



BRIEFING

MIQ 'time-sensitive allocation': detailed design and implementation

Date:	19 March 2021	Priority:	Medium
Security classification:		Tracking number:	2021-2622

Action sought		
	Action sought	Deadline
Hon Chris Hipkins Minister for COVID-19 Response	<p>Agree to the detailed design for the time-sensitive allocation, which includes:</p> <ul style="list-style-type: none"> assessment criteria the requirement for applications to have an agency endorsement that MBIE senior officials make final decisions that there will not be an application fee. 	24 March 2021

Contact for telephone discussion (if required)			
Name	Position	Telephone	1st contact
Kara Isaac	General Manager, MIQ Policy	Privacy of natural persons	
Privacy of natural persons	Manager, Allocation and Supply, MIQ Policy	Privacy of natural persons	✓
Privacy of natural persons	Policy Advisor, MIQ Policy	Privacy of natural persons	

The following departments/agencies have been consulted
MBIE (Immigration Policy, Building System Performance, Science Policy, Economic Development Policy, Energy and Resource Markets, Major Events); Crown Law; Ministry of Health; Ministry of Foreign Affairs and Trade; Treasury; Ministry of Transport; Ministry for Primary Industries; New Zealand Customs Service; Ministry of Justice; National Emergency Management Agency; Ministry of Education; Department of Prime Minister and Cabinet.

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 Withdrawn |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



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Purpose

This paper seeks your approval to the detailed design and implementation plan for the new time-sensitive allocation pathway into Managed Isolation and Quarantine (MIQ).

Executive summary

On 13 March 2021, you agreed to MBIE's proposal to create a new MIQ allocation process for time-sensitive travel that meets a high bar for approval [briefing 2021-2119 refers]. You agreed to high-level principles and design parameters, subject to officials developing the detailed design and implementation plan in coordination with relevant agencies.

This paper provides our recommendations on the detailed design of the time-sensitive allocation, including:

- a. assessment criteria, which have been amended following broad agency consultation
- b. the room allocation, which we recommend increasing to 100 rooms per fortnight given the potential public benefit
- c. the role of portfolio agencies to support decision-makers within MBIE, including that they provide endorsements for applications in their sector
- d. not charging an application fee, Legal professional privilege

We will report back to you by 31 March with the final prioritisation framework, which officials will use to prioritise cases where demand from applications that meet the criteria exceeds the room allocation.

If you agree to our recommendations, we expect to implement the new allocation process by **3 May 2021**. This would see the first 'approved' applicants arriving between **1 July – 31 August** (though we may be able to bring this forward a fortnight to mid-June, subject to operational planning and feasibility). For more detail on our planned approach, we have attached an implementation timeline as **Annex One** and process map as **Annex Two**.

We are confident the criteria and decision-making process will enable MBIE to approve applications that will provide the greatest benefit to New Zealand. However, this will be an evolving process and we will keep initial settings under continuous review. As such, after each application window (every two months) we will assess demand and report back to you on whether we recommend changing the policy settings.

Given the number of portfolios this proposal is likely to impact, you may wish to inform your colleagues in Cabinet of final decisions. Alternatively, you may wish to take a paper to Cabinet seeking endorsement of the proposal, though this is not required. We can provide communications material or a draft paper to support this if needed.

Recommended action

The Ministry of Business, Innovation and Employment recommends that you:

- a **Note** on 13 March 2021 you agreed MBIE would create a new allocation process for time-sensitive travel, in accordance with high-level principles and design parameters, pending further advice on detailed design and implementation [briefing 2021-2119 refers].

Noted

Assessment criteria

- b **Note** we have revised the criteria previously provided to improve clarity for potential applicants and incorporate feedback from agencies, though the overarching intent remains the same.

