facility and regional shared repository).