

Subject	Minutes of the Independent Advisory Panel meeting held at MBIE on 10 April 2018, 10am – 4.30pm
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 Nigel Bickle (Head of Regional Development Unit), Mr John Doorbar (Director, Regional Development Unit), Ms Jane Frances (Strategic Advisor to Hon Shane Jones), Mr Alex Matheson (Political Advisor to Hon Shane Jones) & Ms Alta Kilsby (Secretariat)
Attendees:	Mr Paul Stocks, Mr John Brandeis, Mr Stuart Taylor
Apologies:	Dr Charlotte Severne
Conflicts of Interest:	Commercial Information, Privacy of natural persons <div style="background-color: #cccccc; height: 15px; width: 50%;"></div> <div style="background-color: #cccccc; height: 15px; width: 80%;"></div> <div style="background-color: #cccccc; height: 15px; width: 25%;"></div>

1. Opening & mihiimihi

Reference #	10/04/2018/001
Commentary:	<p>(a) The Chairperson declared the meeting open at 10am and Mr Doorbar opened with a karakia.</p> <p>(b) The panel agreed that Committee time was not required.</p> <p>(c) A panel member sought clarification regarding the panel's fee structure. The Secretariat advised that, given the panel members are conducting duties in addition to their meeting preparation and attendances, their fee structure is subject to Section E of the Cabinet Fees Framework, which requires ministerial approval for any amendments to the framework. Such ministerial advice is currently prepared by the Provincial Development Unit team and is recommending panel members receive a pro rata'd amount at the agreed rate of \$500 per diem, to be invoiced, based on their attendances at events/engagements.</p> <p>(d) It was discussed that having the fees annualised at \$20,000 per year (and \$36,000 for the Chairperson) would be preferable as it aligns with the original Cabinet intention of \$500/\$800 per diem and is a more traditional and simplified process, with panel members keeping daily records of attendances, with the option of adjusting the annual fee structure after 12 months, if required.</p>
Actions:	<p>(a) The Secretariat to keep a Register of engagement attendances on behalf of the panel; and</p> <p>(b) The Secretariat to liaise with the Minister's office to ensure the panel's fee structure is confirmed at \$20,000 per year, annualised.</p>

2. Meeting Administration

Reference #	10/04/2018/002
Commentary:	(a) The minutes of the inaugural meeting held on 13 March 2018 were confirmed as a true and accurate records of the meeting, subject to the following amendments:

	<p>Item 6: Opotiki Harbour Development:</p> <p>(i) The panel agreed to await further project-specific information and advice from the Provincial Development Unit to assist in further considering the advice to be given to the Ministers.</p> <p>(ii) Remove (b)</p> <p>Item 7: Ruapehu Alpine Lifts</p> <p>(i) The panel agreed to, with a positive disposition, await further project-specific information and advice from the Provincial Development Unit to assist in further considering the advice to be given to ministers.</p> <p>(ii) Remove (b)</p> <p>(b) Commercial Information</p>
Actions:	The Secretariat, in consultation with the Chairperson, to develop a briefing note to the Minister's office after each meeting which includes, at a high level, the items for consideration and the progress made at the meeting.

3. Chairperson / Ministerial / Head of PDU insights

Reference #	10/04/2018/003
Commentary:	<p>(a) Ms Frances and Mr Matheson joined the meeting.</p> <p>(b) Ms Frances provided a verbal update on the proposed projects in the pipeline for the panel's consideration. A discussion ensued regarding clarification of the panel's role, responsibilities and scope and it was agreed that Ms Frances and Mr Matheson should communicate a letter of expectation with the panel to clarify their role, responsibilities and scope. Secondly, PDU to provide a statement of the projects already included in the fund.</p> <p>(c) The Head of the PDU provided a verbal update which supported the written update provided to the panel. The panel noted the various appointments that have been made to support the structure of the PDU and also noted that a proper integrated view of the pipeline of proposed projects is being built.</p>
Actions:	A letter of expectation to be provided to the panel which clarifies their role, responsibilities and scope and which also includes a statement of the projects already included in the fund and how that is being prioritised in terms of "getting everyone to the start line" and ensuring a joined up and consistent approach across the system.

