**Template Form for an Oral Item Request**

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| *Instructions for using the form:* * *Select the entire form*
* *Copy the form*
* *Paste the form into the body of an email*
* *Fill in the form in the email*
* *Copy the email address* *cabpapers@dpmc.govt.nz* *into the “to” line of the email*
* *State in the email subject line if the item is for Cabinet or a Cabinet committee*
* *Send the email by the 10am Thursday deadline, if possible*

Note that oral items should be used by a Minister to brief or update Cabinet or a Cabinet committee on a matter of particular urgency, sensitivity, or significance, or to test preliminary support for a proposal. Oral items should not be used to seek decisions in lieu of submitting a Cabinet paper. |

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| *Oral Item Request* [SEEMAIL] |
| **Name and portfolio of Minister:** |  |
| **Confirm that Minister has requested item:** | Check box to confirm [ ]   |
| **Item for Cabinet or a Cabinet committee** | Choose a meeting |
| **Meeting date=** |  |
| **Subject** | Enter a title for the item |
| **Purpose (i.e. advise/update)** | Enter the purpose of the item (i.e. the Minister wishes to advise/update…) |
| **Further detail** | Enter further detail or other context, if applicable |
| **Supporting information** | Indicate whether any supporting information will be provided and when (e.g. A3s, briefing paper) |
| **Classification** | Choose a classification |
| **Minister’s office contact name and #** | Click here to enter text. |
| ***Write ‘Oral item request for [Cabinet or committee identifier]’ in the subject line and email this form to:*** cabpapers@dpmc.govt.nz |