Noted

- c **Agree** to the following set of criteria being used to assess applications for a time-sensitive allocation:

To be eligible for a time-sensitive allocation, applicants must meet all of the following three criteria:

8. The individual's entry or return to New Zealand is required to enable work that is **essential** for:
- a. the continued operation or construction of critical infrastructure* or lifeline utilities*, which are of regional or national significance*, in New Zealand or specified Pacific Islands*; OR
 - b. the continued operation of supply chains of regional or national significance* for New Zealand or specified Pacific Islands*; OR
 - c. a critical health and disability service* that is not, or soon will not be, practicably accessible for a local community or region in New Zealand or specified Pacific Islands*; OR
 - d. New Zealand's national security*, obligations under international law or international relations*; **AND**
9. There will be significant consequences, whether human, social, environmental, economic or for New Zealand's international relations, unless the individual is guaranteed entry or return to New Zealand within the next allocation window*; **AND**
10. No reasonable alternative* is available.

* **Terms defined separately.**

Agree, **Disagree**

- d **Note** that MBIE will interpret key terms in the criteria according to the definitions set out at **Annex Three**, which will be made publically available alongside the criteria, and that officials may make further points of clarification to definitions as required to avoid public confusion.

Noted

- e **Note** based on feedback from agencies, we are likely to receive applications for more than 50 rooms per fortnight from people who meet the criteria, and increasing the room allocation would reduce the risk of rejecting high-quality applications.

Noted

- f **Note** we expect high demand in July – October 2021 for group arrivals that will be considered by the Border Exceptions Ministerial Group, primarily due to travellers for the Olympics and US Antarctic Programme.

Noted

EITHER:

- g **Agree** that MBIE increase the room allocation to 100 rooms per fortnight, with all 100 rooms taken from those previously set aside for group allocations, and that this will commence:

- i. in the first allocation window of 1 July – 31 August 2021, noting that this could require further prioritisation of group arrivals by the Border Exceptions Ministerial Group
[Recommended option]

Agree / Disagree

- ii. no later than October 2021, after the period of peak demand expected in the group allocation subsides or if the Olympics is cancelled or postponed.

Agree / Disagree

OR:

- h **Agree** that MBIE initially keep the allocation at 50 rooms per fortnight, as previously agreed.

Agree / Disagree

- i **Note** if demand from eligible applicants is insufficient to fill all available rooms per fortnight, MBIE will release rooms back into MIAS.

Noted

Prioritisation framework

- j **Note** further work is needed to finalise the prioritisation framework that officials will use to prioritise applications should demand exceed capacity, and we will report back with a final framework by 31 March for your approval.

Noted

Decision-making process

- k **Note** cross-agency input is required to ensure MIQ case assessors have all the information they need about specific cases and the relevant sector when assessing applications.

Noted

- l **Agree** that to ensure MIQ case assessors have sufficient information to make sound decisions, and to limit the number of low-quality applications, all applications must include an endorsement from the relevant portfolio agency before submitting an application for a time-sensitive allocation to MBIE.

Agree / Disagree

m **Agree** that final decisions to approve applications are made by the MBIE Chief Executive's delegate, not a cross-agency group previously agreed, as agencies will provide input earlier in the process.

Agree Disagree

n **Note** we plan to run the process in two-month windows, where applications must be submitted at least six weeks before each window, and MBIE will notify successful applicants at least three weeks before the window to facilitate advance planning.

Noted

o **Note** we intend to impose a limit of 10 individuals per application (not including travelling companions who may be sharing a room), each of whom will need to meet the criteria to be approved, as this process is not intended for large groups.

Noted

p **Note** if applications are submitted for more than 10 travellers, we may recommend that the endorsing agency submit a request through the group allocation process.

Noted

q **Agree** that once approved applicants have been issued a voucher, standard MIQ protocols will apply regarding voucher changes, fees, exemptions or other special requests, except for a few limited cases where MBIE's operational discretion is required including:

- i. flexibility on specific voucher dates for applicants where advance planning is not possible (and this must be supported by the agency endorsement in advance)
- ii. considering applications received outside application deadlines, provided this does not create unfair outcomes for other applicants
- iii. allowing voucher name changes on a case-by-case basis, where this clearly justified and supported by the endorsing agency.

Agree Disagree

r **Note** where MBIE's discretion is required, this will be authorised on a case-by-case basis by the MBIE Chief Executive or their delegate.

Noted

Application fee

s **Note** while we previously recommended charging a fee for all applications received under the new process, Legal professional privilege

Legal professional privilege

Noted

t **Note** while MIQ has not currently been funded for this process, MIQ can cover the costs of implementing the new allocation within baseline funding (though this will require some internal trade-offs), and requiring agency endorsements should limit the number of low-quality applications without charging an application fee.

