



28 September 2022



Ref: OIA-2022/23-0006

Dear 

Official Information Act request relating to agendas and minutes of meetings held by the Cyber Security Advisory Committee

Thank you for your Official Information Act 1982 (the Act) request transferred from Hon Dr David Clark to the Department of the Prime Minister and Cabinet (DPMC) received on 4 August 2022. The part transferred to DPMC request:

- *All Agendas and minutes of meeting held by the Cyber Security Advisory Committee to 1 August 2022*

The time frame for responding to your request was extended under section 15A of the Act by 20 working days to allow for further consultations to take place before a decision could be made on the request. Following this extension, I am now in a position to respond.

Please find enclosed the agendas for the Cyber Security Advisory Committee for the period 20 December 2021 – 25 July 2022, subject to information being withheld as noted. The relevant grounds under which information has been withheld are as follows:

- section 9(2)(a), to protect the privacy of individuals, and
- section 9(2)(f)(iv), to maintain the confidentiality of advice tendered by or to Ministers and officials.

The requested minutes for the Cyber Security Advisory Committee for the period 20 December 2021 – 25 July 2022 are withheld in full. The relevant grounds under which information has been withheld are as follows:

- section 9(2)(a), to protect the privacy of individuals,
- section 9(2)(b)(ii), to prevent damage to the public interest, where information was provided in confidence,
- section 9(2)(b)(i), to protect the supply of similar information in the future, where information was provided in confidence,
- section 9(2)(f)(iv), to maintain the confidentiality of advice tendered by or to Ministers and officials, and
- section 9(2)(g)(i), to maintain the effective conduct of public affairs through the free and frank expression of opinion.

In making my decision, I have taken the public interest considerations in section 9(1) of the Act into account.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on DPMC's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely



Tony Lynch
Deputy Chief Executive
National Security Group

Cyber Security Advisory Committee - establishment meeting agenda

Date/Time	20 December, 3.30pm – 6.00pm
Venue	MS Teams
Chair	Mike O'Donnell (MOD)
CSAC Members <i>(to be confirmed by APH on 15 December)</i>	Sheridan Broadbent Vanessa Clark Jon Duffy Steve Honiss Victoria MacLennan Hamish Rumbold Mandy Simpson
Ministers	Hon Dr David Clark, Minister for the Digital Economy and Communications Hon Andrew Little, Minister Responsible for the Government Communications Security Bureau
Participating officials	Governance group senior officials (DPMC, MBIE, DIA, GCSB, Police) CSAC Secretariat
Apologies	

Item	Topic	Time	Lead
1	Welcome and apologies (5 mins)	3.30pm	MOD/DPMC
2	Round the table self intro of CSAC members and key officials (10 mins)	3.35pm	MOD/CSAC/DPMC
3	Overview from officials on current context for cyber security in Aotearoa and snapshot of government work relevant to the CSAC TOR (40 mins).	3.45pm	Senior officials
4	Initial thoughts on sizing and delivering the four TOR outcomes across the next six months - specifically providing advice on: <ul style="list-style-type: none"> - lifting private sector CS capability in NZ - recommending a scalable cyber security framework for NZ - assessing customer orientation of Govt agencies - establishing a permanent cyber security collaboration forum 	4.25 pm	CSAC Members
5	Discussion with Ministers Clark and Little on initial thoughts/next steps (45 mins) <i>Ministers Clark and Little are scheduled to attend from 5.00pm.</i>	5.00pm	MOD/DPMC

6	Next steps, covering (10 mins): <ul style="list-style-type: none">- drafting of workplan including working cadence- meeting calendar- engagement with Ministers/officials- admin/secretariat support of CSAC	5.45pm	CSAC/DPMC
7	Any other business + close (5 mins)	5.55pm	All

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Cyber Security Advisory Committee – Agenda 13 Jan '22

Date/Time	13 January, 10am – 2 pm
Venue	MBIE Stout St Wellington
CSAC Attendees	Mike O'Donnell (MOD) Sheridan Broadbent Vanessa Clark Jon Duffy Steve Honiss Victoria MacLennan Mandy Simpson Hamish Rumbold (via Video)
Officials attending	s9(2)(a)

