

Out of scope

---

**From:** Sophie Lord <[Sophie.Lord@parliament.govt.nz](mailto:Sophie.Lord@parliament.govt.nz)>

**Sent:** Monday, December 11, 2023 2:50 PM

**To:** Ministerials <[ministerials@mfe.govt.nz](mailto:ministerials@mfe.govt.nz)>; RMReform <[RM.Reform@mfe.govt.nz](mailto:RM.Reform@mfe.govt.nz)>

**Cc:** Regan Brash [EXTERNAL] (PARLIAMENT) <[regan.brash@parliament.govt.nz](mailto:regan.brash@parliament.govt.nz)>; Maggie Vickers [EXTERNAL] (Parliament) <[Maggie.Vickers@parliament.govt.nz](mailto:Maggie.Vickers@parliament.govt.nz)>; Lisa Johnston [EXTERNAL] (Parliament)

<[Lisa.Johnston@parliament.govt.nz](mailto:Lisa.Johnston@parliament.govt.nz)>; Nicholas Smith [EXTERNAL] (PARLIAMENT)

<[Nicholas.Smith@parliament.govt.nz](mailto:Nicholas.Smith@parliament.govt.nz)>; Patricia Parre [EXTERNAL] (PARLIAMENT)

<[patricia.parre@parliament.govt.nz](mailto:patricia.parre@parliament.govt.nz)>; Nadeine Dommissse <[Nadeine.Dommissse@mfe.govt.nz](mailto:Nadeine.Dommissse@mfe.govt.nz)>; Martin Workman

<[martin.workman@mfe.govt.nz](mailto:martin.workman@mfe.govt.nz)>; James Palmer <[James.Palmer@mfe.govt.nz](mailto:James.Palmer@mfe.govt.nz)>; Jo Gascoigne <[Jo.Gascoigne@mfe.govt.nz](mailto:Jo.Gascoigne@mfe.govt.nz)>; Liz Moncrieff <[Liz.Moncrieff@mfe.govt.nz](mailto:Liz.Moncrieff@mfe.govt.nz)>; Hayden Johnston <[Hayden.Johnston@mfe.govt.nz](mailto:Hayden.Johnston@mfe.govt.nz)>; Katherine Wilson <[Katherine.Wilson@mfe.govt.nz](mailto:Katherine.Wilson@mfe.govt.nz)>; Clare Maihi <[Clare.Maihi@mfe.govt.nz](mailto:Clare.Maihi@mfe.govt.nz)>; Kevin Guerin <[Kevin.Guerin@mfe.govt.nz](mailto:Kevin.Guerin@mfe.govt.nz)>

**Subject:** Timeframes and printing requirements for Briefings, Correspondence, Meeting Invites and WPQs for Minister Bishop's office

Hi Ministerials

Here is a process update for material and WPQs for Minister Bishop's office. The information is subject to change, but for now and unless otherwise noted in a commissioning email this is how this office will operate:

Minister Bishop's office PSecs are Regan Brash and Lisa Johnston (ministerial specific PSec TBD).

#### Timing around Christmas:

- Summer reading/last briefings with us by **midday 19 Dec.**
- First day for papers in the new year is **Friday before Wellington Anniversary.**

#### Proactive release of BIMs:

- The Government intends to publicly release Departmental BIMs on **1 February.**
- To prepare departments should ensure documents are ready to go on websites and provide a link to the Ministers office to update the Beehive website. Documents will need to have any necessary redactions made and ensure that the redactions are permanent (ie no technology can reverse these so deleted material becomes visible). Please provide us the final version by **17 January 2pm.**
- Most, if not all, Ministers, will have received OIA requests for copies of all briefings received by incoming ministers. Departments should consider a response that refers to section 18(d) of the Official Information Act 1982 "that the information requested is or will soon be publicly available".

#### Briefings:

- We require 5 hardcopies of all briefings except for urgent papers (see below).
- If the briefing is for weekend bag, could we please receive this by **10am every Friday** unless otherwise stated.
- If the briefing requires a decision during the week, please provide it to us by **2pm two days before** the decision is required, this is to allow adequate time for consideration by office staff.
- If the briefing requires a decision urgently, please discuss timing and hardcopy requirements with Lisa and Regan.

#### Correspondence:

- We require 2 hardcopies (and a soft copy) of correspondence (I've attached the Minister's letterhead)
- For Minister-to-Minister correspondence, our office requires a **3 working day response**. In most cases, Private Secretaries will draft a response and consult the SMEs cc'ing Ministerials, if there isn't capacity by Private Secretaries, we will direct the request to SMEs and Ministerials for a priority response.
- For MP-to-Minister Correspondence, our office requires a response within **8 working days**.
- For any other correspondence, our office requires a response within **15 working days**.

#### WPQs:

- WPQs will have **3 working days** (received by 2pm on the third working day).

#### Event invites:

- We'll send event invitations received by the Minister to MfE for your reckons on Monday for response by Thursday COB. We'll send a template to fill out.
- If this is accepted by the Minister, we'll send a commissioning email for a briefing to support the meeting.

Let me (or Regan and Lisa) know if you have any questions.

Ngā mihi



**Sophie Lord (she/her)**

**Acting Private Secretary – RMA Reform** | Office of Hon Chris Bishop  
Minister for Housing, Minister for Infrastructure, Minister Responsible for RMA Reform,  
Minister for Sport & Recreation, Leader of the House, Associate Minister of Finance

M: 9(2)(a)

Email: [Sophie.lord@parliament.govt.nz](mailto:Sophie.lord@parliament.govt.nz) Website: [www.beehive.govt.nz](http://www.beehive.govt.nz)

Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand