

Terms of Reference

Ministerial Advisory Group

Digital Economy and Digital Inclusion

The following terms describe the instigation, operation and objectives of the Government's Ministerial Advisory Group on the Digital Economy and Digital Inclusion (the Group).

Purpose of the group

The purpose of the Group is to bring together innovators, leading thinkers and actors from central and local Government, Non-Governmental Organisations, Māoridom, industry, and community groups to advise the Government on how it can best meet its objectives to build the digital economy and eliminate digital divides.

Context

If New Zealand is to be a future-focussed, modern, strong, democratic nation then we need to ensure every New Zealander, and every New Zealand business and organisation, is able to take advantage of the opportunities provided by digital technology.

In the coming years, New Zealanders will continue to find their business, work, personal and community interactions becoming increasingly digitally based. All New Zealanders will need and expect affordable access to digital services at a time and place convenient to them. They will also need the motivation, skills, and trust to use the internet and digital tools safely and effectively, including accessing government services to which they are entitled.

To achieve this we need central and local government, industry, NGOs, Māori digital community organisations and other groups to work together. No one sector has a monopoly on ideas, or the ability to bring about the changes we need. Genuine collaboration is needed if we are to increase productivity, grow the digital economy, and ensure no one is left behind.

Key questions for the group to consider

1. What is the current state of the ICT sector and ICT capability throughout the economy, society, and government?
2. What are the possible future scenarios and their relative merits?
3. What would be required to achieve an optimal future state?
4. What should a Blueprint for digital inclusion and digital enablement look like?

More specifically:

5. How might we most effectively work together to build our digital economy, improve productivity and increase the economic benefits of the internet?
6. How might we better understand the 'digital divides' between people who can have access to the internet and can use digital tools, and those who do not?
7. What would it take to eliminate digital divides by 2020?
8. How might we identify develop the skill sets needed for the work of the future?

9. Do we need to take steps to accelerate/optimize infrastructure rollouts such as UFB/2/2+, RBl2 and 5G? If so, what steps could and should we take?
10. How should Government evolve its own ICT use in sectors where it plays a prominent role, such as health, education and justice?
11. What would be needed for New Zealand to:
 - a. Increase its position relative to other countries in measures like the Networked Readiness index
 - b. Increase the amount that ICT contributes to GDP so that it is the second largest contributor to the economy by 2025?

The above list is illustrative of the issues the group may provide advice and perspectives on. It is not expected that the Group would work on all of these questions at once.

The Group would use its first meeting to agree initial priorities with the responsible Minister, which would be refreshed from time to time.

It is also expected that the Chief Technology Officer, once appointed, will engage with the Group to get its ideas on the development of a digital strategy for New Zealand.

Approach to the work

The group should:

- be future-focussed
- provide the expertise and perspectives of its members, and in addition provide an avenue for a wider range of stakeholders to contribute their ideas and knowledge
- draw on the best available local and international evidence
- be clear on how digital economy and inclusion can be measured and progress tracked
- where appropriate, apply the tools of modern design thinking (i.e. co-design, iteration, collaboration, working at pace)
- act as an advisor to, and fact finder for, government. It is not a decision-making body
- work closely with the relevant government agencies and Chief Technology Officer

Membership

The government expects the group to

- have up to 15 members, with the ability to bring in additional members or expertise to address particular issues
- to reflect the diversity of New Zealand and be representative of all New Zealanders, including youth
- include perspectives from Māori digital sector groups

Expressions of interest are encouraged from across the age spectrum and from areas including local government, user groups, NGOs, trade unions, academia, the digital technology sector, social services and cultural sectors.

Role of members and duties

The Ministerial Advisory Group is expected to commence in February 2018. The Advisory Group will meet in person in Wellington initially, and thereafter meet monthly either in person or using appropriate teleconferencing/video-conferencing technology.

A chair and vice-chair will be appointed by the responsible Minister.

The group may form sub-groups to consider particular issues.

Meetings

An agenda for the meeting and any pre-reading will be made available to the Group (and to the general public) at least one week prior to each meeting.

Individual meetings may, at the discretion of the chair be held:

- under the Chatham House Rule
- in an open environment (which may include live-streaming).

Members are expected to:

- attend all scheduled meetings. When members cannot attend substitutes will not be able to be sent
- undertake pre-meeting reading, if provided
- engage fully with the material at each meeting
- complete any post-meeting actions
- engage with the wider digital sector and community through a number of means including meetings (where appropriate) to receive feedback.

Officials at a senior level from relevant Ministries will participate in the group, with the aim of developing a "co-design" approach between the Government, industry and the public.

Payment

This Advisory Group is classified as a 'Group 4' body under the Cabinet Fees Framework. Consideration may be given to the payment of fees in line with that Framework.

Support

The group will be supported by officials from the Department of Internal Affairs and Ministry of Business, Innovation and Employment.

This will involve preparing agendas, drafting and publishing materials, arranging meetings of the group and additional stakeholders, arranging travel and liaising with the group between meetings.

A secretariat (jointly provided by the Department of Internal Affairs and Ministry of Business, Innovation and Employment) will provide regular updates on progress to the Minister for Broadcasting Communications and Digital Media, and Government Digital Services.