



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

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ECONOMIC DEVELOPMENT

BRIEFING FOR THE INCOMING MINISTER

20 December 2016

Purpose

The purpose of this initial briefing is to give the Incoming Minister sufficient information to meet their initial requirement. It is not intended to be a detailed analysis of the portfolio or of policy issues.

The briefing is part of a wider process. Ministers will be able to call for a fuller briefing on issues of interest and importance to them during that process. This allows the initial briefing to be wide ranging, enabling the Minister to see the breadth of the portfolio, while still being concise.

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1. Portfolio overview

As Minister for Economic Development you have the opportunity to focus on improving New Zealand's economic performance and opportunities for all New Zealanders. With specific responsibilities across a number of key areas that underpin microeconomic performance, and as ownership Minister for the Ministry of Business, Innovation and Employment (the Ministry), you are uniquely positioned to drive progress towards the Government's microeconomic goals. Improving the performance of regions, cities and sectors and helping the Māori and Pacific economic sectors to prosper are key opportunities in your portfolio. Promoting a positive entrepreneurial culture, where international connections help firms access investment and expertise at the right time to support their growth, is fundamental to economic development. Supporting better public services, in particular through procurement and making it easier for businesses to interact with government, are part of your role in creating a supportive environment for business.

Some of the main areas of work in the economic development portfolio which can contribute towards delivery of government's goals are outlined below. The Ministry will support you by providing advice across these areas.

Coordinating efforts across government and across Ministerial portfolios to support the Business Growth Agenda (BGA)

The BGA is the Government's organising framework for economic growth and is focussed on building an environment that businesses can grow and thrive in. Building a more productive and competitive economy is one of the Government's strategic priorities. The BGA is focused on building the six key inputs that businesses tell us they need to grow and succeed: export markets, investment, innovation, skills, natural resources and infrastructure. It also captures three important cross-cutting themes: Māori economic development, regions, and regulation. The BGA sets ambitious targets to focus the direction of the Government's work. The Ministers for Economic Development and Finance have been jointly responsible for the BGA since its inception in 2012.

Supporting an entrepreneurial culture in which enterprises can grow and internationalise

This area covers how government can support enterprises to grow and internationalise, including start-ups, small and medium enterprises and Māori enterprises. Two crown entities support delivery of these objectives: New Zealand Trade and Enterprise (NZTE) and the New Zealand Venture Investment Fund (NZVIF). We provide you with advice on the functions of these entities, the impact of their programmes and areas for further exploration. We work with NZTE and NZVIF to help them implement programmes in a way that will achieve the intended results. We monitor both agencies on your behalf, and provide you with advice on their core accountability documents. Alongside ongoing enterprise support, this area includes time-limited support provided to businesses following natural disasters.

Enabling economic growth across regions, cities and sectors

Improving the performance of regions, cities and sectors is central to achieving the Ministry's purpose of Growing New Zealand for all. New Zealand's cities and regions face different challenges

and have unique talents and resources. The Ministry works with regions, cities and sectors to ensure our policy advice is informed by the issues they face. The Ministry manages the Government's Regional Growth Programme, which works in an intensive partnership with ten regions to assist them to increase jobs, income and investment. The Regional Growth Programme has built up momentum very quickly over the last three years. The programme involves working with ten regions across the country, with five action plans launched and another two in development (West Coast and Gisborne). The engagement with Canterbury, Waikato and Taranaki is at an early stage.

Overseeing the Ministry's regulatory responsibilities

Under the State Sector Act 1988, the Ministry has regulatory stewardship responsibilities for the legislation it administers. These stewardship responsibilities were added to the State Sector Act to ensure that government departments focussed on the regulation they are responsible for as a key asset in a similar way to the people, physical and financial assets which they are responsible for. As Minister for Economic Development you are currently amending legislation under the Regulatory Systems Amendment Bill.

Supporting Māori economic development

The portfolio supports Māori economic development through *He kai kei aku ringa*, the Crown-Māori Economic Growth Partnership, with initiatives to lift Māori enterprise, employment and training, including through the Māori Innovation Fund and the Māori Digital Technology Development Fund.

Supporting Pasifika Economic Development

This area covers how Government can support Pacific people to participate and share in New Zealand's economic success. It aims to improve Pacific people's involvement and contribution to the New Zealand economy through more sustainable Pacific-owned businesses, more sustainable job opportunities for Pacific people and more affordable and suitable housing for Pacific people.

Overseeing the Government's investment in major events

The Ministry manages the Major Events Development Fund (MEDF), which has three investment rounds per year. The MEDF supports attracting, retaining, growing and enhancing events in New Zealand that provide economic, social, cultural and international profiling benefits. The MEDF has a total appropriation of \$13 million per annum in 2016/17 and 2017/18 before dropping to \$10 million per annum. A Ministerial committee makes final decisions on fund investments after receiving advice from the Major Events Investment Panel, Information withheld consistent with s9(2)(f)(iv) of the Official Information act 1982

Realising the economic and social benefits associated with the use of space

Space is of immense strategic importance. To ensure that New Zealand is well placed to make the most of the opportunities the use of space has to offer, in April 2016, Cabinet mandated the Ministry to be the lead space agency and provide a central point of contact within government on space. This followed Cabinet's decision, in December 2015, to develop a new regulatory regime - the Outer Space and High Altitude Activities Bill (OSHAA Bill) - to enable safe and secure space and high altitude activities, and ensure compliance with New Zealand's international obligations. The OSHAA

Bill, once enacted, will require Ministerial authorisation before a launch vehicle, payload or high altitude vehicle can be launched.

The Ministry is responsible for space strategy and policy, international engagements, business development and regulatory advice and implementation.

