

RCOI Response Steering Group Minutes

Date/Time	26/08/2021, 2.00 – 3.00 pm
Venue	Virtual via Zoom
Chair	Dan Eaton, Director, National Security Policy, Department of the Prime Minister and Cabinet (DPMC)

Item	Topic
1	<p>Welcome, apologies, and introductions and Chair's update</p> <p>The Chair summarised activity since the last meeting, including the ongoing work of Kāpuia and the Responsible Ministers meeting held on 3 August.</p> <p>The minutes of the last meeting on 20 July, and the status of recorded actions were taken as read and accepted.</p>
2	<p>Outcomes of Responsible Ministers meeting of 3 August</p> <p>The Chair noted that the minutes of the Responsible Ministers meeting were circulated to Response Steering Group (RSG) members with the invitation to this RSG meeting, and took those as read. Key outcomes noted by the Chair included:</p> <ul style="list-style-type: none">• Ministers' agreement that the engagement checklist prepared in response to recommendation 38 of the Royal Commission, and the proposed work programme, are forwarded to Kāpuia for its review and feedback; and• that DPMC will convene a meeting with New Zealand Police and other relevant agencies to ensure Cabinet is provided with coordinated advice later in 2021 on how to progress recommendation 12 of the Royal Commission relating to the development and promotion of an accessible reporting system that enables members of the public to easily and safely report concerning behaviours or incidents to a single contact point within government. <p>The DPMC Strategic Coordinator Counter Terrorism is following up the action with respect to recommendation 12 and gave a brief status update which was noted by the meeting.</p>
3	<p>Risks and Issues – for discussion</p> <p>The Chair noted that an important part of RSG's role is to be alive to risks and issues that could impact the response to the Royal Commission's report and ensure these are being managed appropriately.</p> <p>The meeting noted that engagement activity always under the spotlight, as evidenced by the contents of the recent letter to Minister Little from Kāpuia, and discussed the actions underway in response to that letter.</p> <p>The Chair observed that it is important for agencies to move forward with a common appreciation of what good engagement looks like, and in particular have a common understanding of the role of the engagement checklist developed in response to recommendation 38 of the Royal Commission in achieving that.</p> <p>DPMC Policy Advisory Group advised that the checklist is intended to be a 'planning tool' to help support best practice engagement and not an exhaustive list of compulsory actions to be taken by the agencies in all cases. It would be expected that agencies will draw on it for planning purposes but the level of actions to be taken in individual cases would be informed by the scope and nature of the intended engagement in question.</p> <p>The meeting welcomed this advice. It was noted that levels of funding available to support engagement activity in individual cases would also need to be factored into engagement planning and delivery processes.</p>

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	<p>Additionally, the importance of taking into account Minister's expectations on engagement scope and breadth when conducting bloc engagement involving more than one Ministerial portfolio, and multiple agencies collectively consulting on various proposals, was also highlighted.</p> <p>The Chair also noted that agencies and RSG collectively needed to be thinking about was Budget 22 and how response agencies may best approach that. A brief discussion was held on Budget 22 processes and it was noted guidance on these was yet to be released. It was agreed that once released this guidance could inform a more detailed discussion at the next meeting in September.</p>
4	<p>Kāpuia – Ministerial Advisory Group</p> <p>The Chair highlighted Kāpuia's role of providing independent oversight and advice to Government on matters related to the response to the Royal Commission, and the need for agencies to be engaging with it early and effectively to allow it to fulfil that role. The potential effectiveness for overall policy proposal process that will flow from early engagement by agencies with Kāpuia by agencies was noted, and direct contact via Kāpuia Secretariat was encouraged. It was also noted some agencies have been seeking clarity on the level of engagement they should be having with Kāpuia.</p> <p>The Chair noted that, as agreed by Responsible Ministers, Kāpuia will be considering the draft response work programme at its 9 September meeting and that DPMC would be engaging with agencies to seek more information on the various work streams represented in the draft programme, and when agencies anticipated they would be able to engage with Kāpuia on these. This was to allow Kāpuia to make informed assessments and provide informed advice to the Lead Coordination Minister on proposed priorities.</p> <p>(Note: Actioned by email sent from DPMC on 27 September)</p> <p>The Head of the Kāpuia Secretariat then spoke. In reinforcement of the points made by the Chair on Kāpuia's role it was noted that Kāpuia did not appoint itself; nor did it draft its Terms of Reference. Rather these were Government decisions.</p> <p>It was also noted that Kāpuia's work programme is potentially vast, and priorities are yet to be set. The Government response work programme it will be considering on 9 September will be an important input into its decision making on its own priorities, and this highlighted the importance of agencies providing more details to DPMC on their work streams represented in the draft programme. The information to be provided would also help Kāpuia make decisions about when it may wish to engage with agencies on specific pieces of work.</p>
5	<p>Any other business</p> <p>It was noted an Outreach Group meeting took place earlier week. The meeting discussed how to effectively share 'lessons learned' and coordinate engagement with Kāpuia.</p>
6	<p>Meeting closed</p> <p>The meeting closed at 2.55 pm.</p>