***(Tracked change version)* Template Form for an Oral Item Request**

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| Oral items can be used by a Minister to brief or update Cabinet on a matter of particular urgency, sensitivity, or significance, or to test preliminary support for a proposal. They can also be used at Cabinet committees to provide a brief update on a significant work programme or issue. Oral items **should not** be used to seek decisions in lieu of submitting a Cabinet paper. If a Minister wants to bring an oral item to Cabinet or a Cabinet committee, then their office must email the below form to the Cabinet Office, with all sections filled out. Note that the information in this form will be provided to Cabinet or committee Ministers to give context about the nature and purpose of the item. Any additional supporting information (if required), such as a summary one-pager or A3 document, should also be provided to Cabinet Office with the oral item form when the request is made.*Instructions for using the form:* * *Select the entire form*
* *Copy the entire form*
* *Paste the entire 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*
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| *Oral Item Request* [SEEMAIL] |
| **Name and portfolio of Minister:** |  |
| **Confirm that Minister has requested this item:** | Check box to confirm [ ]   |
| **Is the item for Cabinet or a Cabinet committee?** | Choose a meeting |
| **Meeting date:** |  |
| **What is the subject of the item?** | Enter a title for the item |
| **What is the nature and purpose of the item?**  | Please provide a short summary (no more than 1 or 2 paragraphs) describing the nature and purpose of the oral item (i.e. the Minister wishes to advise/update…) |
| **Will any additional supporting information be provided to support the item?** | Indicate whether any supporting information will be provided, if required (e.g. A3s, briefing paper) |
| **Classification:** | Choose a classification |
| **Minister’s office contact name and number:** | Click here to enter text. |