

Meeting minutes

Digital Advisory Group meeting via Zoom

Date and time of meeting	3 April 2018; 3pm-5pm
Location	Virtual meeting via <i>Zoom</i>
Attendees - Members	Potaua Biasiny-Tule, Jordan Carter, Kaila Colbin, Brenda Leeuwenberg, Victoria MacLennan, Rohan MacMahon, Chris O'Connell
Attendees - other	Graeme Osborne (DIA) Secretariat – MBIE and DIA
Apologies	Kim Connolly-Stone (MBIE)
Chair	Frances Valintine

Item

Skills matrix of the Group

The Group discussed the areas of expertise already represented by existing members, and identified areas they thought should be bolstered to ensure there was good coverage of skills, diversity and sectoral experience across the Group. The Group took these areas of expertise and representation into account when assessing the candidates to make up the remainder of the Group, and avoided duplication of representation where it was identified.

The Group created a short-list of candidates to make up the remainder of the Group from this discussion, which the secretariat will pass on to the Minister for consideration.

Group operational matters

The Group discussed their role and responsibilities, and how the secretariat would support them. They agreed the content of a draft document outlining the roles and responsibilities of Group members, with a point of clarification to be included about discussions taking place under the Chatham House rule by default.

The Group also agreed on a Memorandum of Understanding (MOU) between the secretariat and the Chair of the Group, with an additional requirement for the secretariat to provide broader policy resource from their agencies where possible, and communicate to the Group and the Minister where this can't be accommodated.

The Group discussed the expected demands on their time that will be involved in participating in the Group, and sought additional clarity on time-keeping and reimbursements, which the secretariat agreed to provide.

Providing advice to the Minister on Chief Technology Officer appointment process

The Group discussed the role and appointment process for the Chief Technology Officer (CTO), and agreed some suggestions to inform the next appointment process to be provided to the Minister.

Next meeting

The next meeting will be a Zoom conference with the full membership of the Group (including the seven members yet to be appointed). Date yet to be confirmed.

Close of meeting

Summary of action points

Item	Action	Owner	Due date
1.	Provide the shortlist of candidates to make up the remainder of the Group to the Minister	Secretariat	6 April
2.	Provide the Group's suggestions on the CTO role and appointment process to the Minister	Secretariat	6 April
3.	Update the MOU and roles and responsibilities of Group members documents to reflect the Group's agreed position	Secretariat	20 April
4.	Circulate possible dates for the next meeting (via Doodle poll)	Secretariat	9 April
5.	Source or create induction material for next Zoom meeting	Secretariat	20 April
6.	Provide the Group with information on time-keeping and reimbursement process	Secretariat	27 April