Supporting better value and driving business performance through government procurement

Government spends approximately \$39 billion per year on purchases of goods and services from third parties in support of its activities. This includes routine goods, construction, infrastructure and important public services. Effective management of this spend is critical both to maximising value from government expenditure and to supporting the Government's economic development goals. The government procurement programme has three objectives:

- to lift performance, add value and maximise results
- to create an environment where New Zealand businesses can succeed
- to unlock cost savings for government.

To ensure that these objectives are met, the Government has invested in building procurement capability across government by launching the Procurement Functional Leadership (PFL) programme. Cross-government leadership across agencies for procurement is provided by the Ministry's Chief Executive.

Reducing the cost to businesses of dealing with government

Result 9, within the Better Public Services for Business programme, seeks to reduce the costs to businesses of dealing with government by 25% and improve service performance to that of private sector firms by 2017. Result 9 is a collaborative programme led by the Ministry and includes ten partner agencies. Result 9's focus on integrated service delivery and shared accountability has the potential to transform the public service through:

- taking a more "joined up" approach across government agencies
- working with businesses to identify and design services that best meet their needs
- raising the bar for business customer service throughout the public sector.

The separate but related New Zealand Business Number (NZBN) Programme is being undertaken to enable and support a highly connected and transparent business environment, powered by a simple mechanism: a unique identifier and primary data for each and every New Zealand business. The Programme has completed foundation work and is now focused on driving adoption and implementation across the public and private sector, and facilitating cross-agency collaboration to maximise the benefits that can be realised from NZBN.

Taking broad stewardship of economic development opportunities

Beyond these core areas of the portfolio, the Ministry's diverse span of functions, portfolios and responsibilities puts you in a strong position to improve economic outcomes in cross-cutting areas within the Ministry's areas of responsibility, in partnership with your ministerial colleagues.

These include issues such as how to support well-performing cities to drive economic growth; how to help the fast growing technology sector to flourish, how to advance microeconomic goals through international engagement, and how to most effectively advance recovery from the earthquakes in Canterbury and Kaikoura.

2. Portfolio responsibilities

In this section, we provide an overview of your responsibilities as Minister for Economic Development and Minister responsible for the Ministry of Business, Innovation and Employment.

Vote Business, Science and Innovation

As Minister responsible for the Ministry, you are responsible for Vote Business, Science and Innovation (Vote BSI). In addition, you are responsible for appropriations that fall within Vote BSI that relate to the economic development portfolio. These are listed in Annex 1. The other appropriations within Vote BSI are the responsibilities of:

- the Minister of Commerce and Consumer Affairs
- the Minister for Communications
- the Minister for Conservation
- the Minister of Energy and Resources
- the Minister of Science and Innovation
- the Minister of State Services
- the Minister of Tourism.

The full list of appropriations under Vote BSI is published in MBIE's Annual Report (link on page 12).

Legislative responsibilities

As Minister for Economic Development you are responsible for the administration of the following legislation:

- New Zealand Trade and Enterprise Act 2003
- Major Events Management Act 2007
- New Zealand International Convention Centre Act 2013.

More detail on the legislation can be found in Annex 2.

Crown entities

As Minister for Economic Development you are responsible for monitoring the following Crown Entities:

- New Zealand Trade and Enterprise
- The New Zealand Venture Investment Fund Limited.

Further information on these Crown Entities is attached in Annex 3.

Advisory bodies

As Minister for Economic Development you are responsible for the following advisory bodies:

- Māori Economic Development Advisory Board, with the Minister for Māori Development

- New Zealand Story Board
- Major Events Investment Panel
- Screen Advisory Board, with the Minister for Arts, Culture and Heritage.

More information on these statutory and advisory boards can be found in Annex 4.

Ownership interests and role

As the Minister responsible for the Ministry, you are responsible to Parliament for the financial performance of the Ministry and for protecting the Crown's interest in the Ministry. You are also responsible for the Crown's interest in the Crown Entities within the Economic Development portfolio. Further information on ownership interests is provided in Section 4. Key Ministry officials are listed in Section 5.

3. Focus for the first 100 days

Area	Title	Description	Category	Timing
Business Growth Agenda	Refresh 2017	The BGA is being refreshed in 2017. The focus of the refresh is to increase the ability of firms to succeed on the world stage, which will underpin progress towards a more diversified and resilient New Zealand economy.	Policy refresh	Advice will be prepared for each BGA workstream for consideration in the first quarter of 2017.
	Budget 2017	Budget proposals are being prepared for consideration by Ministers in each of the six workstreams, aimed at furthering progress towards the BGA Goals. The BGA Leadership Group (consisting of six Chief Executives responsible for BGA workstreams) will provide a strong and aligned case to Ministers for investment.	Budget decisions	BGA Ministers and Budget Ministers will consider advice in early 2017, leading up to Cabinet decisions in May.
Māori Economic Development	He Kai Kei Aku Ringa (HKKAR) - the Crown Māori Economic Partnership	HKKAR is a strategy to support stronger economic outcomes for Māori. A refresh of the strategy is underway, jointly led by MBIE and Te Puni Kōkiri.	Policy refresh	A paper on the strategy refresh will be provided in January for your consideration.
		Ministers have agreed to a change in membership of the Māori Economic Development Advisory Board. A new Iwi-Crown Economic Taumata is under formation, with key Ministers and iwi leaders as members. The first meeting of this group is scheduled for 20 February 2017.	Appointments	Advice on the arrangements for the new MEDAB chair, revised Terms of Reference and arrangements for the Iwi-Crown Economic Taumata will be provided in January.
Enterprise Policy	Kaikoura, Hurunui, Marlborough and Wellington economic recovery following 2016 earthquake Information withheld consistent with s9(2)(f)(iv) and 9(2)(i) of the Official Information Act 1982	Decisions will be required about the length of time financial support is provided to businesses affected by the Kaikoura earthquake.	Funding decisions	Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982
Major Events	Major Events Development Fund (MEDF) allocation decisions	The first investment round of 2017 will close on 2 February 2017. The Major Events Investment Panel will meet in March 2017 to discuss investment proposals received in the first investment round, and then will provide you with advice. Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982	Funding decisions	Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982

