Meeting minutes

Digital Economy and Digital Inclusion Advisory Group Zoom meeting

Date and time of meeting	19 June 2018, 4:30-6:30pm
Location	Virtual meeting via Zoom
Attendees - members	Jordan Carter, Amber Craig, Kaila Colbin, Cathy Hardinge, Robyn Kamira, Brenda Leeuwenberg, Rohan MacMahon, Victoria MacLennan, Gregory Morgan, David Moskovitz, Chris O'Connell, Damon Odey, Michael Taitoko
Attendees - other	Officials - Kim Connolly-Stone (MBIE), Graeme Osborne (DIA), Bridget Beale (MBIE). Secretariat (DIA and MBIE) Minister – Hon Clare Curran
Apologies	Potaua Biasiny-Tule
Chair	Frances Valintine

Item
Introductions and apologies
The Chair, Frances Valintine, welcomed the members of the Group and noted Potaua was not able to join this meeting.

Actions from last meeting not on current agenda

Productivity Commission Terms of Reference: The draft Terms of Reference for the New Zealand Productivity Commission Inquiry into technological change, disruption and the future of work were shared with the Group. The Group have been invited to provide feedback on the Terms of Reference by 22 June 2018.

Collate information from Education for Digital Connectivity sub-group: Frances and officials will connect with Ministry of Education to get more information on their digital connectivity initiatives.

Refine sub-groups' ideal future states: The sub-groups have been further refining their ideal future states. The Group agreed to a deadline of 29 June 2018 for these to be finalised.

Contacting the wider network: The Group discussed the possible ways of working with the wider network of people who had applied to be on the Group, and with others who have indicated an ongoing interest in being involved in digital economy and digital inclusion work. They acknowledged that it would be difficult to engage with such a large number of people (300+) in a meaningful way. Some options were put forward including a newsletter from the Group to keep interested stakeholders in the loop, and inviting feed-back on the sub-groups' proposed ideal future states, through a Polis platform (which Kaila will set up). The secretariat will provide an overview of the network's demographics to the Group so they are able to consider any possible skewing of opinions.

Scoping dates for a face-to-face meeting in July: Brenda L will set up a Doodle poll to see when people are available in July.

Housekeeping

The Chair reminded the Group to keep the interests register updated, and the Group had questions around completing some of the other forms. The secretariat will provide plain English instructions for these other forms and clarify what needs to be provided.

Sub-group updates

Each of the sub-groups gave an update on their current position.

Digital connectivity (Chris O'Connell, Damon Odey): The sub-group is gathering information and data from Crown Infrastructure Partners and the Canterbury Mayoralty Forum to inform next steps. They are also getting feedback from the Spark Jump programme. The idea is to focus efforts where there is true need (using data which better shared) in terms of digital connectivity.

Adapting to disruption (Kaila Colbin, Brenda Leeuwenberg, Potaua Biasiny-Tule): The sub-group has refined their optimal future state. They are looking at a number of examples and case-studies across a range of scenarios. They also invited Dave to give a quick run-down on his work on adapting the procurement process for the digital age. This will also be provided to the Minister.

ICT/Tech sector (Vic MacLennan, Mike Taitoko, Dave Moskovitz, Robyn Kamira): The sub-group is looking at the sector from a productivity slant. They have identified that firms sit on a continuum of digital engagement and productivity from high through to low.

Digital Inclusion (Cathy Hardinge, Greg Morgan, Jordan Carter): The sub-group have signalled their intention to work in partnership with the community. They have invited feedback from the Group on their problem statement, and DIA officials are consulting with known stakeholders.

SME/non-tech business (Rohan MacMahon, Chris O'Connell, Amber Craig): The sub-group are working with MBIE officials to pull together existing data on SMEs' digital capability. They are also undertaking a scan of existing initiatives from government to lift digital uptake. Rohan spoke about a couple of specific research projects he was taking part in that illustrated where there were significant gaps in SMEs using digital tools.

Common platform

The Group referred to the one-pager that outlines the problem the platform is looking to solve, and acknowledged that they may have to think creatively to find a solution. The Chair suggested investigating whether any of the other D7 nations had developed anything similar. Officials will put together a paper that outlines the platform's proposed requirements based on the problem identified in the one-pager. It will also identify current platforms that share some characteristics with the proposed common platform.

Minister's update and thoughts

The Minister said she was pleased with all of the sub-groups work and progress to-date. She asked the Group to also think about some practical things that could be achieved in the short-term, while they focus on their big-picture advice. The Minister suggested posing some 'wicked problems' and getting feedback from the wider group, and the wider network, to assist in this. The Minister also asked that the Group provide their view or feedback on the proposed research and development tax credit, which Frances will collate and provide. The Group also discussed the Creative HQ GovTech Accelerator with the Minister, and noted there were some interesting participants involved, and some interesting projects that may result from it that the Group should be aware of.

Openness and transparency options

Amber has set up a collaborative document which outlines the possible levels of openness for the Group's meetings. At this stage the recommendation is to have the current, fuller minutes at a minimum. Amber will share the document with the Group so that they can contribute.

Next steps

Brenda will send out a Doodle poll to check the Group members' availability for full day face to face meeting in July. The secretariat will include a couple of hours in the agenda for this meeting to allow the sub-groups to synthesise their information and see where there are opportunities to collaborate or build off each others' work.

Actions

Item	Action	Owner	Due date
1.	Provide demographics of wider network to the Group	Secretariat	10 July 2018
2.	Establish Polis poll for feedback on ideal future state	Kaila Colbin	31 July 2018
3.	Collate a view from the Group on R&D tax credits	Frances Valintine	10 July 2018
4.	Organise call between MBIE team and Frances re: R&D tax credit policy	Kim Connolly-Stone	31 July 2018
5.	Share openness document with Group	Amber Craig	31 July 2018
6.	Send Doodle poll for July meeting availability	Brenda Leeuwenberg	3 July 2018

Item	Action	Owner	Due date
7.	Develop agenda for next meeting that includes time for sub-groups to socialise ideas	Secretariat	17 July 2018
8.	Provide plain-English advice on completing finance forms etc.	Secretariat	10 July 2018