Noted

EITHER:

u **Agree** that MBIE charge no application fee to applicants under the time-sensitive allocation. **[Recommended option]**

Agree Disagree

OR:

- v **Agree** that MBIE charge an application fee to applicants under the new allocation and defer implementation until changes have been made to relevant regulations.

Agree **Disagree**

Implementation plan

w **Note** the implementation timeline set out as **Annex One**, including:

- i. regular progress updates in the MIQ weekly report throughout April and early May 2021
- ii. the scheduled 'go live' date of **3 May 2021**, when MBIE will begin receiving applications online
- iii. the first 'approved' applicants arriving in MIQ between **1 July – 31 August 2021**.

Noted

x **Note** while MBIE may look to allocate places earlier in mid-June, we need to conduct further planning before confirming this closer to the 'go live' date of 3 May 2021.

Noted

y **Note** the proposed decision-making process will create an administrative burden for portfolio agencies who are asked to provide endorsements for applicants, therefore we will continue to work closely with relevant agencies and develop communications material to support their involvement in this process.

Noted

z **Note** officials will keep the time-sensitive allocation under review, and report back to you every two months following each application round on whether the criteria, room allocation size or any other policy settings need to be adjusted.

Noted

aa **Note** should you agree to our recommendations, you may wish to inform your colleagues in Cabinet of this proposal given the broad range of portfolios impacted, and we can provide material to support this if needed.

Noted

Privacy of natural persons

Kara Isaac
General Manager, MIQ Policy
Managed Isolation and Quarantine, MBIE

19 / 3 / 2021



Hon Chris Hipkins
Minister for COVID-19 Response

30 / 3 / 21

Background

1. On 26 February 2021, we provided you with advice about setting up a new MIQ allocation process to accommodate time-sensitive travel to New Zealand for urgent work [briefing 2021-2119 refers]. You agreed to high-level design parameters for the time-sensitive allocation, and noted that officials would provide advice on the detailed design and implementation plan following agency consultation and legal advice.
2. One of the main benefits of this new allocation process, if agreed, is that it will help to mitigate some of the negative social, economic and other consequences of current border settings. It will provide much-needed certainty to individual travellers who will in turn have a significant positive impact on New Zealand.
3. Unlike the group allocation process (currently overseen by the Border Exceptions Ministerial Group), the time-sensitive allocation will be a public and transparent channel to meet a growing and urgent need among businesses and communities. While we are recommending 'starting small', if the new process is successful we will likely seek your approval to scale up over time and address broader demand.

Criteria for the time-sensitive allocation

We have tweaked the criteria to provide clear and specific guidance for applicants

4. As set out in previous advice, the purpose of eligibility criteria is to:
 - a. identify cases that most merit a special allocation, making the right trade-offs between different government priorities and sector needs
 - b. set clear guidance for MIQ case assessors, who will need to make tough judgement calls
 - c. set clear expectations for applicants, who should have a clear sense of whether they could be eligible
 - d. provide relevant portfolio agencies with enough guidance to communicate to their stakeholders and provide input to decision-making.
5. Following agency consultation, we have amended the draft criteria set out in previous advice. Changes include:
 - a. defining key terms (e.g. 'lifeline utilities' and 'national security')
 - b. removing phrases that were unclear in the context of this allocation (e.g. 'preventing loss of life' is vague and would likely only apply where a traveller needs an Emergency Allocation for immediate travel)
 - c. accommodating people who need certainty of return in order to complete important work offshore (e.g. some exporters need specialists to travel on ships transporting goods, but cannot book via MIAS in advance as they do not know when the ship will dock overseas).
6. We seek your agreement to the criteria below, noting the definitions of key terms that will be used when interpreting applications.