	Major Events Investment Panel	Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982		
	Declaration of Major Events Management Act 2007 (MEMA) clean zones and clean periods	The DHL NZ Lions Series 2017 has been declared a 'major event' under the MEMA. Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982	Regulatory approval decision	Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982
Sectors Policy	New Zealand Screen Production Grant – International	Changes to the screen production tax rebate rate were introduced in 2014 and have been successful in attracting a diverse pipeline of screen productions to New Zealand. Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982	Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982	
Regions policy	Regional Growth Programme	Under the Regional Growth Programme, action plans are under development for the West Coast and Gisborne regions, Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982 In addition, you will want to consider the next steps for the Regional Growth Programme, including how to keep fast momentum on the initiatives in train to support regionally driven growth, and how to ensure the programme's impact and sustainability in the long-term.	Policy decision and launch events	Regional Growth Action Plans for Gisborne and the West Coast are due to be launched in the first quarter of 2017. We will provide you with advice on next steps for the programme.
	Regional Growth Initiatives (MYA) Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982	Allocations over \$100,000 from the Regional growth Initiatives appropriation are considered at the monthly Regional Economic Development Ministers meeting.	Financial allocations	

Information withheld consistent with s9(2)(ba)(i) and s9(2)(f)(iv) of the Official Information Act 1982				
New Zealand Space Agency	Outer Space and High-altitude Activities (OSHAA) Bill	The OSHAA Bill provides a regulatory framework for managing public safety, national security and environmental risks associated with launch activities from New Zealand and by New Zealand nationals overseas, and for discharging New Zealand's international obligations in relation to these activities. It also provides a framework for high-altitude activities that originate from New Zealand. The Bill is currently before the Foreign Affairs, Defence and Trade Committee. Information withheld consistent with s18(c)(ii) of the Official Information Act 1982	Policy decision	You will receive advice on pertinent matters as the Bill is considered by the Committee. Information withheld consistent with 9(2)(f)(iv) of the Official Information Act 1982
	Supporting Rocket Lab's launches from New Zealand	The Government has signed a contract with Rocket Lab NZ and Rocket Lab US to authorise their space activities from New Zealand. Rocket Lab is planning for the first launch to take place in early 2017.	Contractual approvals and monitoring	You will receive advice on arrangements for Rocket Lab's launches in early January 2017 and throughout the year ahead of each proposed launch.
Result 9	Better Public Services Refresh	The Better Public Services programme is due to be refreshed by March 2017. Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982	Policy decisions	Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982
New Zealand Business Number	Update of the NZBN business case	Several decisions will need to be made in the first quarter of 2017 about the future of the NZBN programme. A business case update is required because of important contextual changes, and to reflect both progress made and what has been learnt since the decision to proceed with NZBN.	Policy decisions	We will provide you with advice by March 2017, with an updated business case for the Programme.
Crown Entity Accountability	New Zealand Trade & Enterprise (NZTE)	Working with the Minister of Trade, you will be asked to send a Letter of Expectations for NZTE for 2017/18. You will be asked to make a decision on one potential reappointment and one new appointment to the NZTE Board.	Monitoring and accountability Appointments	Advice will be provided on the Letter of Expectations by March 2017. Advice on appointments is with your office.
	NZ Venture Investment Fund (NZVIF)	You will be asked to send a Letter of Expectations for NZVIF for 2017/18.	Monitoring and accountability	Advice will be provided on the Letter of Expectations by March 2017.

International engagement	International visits and engagements	International connections are key to all aspects of the economic development portfolio. You may want to consider a programme of international visits and engagement to support your economic development agenda.	Events	The Ministry working with other agencies, will provide you with advice on possible international engagement in early 2017.
Regulatory System	Regulatory System Bill	The Regulatory Systems Bill is an omnibus bill to improve regulatory systems that the Ministry is responsible for. It makes amendments to 20 statutes falling under the Building and Construction, Commerce and Consumer Affairs, Communications, and Energy and Resources, and Workplace relations portfolios.	Legislation	The Bill is currently before the Commerce Select Committee. Information withheld consistent with s9(2)(f) (iv) of the Official Information Act 1982
Performance Improvement Framework Review – the Ministry	Follow up PIF Review	The Ministry is currently undergoing a follow up PIF review. The first Ministry PIF Review was completed in 2014. As per State Services Commission guidance, a ‘light touch’ review is completed two years later to track agency progress against areas highlighted in the original Review.	State Services Commission performance assessment	Information withheld consistent with s9(2)(f) (iv) of the Official Information Act 1982

4. Ownership of the Ministry's interests

As the Minister responsible for the Ministry, you have a broad spread of wider interests and roles beyond the core economic development policy areas.

Responsibilities of the ownership Minister

As the Minister for Economic Development you are also the ownership Minister. Under the Public Finance Act 1989, you are responsible to Parliament for the financial performance of the Ministry and for protecting the Crown's interest in it. Similarly, under the Crown Entities Act 2004, you are responsible for the Crown's interest in the Crown entities within the Economic Development portfolio (NZTE and NZVIF).

As the Minister responsible for the Ministry you are accountable to Parliament for ensuring the Ministry carries out its functions properly and efficiently. To do this, you must consider the performance, capability, risks, assets, and liabilities of the whole organisation.

