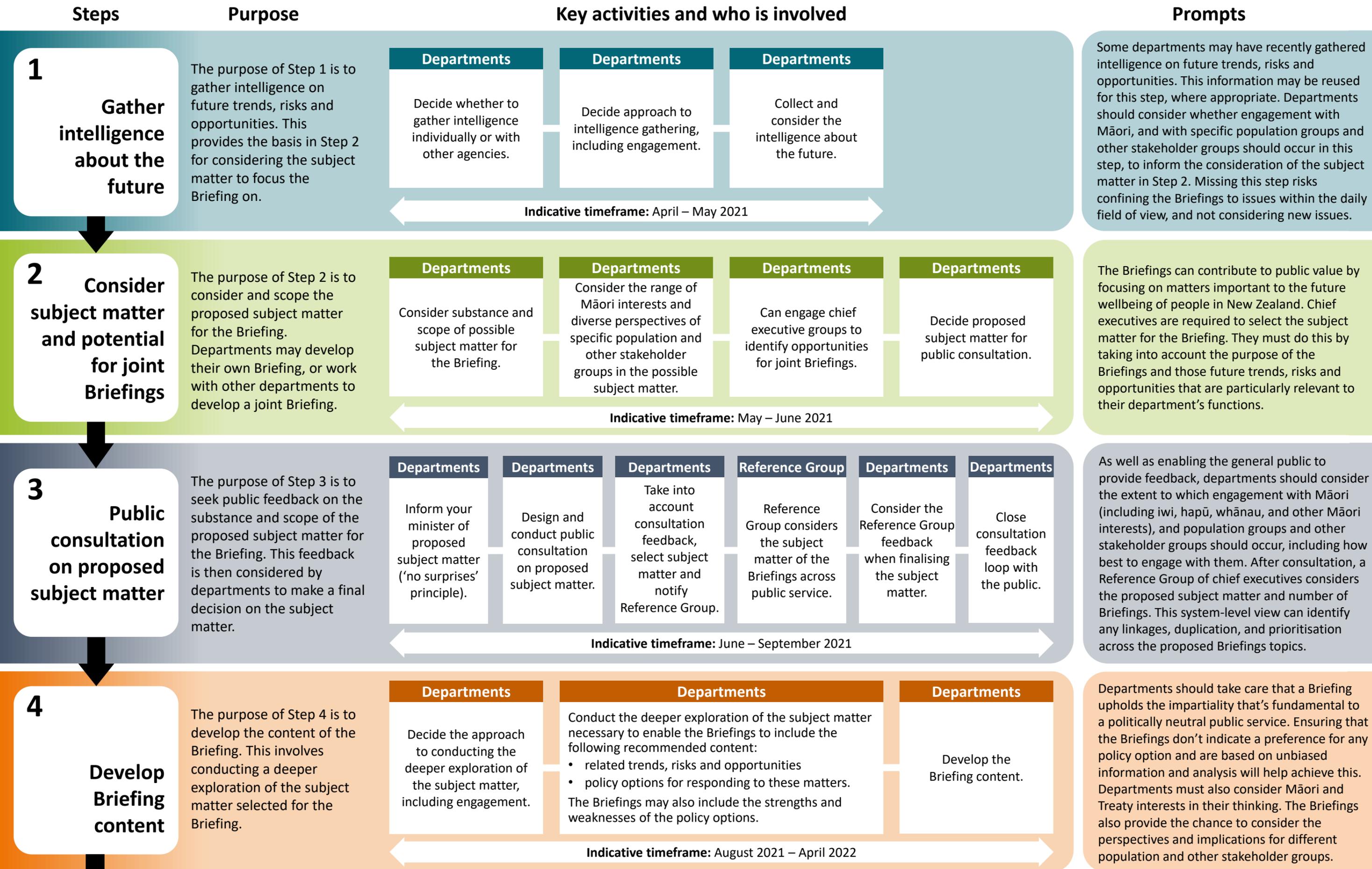


# LONG-TERM INSIGHTS BRIEFINGS: The high-level development process

This document sets out the process and indicative timeframe for departments to follow in developing a Long-term Insights Briefing (Briefing). The exact timeframes for each step will vary depending on the department's approach. Each of the eight high-level steps in the Briefing process consists of a number of key activities, as shown from left to right. The legend explaining terms used can be found at the bottom of page 2.



# LONG-TERM INSIGHTS BRIEFINGS: The high-level development process

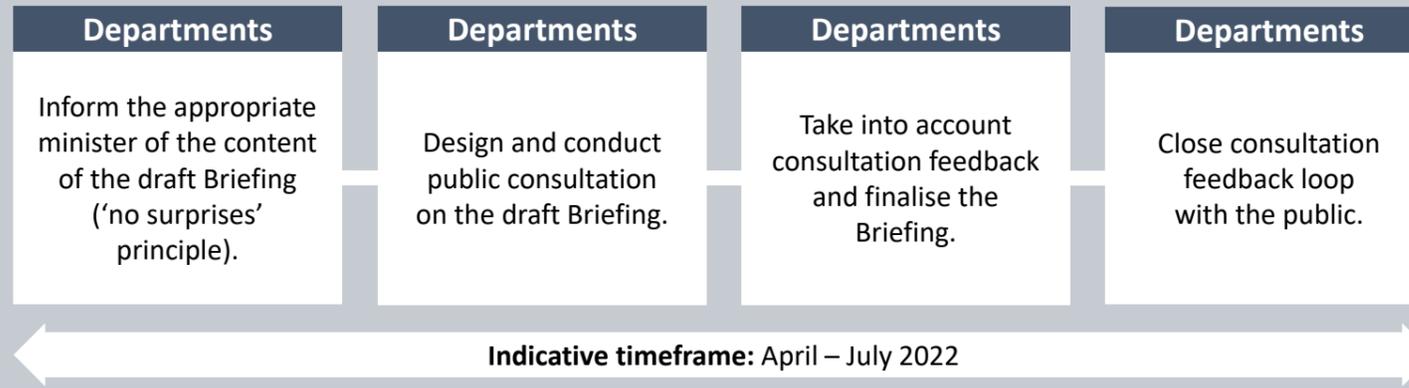
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## 5 Public consultation on the draft Briefing

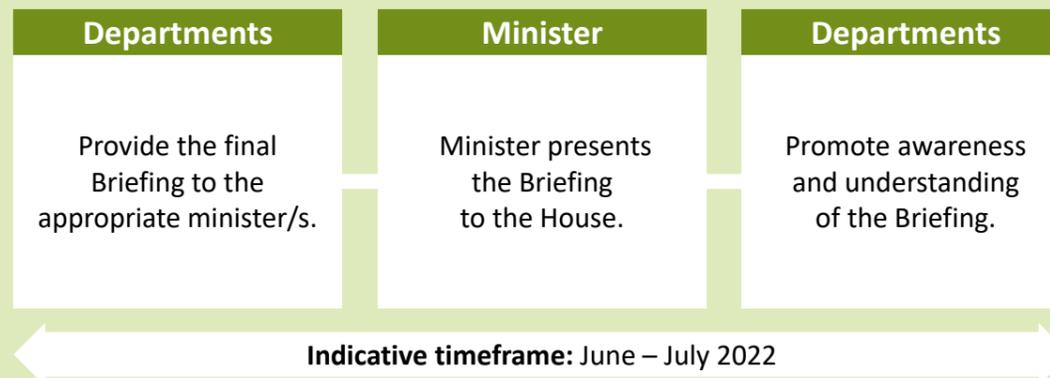
The purpose of Step 5 is to seek public feedback on the content of the draft Briefing. This feedback is then considered by departments, to make a final decision on the content of the Briefing.



As well as enabling the general public to provide feedback, departments should 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 Provide final Briefing to the appropriate minister/s

The purpose of Step 6 is for departments to provide the Briefing to the appropriate minister/s. The minister must then present the Briefing to the House of Representatives as soon as reasonably practicable.

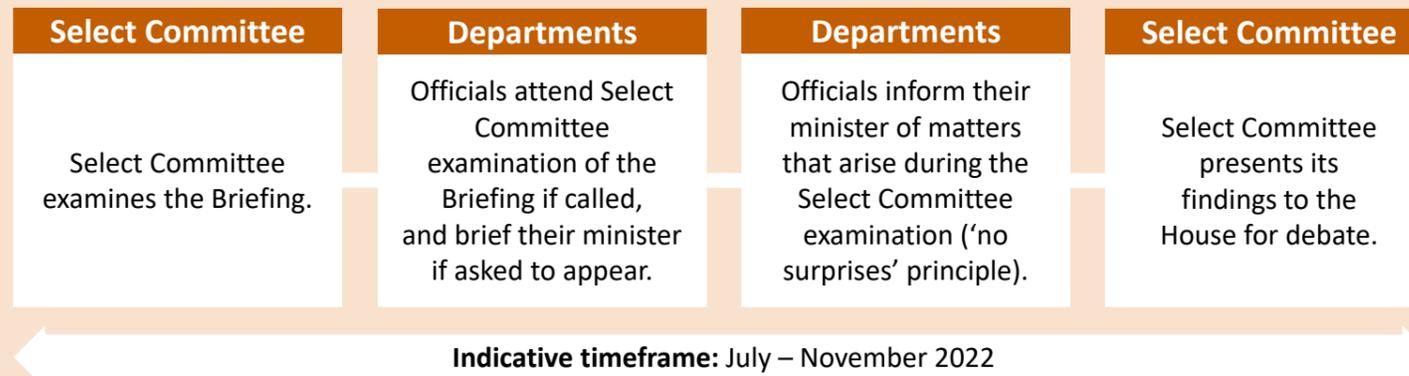


It's recommended that where possible, chief executives should produce the first Briefing in time for it to be presented to Parliament by 30 June 2022.

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

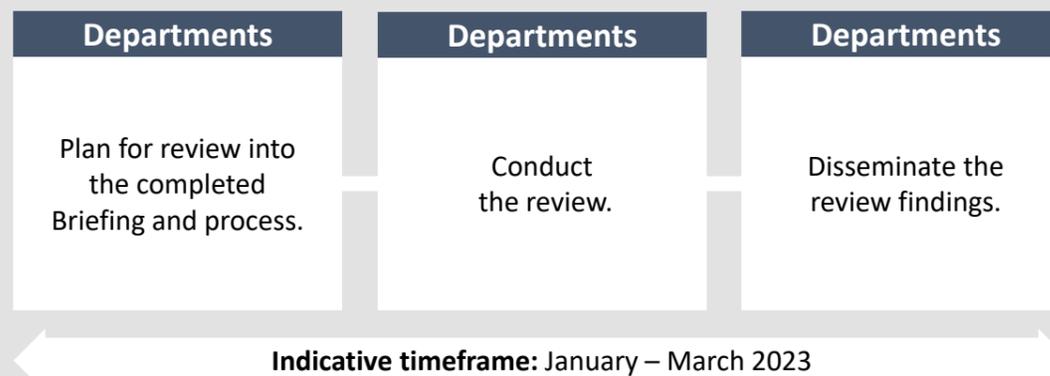
The purpose of Step 7 is to enable Parliamentary scrutiny of the Briefings. Select Committees may conduct an examination into each Briefing and report their findings to the House of Representatives.



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 are not acting on behalf of their minister.

## 8 Conduct review activity

The purpose of Step 8 is to promote 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.



Chief Executives are required to develop a Briefing at least once every three years. The Briefings are a new and untested instrument and process. There will be lessons learned from the first round of Briefings that inform and improve the next, including helping refine the contents of the suite of guidance.

### Legend

- **Joint Briefing** – refers to a Briefing developed by two or more chief executives which is relevant to each of their department's functions.
- **Chief executive group** – refers to the various existing formally endorsed groups of public service chief executives, relating to a sector or to other common interests.
- **Reference Group** – a group of chief executives, convened and chaired by the Head of the Policy Profession, which considers the subject matter and number of proposed Briefings across the public service.
- **Population group** – Some of the groups making up the New Zealand population include iwi Māori, Pacific peoples, other ethnically diverse groups, disabled people, women, rainbow communities, religious communities, rural communities, children and youth, and seniors. This is not meant to be an exhaustive list.