

Terms of Reference

Prime Minister's Science, Innovation and Technology Advisory Council

Purpose

The Prime Minister's Science, Innovation, and Technology Advisory Council (the Council) will advise on ways to leverage science, innovation, and technology to drive economic growth and improve the quality of life for New Zealanders now and in the future.

Functions

The Council will:

- provide advice to the Prime Minister on the long-term direction and high-level priorities for government-funded science, innovation and technology, along with areas that could be de-prioritised.
- maintain a list of emerging technologies that are critical to the future of New Zealand.
- monitor and report to Government on the execution and delivery of science, innovation and technology strategy, and priorities.
- identify and recommend ways to ensure New Zealand's science, innovation and technology system is thriving and driving better economic – which includes commercial – outcomes.

The Council's advice will inform:

- the Government's Budget strategy for science, innovation and technology
- science, innovation, and technology system strategy and policies
- funding strategies developed and deployed across Government funders of science, innovation, and technology
- monitoring and reporting of funding and institutional performance across the science, innovation and technology system.

Membership

The Council will be convened by and report to the Prime Minister who may attend meetings at his own discretion. Members of the Council include:

- the Minister responsible for science, innovation and technology (Chair)
- up to eight experts with diverse experience in business, science, innovation and technology.

The Chair may appoint a Deputy Chair from the membership.

Members will collectively have deep and broad experience in business, impact and commercialisation of science, innovation and technology, and strong connections with users of science, innovation and technology.

At least one member will have experience and expertise in applying the Treaty of Waitangi and in understanding Māori perspectives and mātauranga Māori relevant to science, innovation and technology.

At least one member will have experience in international science, innovation and technology.

Expert members will normally be appointed for a term of three years and not for more than two terms.

The Secretariat will cover all reasonable costs associated with members attending meetings. Remuneration for members whose participation in the Council is not covered by their employer will be paid in accordance with the Cabinet Fees Framework.

Other Ministers and expert advisors may be invited to attend meetings at the discretion of the Chair.

Meetings

The Council is likely to have at least four, day-long meetings a year. Members may also be convened for additional impromptu meetings with the Chair, as needed.

The agenda for each meeting will be developed by the Secretariat in consultation with relevant Ministers and Council members and will be approved by the Chair. The Deputy Chair will chair meetings if the Chair is absent.

Quorum for meetings will be determined at the first formal meeting by the Chair, in consultation with Council members.

Supporting the Council

The Ministry responsible for science, innovation and technology will establish a Secretariat with the access to the resources and expertise needed to deliver the functions of the Council.

At its first formal meeting, the Council will discuss and agree on an approach to progressing actions from meetings that would lead to specific tasks for the Secretariat, relevant departments and other bodies from time to time.

Conflicts of Interest and confidentiality

It is expected and acknowledged that members of the Council will have outside interests and obligations. Members will be expected to disclose conflicts of interest and maintain confidentiality.

A register of interests will be maintained by the Secretariat. Where there is a direct conflict, the Chair may ask relevant Council members to excuse themselves from related discussions and/or the vote.

Outputs of the Council

The Prime Minister, Chair and Council will work together to develop a work programme for the Council. The work programme may include specific assignments or investigations which support the purpose of the Council.

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The Minister responsible for science, innovation and technology may update the terms of reference for the Council from time-to-time, in consultation with the Prime Minister.