In practical terms, the ownership responsibilities require you to ensure that officials, through the Chief Executive:

- clearly understand what you and other Ministers want from MBIE
- are developing the right lines of business for the challenges facing MBIE in the next few years, and that these are consistent with your Government's policy and desired outcomes
- are actively identifying and addressing risks to current functions and possible future functions through the right skills, systems, culture, and connections across MBIE and other agencies.

As Minister responsible for the Ministry, you have a particular role in respect of the Ministry's accountability documents and processes. This includes approving the Ministry's Four Year Plan and Statement of Intent, as well as providing comment on its Annual Report. You are required by the Public Finance Act to table the Annual Report in the House following sign-off by the Auditor General. You will also be asked to clear the Ministry's responses to the written questions about the Ministry from the Select Committees carrying out the Estimates Examinations and Annual Review. The Ministry will provide advice to you on any issues raised by the Auditor General as part of the annual audit process for the organisation.

In 2014 the Ministry had its first Performance Framework (PIF) Review. Overall, the Review found that although the Ministry had made significant steps forward since the merger of the four foundation agencies in 2012, it still rated as 'needing development.' Since then we have undertaken a range of work to improve our performance and fully realise the Ministry's potential.

The normal process ran by the State Services Commission is for a full initial review, with a 'lighter touch' follow up two years later. This follow up review began in October this year and is currently nearing completion, with a report due to be published in early 2017.

The Ministry will work closely with you and your office to help fulfil these responsibilities.

Our role in supporting you as the ownership Minister

The Ministry will assist you as the ownership Minister by keeping you informed of any risks or issues arising for the Ministry, and any significant internal management initiatives. This includes any

significant structural changes or capacity or capability concerns. In particular, the Chief Executive is responsible to you, as ownership Minister, for the financial management and performance of MBIE under section 34 of the Public Finance Act 1989.

The Ministry will also raise and discuss with you any major risks or issues that fall into the Ministry-related portfolios of your colleagues. To assist you in keeping an overview of the Ministry's performance, we will also provide you with copies of our six-monthly performance reports to its other Ministers.

During the Estimates Examination process the Ministry will provide you with responses to written questions sent to you by both the Finance and Expenditure Committee, and the subject committees examining Votes for which you hold responsibility. This includes questions about Ministry-wide ownership issues and topics. The Ministry will provide briefing material to support you at any hearings relating to Votes.

The Chief Executive will agree performance expectations with you, as Minister responsible for the Ministry. These expectations are outlined in the Chief Executive's position description and subsequent performance reviews.

Links to relevant documents

Annual Report 2016

<http://www.mbie.govt.nz/publications-research/publications/mbie-corporate/annual-report-2016.pdf>

Statement of Intent 2015-19

<http://www.mbie.govt.nz/about/who-we-are/our-publications/statement-of-intent>

5. Key MBIE officials

Given the span of the economic development portfolio, key personnel are located in different areas of the Ministry.

Office of the Chief Executive

Name	Role	Priority Area	Contact Details
David Smol	Chief Executive	All	E: David.Smol@mbie.govt.nz Information withheld consistent with 9(2)(a) of the Official Information Act 1982
Bryan Chapple	Head of Office of the Chief Executive	Economic Strategy	E: Bryan.Chapple@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Mark Steel	Director	Regulatory Systems	E: Mark.Steel@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Iain Southall	Manager	Strategic Policy Integration	E: Iain.Southall@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Liz Te Amo	Te Tumu Whakarae (Executive Director)	Māori Economic Development	E: Liz.TeAmo@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Matalena Leaupepe	Chief Advisor Pasifika	Pacific Economic Development	E: Matalena.Leaupepe@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982

Labour, Science & Enterprise Group

Name	Role	Priority Area	Contact Details
Paul Stocks	Deputy Chief Executive	Labour, Science and Enterprise	E: Paul.Stocks@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Iain Cossar	General Manager (from 16 January 2017)	Tourism, Sectors, Regions and Cities	E: Iain.Cossar@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Peter Crabtree	General Manager	Science, Innovation and International	E: Peter.Crabtree@mbie.govt.nz Information withheld consistent with 9(2)(a) of the Official Information Act 1982
David Hermans	Director	Auckland	E: David.Hermans@mbie.govt.nz Information withheld consistent with 9(2)(a) of the Official Information Act 1982
Siobhan Routledge	Acting General Manager (to 16 January)/Director	Tourism, Sectors, Regions and Cities	E: Siobhan.Routledge@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982

Roger Wigglesworth	Director	Tourism, Sectors, Regions and Cities	E: Roger.Wigglesworth@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Devorah Blumberg	Manager	Major Events Strategy	E: Devorah.Blumberg@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
John Doorbar	Manager	Regions and Cities	E: John.Doorbar@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Robyn Henderson	Manager	Sectors	E: Robyn.Henderson@mbie.govt.nz Information withheld consistent with 9(2)(a) of the Official Information Act 1982
Karl Woodhead	Manager	Enterprise Policy	E: Karl.Woodhead@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Jono Weir	Project Leader	Space Regulatory System	E: Jono.Weir@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Katherine MacNeill	Manager	International Strategy	E: Katherine.MacNeill@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982

Market Services Group

Name	Role	Priority Area	Contact Details
Greg Patchell	Deputy Chief Executive	Market Services	E: Greg.Patchell@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
John Ivil	General Manager	Government Procurement	E: John.Ivil@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Andrew Bardsley	General Manager	Better Public Services for Business	E: Andrew.Bardsley@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Andy Cochrane	Programme Director	Government Procurement	E: Andy.Cochrane@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
David White	Director	Government Property Group	E: David.White@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Angela Xygalas	Manager	Collaborative Procurement	E: Angela.Xygalas@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982
Andrew Howie	Manager	Commercial Pool	E: Andrew.Howie@mbie.govt.nz Information withheld consistent with s9(2)(a) of the Official Information Act 1982

