



[IN-CONFIDENCE]

Briefing

ESTABLISHMENT OF COVID-19 ENGAGEMENT MECHANISMS FOR BUSINESS

To: Hon Chris Hipkins
Minister for COVID-19 Response

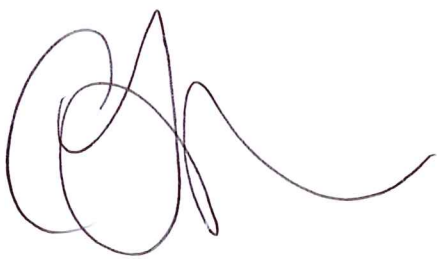
Date	18/03/2021	Priority	High
Deadline	22/03/2021	Briefing Number	DPMC-2020/21-615

Purpose

The purpose of this paper is to inform you of the establishment of a Business Leaders Forum to support the Government's COVID-19 response; to outline the role and ways of working of the Forum; and to ask for your agreement to act as the Minister responsible for the relationship with the Forum.

Recommendations

1. **Agree** to formalise the support offered by the Business Leader's Forum as an engagement channel supported by DPMC's COVID-19 Group. YES / NO
2. **Agree** to meeting the Business Leader's Forum monthly, or more frequently as required. YES / NO
3. **Agree** that secretariat support for the Business Leader's Forum will be provided by DPMC's COVID-19 Group. YES / NO
4. **Agree** that the COVID-19 Group will work with your office on appropriate additional invitees for each meeting, including the Prime Minister. YES / NO
5. **Agree** to forward communications to the Prime Minister. YES / NO



Chappie Te Kani
**Head of System Improvement and
 Continuous Improvement
 COVID-19 Group
 DPMC**

18/1/2021

Hon. Chris Hipkins
Minister for COVID-19 Response

...../...../2021

Contact for telephone discussion if required:

Name	Position	Telephone	1st contact
Chappie Te Kani	Head of System Assurance and Continuous Improvement, COVID-19 Group DPMC	N/A	N/A

Minister's office comments:

- Noted
- Seen
- Approved
- Needs change
- Withdrawn
- Not seen by Minister
- Overtaken by events
- Referred to

ESTABLISHMENT OF COVID-19 ENGAGEMENT MECHANISMS FOR BUSINESS

Purpose

1. The purpose of this paper is to seek your approval and feedback on the establishment of the Business Leaders' Forum (the Forum) to support engagement with the business community on New Zealand's COVID-19 response and recovery.
2. Cabinet requested as part of the COVID-19 Response Group's mandate, to engage with the business sector [CBC-20-SUB-0100 refers].
3. There is an opportunity to use the Forum to capture perspectives from the business community to assist in informing the current response, and to test and iterate upon the medium- to long-term COVID-19 strategy.
4. The Forum is being independently established by the members, but is not yet formally connected into the Government's COVID-19 response. This paper outlines a proposal for how the Government and Ministers could engage with the Forum as part of the COVID-19 response and recovery.
5. The secretariat and administrative support for the Forum will be supplied from DPMC's COVID-19 Group, with further resource and support from Forum members.

Background

6. The Ministry of Health recently hosted a forum for 44 business leaders, selected Ministers and senior officials focused on working together to make the COVID-19 vaccination and immunisation programme a success for Aotearoa New Zealand. The event highlighted common themes and concerns amongst business leaders and identified opportunities for collaboration, for example:
 - 6.1. Businesses often operate in uncertain and changing environments. Business leaders could offer comment to central Government on navigating similar levels of uncertainty and offer alternative perspectives on operations.
 - 6.2. Visibility of the experiences of businesses operating internationally in different public health situations could inform strategic planning for changes to border settings.
7. Following the Ministry of Health's event, conversations between business leaders Rob Fyfe and Kirk Hope have been initiated on the value of the Government's collaboration with the business community. Establishment of a regular Forum has been independently progressed by these business leaders, and your agreement to engage with this Forum as a channel into the Government's COVID-19 response is sought.

Purpose of the Business Forum

8. The purpose of the Forum is to create further opportunities for Ministers to engage with the private sector on their priorities for New Zealand as we respond to and recover from COVID-19. This engagement could include:
 - 8.1. Views on a range of priorities and uncertainties that new Zealand will face as we consider how New Zealand reopens to the world post COVID-19
 - 8.2. Support for the vaccination public information campaign
 - 8.3. Consideration of what other initiatives may encourage the population to get vaccinated
 - 8.4. Support the private sector could offer to New Zealand's COVID-19 recovery
9. The Forum will focus on areas aligned to the Government's priorities in the COVID-19 response and recovery, including ensuring as many New Zealanders as possible get vaccinated.

