

## ANNEX 5 – Administrative provisions for APEC 2021

### A. Documentation

Each meeting will identify items for the agenda for the next meeting. MFAT will circulate a draft agenda two weeks before each regular or special meeting to allow feedback and amendment as appropriate. The agenda will be to review and discuss:

- Progress against matters agreed in the work programme;
- Any other matters that Māori entities seek to have discussed or matters agreed by the Parties;

Either Party may table papers to be discussed at the next meeting. These should be circulated at least one week before each regular meeting unless additional time is required to respond to an item on the agenda. In such a case, the Party will prepare the relevant paper with appropriate time, and will inform the other Party to expect the paper, and when it will be made available.

MFAT will take notes at each meeting and circulate these to participants for confirmation and if necessary amendment within one week of the meeting. Minutes will be a high-level summary of matters discussed and actions agreed upon, unless a party requires a specific matter to be recorded. Individuals are responsible for taking their own more detailed notes if desired.

### B. Principal contacts

Principal contacts are:

- Māori entities
  - Nikora Ngarepo: Digital Council for Aotearoa,
  - Traci Houpapa: Federation of Māori Authorities (FOMA)
  - Ngahiwi Tomoana: Iwi Chairs Forum, Pou Tahua
  - Teresa Tepania Ashton: Māori Women's Development Incorporation (MWDI)
  - Pita Tipene: Ngā Toki Whakarururanga
  - Karamea Insley: Te Taumata
  - Barry Soutar: Te Tira Whakangoi (T3W)
  - Heta Hudson: Whariki Māori Business Network
- MFAT
  - Taria Tahana, APEC NZ

**C. Administration**

The Māori entities shall identify one of their number to liaise with MFAT in its provision of the following administrative support, and provide a conduit for any issues that may arise

- Organise meeting times and venues;
- Coordinate views on a meeting agenda and produce background papers;
- Circulate agendas, minutes and other documentation;
- Confirm attendance and inputs;
- After each meeting, monitor follow-up activities to ensure that they are carried out in a timely manner and minutes are circulated and confirmed;
- Facilitate requests for information and additional meetings;
- Wherever possible incur expenses and make payment up front so that Māori participants do not incur costs that require reimbursement;
- Process invoices for payments and reimbursements;
- Undertake other administrative tasks required to facilitate engagement; and
- Prepare reporting.

**D. Fees and expenses**

MFAT will provide budget to support engagement between the Parties in 2021 as outlined below. The provision of the services noted below will form the basis of a contract for services to be agreed between the parties.

- Travel and accommodation
- Meeting fees
- Indigenous to Indigenous Dialogue
- Resourcing e.g. event management, facilitation, project management