

# Meeting minutes

## First digital advisory group meeting

<b>Date and time of meeting</b>	19 March 2018; 8:30am-10:30am
<b>Location</b>	Department of Internal Affairs, 45 Pipitea Street
<b>Attendees - Members</b>	Frances Valintine, Potaua Biasiny-Tule, Jordan Carter, Kaila Colbin, Brenda Leeuwenberg, Victoria MacLennan, Rohan MacMahon, Chris O'Connell,
<b>Attendees - other</b>	Kim Connolly-Stone, Graeme Osborne, Josh Hercus, Bruce Donaldson, Secretariat – MBIE and DIA
<b>Apologies</b>	
<b>Chair</b>	Hon Clare Curran

### Item

#### 1. Welcome remarks from the Minister

- 1.1. The Minister provided context for the group's formation and purpose, and emphasised the urgent attention required to address digital divides. The Minister also outlined the equally important need for the Group to explore how to make ICT the 2<sup>nd</sup> biggest contributor to the economy by 2025.

#### 2. Introductions and emerging issues

- 2.1. The group introduced themselves and spoke about their views on digital divides, the productivity and societal benefits that can be achieved through the harnessing of new digital technologies, and how to positively engage key stakeholders and demographics in addressing these issues. They agreed the voice coming out of the meetings should be positive and optimistic, as this is a story about opportunity.

#### 3. Importance of finding a Chief Technology Officer for New Zealand

- 3.1. The group discussed the Chief Technology Officer role and what traits and skills an ideal candidate would have, and the possibility of redefining the role so the fundamental skills and abilities needed to undertake the role are clearer to potential applicants.

#### 4. Appointing the remaining members of the group

- 4.1. The group discussed what they should be looking for when shortlisting/selecting the remaining members of the group. They identified diversity as an essential component in getting the most out of the group, so the remaining members should fill any gaps that there might be in the group's composition.

#### 5. Wrap-up and hand-over to incoming Chair

- 5.1. Hon Clare Curran handed over to Frances Valintine to Chair the remainder of the meeting.

5.2. The group discussed the channels they would like to use to communicate and work with each other, and the logistics of their next actions.

## 6. Date of next meeting

6.1. The next meeting will be on 3 April 2018 via *Zoom* (video-conference)

## Close of meeting

## Summary of action points

Item	Action	Owner	Due date
1.	Distribute full list of 318 applicants in excel to the members of the group.	Secretariat	20 March 2018
2.	Send out original job description and terms of reference for Chief Technology Officer, as well as a brief summary of the recruitment process to date.	Secretariat	20 March 2018
3.	Distribute copy of IDC Study “Unlocking the economic impact of digital transformation in Asia Pacific”	Secretariat	23 March 2018
4.	Create a matrix of the group’s current skills/expertise with the members of the group to fill in and add to. The extended matrix can provide a picture of what skills, expertise or perspectives the remaining members should bring.	Frances Valentine	23 March 2018
5.	Set up a <i>Zoom</i> channel for the group.	Kaila Colbin	23 March 2018
6.	Set up a <i>Slack</i> for the group.	Brenda Leeuwenberg	23 March 2018
7.	Set up <i>Google Docs</i> for the group.	Frances Valentine	23 March 2018
8.	Start short-listing candidates for the remaining positions on the group in preparation for a conference call on 3 April (2 hours via <i>Zoom</i> ). This call will also provide an opportunity for members to further discuss the Chief Technology Officer role and what it should look like from the group’s perspective.	Group members	3 April 2018
9.	Decide on a more illustrative and inspiring name for the group.	Group members	3 April 2018
10.	Provide the Group with an outline of work already underway within relevant areas of the Minister’s portfolio	Secretariat	6 April 2018
11.	Ask Statistics NZ for information about the return rate on the first online census and whether it tells us anything about digital fluency	Secretariat	13 April 2018