Structure and engagement

10. This section sets out the Forum's proposed structure, membership, and ways of working with Ministers.

11. Structure

11.1. The Forum is an independent group of leaders available to support the Government's COVID-19 response through engagement and insights. The Forum will not be structured as a Ministerial advisory committee or representative group for consultation and will not be subject to formal committee structures as outlined by the Public Services Commission.

11.2. Members of the Forum will not receive payment for their involvement and will not be required to follow standard committee appointment processes.

12. Membership

12.1. Fifteen leaders from the business community ("The Fifteen") have been identified to be members of the Forum by Rob Fyfe and Kirk Hope on the basis of their wide reach and representation. The shortlist of members includes representation from the following sectors:

12.1.1. Māori business

12.1.2. Tourism

12.1.3. Retail and hospitality

12.1.4. Construction

12.1.5. Primary sector and seasonal workforce

12.1.6. Air travel and transport

12.1.7. Health care.

12.2. The Forum will draw upon a wider network of approximately 50 business leaders ("The 50") for expanded discussions as required, dependent on subject matter.

13. Ways of working

13.1. A forward agenda of topics of interest has been suggested by the Forum co-Chairs.

13.2. Areas for engagement already identified by the Forum co-Chairs include:

13.2.1. Key metrics the government is using to gauge COVID-19 recovery

13.2.2. Evolution of the testing strategy

13.2.3. Vaccines rollout – timing, sizing and contracting (including whether the private sector can offer support to vaccines workstreams)

13.2.4. Immunisation passports

13.2.5. Evolution of the border settings

13.2.6. Encouraging vaccine uptake

13.2.7. Expectations of business, community and government

13.2.8. Future MIQ settings

13.3. Ministers may request the Forum to consider specific issues and provide their views. These views may or may not be progressed with or without direct engagement from Ministers as appropriate.

13.4. There may be some topics that do not require engagement from the Forum and the COVID-19 Group will work with the co-Chairs to manage the Forum's expectations in regards to this.

14. Engagement with the Government COVID-19 response

14.1. The Forum will be meeting bi-weekly or monthly or on a frequency determined by the co-Chairs, supported by COVID-19 Group staff. These meetings may be in person or virtual as required. Agendas will be set in advance but may include topics relating to urgent or emerging issues or changes.

14.2. In addition to internal Forum meetings, it is proposed that the Forum meet monthly with you. The Forum will also invite the Prime Minister to these meetings.

14.3. You may wish to invite Ministers with supporting or specialist portfolios as required, for example, the Minister of Finance to these meetings dependent on the agenda. The COVID-19 Group will work with your office on the appropriate attendees for each meeting.

14.4. The Forum proposes to meet with the COVID-19 Ministerial Group periodically as required, to ensure engagement and views are provided through appropriate portfolios for various issues.

14.5. The Forum may also meet periodically with the COVID-19 Chief Executives Board to facilitate public and private sector engagement in key issues.

14.6. To facilitate useful engagement with the Forum, they will require some visibility of strategy, plans, and indicators of progress and outcomes across the COVID-19 response, and early sight of strategic conversations, for example, economic recovery plans, settings for border re-opening, and vaccination targets and sequencing.

15. Engagement outside of the Government's COVID-19 response

15.1. The Forum will engage with focus groups on industry- or topic-specific discussion areas, subject matter expertise as required.

16. Outputs and outcomes

16.1. The Forum will provide comment back to you directly on topics of interest as presented in the forward agenda or as generated by you. The Forum may provide written feedback or comment, depending on the complexity of the area and production of feedback.

16.2. The Forum will not operate in an advisory committee structure and will therefore not be working towards production of formal advice or consensus. Individual perspectives and insights will be provided as such.

16.3. Ministers Information and views provided by the Forum

16.4. A core assumption is that engagement with the Forum will result in improved outcomes for New Zealanders through engagement with the business community.

17. Support

17.1. The COVID-19 Group of DPMC will provide secretariat support to the Forum.

Next Steps

18. Next steps include:

18.1. Considering the meeting cadence for the Forum.

18.2. Establishment of the formal working relationship with the Forum via a discussion between yourself, Rob Fyfe, and Kirk Hope with support from the DPMC COVID-19 Group.

18.3. Agreement on ways of working and access to inputs for the Forum.

18.4. Booking of the first DPMC-supported Forum meeting.