Recommended criteria

To be eligible for a time-sensitive allocation, applicants must meet all of the following three criteria:

1. The individual's entry or return to New Zealand is required to enable work that is **essential** for:
 - a. the continued operation or construction of critical infrastructure* or lifeline utilities*, which are of regional or national significance*, in New Zealand or specified Pacific Islands*; OR
 - b. the continued operation of supply chains of regional or national significance* for New Zealand or specified Pacific Islands*; OR
 - c. a critical health and disability service* that is not, or soon will not be, practicably accessible for a local community or region in New Zealand or specified Pacific Islands*; OR
 - d. New Zealand's national security*, obligations under international law or international relations*; **AND**
2. There will be significant consequences, whether human, social, environmental, economic or for New Zealand's international relations, unless the individual is guaranteed entry or return to New Zealand within the next allocation window*; **AND**
3. No reasonable alternative* is available.

*** Terms defined in Annex Three.**

7. To provide clarity to potential applicants, we will define key terms in the criteria as set out in **Annex Three**. Where possible, these definitions follow precedents set by pre-existing government policy (e.g. immigration definition of 'critical health and disability worker'; NEMA definition of 'lifeline utilities'; DPMC definition of 'national security').

We recommend increasing the allocation to 100 rooms per fortnight, with any unused rooms released back into MIAS

8. Based on feedback from agencies we expect that 50 rooms per fortnight may not be sufficient to accommodate demand, even with the narrow assessment criteria. However, this is difficult to know in advance of publishing criteria and receiving applications.
9. Although officials will develop a prioritisation framework to prioritise between cases that meet the assessment criteria (as you previously agreed), increasing the room allocation to 100 per fortnight will minimise the risk of applicants who meet the criteria missing out. Given the criteria travellers would have to meet to be eligible, we expect this would have a positive impact for the New Zealand public.
10. We recommend that the additional 50 rooms are taken from those currently set aside for groups (leaving a total of 300 rooms per fortnight for group allocations). While the group allocation serves a useful purpose to manage the MIQ risk and / or administrative burden posed by certain types of groups, it is not a publically available channel and many of those approved would not be eligible under the time-sensitive allocation criteria.

11. We are expecting high demand for group arrivals in the period between July and October 2021, particularly due to travellers for the Olympics and US Antarctic Programme. Officials are exploring whether the expected demand could be accommodated in 300 rooms per fortnight over this time period (accounting for the 50 room reduction recommended in this paper).
12. If group demand cannot be met within 300 rooms per fortnight, we would still recommend taking the additional 50 rooms from the group allocation, as the time-sensitive allocation will be a more transparent and rigorous process for assessing which travellers will most benefit New Zealand. In addition, we are seeing increased requests through the group allocation where travellers would be more suited to the time-sensitive allocation process (e.g. smaller numbers).
13. The other alternative of taking additional rooms from the general pool on MIAS could increase the delay imposed on New Zealand citizens booking space in MIQ, and thereby their return to New Zealand. In turn this would increase the risk of COVID-19 border controls imposing an unreasonable and disproportionate limitation of their right to enter New Zealand under the New Zealand Bill of Rights Act (BORA).

Prioritisation if eligible applications exceed room availability

14. You previously agreed that where the number of eligible cases exceeds capacity, they should be prioritised according to the scale of the impact and their time-sensitivity.
15. We are working with the Ministry of Transport and NEMA to adapt a matrix used for triaging decisions in emergencies into something that is fit-for-purpose for the time-sensitive allocation. This will ensure cases that will create the most benefit (or avoid the biggest consequences) and have more urgency will be prioritised.
16. We will report back with a final framework by the end of March for your approval.

We are confident the criteria target cases with the greatest benefit to New Zealand

17. While it is impossible to know the full scope of demand for the time-sensitive allocation before we begin accepting applications, we are confident that the recommended criteria will enable fair and transparent decisions that are justifiable based on the benefit to New Zealand.
18. For example, we are aware of several cases, either in the past or ongoing, that would be likely to meet the criteria:
 - a. foreign crane drivers essential to ongoing operations at Ports of Auckland
 - b. specialist technicians who must accompany major national exports (e.g. logging, kiwifruit) that are being shipped overseas, and need a place in MIQ on their return
 - c. specialist engineers for major infrastructure projects in the energy sector (including a \$600 million geothermal power project and a \$464 million windfarm project)
 - d. rural GPs travelling to work in communities that have no access to a suitable alternative.
19. Cases we are aware of that would be unlikely to meet the recommended criteria include:
 - a. travellers essential to facilitate a government-funded art exhibition
 - b. entertainment groups performing at a scheduled event who have visas but did not secure vouchers on MIAS.

20. While all the cases listed above would still be subject to assessment and further prioritisation decisions (depending on the number of applications we receive), this gives a good general sense of the types of cases we are likely to approve. There will be tough decisions to make, particularly given the high bar already set for critical worker visa approvals (and we will not be able to accommodate all critical workers in this allocation). In addition, we expect some New Zealanders will also be granted time-sensitive allocations, further limiting space for critical worker visa holders.
21. While we could broaden the criteria, starting the time-sensitive allocation with narrow criteria and an allocation of 100 rooms per fortnight will allow us to assess demand, and then broaden criteria later if there is scope to do so. We will have a more complete understanding of demand and be better placed to make finer distinctions in the criteria once we have a full data set to analyse. In addition, starting narrow and then broadening criteria is easier to manage from a public communications perspective (as we did for the Emergency Allocation).
22. We will keep the criteria and size of the allocation under regular review and report back to you after each application window.

Decision-making process and the role of portfolio agencies

Applications should be supported by government agency endorsements

23. We recommend that all applicants are required to provide an endorsement from their relevant government agency to be considered for a time-sensitive allocation. Agency endorsements are an effective way to ensure that subject matter experts have oversight of each individual application, and also to screen ineligible applications before cases reach MIQ. Requiring endorsements would also align with the existing process for group allocations.
24. Agencies we consulted are generally in favour of providing support to MIQ assessors, but there are mixed views about whether this should be through an endorsement (one agency in particular expressed concern about this).
25. Agencies that are concerned about providing endorsements cited the following reasons:
 - a. Requiring endorsements will push a large number of MIQ-related queries to portfolio agencies, who may require additional resources to process these requests.
 - b. Not all applicants will have pre-established or clear relationships with any one agency, potentially creating an unnecessary barrier to genuine applications.
 - c. Some agencies are reluctant to 'endorse' applications, preferring instead to provide general comments or high-level assessments.
26. While we recognise these are all very real concerns, we still consider that endorsements will produce the best outcome for the following reasons:
 - a. Any alternative would put considerable pressure on MIQ case assessors, who will not have the required subject matter expertise or sector knowledge to accurately assess cases as they come in.
 - b. Deferring assessment until we can send all applications in each sector to agencies would result in a large backlog of applications and insufficient processing time, in turn creating long delays.
 - c. We consider that all applicants with a realistic chance of meeting the criteria (i.e. with significant benefits for New Zealand) are highly likely to have pre-existing relationships

with at least one portfolio agency. In fact, almost all relevant past cases we are aware of were brought to our attention by agencies and not direct requests from industry.

d. It is consistent with our approach to group allocations.

27. We will develop communications material for agencies to ensure they are able to give useful and relevant information for endorsements (or quickly triage low-quality applications), and to reduce the administrative burden.

MBIE senior officials will make final decisions in consultation with relevant agencies

28. Once agencies have provided endorsements, MIQ case assessors will process applications and make recommendations to approve or reject. MIQ will then provide portfolio agencies with a ranked list of applications in their sector to validate our initial prioritisation. The ranking will be points-based according to the prioritisation framework developed in coordination with agencies.
29. Once all agencies have validated applications for their sector, we recommend that MBIE senior officials are authorised to approve the 'top 50' for each fortnight (this may vary depending on the number of rooms requested and the dates of travel within the application period).
30. While final decisions will not be made by the 'cross-agency group of senior officials' you previously agreed to, we consider the above process is more streamlined and that MBIE will be best-placed to make final decisions. This will also align with the upcoming Air Border Amendment Order, which will delegate authority to the MBIE Chief Executive to make decisions on 'offline allocations' against criteria agreed by the Minister for COVID-19 Response.
31. We will limit the number of travellers per application to a maximum of 10, as this process is not intended for large groups. If applications are submitted for more travellers, we will indicate to the endorsing agency that the request may need to be submitted through the group allocation process. Regardless of how many travellers are put forward in an application, each individual would need to meet the criteria to be approved (not the group as a whole).
32. We recommend that once successful applicants have been issued a voucher, standard MIQ protocols will apply regarding voucher changes, fees, exemptions or other special requests, except for a few limited cases where operational discretion is required including:
 - a. flexibility on specific voucher dates for applicants where advance planning is not possible (and this must be supported by the agency endorsement in advance)
 - b. considering applications received outside application deadlines, provided this does not create unfair outcomes for other applicants
 - c. allowing voucher name changes on a case-by-case basis, where this clearly justified and supported by the endorsing agency.
33. Where MBIE's discretion is required, this will be authorised on a case-by-case basis by the MBIE Chief Executive or their delegate.

Application fee

Charging an application fee would discourage frivolous applications

Legal professional privilege

Legal professional privilege

34. Legal professional privilege
35. While there would be benefits to charging an application fee, including MIQ cost recovery and discouraging frivolous applications, there are two main reasons it is not strictly necessary:
- MIQ could cover the cost of implementing the new process within baseline funding (though other agencies may have additional costs due to the endorsement process).
 - Requiring agency endorsements will help to limit low-quality applications.
36. Regardless of whether we charge an application fee or not, it is important to be consistent from the outset to ensure clear and consistent public communications. Implementing the allocation with no fee for the first one or two application rounds, before implementing a fee for later rounds, would be difficult to justify in public messaging.
37. On balance, we recommend that the time-sensitive allocation proceed without an application fee. This will enable quicker implementation, and costs of the new allocation are unlikely to be so high that we need further cost recovery. Legal professional privilege
- Legal professional privilege

Implementation timeframe

38. If you agree to our recommendations, including that we proceed without an application fee, we plan to have the time-sensitive allocation 'go live' by **3 May 2021**.
39. In order to meet this deadline, we will need to:
- recruit and train the staff who will be assessing applications (initially 5 FTE, likely to take 4-6 weeks to complete)
 - finalise the prioritisation framework in coordination with NEMA, Ministry of Transport and other relevant agencies
 - develop communications material for media announcements, portfolio agencies and the MIQ website to alert potential applicants of the new process
 - develop standard operating procedures for case assessors and the broader MIQ staff who will be involved in the process, as well as procedures for other agencies to follow throughout the decision-making process
 - integrate the 50 room allocation with our planned voucher releases (this has begun already)
 - implement technology changes to set up the new application channel, and ensure this is fully integrated with existing systems
 - develop application forms, which need to collect the right information to support decision-making and reporting (along with a privacy statement and impact assessment).

40. As previously indicated, we expect the cost of implementation to be in the order of **\$1.3 million** per annum. This is based on the implementation cost of the Emergency Allocation. However, actual costs may vary depending on:
 - a. additional ICT costs not accounted for in our valuation
 - b. the demand from applicants, which may require more or fewer staff to process
 - c. costs incurred by other agencies, who may need to stand up new FTE to coordinate and process potential applicants seeking an endorsement.
41. We have attached a detailed implementation timeline at **Annex One**, which sets out our deadlines for the tasks outlined above. At this stage, we do not recommend issuing media statements on decisions until we have worked through more operational details with agencies and prepared communications material.

The first application window will close in mid-May for allocations between 1 July and 31 August 2021

42. Assuming we meet the go live date of 3 May, we will give applicants in the first 'round' two weeks to submit applications and close the window on 16 May. This is a short window, but early communications should ensure applicants are able to meet this deadline. We expect that, for most applicants, the sooner we close the window and allocate spaces the better.
43. We will process applications over the following two weeks and issue allocations in the first week of June for the period 1 July – 31 August. This cycle will then repeat every two months, which will ensure that:
 - a. applicants have sufficient time to plan ahead for their travel (at least one month)
 - b. we do not allocate places so far in advance that people miss out on their required travel window (i.e. people will only have to wait for 1 - 3 months).
44. We may also look to apply the first allocation window from mid-June (i.e. one extra fortnight), but this will require additional operational planning and we cannot guarantee this is feasible at this stage. MIQ will make this operational decision closer to the commencement date.
45. Following implementation, we will continuously monitor applications received and provide regular reporting to your office after each application window on whether:
 - a. criteria can be broadened due to low numbers of eligible applicants
 - b. the room allocation should be expanded due to high numbers of eligible applicants.

