Meeting minutes

Digital Economy and Digital Inclusion Advisory Group Zoom meeting

Date and time of meeting	14 May 2018, 10:30am
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), Karl McDiarmid (DIA) Secretariat Minister – Hon Clare Curran
Apologies	Potaua Biasiny-Tule
Chair	Frances Valintine

Item

Introductions

The Chair welcomed the members of the Group and recognised the talent, diversity and range of interests represented by members. She noted the level of external interest in the Group's activities, demonstrating the importance of the issues on which the Group will be exploring and providing advice.

Housekeeping

There was a brief discussion regarding what would constitute a conflict of interest. The Chair confirmed that Group members should declare any interests that could, or potentially be seen to, result in financial gain or a material advantage for a member. These would be reviewed on a regular basis.

Break-out Groups

The Group agreed to broaden the number of sub-groups to ensure fuller consideration of the relevant issues under the broad area of digital economy and digital inclusion. Five sub-groups were set up:

1) **Digital Inclusion** (Cathy Hardinge, Greg Morgan, Jordan Carter): to consider questions 4, 6 and 7 set out in the Group's Terms of Reference (ToRs) relating to closing digital divides and the development of a Blueprint for digital inclusion and enablement.
2) **Maximising the potential of the Tech sector** (Vic MacLennan, Mike Taitoko, Dave Moskovitz, Robyn Kamira): to consider questions 1, 5 and 11b from the ToRs, relating to the state of the ICT sector in New Zealand and how to increase its contribution to the digital economy.
3) **Building the digital capability of SMEs/non-tech business** (Rohan MacMahon, Chris O'Connell, Amber Craig): to consider questions 5 and 11a from the ToRs through a small business and productivity lens.

4) **Digital Connectivity** (Chris O'Connell, Damon Odey): to consider question 9 from the ToRs relating to connectivity rollout.
5) **Adapting to disruption** (Kaila Colbin, Brenda Leeuwenberg): to consider questions 8 and 10 from the ToRs, relating to the skill sets needed for the work of the future, the impact of disruption in New Zealand's primary industries and other sectors, and the government's own ICT use.

Group members self-selected in to the sub-group they felt aligned most closely with their work and interests. The Group acknowledged that the sub-groups will have considerable overlap, and that some (like Digital Connectivity) cut across all of the sub-groupings. Each sub-group also has a nominated leader who will be responsible for co-ordinating the activities of the sub-group.

The Group assigned the 11 key questions from the Group's ToRs to the most relevant sub-group. It was acknowledged that some of the questions were cross-cutting and should be considered by each sub-group as they develop their workstreams (e.g. questions 2 and 3 in the ToRs relating to possible future scenarios, their merits and the steps required to deliver an optimal future state). Given the overlap between some of the issues, sub-groups would need to work closely with one another.

The Group agreed that a fuller understanding of the digital initiatives already underway across government and elsewhere in New Zealand would be of particular benefit for their work – and could eventually become a publicly available resource (such as a searchable database of activities related to digital economy and digital inclusion).

Discussion with Minister

The Minister posed a number of questions for the Group to consider and discuss:

- Do we need additional/more robust data in respect of digital divides in New Zealand to ensure that we invest in the right initiatives that have the most impact?
- Are we clear on what we consider constitutes the 'digital economy', and are we effectively measuring it?
- What are the government levers to drive change that could be used more effectively – and what are the new government levers that we may not be using yet?
- What are the main drivers of the digital economy, and are they things that the government can, or should, influence?
- How can we get those outside of government and inside of government working more effectively together to ensure new thinking?
- How can the Group use its networks to both communicate its activities effectively, and also ensure that the views of those networks are brought in? The Minister encouraged members to reach out to their networks, and collaborate in whatever way they saw fit, including using a website and other channels that were not on Government infrastructure.

The Minister and the Group also agreed a number of issues to be discussed at the next meeting on 30 May:

- How the Group will effectively engage with interested parties and communicate its activities with New Zealanders;
- The Group's potential role in the selection process for the new Chief Technology Officer (CTO); and
- The Group's key outcomes/deliverables.

Next steps

Sub-groups to continue investigating the questions assigned to them, and prepare for face-to-face meeting on 30 May.

Actions

Item	Action	Owner	Due date
1.	Engage LINZ on the progress to have all fibre telecommunications infrastructure (and possibility wireless and mobile coverage) available on all Geographic Information System (GIS) maps in New Zealand to enable more effective planning.	Graeme Osborne	Report back by 30 May
2.	Officials to provide an initial 'stocktake' of digital initiatives underway across government	Secretariat	Report back by 30 May
3.	Sub-groups to fine tune their workstreams for further discussion on 30 May	Group members	Report back by 30 May