Hemi Kanji	Manager	Capability Development	E: Hemi.Kanji@mbie.govt.nz <small>Information withheld consistent with s9(2)(a) of the Official Information Act 1982</small>
Karen English	Manager	Government Procurement Policy	E: Karen.English@mbie.govt.nz <small>Information withheld consistent with s9(2)(a) of the Official Information Act 1982</small>
John Buick-Constable	Manager Legal	Government Procurement Policy	E: John.Buick-Constable@mbie.govt.nz <small>Information withheld consistent with s9(2)(a) of the Official Information Act 1982</small>

Corporate, Governance & Information Group

Name	Role	Priority Area	Contact Details
Adrienne Meikle	Deputy Chief Executive	Corporate Governance and Information	E: Adrienne.Meikle@mbie.govt.nz <small>Information withheld consistent with s9(2)(a) of the Official Information Act 1982</small>
Michael Bird	General Manager	Evidence, Monitoring & Governance	E: Michael.Bird@mbie.govt.nz <small>Information withheld consistent with s9(2)(a) of the Official Information Act 1982</small>
Ann Brennan	Chief Legal Advisor	All	E: Ann.Brennan@mbie.govt.nz <small>Information withheld consistent with s9(2)(a) of the Official Information Act 1982</small>
Val Sim	Director, Legal Services	Legal Services (Economic Development Policy & Legislation)	E: Val.Sim@mbie.govt.nz <small>Information withheld consistent with s9(2)(a) of the Official Information Act 1982</small>

Finance & Performance

Name	Role	Priority Area	Contact Details
Stewart McRobie	Chief Financial Officer	All	E: Stewart.McRobie@mbie.govt.nz <small>Information withheld consistent with s9(2)(a) of the Official Information Act 1982</small>

Communications

Name	Role	Priority Area	Contact Details
Melanie Porter	General Manager, Communications and Ministerial Services	All	E: Melanie.Porter@mbie.govt.nz <small>Information withheld consistent with s9(2)(a) of the Official Information Act 1982</small>
Astrid Smeele	Manager, Engagement and Communications	Labour, Science and Enterprise	E: Astrid.Smeele@mbie.govt.nz <small>Information withheld consistent with s9(2)(a) of the Official Information Act 1982</small>

Annex 1: Funds and appropriations

VOTE: BUSINESS, SCIENCE AND INNOVATION as at 2016 October Baseline Update	Jun 2017	Jun 2018	Jun 2019	Jun 2020	Jun 2021
Departmental Output Expenses					
ED: Implementation of Improvements in Public Sector Procurement and Services to Business	23,754	19,635	18,797	18,797	18,797
Total Departmental Output Expenses	23,754	19,635	18,797	18,797	18,797
Departmental Capital Expenditure					
Ministry of Business, Innovation and Employment - Capital Expenditure PLA	96,366	74,301	52,536	23,685	23,685
Total Departmental Capital Expenditure	96,366	74,301	52,536	23,685	23,685
Non-Departmental Other Expenses					
ED: Attracting International Screen Productions	1,300	1,300	1,300	1,300	1,300
ED: Depreciation on Auckland's Queens Wharf	2,000	2,000	2,000	2,000	2,000
ED: International Subscriptions and Memberships	790	790	790	790	790
ED: Large Budget Screen Production Fund	-	-	-	50,556	50,556
ED: Major Events Development Fund	13,767	13,000	9,500	9,500	10,000
ED: Management Development Fund	756	756	756	756	756
ED: Opotiki Harbour Development	2,400	-	-	-	-
ED: Regional Growth Programme (2016 - 2021) (MYA Expense)	11,000	11,000	11,000	11,000	11,000
New Zealand Screen Production Grant – International (MYA Expense)	25,061	-	-	-	-
Total Non-Departmental Other Expenses	57,074	28,846	25,346	75,902	76,402
Non-Departmental Capital Expenditure					
Venture Investment Fund (MYA Expense)	2,174	8,279	-	-	-
Total Non-Departmental Capital Expenditure	2,174	8,279	-	-	-
Multi-Category Expenses and Capital Expenditure					
Policy Advice and Related Outputs MCA					
Departmental Output Expenses					
- Policy Advice – Economic Development	14,825	10,374	10,384	10,384	10,384
- Related Services to Ministers – Economic Development	5,313	5,163	4,163	4,163	4,163
Support the Growth and Development of New Zealand Firms, Sectors and Regions MCA					
Non-Departmental Output Expenses					
- Collaborative Activity and Special Events	5,356	1,807	1,807	1,807	1,807
- International Business Growth Services	154,049	146,457	146,457	146,457	146,457
- Services to Support the Growth and Development of New Zealand Businesses	15,181	15,181	15,181	15,181	15,181

Seed Co-Investment Fund MCA					
Non-Departmental Output Expenses					
- <i>Investment Fund Management</i>	2,800	2,330	2,330	2,330	2,330
Non-Departmental Capital Expenditure					
- <i>Seed Co-Investment Fund</i>	4,889	-	-	-	-
Support New Market Opportunities to Grow Firms and Sectors for the Benefit of New Zealand MCA					
Non-Departmental Other Expenses					
- <i>International Growth Fund</i>	36,292	30,827	30,827	30,827	30,827
- <i>Sector Strategies and Facilitation</i>	404	404	404	404	404
Sector Analysis and Facilitation MCA					
Departmental Output Expenses					
- <i>Sectoral and regional data and analysis – Economic Development</i>	1,968	3,953	3,953	3,953	3,953
Telecommunications Development Levy Funded Procurement - Telecommunications Infrastructure Investment MCA					
Total Multi-Category Expenses and Capital Expenditure	241,077	216,496	215,506	215,506	215,506
Total Annual and MYA Expenses	420,445	347,557	312,185	333,890	334,390

Annex 2: Relevant legislation and regulations

There are three acts where the Minister for Economic Development has been formally assigned responsibility for the Act's administration, listed below.

New Zealand Trade and Enterprise Act 2003

The New Zealand Trade and Enterprise Act 2003, which established New Zealand Trade and Enterprise, states the purpose and functions of the organisation. Although the Minister for Economic Development has no statutory obligation under this Act, as the Minister responsible for NZTE, you have responsibilities under the Crown Entities Act 2004.

Under the Crown Entities Act 2004, the functions and powers of responsible Ministers include:

- the appointment, removal and remuneration of board members
- where necessary, directing NZTE to give effect to government policy
- participating in the process of setting and monitoring NZTE's strategic direction and targets
- reviewing NZTE's operations and performance and requesting associated information.

As your agent MBIE (and the Ministry of Foreign Affairs and Trade for the Minister of Trade) provides advice to you on policies and strategies for achieving industry and regional development goals and supports you in carrying out your responsibilities under the Act.

The Act also provides that the Minister may appoint the Secretary of Foreign Affairs and Trade and the Chief Executive of MBIE as special advisors to assist the NZTE Board in aligning its strategy and activities with government policy. The two chief executives currently attend board meetings in this role.

Major Events Management Act 2007

The purpose of the Major Events Management Act 2007 is to provide certain protections for events that are declared to be 'major events' under the Act in order to:

- obtain maximum benefits from the major event for New Zealanders
- prevent unauthorised commercial exploitation at the expense of either a major event organiser or a major event sponsor
- ensure the smooth running of the event.

More specifically, the Act provides protections against ambush marketing by association, ambush marketing by intrusion, ticket scalping protections and pitch invasion.

Under the Act the functions and powers of the Minister for Economic Development include:

- recommending to the Governor General that an event be declared a major event
- recommending to the Governor General that certain words and/or emblems be declared major event words and/or emblems
- declaration of clean zones, clean transport routes and clean periods by notice in the Gazette.

Before making such recommendations, the Minister is required to consult with the Minister of Commerce and "persons the Minister considers are likely to be substantially affected by the recommendation".

New Zealand International Convention Centre Act 2013

The New Zealand International Convention Centre Act 2013 gives effect to elements of the New Zealand International Convention Centre (NZICC) and Licensing Agreement (the Agreement) entered into between the Crown and SkyCity Entertainment Group Ltd.

In particular it enables the agreed gaming concessions granted to SkyCity in return for designing, constructing and operating the NZICC, to be given force. The Act confirms that SkyCity has agreed to adopt certain additional harm minimisation and anti-money laundering mechanisms. Also it provides for the protection of, and control over the use of, the names 'New Zealand International Convention Centre' and 'NZICC'.

Under the Act the powers of the responsible Minister are to:

- enforce the Agreement (and Act) in accordance with its terms, including the financial and non-financial remedies provided for in the Agreement
- approve (and remove approval for) the use of the words 'New Zealand International Convention Centre' or 'NZICC' by anyone other than the Crown or SkyCity.

Other legislation administered within the Economic Development Portfolio

There are two pieces of relevant legislation in the portfolio that have ongoing effect, but where the Minister for Economic Development has not been formally assigned responsibility for the Act's administration. These two Acts are anticipated to be repealed through the Statutes Repeal Bill:

- Ministry of Economic Development Act 2000
- Tobacco Growing Industry Repeal Act 1987

Legislation currently before Parliament

The following legislation in the Economic Development portfolio is currently before Parliament:

- The Outer Space and High-altitude Activities Bill
- The Regulatory Systems (Workplace Relations) Amendment Bill
- The Regulatory Systems (Building and Housing) Amendment Bill
- The Regulatory Systems (Commercial Matters) Amendment Bill.

Annex 3: Crown entities and statutory bodies

The Monitoring and Governance team in the Evidence, Monitoring and Governance branch monitors the financial and non-financial performance of NZTE and NZVIF. This includes advising ministers on Board appointments and key accountability processes.

New Zealand Trade and Enterprise (NZTE) – Crown Entity

NZTE was formally established as a Crown Entity by the NZTE Act 2003 which integrated the services previously provided by Industry New Zealand and Trade New Zealand. NZTE is the government's international business development agency supporting companies to grow internationally for the benefit of New Zealand. NZTE increases New Zealand companies' international success by helping them boost their global reach and build capability. This includes:

- using connections and government influence on behalf of businesses, and applying local knowledge – from the NZTE team and a network of private sector experts – to help companies enter and grow in international markets
- linking businesses with services designed to improve efficiency and operations, spark innovation, refine strategy, enhance leadership, and access capital – thereby enabling them to build the capability they need to be successful.

NZTE's budget for 2016/17 comprises \$172.6 million for operating expenses and \$31.2 million for grants. In 2014 the Government committed an additional \$69 million into NZTE over four years, to:

- increase NZTE's international footprint in growth markets (\$25 million)
- lift the number of companies NZTE works with intensively from 500 to 700 over a two-year period (\$25 million)
- allow ongoing investment into business-led coalitions (\$15 million)
- support the Government-to-Government commercialisation office (\$4 million).

NZTE is governed by a board of seven appointed by the joint responsible Ministers. The NZTE Act allows responsible Ministers to appoint two further members if required.

Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982

Current board members are:

- Andrew Ferrier (Chair)
- Charles Finny
- Karen Fistonich
- Robin Hapi
- Jennifer Kerr
- Wayne Norrie
- Charlotte Walshe

The Chief Executive of NZTE is Peter Chrisp.

