



Proactive Release

The following document has been proactively released by the Department of the Prime Minister and Cabinet, on behalf of Rt Hon Jacinda Ardern, Prime Minister:

Finalising the Appointment of the Prime Minister's COVID-19 Recovery and Rebuild Advisors

Some parts of this information release would not be appropriate to release and, if requested, would be withheld under the Official Information Act 1982 (the Act). Where this is the case, the relevant section of the Act that would apply has been identified. Where information has been withheld, no public interest has been identified that would outweigh the reasons for withholding it.

Key to redaction code:

- 9(2)(a), to protect the privacy of individuals,
- 9(2)(f)(iv), to maintain the confidentiality of advice tendered by or to Ministers and officials, and
- 9(2)(g)(i), to maintain the effective conduct of public affairs through the free and frank expression of opinion.



Briefing

FINALISING THE APPOINTMENT OF THE PRIME MINISTER'S COVID-19 RECOVERY AND REBUILD ADVISORS

To: Rt Hon Jacinda Ardern
Prime Minister

Date	15/07/2020	Priority	Medium
Deadline	17/07/2020	Briefing Number	DPMC-2020/21-11

Purpose

1. To finalise your appointment of 9(2)(a) and Rob Fyfe as advisors to the Government on COVID-19 Recovery and Rebuild, this briefing provides:
 - a) Letters of appointment for your signature (Attachment 1).
 - b) A Terms of Reference for your approval (Attachment 2).
 - c) A letter to the Minister of Finance seeking agreement to an increase in appropriations (Attachment 3).

Recommendations

1. **Note** the information in this briefing on the approach to appointing 9(2)(a) and Rob Fyfe as advisors to the Government on COVID-19 Recovery and Rebuild **YES / NO**
2. **Sign** the attached letters of appointment for 9(2)(a) and Mr Fyfe (Attachment 1) **YES / NO**
3. **Approve** the finalised Terms of Reference for the Advisor role **YES / NO**
4. **Note** that on 8 June 2020, the Cabinet Business Committee, "authorised the Prime Minister and Minister of Finance to agree any increase in appropriations required to fund [the Prime Minister's Recovery and Rebuild] Taskforce remuneration and secretariat costs, up to a total of \$200,000 in 2020/21 only" [CBC-20-MIN-0064 refers]. **YES / NO**

5. **Sign** the letter at Attachment A seeking an increase of \$200,000 to the *Policy Advice and Support Services* appropriation in Vote Prime Minister and Cabinet for 2020/21, and forward it to the Minister of Finance. **YES / NO**
6. **Confirm** that, given the proximity of the General Election, you do not intend 9(2)(a) and Mr Fyfe to act as 'policy ambassadors' over the next few months. **YES / NO**

Paul O'Connell
Director, Strategy Unit
Department of the Prime Minister and Cabinet

...../...../2020

Rt Hon Jacinda Ardern
Prime Minister

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Contact for telephone discussion if required:

Name	Position	Telephone	1st contact
Paul O'Connell	Director, Strategy Unit	NA	9(2)(a) ✓
Katrina Quickenden	Advisor, Strategy Unit	9(2)(a)	9(2)(a)

Minister's office comments:

- Noted
- Seen
- Approved
- Needs change
- Withdrawn
- Not seen by Minister
- Overtaken by events
- Referred to

FINALISING THE APPOINTMENT OF THE PRIME MINISTER'S COVID-19 RECOVERY AND REBUILD ADVISORS

Purpose

2. To finalise your appointment of 9(2)(a) and Rob Fyfe as advisors to the Government on COVID-19 Recovery and Rebuild, this briefing provides:
 - a) Letters of appointment for your signature (Attachment 1).
 - b) A finalised Terms of Reference for your approval (Attachment 2).
 - c) A letter to the Minister of Finance seeking agreement to an increase in appropriations for your signature (Attachment 3).

Background

3. On 8 June, Cabinet Business Committee noted your intention to review the membership of the Business Advisory Council and re-establish it as the Prime Minister's Recovery and Rebuild Taskforce. It also authorised you to agree funding for remuneration of members and secretariat costs with the Minister of Finance [CBC-20-MIN-0064 refers].
4. On 19 June 2020, you indicated that you wanted individual members to be available for expert discussion and advice, rather than establishing a large group that would meet regularly [DPMC-2019/20-998 refers].