Item	Topic	Time	Lead
1	Welcome and grab coffee	10am	All
2	Committee only time	10:05	MOD
3	Bucketing up the CSAC terms of reference and allocating work across CSAC members for delivering on TOR – splitting 8 members across 3 workplans.	10:15	MOD + Members
4	Scoping/brainstorming the workplan for CSAC advice on lifting private sector CS capability in NZ.	10:30	All members
5	s9(2)(g)(i)	11:15	All
	Bio Break – Grab MBIE Sandwiches	Noon	All
6	Getting ready to proceed with customer orientation survey – approving final draft of questions and commencing surveying.	12:15	All
7	Timing of recommendations for establishing a permanent cyber security collaboration forum.	1:00	All
8	Fleshing out the timeline for the next six months and timing of next meeting	1:30	All
9	Any other business	1:50	All
10	Meeting finish – head home	2pm	All

Cyber Security Advisory Committee – Agenda 28 Jan '22

Date/Time	28 January, 2:00pm – 4:15pm
Venue	Microsoft Teams Meeting (Virtual)
CSAC Attendees	<p>Mike O'Donnell (MOD) Sheridan Broadbent Vanessa Clark Jon Duffy Steve Honiss Victoria MacLennan Mandy Simpson Hamish Rumbold</p>
Officials attending	s9(2)(a) [redacted] s9(2)(a) [redacted]

Item	Topic	Time	Lead
1	Committee only time	2:00pm	
2	CSAC Data Collection - Procedure around confidentiality and data	2:10pm	s9(2)(a) [redacted]
3	Customer Orientation Survey update and discussion with group	2:30pm	MOD + Members
4	Capability and resilience update and discussion with group	2:50pm	Mandy + Members
5	Bio Break	3:10pm	
	Cyber Security Framework update and discussion with group	3:20pm	Sheridan + Members
6	General business	3:40pm	
7	Looking ahead	4:00pm	
8	Wrap	4:15pm	

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Cyber Security Advisory Committee – Agenda 16 Feb '22

Date/Time	16 February, 11:30am – 3:00pm
Venue	Room G.05, 15 Stout Street / Microsoft Teams Meeting
CSAC Attendees	Mike O'Donnell (MOD) - Chair Sheridan Broadbent (Virtual) Vanessa Clark (Virtual) Jon Duffy (Virtual) Steve Honiss Victoria MacLennan (Virtual) Mandy Simpson (Virtual) Hamish Rumbold (Virtual)
Secretariat & Support	s9(2)(a) [REDACTED] s9(2)(a) [REDACTED] s9(2)(a) [REDACTED]
Officials attending	Ministers only

Item	Topic	Time	Lead
1	Committee only time	11:30am	Chair
2	Workstream findings & initial recommendations	11:45am	MOD/ Sheridan/Vic
3	Ministers Little and Clark – Update on progress	12:30pm	Chair
4	Working Lunch and Workstream findings & initial recommendations (cont.)	1:00pm	All CSAC
5	s9(2)(g)(i) [REDACTED]	1:50	Chair
6	Wrap up and next steps around group critique + completing survey	2:05	Chair
7	Guest Speaker – Liz MacPherson from OPC (Virtual)	2:15 / 2:45	Liz

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Cyber Security Advisory Committee – Agenda

Date/Time	2 nd March, 11:00am – 2:00pm
Venue	Virtual - Microsoft Teams Meeting
CSAC Members and Attendees	<ul style="list-style-type: none"> • Mike O'Donnell (MOD) – Chair • Sheridan Broadbent • Vanessa Clark • Jon Duffy • Steve Honiss • Victoria MacLennan • Hamish Rumbold • Mandy Simpson
Secretariat & Support	<ul style="list-style-type: none"> • s9(2)(a) [redacted], Programme Lead (MBIE) • s9(2)(a) [redacted], Senior Policy Advisor (DPMC) • s9(2)(a) [redacted], Programme Coordinator (MBIE)
Officials attending	N/A