The Ministry, in consultation with the Ministry of Foreign Affairs and Trade (MFAT), works closely with NZTE in developing and delivering economic development policy. The Ministry and MFAT also provide monitoring advice to the responsible Ministers under the Crown Entities Act. In addition the Ministry has the responsibilities of a Vote-managing department, and evaluates the impact of programmes delivered by NZTE on a periodic basis.

Two Ministers have delegated, joint responsibility for NZTE: the Minister for Economic Development and the Minister of Trade. Jointly, Ministers are responsible for:

- ensuring that an effective board is in place to govern NZTE
- participating in setting the direction of NZTE
- monitoring and reviewing NZTE operations and performance
- managing risks on behalf of the Crown.

As Minister responsible for NZTE, working with the Minister of Trade, you will be asked to:

- send a Letter of Expectations for NZTE. Previous letters have included such issues as continuing to contribute toward the Business Growth Agenda, working with other government agencies on collaborative projects, and innovating service offerings

Information withheld consistent with s9(2)(f)(iv) of the Official Information Act 1982

- table a Statement of Performance Expectations (SPE) in Parliament, outlining what NZTE intends to achieve in 2017/18
- table a Statement of Intent (Sol) in Parliament, outlining their refreshed strategy for 2018-2021.

The New Zealand Venture Investment Fund Limited - Crown-owned company

The New Zealand Venture Investment Fund Limited (NZVIF) manages two programmes aimed at accelerating the development of early-stage capital markets. The Minister for Economic Development (the responsible Minister) and the Minister of Finance are the shareholding Ministers. NZVIF is governed by a board of private sector directors, appointed by the Government. The board members, selected for their investment experience and commercial acumen, are responsible for governance and oversight of NZVIF's operations.

The current board members are:

- Murray Gribben (Chair)
- Anne Blackburn
- Roger Bridge
- Richard Hughes
- David Flacks

The Venture Investment Fund (VIF) is the vehicle through which NZVIF invests its \$160 million of government funding (along with a \$100 million capital underwrite) into privately-managed venture capital investment funds. VIF invests only in funds that successfully raise matching capital from private investors. The amount that NZVIF invests in a fund is dependent on the overall fund size as well as the investment stage and focus of the fund. The maximum amount that NZVIF is able to invest in any venture capital fund is \$25 million. The private venture capital fund managers make the decisions about which companies they ultimately invest the combined government and private equity funding into. However, they must invest in New Zealand-originated businesses that are in the seed, start-up or expansion stages of their development. They typically invest in technology companies with potential for high growth.

As at 30 June 2016, the NZVIF portfolio was comprised of 19 funds (including annex funds) which held investments in 40 discrete companies. Total investments were in excess of \$143 million in funds with vintages ranging from 2003 to 2016. The valuation of the portfolio provided by NZVIF as at 30 June 2016 was \$133 million which is composed of a base valuation of \$100 million and buyouts to date of \$33m.

NZVIF also manages the Seed Co-investment Fund (SCIF), which is aimed at developing the angel investment segment of early-stage capital markets. As at 30 June 2016, NZVIF has invested \$44 million alongside selected Seed Co-investment Partners on a 1:1 basis into seed or start up high growth New Zealand businesses. The SCIF partners make the investment decisions. As at 30 June 2016, SCIF was valued at \$57 million.

Information withheld consistent with 9(2)(f)(iv) and 9(2)(i) of the Official Information Act 1982

As both the responsible Minister for NZVIF and one of two shareholding Ministers for the company to you will be asked to:

- send a Letter of Expectations for NZVIF. Previous letters have included such issues as catalysing vibrant and self-sustaining New Zealand angel and venture capital investment markets
- Table a Statement of Performance Expectations (SPE) in Parliament, outlining what NZVIF intends to achieve in 2017/18, including relevant performance measures.

Annex 4: Key advisory boards

Māori Economic Development Advisory Board

The Māori Economic Development Advisory Board (the Advisory Board) was established in 2013 to provide ongoing stewardship, monitoring and evaluation of *He kai kei aku ringa: The Crown-Māori Economic Growth Partnership* (HKKAR). HKKAR is a Māori economic development strategy and action plan that was launched in November 2012 by an independent Māori Economic Development Panel.

The Advisory Board is jointly appointed by the Minister for Economic Development and the Minister for Māori Development. The Advisory Board is not a statutory board and has no legal standing or specific governance duties.

The current Advisory Board members are:

- Ngāhiwi Tomoana (outgoing Chair)
- Debbie Ngārewa-Packer
- Pania Tyson-Nathan
- Hilton Collier
- Professor Linda Tuhiwai Smith.

A change in MEDAB membership is currently underway and the Terms of Reference will be reviewed at the same time. The current key priority area for the Advisory Board is to support accelerated action to achieve better educational, employment and income outcomes for Māori. The key activity areas for the Advisory Board are to:

- engage with government agencies to support and advance progress towards achieving HKKAR
- support inter-agency collaboration between government agencies to progress shared goals
- engage with Māori organisations to support their role in achieving HKKAR
- foster and support collaboration and partnerships between Māori organisations, government agencies, and non-government agencies.

The Ministry, with support from Te Puni Kōkiri, is responsible for co-ordinating the implementation of HKKAR and providing secretariat support to the Advisory Board. This responsibility is undertaken by Te Kupenga, the Ministry's Māori Economic Development Unit.

New Zealand Story Board

The New Zealand Story Advisory Board (the Advisory Board) was established on 1 November 2014 to govern the New Zealand Story Group and ensure that the objectives of the New Zealand Story Group are achieved. The objectives of the Advisory Board include:

- promotion and protection of the New Zealand Story
- ownership, management and protection of the New Zealand Fern Mark and brand assets.