Role for Rebuild and Recovery Advisors and DPMC Secretariat

5. Following your meeting with 9(2)(a) and Rob Fyfe on 7 July 2020 in Auckland [DPMC-2019/20-1056 refers], we understand that the proposed role for them is to:
 - a) Engage with policy leaders to understand their work programmes in key areas as agreed with the Prime Minister, and engage with selected business advisory groups to understand their perspectives of the strengths and weaknesses of current approaches.
 - b) Based on this engagement, provide the Prime Minister with confidential feedback on current approaches and advice on changes that could be made to benefit New Zealand.
 - c) Identify and bring together groups of business people for the Prime Minister to meet with to gain the best possible first hand insights and connections to help inform and shape the Prime Minister's views.
 - d) Act as a sounding board for the Prime Minister to call when she has issues on which she wishes to seek their views.
 - e) Act as a conduit through which existing forums and business organisations can provide their views.
6. Key areas that were discussed as opportunities at the meeting were:

- a) 9(2)(f)(iv)
- b)
- c)

7. The output produced from the role outlined above could take the form of strategy notes to you. The Strategy Unit will produce brief, issue specific, strategy notes on issues discussed by 9(2)(a) and Mr Fyfe, as they engage with stakeholders.
8. The purpose of these notes will be to take the information gleaned from stakeholder engagements and to put them in an accessible and policy-grounded context. These notes will need to ensure key messages from stakeholders are accurately and fully conveyed, but add to this information by answering the “so what?” question from a policy perspective.
9. Notes would be reviewed by 9(2)(a) and Mr Fyfe and will clearly set out their views, but will remain the product of the Strategy Unit. The topics to be covered will be driven by the nature of the discussions undertaken by 9(2)(a) and Mr Fyfe, but could also include advice on some of the key areas discussed on 7 July.
10. On 10 July 9(2)(a) and Mr Fyfe provided an email summary of their view of the approach to your office. 9(2)(g)(i)

Administrative arrangements

11. We understand that you will be available to be involved until the House rises in early August, but that your availability will be limited after that point. We also understand that you would like 9(2)(a) and Mr Fyfe to continue with their work until the election, with further decisions about next steps to be made after Government formation.
12. 9(2)(a) and Mr Fyfe will be engaged by the Department of the Prime Minister and Cabinet, at a daily rate of \$865 (reflecting Group 4, Level 1 under the Cabinet Fees Framework), and any actual and reasonable expenses (for example, for travel) will also be met. DPMC will make these arrangements with 9(2)(a) and Mr Fyfe once letters of appointment have been sent and final legal review has been undertaken.

Financial Implications

13. We have developed a high level costing based on the following assumptions:
 - a) 9(2)(a) and Mr Fyfe would undertake up to 80 days' work over the full contracted period (20 July 2020 to 26 February 2021).

- b) Travel and incidental expenses of up to \$500 per person per week, for both 9(2)(a) and Mr Fyfe and two Secretariat members, capped at no more than \$12,500 for the period of the contract.
 - c) There will be up to four weeks when no work or engagement is likely (due to the Christmas/New Year and election periods).
14. This is approximately \$190,000. This is within the \$200,000 increase in appropriations for 2020/21 that you are authorised to agree with the Minister of Finance.

Consultation

15. Treasury has been consulted on the relevant financial recommendations.

Next steps

16. Attached for your signature and approval, enabling arrangements to be finalised are:
- a) Letters of appointment and a Terms for Reference reflecting the approach set out in this briefing.
 - b) A letter seeking the Minister of Finance's agreement to draw down funding.

Attachments:	Title
Attachment 1:	Letters of Appointment
Attachment 2:	Terms of Reference
Attachment 3:	Letter to the Minister of Finance

Prime Minister's Advisor(s) on Recovery and Rebuild

Terms of Reference

Background

1. As New Zealand emerges from the immediate health-related response to COVID-19 it needs to increasingly focus on enabling and catalysing economic recovery and rebuild. 9(2)(f)(iv)

Purpose

2. The purpose of your role as an Advisor is to provide advice to the Prime Minister on significant aspects of the Government's Recovery and Rebuild plan for New Zealand. In particular, you will:
 - a. Engage with policy leaders to understand their work programmes in key areas as agreed with the Prime Minister, and engage with selected business advisory groups to understand their perspectives of the strengths and weaknesses of current approaches.
 - b. Based on this engagement, provide the Prime Minister with confidential feedback on current approaches and advice on changes that could be made to benefit New Zealand.
 - c. Identify and bring together groups of business people for the Prime Minister to meet with to gain the best possible first hand insights and connections to help inform and shape the Prime Minister's views.
 - d. Act as a sounding board for the Prime Minister to call when she has issues on which she wishes to seek their views.
 - e. Act as a conduit through which existing forums and business organisations can provide their views.