Item	Topic	Time	Lead
1	Committee only time	11:00am	Chair
2	Workstream 1 (capability) – Review and Recommendations	11:15 am	Mandy
3	Bio Break / grab food	12:00pm	Chair
4	Workstream 2 (framework) – Review and Recommendations	12:15pm	Sheridan
5	Workstream 3 (customer) – Survey progress & Review and Recommendations	1:00pm	MOD
6	Preamble Paper - Review	1:45	Chair
7	Wrap up and next steps	1:55	Chair

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Cyber Security Advisory Committee – Agenda

Date/Time	15 th March, 1:30pm – 3:30pm
Venue	Virtual - Microsoft Teams Meeting
CSAC Members and Attendees	<ul style="list-style-type: none"> • Mike O'Donnell (MOD) – Chair • Sheridan Broadbent • Vanessa Clark • Jon Duffy • Steve Honiss • Victoria MacLennan • Hamish Rumbold
Secretariat & Support	<ul style="list-style-type: none"> • s9(2)(a) [redacted], Programme Lead (MBIE) • s9(2)(a) [redacted], Senior Policy Advisor (DPMC) • s9(2)(a) [redacted], Programme Coordinator (MBIE) • s9(2)(a) [redacted], The Research Company (TRA), 2:00 to 2:30 pm
Apologies	Mandy Simpson Jon Duffy

Item	Topic	Time	Lead
1	Committee only time	1:30pm	Chair
	Final review of Report	1:40 pm	Chair/All
	Survey – The Research Company – Summary of findings	2:00pm	s9(2)(a) (TRA)
2	Final review of Report (Cont.)	2:30pm	Chair / All
3	Agreement of Recommendations	3:15pm	Chair / All
7	Wrap up and next steps	3:25pm	Chair

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Cyber Security Advisory Committee – Agenda

Date/Time	11 th April, 11:00am – 1:00pm (<i>note the shortened time</i>)
Venue	MBIE Building Stout Street Wellington MS Team Meeting
CSAC Members and Attendees	<ul style="list-style-type: none"> • Mike O'Donnell (MOD) – Chair • Sheridan Broadbent • Vanessa Clark • Jon Duffy • Steve Honiss • Victoria MacLennan • Hamish Rumbold • Mandy Simpson
Secretariat & Support	<ul style="list-style-type: none"> • s9(2)(a) [redacted], Programme Lead (MBIE) • s9(2)(a) [redacted], Senior Policy Advisor (DPMC) • s9(2)(a) [redacted], Programme Coordinator (MBIE)
Apologies	N/A

Item	Topic	Time	Lead
1	Committee only time	11:00 am	Chair
2	Housekeeping – update on various activities	11:10 am	Chair
3	CSAC members views/approach on collaboration forum (5-10 minutes each)	11:20 pm	Chair / All
4	Bio break / Lunch	12:00 pm	All
5	Cont. Approach to collaboration forum & summary	12:15 pm	Chair / All
6	Wrap up and next steps	12:50 pm	Chair

Reference email for agenda item 3 & 5

Out of Scope



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Cyber Security Advisory Committee – Agenda 2nd May '22

Date/Time	2 nd May, 11:00am – 1:00pm
Venue	Microsoft Teams Meeting / MBIE Stout G.3
CSAC Attendees	Mike O'Donnell (MOD) - Chair Sheridan Broadbent Vanessa Clark Jon Duffy Steve Honiss Victoria MacLennan Hamish Rumbold
Secretariat & Support	s9(2)(a) [REDACTED] s9(2)(a) [REDACTED] s9(2)(a) [REDACTED]
Apologies	Sheridan Broadbent

Item	Topic	Time	Lead
1	Committee only time	11:00am	Chair
2	Collaboration Forum – Review/feedback of draft paper	11:10am	Chair/All
3	Bio break / Lunch	12:00pm	All
5	Potential non-TOR Cyber issues for Ministers	12:15pm	Chair/All
6	Wrap up and next steps	12:45pm	Chair
7	Finish	1:00	

