

Cabinet Paper Guidance – Min Simmonds Office

1. Consultation:

In the consultation section of the cabinet paper, please note the outcome of agency consultation including review committees. We've had cabinet papers come in that only note which agencies were consulted but no detail on what feedback was incorporated into the cabinet paper.

2. Proactive release:

a) Please use standard lines as suggested below:

I intend to proactively release this paper and associated Cabinet committee papers and minutes within 30 business days of final decisions being confirmed by Cabinet, subject to redaction as appropriate under the Official Information Act 1982.

b) It is not required for it to be added in as a recommendation in the cabinet paper.

3. Appendices:

a) Make sure that the title of the appendix document matches the title within the document itself and also matches the title of the Appendix noted in the Cabinet paper.

b) Appendices need to be short and concise. For longer appendices, e.g. a 50-page strategy document, please provide us a summary or 'snapshot' of the document rather than the full 50 pages and include a note/provision that the longer version is available upon request. If they are resource consent applications, please provide the main application only.

c) Appendices should not contain email copies with personal information or bank statements.

If the combined paper with attachments is over 30 pages long. 38 hard copies of each attachment/appendix needs to be provided to the Cabinet Office Registry. Printed hard copies will need to be provided to Minister's Office by Friday, 10am. **Do not** print copies of the Cabinet Paper.

4. Uploading and lodging Cabinet Papers:

When practical, it would be great if **MfE can upload** the final version of the cabinet paper by the **Wednesday at 3pm**. This cuts down on steps and helps us **private secretaries lodge** the paper before the Thursday 10am deadline.

Before uploading:

a) Confirm the final version to be uploaded with private secretaries (call/ email us). This will ensure we double check the content of the cabinet paper before final upload.

b) Remove any cover page

c) Remove ministers' actual signature, (but leave the signature block with the name/portfolio). The act of Lodging signifies to Cabinet office that the paper was read by the minister, signatures are for agency/minister office records only.

d) Upload PDF copies only

- e) Let us know once uploaded.

If not, private secretaries can upload and lodge subject to receiving all **final** versions of papers (and appendices) by **Wednesday 10am**.

5. Official on Stand-by:

- a. **For lodgement:** Please make sure we have a manager/GM available on stand-by during **lodgement review** (from Wednesday, 3pm) day as well as on **lodgement day** (from Thursday, 10am) as we might receive questions/ requests for amendments from DPMC/PAG/PMO/Cabinet Office.
- b. **For Committee meeting:** When please also confirm the officials who will be available to support at Committee meetings.confirmitng the final versions for Cab Paper submission via email,

6. For Appointments for Honours Committee:

- a) Please upload the org form and candidate CV for APH paper into CabNet. All APH papers, even reappointments, must have these forms attached.
- b) Here's the template for Org/Cv's [Appointment paper organisation form and CV template](#). See CabNet [User Guide](#) area, the '03 CabNet Guide (full guide and Individual topics)' pg 68 for APH information.
- c) Please double check candidate CV for appointments, making sure the employment history and dates of employment are accurate.

7. For LEG committee

- a) Please advise when the Secondary Legislation/Bill needs to be submitted to Executive Council (usually same day as Cabinet).
- b) Papers that are submitted to LEG seeking authorisation for the submission of secondary legislation to the EC must follow the format set out on the page below: [Cabinet paper template - submitting secondary legislation to the Executive Council](#)
- c) **Advice sheet** (template attached):
Please make sure the advice sheet is ready on the day we take the paper to Cabinet and is checked by the Legal team at MfE.
The advice sheet must be:
 - a) addressed to the Governor-General (unless the Governor-General is overseas, in which case it is addressed to the Administrator of the Government)
 - b) in the name of the Minister responsible for the legislation (but can be signed by any Minister by writing "for" next to the title)
 - c) printed on heavyweight 'goatskin' buff paper – Minister's office can take of this.

8. Press Releases/ Publications:

Please advise beforehand if there is going to be a press release and when the press release is due.

9. Talking points for Cabinet papers

Please refer to the Appendix 1 for a proposed template for talking points. We have been receiving varied formats and this is aimed at reducing admin tasks for the private secretaries to properly format the points for Minister.

10. Talk to the Private Secretaries

Communicate with us as early as possible if there may need to be any changes (timeline, content, anything). We're available to assist you – even a quick call is better to avoid last minute changes that will impact the quality of support that we are able provide to the Minister

Talking points: Title

Purpose

You are presenting an agenda item to the Cabinet Economic Policy Committee (ECO) at 9:00am on XX Date 2024.

You are seeking XXXXX approval/ decision.

This briefing gives you information about the XXX subject. Appendix 1 provides the talking points to support at the ECO meeting.

Context

XXX content and supporting info

Appendix 1: Talking points

1. Keep it brief – numbered points in the Minister’s voice (e.g. I intend to.../ I am proposing to...). Use Arial size 14.