4.1 Register of Interests

Reference #	10/04/2018/004.1
Commentary:	Privacy of natural persons

Privacy of natural persons

4.2 Terms of Reference

Reference #	10/04/2018/004.2
Commentary:	<p>(a) The panel reviewed the draft Terms of Reference and provided the following amendments:</p> <ul style="list-style-type: none"> (i) Commercial Information (ii) Include the function of the panel – “the panel has a function to ensure there is balance by region, industry sector and by investment media”; (iii) 9(a) – be precise who the advice is provided to; (iv) 20 – not relationships, but maintaining liaison with Ministers; (v) 28 – provide as an exception. Commercial Information ; and (vi) 28 – Include “ Reliance on the performance of the IAP functions – canvassing issues that comes as a result of public interest” <p>(b) The panel approved the draft Terms of Reference, subject to the above amendments being made. It was discussed that the Terms of Reference should potentially be proactively released.</p>

5.1 Potential Announcements for 2018

Reference #	10/04/2018/005.1
Commentary:	<h1>Privacy of natural persons</h1> <p>(b) The panel discussed the potential announcements and made the following suggestions:</p> <ul style="list-style-type: none"> (i) The panel are inclined to see surge regions in early announcements in recognising that it is the priority of the fund; (ii) There needs to be specificity about priority regions and what that means; (iii) The regions need to provide a sense of what the priorities are; (iv) The proposals need to come through the same gateway as the original proposals; and (v) The reporting to the panel needs to include a tracking system for the projects which outlines the various stages, regions, themes, sizes and sectors as well as project partners and project leads.

5.2 Inclusive list of investments approved by SROs and Ministers

Reference #	10/04/2018/005.2
Commentary:	The panel noted the decisions for funding made by SROs and Ministers since October 2017.

5.3 Risk awareness

Reference #	10/04/2018/005.3
Commentary:	The panel commissioned the population of the risk register in draft with any issues and risks, for review at their next meeting.
Action:	Populate the draft risk register and submit to next meeting.

5.4 Provincial engagement update

Reference #	10/04/2018/005.4
Commentary:	The panel agreed to discuss this item at their next meeting on 8 May due to time constraints.

6.1 Role of the IAP for large and complex Expressions of Interest

Reference #	10/04/2018/006.1
Commentary:	The panel agreed to discuss this item at their next meeting on 8 May due to time constraints.

6.2 Hundertwasser

Reference #	10/04/2018/006.2
Commentary:	Privacy of natural persons (b) The panel received a verbal update from Ms Frances on the progress to date.

7.1 Ōpōtiki Harbour Development

Reference #	10/04/2018/007.1
Commentary:	<p>The panel noted that the Ōpōtiki Harbour Development Project Validation Stage has been led by the Ōpōtiki District Council (ODC) for the last two and a half years, with funding of over \$^{Commercial Information} provided by central Government to support investigations into its feasibility.</p> <p>ODC has based the concept on the premise that building a year-round navigable harbour entrance at the Waioeka River mouth adjacent to the Ōpōtiki township would unlock the development of off-shore mussel farms and a commitment from commercial parties to establish a processing factory in Ōpōtiki, creating hundreds of jobs locally.</p> <p>Commercial Information</p> <p>The information appears to be inconsistent with some of the earlier advice officials have received about the proposal. The receipt of this new information warranted a discussion about how to proceed, including the opportunity to consider a broader set of options available for Ōpōtiki.</p>

Decisions:	<p>The panel commissioned the following:</p> <ul style="list-style-type: none"> a) The PDU to shape advice for the panel to agree to which stipulates that the panel's advice is not in agreement as the project is currently conformed; b) Include the benefits and risks in the proposed advice and that the sponsors should be encouraged to explore the opportunities in depth; c) Note the advice about the Treaty settlements' d) Circulate the draft advice to the panel prior to the next meeting by email for consensus prior to next ministers' meeting on 3 May.
Action:	Draft ministerial advice to be prepared for the panel's review and agreement prior to the RED ministerial meeting on 3 May.

7.2 Ruapehu Alpine Lifts

Reference #	10/04/2018/007.2
Commentary:	<p>Privacy of natural persons</p> <ul style="list-style-type: none"> (b) The panel noted that officials are progressing discussions with RAL management with a view to commencing detailed discussions about the nature and key terms of the debt financing.
Action:	The panel commissioned draft affirmative ministerial advice be prepared for the panel's review and agreement prior to the RED ministerial meeting on 3 May.

8. Investment Statement

Reference #	10/04/2018/008
Commentary:	<p>Mr David Smith attended the meeting to discuss the scope and content of an Investment Statement for the PGF. The panel offered various inputs to the proposed statement, in particular taking into account the Sectors work carried out by MBIE. The panel emphasised the importance of presenting the PGF Investment Statement in a way that is accessible and engaging for target audiences, for example through developing a video version of the Statement. The panel acknowledged a KPI to stakeholders of a timeline of progress within the first 50 days of a project entering the portal.</p> <p>The panel noted that senior government officials will be holding a co-design workshop to provide input to the preparation of the Investment Statement.</p>

The meeting closed at 4.30pm.

Rodger Finlay
Chairperson

Date