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Cyber Security Advisory Committee – Agenda 1st June '22

Date/Time	1 st June, 2:00pm – 4:00pm
Venue	Microsoft Teams Meeting / MBIE Stout G.14
CSAC Attendees	Mike O'Donnell (MOD) - Chair Sheridan Broadbent Vanessa Clark Jon Duffy Steve Honiss Victoria MacLennan Hamish Rumbold
Secretariat & Support	s9(2)(a) [REDACTED] s9(2)(a) [REDACTED] s9(2)(a) [REDACTED]
Apologies	

Item	Topic	Time	Lead
1	Committee only time	2:00	Chair/ members
2	Minister feedback/advice on TOR4 / 'Magnus Opus'	2.10	Chair / All
3	Initial Skeleton/Additional issues/other content of paper	2:25	All
5	Bio break (if needed)	3:00	All
6	Wrap up and next steps + future meetings	3:50	Chair
7	Finish	4:00	Chair
8.	Garage project tap room: 7 Marion Street. Te Aro	5:00	All
	Cinderella – Dinner 278 Willis Street, Te Aro, Wellington	6:30	

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Cyber Security Advisory Committee – Agenda 11th July 22

Date/Time	11 th July, 10:00 am – 1:00 pm
Venue	Microsoft Teams Meeting / MBIE Stout G.03
CSAC Attendees	Mike O'Donnell (MOD) - Chair Sheridan Broadbent Vanessa Clark Jon Duffy Steve Honiss Victoria MacLennan Hamish Rumbold
Officials	Halia Haddad, Manager, National Cyber Policy Office, DPMC s9(2)(a), Principal Policy Advisor, National Cyber Policy Office, DPMC
Secretariat & Support	s9(2)(a) s9(2)(a) s9(2)(a)
Apologies	Vanessa Clark Hamish Rumbold

Item	Topic	Time	Lead
1	Committee only time	10:00	Chair
2	s9(2)(f)(iv)	10.15	Halia/s9(2)(a)
3	CSAC Feedback and Questions	11:00	All Halia/s9(2)(a)
5	Lunch /Bio break (if needed)	12:00	All
	CSAC Feedback and Questions (Cont.)	12:15	All Halia/s9(2)(a)
6	Wrap up and next steps	12:50	Chair
7	Finish	1:00	Chair

Next Meetings:

- Monday 25 July – Workshop
- Monday 15 August – Workshop
- Monday 29 August – Check in meeting (Online)
- Tuesday 13 September – Check in Meeting (Online)
- Wednesday 28 September – Workshop
- Tuesday 11 October - Workshop

Cyber Security Advisory Committee – Agenda 25th July 22

Date/Time	25 th July, 3:00 pm – 5:00 pm
Venue	Microsoft Teams Meeting / MBIE Stout G.01
CSAC Members	Mike O'Donnell (MOD) - Chair Sheridan Broadbent (Virtual) Vanessa Clark Jon Duffy Steve Honiss (Virtual) Victoria MacLennan Hamish Rumbold
Officials	Halia Haddad, Manager, National Cyber Policy Office, DPMC s9(2)(a), Principal Policy Advisor, National Cyber Policy Office, DPMC
Secretariat & Support	s9(2)(a) s9(2)(a) s9(2)(a) s9(2)(a) (MBIE Service Design Lead)
Apologies	Hamish Rumbold Vanessa Clark

Item	Topic	Time	Lead
1	Committee only time	3:00	Chair
2	Review CSAC final draft response to Cyber Security in the Broader Economy Cabinet Paper	3.10	Chair/CSAC
3	s9(2)(f)(iv), s9(2)(g)(i)	3:30	CSAC with support from Halia s9(2)(a)
5	Wrap up and next steps	4:50	Chair
7	Finish	5:00	

Next Meetings:

- Monday 15 August – Workshop
- Monday 29 August – Check in meeting (Online)
- Tuesday 13 September – Check in Meeting (Online)
- Wednesday 28 September – Workshop
- Tuesday 11 October - Workshop