

30 September 2024

9(2)(a)

Tēnā koe 9(2)(a)

OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of 9 September for:

- *What directives/instructions (verbal or written) have Ministers given your department on how to prepare advice and policy options, since December 2023.*
- *When was that directive given and by which Minister?*

The Ministry for Women has not received any formal directives or instructions for the preparation of policy advice. The Ministry has received format and presentation preferences for briefing documents and correspondence. This was received by the Ministry from the Office of Nicola Grigg, Minister for Women in October 2023.

These preferences include style conventions for aide memoires and briefings, such as clear headings, and recommendations for written correspondence that prioritises short, concise, and evidence-based responses. Letters should be 1-2 pages, highlight outcomes and results and, where applicable, conclude with an action.

Official Information Act responses

Please note that this response, with your personal details redacted, may be published on the Ministry's website. If you have any concerns or comments related to this, please let us know by emailing ministerialservicing@women.govt.nz, within two weeks of the date of this letter.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā



Maxine Shortland

Deputy Secretary, Organisational Performance and Services