Conditions of appointment

3. Advisor(s) will be invited to participate on the basis of their breadth and depth of economic, business, and public policy experience and networks. Advisors are appointed or removed at the discretion of the Prime Minister. An advisor may resign from their role by informing the Prime Minister in writing.
4. The position is remunerated as a "Group 4, Level 1" entity within the Cabinet Fees Framework.
5. The Terms of Reference may be reviewed periodically by the Prime Minister in consultation with appointed Advisor(s).

Operation

6. Advisor(s) will be available for a period of eight months (until February 26 2021). The Prime Minister will make a decision after the election about when to reconvene with the appointed advisors.
7. The Secretariat will be provided by the Department of Prime Minister and Cabinet, Strategy Unit.

8. The Secretariat will produce periodic strategy notes on issues discussed by the Advisor(s). Advisor(s) will review and provide feedback to the Secretariat on these notes.

Media and public forums

9. Advisor(s) will likely participate in various business and community forums, and may be asked in such situations to make informal comment about their work as Advisor(s). When speaking about their role, Advisor(s) are expected to limit their comments to information already in the public domain, or to any agreed key messages. Unless undertaking an approved official communication, Advisor(s) must refrain from representing the Government's views, or being perceived as doing so.
10. It is recognised that Advisor(s) will hold other roles, and may make public statements freely, including about Government policy, in those capacities.

11. Advisor(s) will ensure that the Prime Minister is advised ahead of any official communications.

Confidentiality and information

12. Advisor(s) should assume that all information presented to the group, whether written or in oral form, is confidential and may not be made public, unless otherwise advised.
13. If there is a desire to share information broadly, for example, to support Advisor(s) in reaching out to their peers to assist in the development of advice, the secretariat will seek agreement from those who supplied the information.
14. The work of appointed Advisor(s) is subject to the Official Information Act and Public Records Act (along with other legislation). Decisions on the release of information under the Official Information Act will be made by the secretariat in consultation with the Advisor(s) and Office of the Prime Minister.

Conflicts of interest

15. Advisor(s) are expected to declare any conflicts of interest as soon as possible, and the Secretariat will be responsible for ensuring appropriate management of specific conflicts of interest that may arise for Advisor(s) in relation to their role.

9(2)(f)(iv)

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9(2)(f)(iv)

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Grant Robertson
Minister of Finance
Parliament Buildings
WELLINGTON

Dear Grant

Funding of the Prime Minister's Recovery and Rebuild Advisors

As New Zealand emerges from the immediate health-related response to COVID-19 it needs to increasingly focus on enabling and catalysing economic recovery and rebuild.

For this reason, and as discussed at the Cabinet Business Committee on 8 June 2020, I am repurposing the Business Advisory Council and intend to appoint Recovery and Rebuild Advisors to provide advice on significant aspects of the Government's Recovery and Rebuild plan for New Zealand. In particular, they will:

- Engage with policy leaders to understand their work programmes in key areas as agreed with me, and engage with selected business advisory groups to understand their perspectives of the strengths and weaknesses of current approaches.
- Based on this engagement, provide me with confidential feedback on current approaches and advice on changes that could be made to benefit New Zealand.
- Identify and bring together groups of business people for me to meet with to gain the best possible first hand insights and connections to help inform and shape my views.
- Act as a sounding board for me to call on particular issues.
- Act as a conduit through which existing forums and business organisations can provide their views.

On 8 June the Cabinet Business Committee, having been authorised by Cabinet to have Power to Act "authorised the Prime Minister and Minister of Finance to agree any increase in appropriations required to fund [the Prime Minister's Recovery and Rebuild] Taskforce remuneration and secretariat costs, up to a total of \$200,000 in 2020/21 only" [CBC-20-MIN-0064 refers].

I therefore recommend that we:

1 **approve** the following changes to appropriations to give effect to the policy decision in recommendation 1 above, with a corresponding impact on the operating balance and net core Crown debt:

Vote Prime Minister and Cabinet Prime Minister	\$m – increase/(decrease)				
	2019/20	2020/21	2021/22	2022/23	2023/24 & Outyears
Multi-Category Expenses and Capital Expenditure: Policy Advice and Support Services MCA Departmental Output Expense: Policy Advice – Prime Minister and Cabinet (funded by revenue Crown)		0.200			
Total Operating		0.200			

2 **agree** that the proposed changes to appropriations for 2020/21 above be included in the 2020/21 Supplementary Estimates and that, in the interim, the increases be met from Imprest Supply;

3 **agree** that the expenses incurred under recommendation 2 above be charged against the Prime Minister’s Emerging Priorities Contingency for 2020/21.

Rt Hon Jacinda Ardern
Prime Minister

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Hon Grant Robertson
Minister of Finance

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