



9(2)(a)

Tēnā koe 9(2)(a)

Thank you for your emails of 21 August and 2 September 2024 requesting the following under the Official Information Act 1982 (the Act):

1. *All Ministry for the Environment advice relating to the 'Independent panel to review methane science and targets'. This includes reports, draft reports, briefings, notes, emails and other records.*
2. *The names and affiliations of all authors and/or draft contributors to the 'Independent panel to review methane science and targets' terms of reference.*
3. *Copies of the full conflict of interest submissions made by Nicola Shadbolt, Dave Frame, Bill Collins, Sara Mikaloff-Fletcher and Laura Revell, to the chair and Secretariat of the 'Independent panel to review methane science and targets', including all perceived or real conflicts of interest.*
4. *A copy of the full conflict-of-interest register maintained by the Secretariat of the 'Independent panel to review methane science and targets'.*
5. *A copy of all conflict of interest management plans put in place by the Chair and Secretariat of the 'Independent panel to review methane science and targets'.*

The Ministry for the Environment has identified 34 documents in scope of the first, third, and fourth points of your request, as listed in the document schedule below. These are comprised of 12 draft and final briefings, 16 emails (some including attachments), a conflict-of-interest register, and five conflict of interest declaration forms.

I am refusing the 12 briefings under section 18(d) of the Act as they are already publicly available at <https://environment.govt.nz/oia-releases/request-for-advice-to-minister-watts-on-the-methane-review-panel/>. However, draft Cabinet papers and Terms of Reference appended to these briefings are not already publicly available, so I will be releasing these to you in part.

I will be releasing the remaining 22 documents to you in part.

The Ministry needs more time to finalise these documents for release. We will therefore provide copies of these documents to you as soon as possible, and no later than 31 October 2024.

With respect to your second point, I have interpreted “authors and contributors” as any individual who was a substantive contributor to drafting the Terms of Reference document, excluding proofreaders and others whose contributions did not engage with the substantive nature of the document. I have provided below a list of Ministry staff members and individuals in Minister Watts’ office who were substantive contributors to the Terms of Reference. The Ministry for Primary Industries (MPI) will provide a separate list for its own staff and Minister McClay’s office to fulfil your request to MPI (OIA24-0619).

I am refusing your fifth point under section 18(e) of the Act as the information requested does not exist. The Ministry and the panel do not hold conflict of management plans for the four panel members as they were not deemed necessary. An agreed approach to managing

the Chair's conflicts was included in the Chair's signed conflict of interest form that will be released to you.

You may also be interested in the final Cabinet papers for this work programme. These will be proactively released on the Ministry's website in the coming weeks, with some information withheld under section 9 of the Act.

In terms of section 9(1) of the Act, I am satisfied that, in the circumstances, the withholding of this information is not outweighed by other considerations that render it desirable to make the information available in the public interest.

You have the right to seek an investigation and review by the Office of the Ombudsman of my decision to withhold information relating to this request, in accordance with section 28(3) of the Act. The relevant details can be found on its website at:

[www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz).

Please note that due to the public interest in our work the Ministry for the Environment publishes responses to requests for official information on our [OIA responses page](#) shortly after the response has been sent. If you have any queries about this, please feel free to contact our Ministerial Services team: [ministerials@mfe.govt.nz](mailto:ministerials@mfe.govt.nz).

Yours sincerely



Cheryl Moir, Manager – Market Development  
Ministry for the Environment | Manatū Mō Te Taiao

### Document schedule

<b>Date</b>	<b>Code</b>	<b>Title</b>	<b>Decision</b>
Various	N/A	Package of 16 emails and attachments	Release in part
01/03/2024	BRF-4278	Methane Science and Targets Review	Refused in full
15/03/2024	B24-0230/ BRF-4449	Cover brief & Cabinet paper – Announcing the Methane Science and Target Review	Refused in full
		Appendix One: Draft Cabinet paper – Announcing the Methane Science and Target Review	Release in part
21/03/2024	BRF-4449/ Sub24-0037	Approval to lodge: Announcing the methane science and target review	Refused in full
		Appendix One: Cabinet paper to lodge – Announcing the methane science and targets	Release in part
10/04/2024	B24-0276/ BRF-4562	Progressing the Methane Science and Target Review	Refused in full
		Appendix One: Draft Terms of Reference	Release in part
09/05/2024	B24-0304/ BRF-4669/	For Ministerial Consultation – Initiating the Methane Science and Targets Review	Refused in full
		Sub24-0051 - Cabinet paper – Initiating the Methane Science and Targets Review and Appendices	Release in part
27/05/2024	BRF-4767	Shortlisting of candidates for the Methane Science and Target Review Panel	Refused in full
23/05/2024	Sub24-0051/ BRF-4812	Approval to lodge: Initiating the methane science and target review	Refused in full
		Cabinet paper to lodge – Initiating the methane science and targets review	Release in part
31/05/2024	B24-0365/ BRF-4761	For Ministerial Consultation – Methane Science and Targets Review: Appointment	Refused in full
		Sub24-0067 – Draft Cabinet paper – Methane Science and Target Review Panel: Appointment	Release in part
13/06/2024	B24-0406/ BRF-4905	Finalising the Terms of Reference for the Methane Science and Target Review (v1)	Refused in full

19/06/2024	B24-0406/ BRF-4905	Finalising the Terms of Reference for the Methane Science and Target Review (v2)	Refused in full
		Appendix One: DRAFT Terms of Reference – Methane Science and Target Review	Release in part
24/06/2024	BRF-4951	For Approval: Methane Science and Target Review Appointment Letters	Refused in full
24/06/2024	BRF-4947	For approval: Methane Science and Target Review Terms of Reference	Refused in full
19/07/2024	N/A	Conflict of Interest Declaration: Nicola Shadbolt (includes management plan)	Release in part
19/07/2024	N/A	Conflict of Interest Declaration: David Frame	Release in part
19/07/2024	N/A	Conflict of Interest Declaration: Sara Mikaloff-Fletcher	Release in part
19/07/2024	N/A	Conflict of Interest Declaration: Laura Revell	Release in part
19/07/2024	N/A	Conflict of Interest Declaration: Bill Collins	Release in part
19/07/2024	N/A	Conflict of Interest Register	Release in part

#### List of individuals who were substantive contributors to the Terms of Reference

Name	Title	Affiliation
Tom Womack	Senior Analyst	Ministry for the Environment
Matthew Everett	Principal Advisor	Ministry for the Environment
Emma Tauti	Policy Analyst	Ministry for the Environment
Juliet Nelson	Analyst	Ministry for the Environment
Jessica Bensemman	Principal Policy Analyst	Ministry for the Environment
Sarah Croxford	Acting Manager	Ministry for the Environment
Meredith Davis	Manager	Ministry for the Environment
Hemi Smiler	General Manager	Ministry for the Environment
Sam Buckle	Deputy Secretary	Ministry for the Environment

Matthew Maguire	Senior Solicitor	Ministry for the Environment
Jack Boltar	Ministerial Advisor	Office of the Minister of Climate Change