[Security classification – minimum of In Confidence required]

Office of the Minister for X

Chair, Cabinet

# **Report on Overseas Travel: Hon Jenny Jones**

I recommend that Cabinet note this report on my travel to [cites, countries travelled] from [date left NZ] to [date returned to NZ] to [brief purpose of travel].

## **Report**

1. Explain the main reason for the travel, conferences or meetings attended at each destination, specific issues looked into, and the key achievements and outcomes of the travel.
2. Further paragraphs should discuss other significant events and/or key meetings attended, and the key achievements and outcomes of each.
3. If the Minister travelled to multiple destinations, explain each one separately, as above.

**Proactive release**

1. This section should include a statement on whether the Minister proposes to release the paper proactively in whole or in part, or to delay the release beyond 30 business days. Proactive release is subject to redaction as appropriate under the [Official Information Act 1982](http://www.legislation.govt.nz/act/public/1982/0156/latest/DLM64785.html). Refer to the [CabGuide page on proactive release for more information](https://www.dpmc.govt.nz/publications/proactive-release-cabinet-material). Note that there is no need to include a recommendation noting or seeking agreement to release a paper.

## **Recommendation**

I recommend that Cabinet note this report.

Authorised for lodgement

Hon Jenny Jones

Minister for X