
From: James Coombes <James.Coombes@parliament.govt.nz>

Sent: Tuesday, 24 September 2024 10:32 am

To: Ministerials <ministerials@mfe.govt.nz>; James Palmer <James.Palmer@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>; Nadeine Dommissie <Nadeine.Dommissie@mfe.govt.nz>; Gina Rangi <Gina.Rangi@mfe.govt.nz>; Katherine Wilson <Katherine.Wilson@mfe.govt.nz>; Bryan Smith <Bryan.Smith@mfe.govt.nz>; Becky Prebble <Becky.Prebble@mfe.govt.nz>; Mark Vink <Mark.Vink@mfe.govt.nz>; Hemi Smiler <Hemi.Smiler@mfe.govt.nz>; Martin Workman <martin.workman@mfe.govt.nz>; Danielle Ryan <Danielle.Ryan@mfe.govt.nz>

Cc: Jamie Molea [EXTERNAL] (Parliament) <Jamie.Molea@parliament.govt.nz>

Subject: IMPORTANT INFO: Memo re Cabinet and Cabinet Committee papers

Kia ora all,

Please read the **attached** and provide the direction to your teams re drafting Cabinet papers which came to us yesterday.

Key points:

- Avoid noting only papers unless something relates to public interest and controversy.
- Papers must be concise and no more than 10pages.
- Papers must be lodged on time.
- Consultation requirements must be met before submission of a paper – see [here](#).
 - Ensure that the bare minimum of five days Ministerial and political consultation is worked into your Cabinet paper timeline. Papers are often held up because of rushed political consultation.

Reach out if you have any questions.

Ngā mihi,

James Coombes (he/him) | Private Secretary – Climate Change | Office of Hon Simon Watts MP

Minister of Climate Change

Waea Pūkoro : 9(2)(a)
