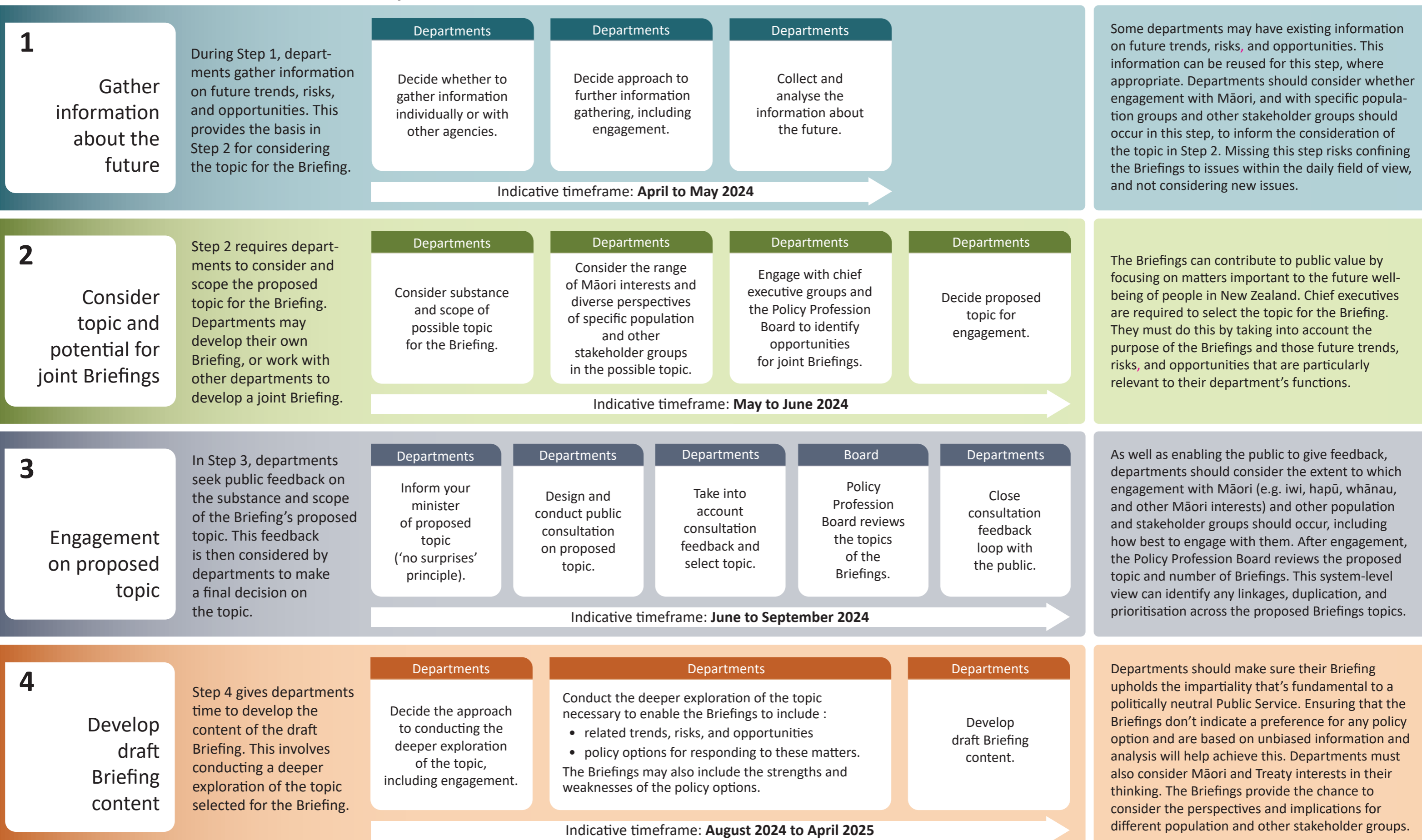


Long-term Insights Briefings: Overview of steps

This document sets out the process and indicative timeframe for departments to follow for the second Long-term Insights Briefing (Briefing). The exact timeframes for each step will vary depending on each department's approach. Each of the eight steps in the Briefing process consists of a number of key activities. For more details, see [Long-term Insights Briefings: Process guide](#).

Steps Key activities and who is involved



Long-term Insights Briefings: Overview of steps (continued)

5 Engagement on draft Briefing

In Step 5, departments consult with the public on the content of the draft Briefing. The feedback is then considered by departments, to make a final decision on the content of the Briefing.

Departments	Departments	Departments	Departments
Inform the appropriate minister of the draft Briefing's content ('no surprises principle').	Design and conduct public consultation on the draft Briefing.	Take into account consultation feedback and finalise the Briefing.	Close consultation feedback loop with the public.

Indicative timeframe: April to July 2025

Departments should also consider the extent to which engagement with Māori (including iwi, hapū, whānau, and other Māori interests) and population groups and other stakeholder groups should occur, including how best to engage with them. Making all information related to the Briefings publicly available (such as consultation feedback and significant data used to develop the Briefings and the methodologies applied) will help build trust and confidence.

6 Present final Briefing to the House

During Step 6, departments provide Briefing to the appropriate minister. The minister must then present the Briefing to the House of Representatives as soon as is practicable.

Departments	Minister	Departments
Provide the final Briefing to the appropriate minister.	Minister presents the Briefing to the House.	Promote awareness and understanding of the Briefing.

Indicative timeframe: June to July 2025

It's recommended that where possible, chief executives should produce the second Briefing in time for it to be presented to the House by 30 June 2025.

For the Briefings to better position New Zealand for the future, they need to enhance public debate and inform future decisions. Promoting awareness and understanding of the Briefings will help increase the likelihood of follow-on action.

7 Select committee examination

The purpose of Step 7 is to enable Parliamentary scrutiny of the Briefings. Select committees may conduct an examination into each Briefing and report their findings to the House of Representatives.

Select committee	Departments	Departments	Select committee
Select committee examines the Briefing.	Officials attend select committee examination of the Briefing if called, and brief their minister if asked to appear.	Officials inform their minister of matters that arise during the select committee examination ('no surprises' principle).	Select committee presents its findings to the House for debate.

Indicative timeframe: July to November 2025

The select committee examination may include hearing evidence from departments, asking ministers to appear, receiving public input, and seeking independent advice.

If called to attend the select committee's examination, officials should be clear that their attendance is in the exercise of a statutory duty independent of the minister. That is, they're not acting on behalf of their minister.

8 Conduct review activity

Step 8 promotes learning that can inform the next round of Briefings. It involves conducting some form of review to identify what worked well and what didn't, to identify improvements for the future.

Departments	Departments	Departments
Plan for review into the completed Briefing and process.	Conduct the review.	Disseminate the review findings.

Indicative timeframe: January to March 2026

Chief executives are required to develop a Briefing at least once every three years.

Lessons learned from the first round of Briefings have been incorporated into the guidance for the second round. Lessons learned from this round will also help refine the suite of guidance for the third round of Briefings.