



Memorandum

PUBLISHING AND MANAGING PROACTIVELY RELEASED DOCUMENTS ON UNITE AGAINST COVID-19 WEBSITE

To	Hon Chris Hipkins, Minister for COVID-19 Response	Prepared by	Kelly Gage, Team Lead – Web
From	Cheryl Barnes, DCE, COVID-19 Group	Date	14/06/2021

Purpose

1. The purpose of this memo is to seek approval for the migration of proactively released documents from the Unite against COVID-19 (UAC) website to a more secure and user-friendly document library, hosted on the Department for the Prime Minister and Cabinet (DPMC) website.
2. The memo also outlines a new publishing process for proactively released documents, described in the attached Standard Operating Procedure. The procedure is consistent with DPMC's standard publishing processes.

Comment

3. The Government has publicly released documents about its response to COVID-19 since May 2020. To date, more than 1,000 documents are currently published on the Unite against COVID-19 (UAC) website – www.covid19.govt.nz.
4. The following table shows the number of documents since May 2020:

Categories	Number of documents
Proactive release	13
Alert levels and restrictions	180
Border	267
Education	63
Health response	188
Housing	28
Income support measures	52
Offshore issues	25
Supporting the economy	233
Wage subsidy and leave schemes	29
TOTAL	1078

5. Page views of the proactive release section account for 0.13% of the website's total page views over the last 12 months. Each document has an average of 6 views.
6. While the UAC website was initially a practical and logical platform to host these documents, it does not provide a sustainable, long-term publishing solution. Because the UAC website does not have a document library and it may have a limited life cycle, a permanent publishing process and platform is required.
7. With agreement from the Department for the Prime Minister and Cabinet, it is proposed the more than 1,000 proactively released documents be migrated to the DPMC website – www.dPMC.govt.nz. The DPMC website has a robust, searchable document library, making it easier for the public to search for and find documents.
8. Given the number of proactively released documents to be migrated to the DPMC website, we expect this work to be completed by December 2021, to fit in the DPMC web team's comprehensive work programme. Until then, the documents will remain on the UAC website. We will advise the public once the migration is complete.
9. The impact on the public will be minor and we will ensure the public continues to have easy access to proactively released documents.
10. The UAC website will continue to act as a centralised channel to proactively released documents, with direct links to content and clear instructions on how to access and request documents. The monthly list of all documents received by the Minister for COVID-19 Response will also continue to be published on the UAC website.
11. It is recommended that all new proactively released documents be published on the website of the official document owner. For example, all proactively released documents owned by the Ministry of Health should be published on www.health.govt.nz. The UAC website will connect the public directly to the document on that agency's website.
12. The attached Standard Operating Procedure outlines how proactively released documents will be published the DPMC website. The procedure is consistent with the existing publishing process for other documents on the DPMC website.
13. The impact on the Minister's office will be minor. The document migration will be managed by the UAC and DPMC web teams, with support from the DPMC Ministerials team, if required.

Recommendation

14. I recommend that you:

a. Note the contents of this memorandum	
b. Agree that all proactive release documents on the UAC website be migrated to the DPMC's document library on its website	Yes <input checked="" type="checkbox"/> No
c. Note the publishing process outlined in the Standard Operating Procedure	

d. Agree that document owners should be responsible for publishing, or providing access to, proactive release documents through their respective website/s or through their Official Information Act request service	Yes <input checked="" type="checkbox"/> No
e. Note that the full monthly list of documents received by the Minister for COVID-19 Response will continue to be published on the Unite against COVID-19 website	
f. Agree that agencies named on the monthly list will also publish the list on their respective websites. The full list will be published on the UAC website	Yes <input checked="" type="checkbox"/> No

 Cheryl Barnes Deputy Chief Executive, COVID-19 Group 14/6/21	APPROVED  Hon Chris Hipkins Minister for the COVID-19 Response 15/6/2021
---	---

I've got no issue with agencies ALSO publishing released material on their websites, but I want to have a one-stop-shop for all COVID-19 information on the UAC website.