

Subject	Minutes of inaugural Independent Advisory Panel meeting held at MBIE on 13 March 2018, 10am – 4.25pm
Panel members:	Mr Rodger Finlay (Chairperson), Ms Sarah Brown, Mr Neville Harris, Ms Rosie Mercer, Mr John Rae, Dr Charlotte Severne, Mr John Sproat & Dr David Wilson
In attendance:	Mr Alex Matheson (Political Advisor to Hon Shane Jones), Mr Nigel Bickle (Head of Regional Economic Development), Mr John Doorbar (Director, Regional Economic Development) & Ms Alta Kilsby (Secretariat)
Attendees:	Hon Shane Jones, Ms Jane Frances, Mr Paul Stocks & Ms Di Grennell
Apologies:	None
Conflicts of Interest:	Dr Charlotte Severne, Central Plateau (Ruapehu Alpine Lifts discussion)

1. Opening & mihiimihi

Reference #	13/03/2018/001
Commentary:	<p>(a) The Chairperson declared the meeting open at 10.10am and Mr Doorbar opened with a karakia.</p> <p>(b) Mr Bickle provided a health and safety briefing and a brief scene-setting introduction into the establishment of the regional economic development unit.</p> <p>(c) Panel members were invited to introduce themselves during a roundtable session and shared insights into their professional and personal backgrounds.</p>

2. Panel business

Reference #	13/03/2018/002
Commentary:	<p>The panel discussed the establishment of various protocols to provide guidance and support in conducting their business. The following was discussed:</p> <p><i>Register of Interests & Conflicts of Interest policy</i></p> <p>(a) A comprehensive Conflicts of Interest policy to be developed to guide the Chairperson and panel members in the management of any perceived/actual/potential conflicts of interest. It was discussed and agreed that members should declare their current perceived/actual/potential interests in the appropriate form supplied by Mr Doorbar, for inclusion in a Register of Interests which will be included with future meeting papers. In addition, the Chairperson will seek new declarations of interest at future meetings which substantively relate to any matters on the agenda and such interests will be formally recorded in the minutes of the meeting.</p> <p><i>Gift Register</i></p> <p>(b) The panel agreed to adopt a principles-based approach to the declaration of gifts, reflective of their role.</p> <p><i>Meeting dates for 2018</i></p>

- (c) The panel reviewed the proposed meeting dates for 2018 and advised that the 19th June, 16th August and 18th October are unsuitable for some members. Alternative meeting dates will be sought and confirmed, bearing in mind the constraints in place with ministerial meetings already scheduled 2 weeks after the IAP meetings. It was suggested that the latter half of the month should ideally be avoided given competing governance commitments for some members.

Forward Panel plan for 2018

- (d) A forward Panel plan should be developed. The following items were raised for potential inclusion:
- (i) A panel discussion on risk awareness, supported by a risk matrix;
 - (ii) An inclusive list of all the investments approved by SROs, for transparency, as a standing item (suggested format as an appendix providing project analysis); and
 - (iii) A project pipeline (inventory).

Letter of Appointment & Fees

- (e) Members received their appointment letters. The Chairperson confirmed the fee structure at \$Commercial per diem. The Secretariat will liaise with panel members to ensure their fees and any related expenses (including travel and meals) are paid promptly and in an acceptable format (payroll or invoice).

Secretariat support

- (f) Members agreed to receive meeting papers via Boardbooks, with A3 or larger material provided in print. The Secretariat will ensure that all members are set up to receive their papers electronically prior to the next meeting. Business cards will be arranged for members.

Format of advice & communication protocols

- (g) Members agreed to adopt the following principles in the shaping of any advice they provide:
- (i) All advice/outputs should be collectively agreed (by email once draft advice is published on Boardbooks for review), i.e. all 8 panel members need to agree to any representation thereby exercising a quorum by consensus and having a collective view for the avoidance of doubt, minority opinions can be represented;
 - (ii) The protocol of how advice is being reached through collegial consensus with any minority/dissenting views captured in the risks section of the advice, will be captured in the Terms of Reference;
 - (iii) The panel will be cognisant of the strategic context when shaping their advice and take into account the advice from regional stakeholders to provide context;
 - (iv) Take a modular format approach to reporting on decisions made;
 - (v) A mechanism will be adopted to accept and adopt disagreement/disparate views;
 - (vi) The minority view will be respected and any advice will be kept "in cabinet"; and
 - (vii) A common set of principles should be developed to enable the panel to have a collective/shared understanding of their messaging to their stakeholders.

Terms of Reference

- (h) The following additions should be made to the draft Terms of Reference:

	<ul style="list-style-type: none"> (i) A confidentiality clause; and (ii) Protocol of how ministerial advice is being reached through collegial consensus with any minority/dissenting views captured in the risks section of the advice. <p><i>Role of the panel in the shaping of funding proposals</i></p> <ul style="list-style-type: none"> (i) Members discussed the timing of their involvement in the shaping of proposals and their ability to influence and shape proposals. It was noted that the scale and complexity of proposals will dictate whether the panel provides early input or not. The panel agreed the following: <ul style="list-style-type: none"> (i) As an advisory body they are empowered to originate proposals; (ii) Members need to have visibility of curatorial processes; (iii) Members need to have visibility on the proposals in the pipeline and have early engagement, where possible; and (iv) Members need to have a clear understanding and visibility of which proposals have been turned down by the SROs.
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3. Hon Shane Jones' visit

Reference #	13/03/2018/003
Commentary:	Hon Shane Jones joined the panel for lunch at 12 – 1pm and shared his objectives and how he expects the panel to operate.

4. Regional Economic Development

Reference #	13/03/2018/004
Commentary:	<p>Mr Bickle and Mr Doorbar provided an update on the progress to date. The panel noted that the required capability (including financial and commercial literacy) is being put in place to support them. The next steps were outlined in terms of defining the investment strategy and establishing the delivery model while harnessing the panel's expertise to enable successful execution.</p> <p>It was confirmed that the panel is able to seek additional advisory support where specific skills and expertise are required.</p>

5. Provincial Growth Fund (PGF) policy and design

Reference #	13/03/2018/005
Commentary:	<p>Ms Frances provided an overview of the PGF policy and design in terms of measures of success, criteria and what it means for the role of the panel.</p> <p>Members discussed the regional context and how it fits with regional strategies. The key elements/criteria/principles were identified as infrastructure and connectivity which increases productivity and aligns with:</p> <ul style="list-style-type: none"> (a) Fit with objectives (b) Good governance (c) Fit with regional plans (d) Buy in from regions

	<p>The three phases were identified as:</p> <ul style="list-style-type: none"> (a) 1st phase – feasibility studies (b) 2nd phase – training & development (high quality programmes, pastoral care, enabling the workforce) (c) 3rd phase – investing in remedial infrastructure
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Commercial Information - deferred proposal



7. Ruapehu Alpine lifts

Reference # 13/03/2018/007

Commentary:

Privacy of natural persons

Ms Di Grennell joined the meeting and delivered a proposal in support of funding the Ruapehu Alpine lifts project. The panel noted the high, in principle commitments, from the council and other interested institutions.

Decisions:

The panel *agreed* to:

- (a) Affirmative ministerial advice being drafted by the SRO and the Regional Economic Development team, which captures structural exit clauses; and
- (b) The draft advice being circulated to the panel members for their review and consensus prior to it being submitted for ministerial approval.

The meeting closed at 4.25pm with a karakia by Dr Severne.

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Mr Rodger Finlay
CHAIRPERSON

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Date

PROACTIVELY RELEASED