Next steps

46. Officials are progressing preparation for the tasks set out in the implementation plan above.
47. We ask that you agree to the recommendations in this paper by Monday 29 March, which will enable timely communications to stakeholders, contracting staff and implementing technical changes with cost implications.

Annexes

Annex One: Implementation timeline

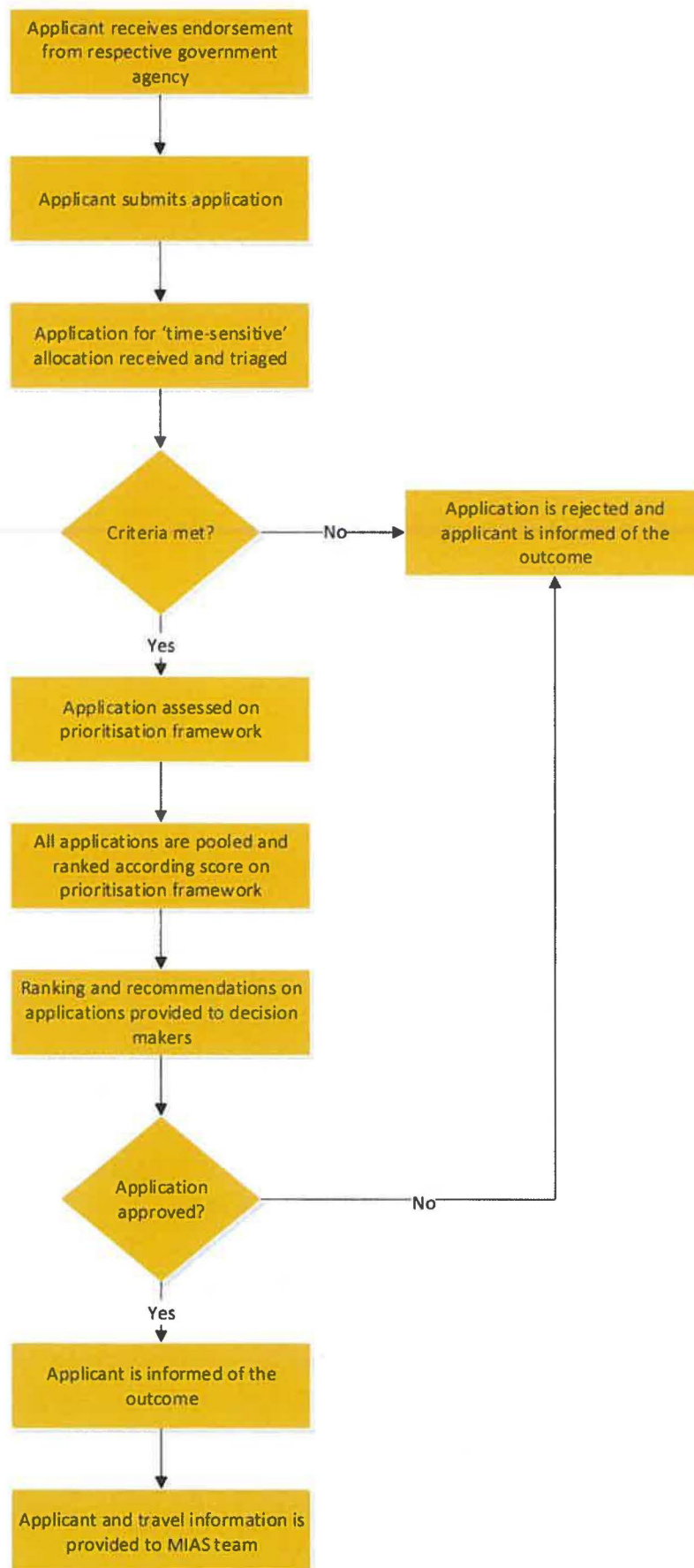
Annex Two: Indicative process map

Annex Three: Definition of key terms in the criteria

Annex One: Implementation timeline

Project Phase	Week 0 15-19 Mar	Week 1 22-26 Mar	Week 2 29 Mar-2 Apr	Week 3 5-9 Apr	Week 4 12-16 Apr	Week 5 19-23 Apr	Week 6 26-30 Apr	Week 7 3 May Go- Live
Policy	Prepare advice	Advice to Minister Consultations Prioritisation Matrix	Weekly report update		Weekly report update		Weekly report update	
Process		Define process Confirm decision makers	Create templates & SOPs Confirm documentation required for Agency endorsement Engage Agencies to create guidelines & example cases					3 May: public go-live (allocations 1 July – 31 August)
People	Define structure	Staff Recruitment (Advertising, Interviews, Selection)		Onboarding & Training				
Technology		Content Management System (CMS) build (Design, Testing)			CMS Go-live		Online form available (PUBLIC)	
		Customer Portal Impact Assessment & Web Form			Online form available (INTERNAL)			
Data & Reporting		Data capture requirements, reporting format, report development, testing						
Comms	Comms plan		Initial comms to Agencies		Comms to Agencies on process and endorsement template		Internal comms to Call Centres, RIQs, etc.	Public comms & Website update

Annex Two: Indicative process map



Annex Three: Definition of key terms in the criteria

- **'Critical infrastructure'** is the services, goods, data and their related supply chains that underpin the wellbeing of New Zealanders now, and into the future because they impact on:
 - the day-to-day lives of New Zealanders
 - the maintenance of public safety and security
 - New Zealand's short and long term economic prosperity
 - New Zealand's international reputation.
- **'Lifeline utilities'** are entities that provide essential infrastructure services to the community such as water, wastewater, transport, energy and telecommunications. These utilities include, but are not limited to, entities described in Part A and Part B of Schedule 1 of the Civil Defence Emergency Management Act 2002. If an entity is not listed in the Act, evidence (including the required government agency endorsement) will be required to support the criticality of the service for the public.
- For something to be of **'regional or national significance'**, the consequence of the individual not carrying out their work would, among other things:
 - cause serious hardship (or significant tangible benefit) for a large number of people in a particular town, region or across the country