The Advisory Board is accountable to the Minister for Economic Development and the Minister of Trade, as joint Ministers responsible for NZTE on all aspects of the New Zealand Story Project. The Advisory Group is administered from within NZTE.

The Advisory Board comprises ten members, including:

- one private sector Executive Chairperson (Cameron Harland)
- three private sector members (Stephen Smith, Julie Christie, Richard Jones)
- six public sector members, in their capacity as Chief Executives of NZTE, Tourism New Zealand, Education New Zealand, Te Puni Kōkiri, Ministry of Foreign Affairs and Trade, and Ministry for Primary Industries.

Major Events Investment Panel

The Major Events Investment Panel (the Panel) was established in June 2013 to allow both private sector and senior public sector input in investment decisions. Information withheld consistent with s18(d) of the Official Information Act 1982

The purpose of the Panel is to provide recommendations to the Major Events Ministers Group, improve the coordination of government investment in major events, and inject private sector perspectives into investment advice. Information withheld consistent with s18(d) of the Official Information Act 1982

Screen Advisory Board

The role of the Screen Advisory Board is to “promote a thriving New Zealand screen sector” and in particular:

- to inform Ministers on general issues of strategic importance for the screen sector in New Zealand
- help New Zealand screen sector businesses create ‘local edge’ by having the skills and connections to be able to generate their own intellectual property, compete internationally and attract overseas finance
- assist the New Zealand screen sector and the New Zealand Film Commission to leverage opportunities overseas.

The Board meets each year, with the most recent meeting being held in September 2016.

In December 2013, the Government announced a memorandum of understanding between the Crown, Lightstorm Entertainment Inc. and Twentieth Century Fox Film Corporation in relation to the new *Avatar* movies. This included a commitment by James Cameron and Jon Landau to serve as inaugural members of the Screen Advisory Board (the Board) for a period of five years.

Members of the Board are:

- James Cameron – a Canadian film director, producer, screenwriter, and editor, best known for directing *Titanic* and *Avatar*
- Jon Landau – an American film producer best known for producing *Titanic* and *Avatar*
- Sir Peter Jackson ONZ KNZM – a New Zealand film director, producer and screenwriter, best known for directing and producing *The Lord of the Rings* and *The Hobbit* trilogies
- Fran Walsh MNZM – a New Zealand screenwriter, film producer and lyricist
- Andrew Adamson MNZM – a New Zealand film director, producer and screenwriter mainly based in Los Angeles
- Jane Campion – a New Zealand screenwriter, producer, and director based in Australia.

Annex 5: Key stakeholders

This section lists some of the major public sector organisations or representative bodies related to this portfolio.

Organisation	Contact	Role
Angel Association New Zealand	Marcel van den Assum Suse Reynolds	Chairman Executive Director
Auckland Council	Phil Goff Stephen Town	Mayor Chief Executive
Auckland Tourism Events and Economic Development	David McConnell Brett O'Riley	Chair Chief Executive
Business NZ	Tony Sewell Kirk Hope	President Chief Executive
Canterbury Development Corporation	Dr Therese Arseneau Tom Hooper	Chair Chief Executive
Canterbury Employers' Chamber of Commerce	Hugh Lindo Peter Townsend	President Chief Executive
Christchurch City Council	Lianne Dalziel Dr Karleen Edwards	Mayor Chief Executive
Council of Trade Unions	Richard Wagstaff Sam Huggard	President Secretary
Economic Development Association of NZ (EDANZ)	Dr David Wilson	Chair
Employers and Manufacturers Association	Andrew Hunt Kim Campbell	President Chief Executive
Federation of Māori Authorities	Traci Houpapa	Chair
International Business Forum	Malcolm Bailey Stephen Jacobi	Chair Executive Director
Local Government New Zealand	Lawrence Yule Malcolm Alexander	President Chief Executive
Manufacturers and Exporters Association	Rick Smith Dieter Adam	President Chief Executive
Māori Economic Development Panel	Ngāhiwi Tomoana	Chair
New Zealand Trade and Enterprise	Andrew Ferrier Peter Chrisp	Chair Chief Executive
New Zealand Venture Investment Fund	Murray Gribben	Chair
New Zealand Film Commission	Kerry Prendergast Dave Gibson	Chair Chief Executive
New Zealand Venture Capital Association	Matt Riley Colin McKinnon	Chair Executive Director
NZTech	Mitchell Pham Graeme Muller	Chair Chief Executive
Pacific Business Trust	Fa'amatua'inu Tino Pereira Kim Tuaine	Chair Chief Executive
Wellington City Council	Justin Lester Kevin Lavery	Mayor Chief Executive
Wellington Regional Economic Development Agency	Peter Biggs Chris Whelan	Chair Chief Executive

Annex 6: Ministerial meetings

As Minister for Economic Development you will attend a number of Ministerial meetings that consider cross-cutting matters relating to delivery of government's objectives. These are in addition to Cabinet Committee meetings and, subject to Ministerial decisions about these groups and their membership, might include the following:

- Business Growth Agenda Ministers
 - Export Market Ministers (currently meets monthly)
 - Innovation Ministers (currently meets bi-monthly)
 - Infrastructure Ministers (currently meets monthly)
 - Natural Resources Ministers (currently meets monthly)
 - Investment Ministers (currently meets monthly)
 - Skilled and Safe Workplaces (currently meets bi-monthly)
- Regional Economic Development (RED) Ministers (currently meets monthly)
- Meetings with the Minister for Māori Development/Associate Minister for Economic Development (currently meets monthly)
- Major Events Development Fund Ministers (currently meets quarterly)
- Housing Ministers (currently meets up to weekly).