 - likely lead to one or more person's death
 - economically impact thousands of New Zealanders
 - result in community facilities used by people throughout one or more regions to fall into disrepair, preventing social and / or cultural practices
 - cause serious pollution or environmental damage that has serious implications for people and / or biodiversity in the region or country
 - result in the loss of a high value public asset.
- **'Specified Pacific Islands'** are the Cook Islands, Niue, Tokelau, Samoa and Tonga.
- To align with immigration settings, people carrying out a **'critical health and disability service'** are one of the following:
 - registered health practitioners, as set out in the Health Practitioners Competence Assurance Act 2003
 - internationally qualified nurses who are invited to come to New Zealand by the Nursing Council of New Zealand and are enrolled in a Competence Assessment Programme
 - a worker that installs, operates or maintains medical equipment
 - paramedics and ambulance workers (including air and road)
 - technical and support staff working in any of the following: theatre; laboratory; radiology; pharmacy services; cardiology blood service; nuclear medicine; oncology; haematology; pathology; hyperbaric medicine; mortuary; research staff

- workers delivering mental health and addictions services, aged care, respite, home care and support, child health, palliative and hospice care, forensic health, and disability support.
- **'National security'** is the protection against:
 - threats, or potential threats, to New Zealand's status as a free and democratic society from unlawful acts or foreign interference;
 - imminent threats to the life and safety of New Zealanders overseas;
 - threats, or potential threats, that may cause serious harm to the safety or quality of life of the New Zealand population;
 - unlawful acts, or acts of foreign interference, that may cause serious damage to New Zealand's economic security or international relations;
 - threats, or potential threats, that may cause serious harm to the safety of a population of another country as a result of unlawful acts by a New Zealander that are ideologically, religiously, or politically motivated;
 - threats, or potential threats, to international security.
- **'International relations'** refer to the New Zealand Government conducting relations with foreign states.
- The **'allocation window'** refers to the two-month time period in which MBIE will allocate MIQ vouchers to applicants. The 'next' allocation window refers to the allocation window after the next application deadline.
- **'Reasonable alternative'** includes, but is not limited to: using a digital alternative to carry out the work remotely; hiring local staff to carry out the work instead.