

NEW ZEALAND FLAG CONSIDERATION PANEL

DATE	18 August 2015 (FCP Min Ref: 110815) 1.30pm until 4:30pm
VENUE	Wellington – MOJ 19 Aitken St, level 3, meeting room 3:14
PANEL ATTENDEES	Professor John Burrows (Chair), Kate De Goldi (Deputy Chair), Nicky Bell, Peter Chin, Julie Christie, Rod Drury, Beatrice Faumuina, Rhys Jones, Stephen Jones, Sir Brian Lochore and Malcolm Mulholland
APOLOGIES	Hana O'Regan
PRESENT	Kylie Archer (Director), Jo Crawford, Martin Rodgers and Ian Thompson

PURPOSE

TO AGREE

- the provisional list of 4 designs (plus reserves) for final due diligence
- the report to the Responsible Minister

AGENDA

ITEM	TIME	TOPIC	PRESENTED BY
		Light working lunch on arrival	
1.	1:30pm	Welcome from the Chair <ul style="list-style-type: none"> • 11 August meeting notes and actions (for approval) • Conflict of Interest Register update 	Prof. John Burrows Chair
2.	1.40pm	Confirm outcomes sought by members	Martin Rodgers
3.	2.10pm	Prioritise the outcomes sought	Martin Rodgers
4.	2.40pm	Report back on due diligence and design refinement	Kylie Archer Ian Thompson
	3.00pm	Afternoon tea break	
5.	3.10pm	Select the provisional four designs and reserves	Martin Rodgers
	4.30pm	Meeting concludes	

Next meeting: 20 November 2015, 1pm – 4.00pm, (Wellington - MOJ 19 Aitken St)

NEW ZEALAND FLAG CONSIDERATION PANEL

DATE	11 August 2015 (FCP Min Ref: 150730) 11.00am until 4.00pm
VENUE	MOJ, 19 Aitken St, Level 3, Wellington 6011
PANEL ATTENDEES	Professor John Burrows (Chair), Kate De Goldi (Deputy Chair), Nicky Bell, Peter Chin, Julie Christie, Beatrice Faumuina, Rhys Jones, Stephen Jones, Sir Brian Lochore, Malcolm Mulholland and Hana O'Regan
PRESENT	Kylie Archer (Director), Jo Crawford (Executive Assistant), Martin Rodgers (Project Manager), Ian Thompson (Senior Advisor), Suzanne Stephenson (Communications Specialist)
APOLOGIES	Rod Drury, Nicky Bell left the meeting at 2.30pm

MEETING NOTES AND ACTIONS

ITEM	TOPIC	DECISIONS & NOTES	DEADLINES
1.	Welcome from the Chair	<ul style="list-style-type: none"> 30 July meeting notes and actions were approved. The Chairman reported on the meeting held on 7 August where Chairman, Prof. John Burrows and Malcolm Mulholland met with representatives of the designers of the original Tino Rangatiratanga flag. A letter is to be sent to the representatives confirming the outcomes of the conversation. Waitangi Claim – at the request of Crown Law, affidavits have been provided by Panel members regarding the Panel's engagement with Māori. Panel members declared the following potential conflicts of interest: <p>Rod Drury -</p> <p style="text-align: right; margin-right: 20px;">s9(2)(a)</p> <p>Nicky Bell -</p> <p style="text-align: right; margin-right: 20px;">s9(2)(a)</p> <p>The Panel noted these conflicts of interest as minor and agreed to manage them appropriately as required.</p>	

2.	Process to arrive at designs and final due diligence	<ul style="list-style-type: none"> The Panel discussed and agreed the process for today's meeting. 	
3.	Over arching rationale for the make-up of the final four	<ul style="list-style-type: none"> The Panel discussed the approach and rationale for the composition of the provisional 4 designs. 	
4.	Report back on due diligence and design refinement	<ul style="list-style-type: none"> The potential design refinements requested by the Panel were presented. Ian Thompson reported back on the findings of the due diligence undertaken to date. 	
5.	Selecting the designs for final due diligence	<ul style="list-style-type: none"> The Panel agreed on a provisional set of designs for further due diligence. The Panel requested that a potential refinement to a design be explored with the designer. 	
6.	Next Steps	<ul style="list-style-type: none"> The process for final due diligence was discussed. Panel members were asked to review the draft report to the Responsible Minister and provide any feedback to Kylie Archer before 20 August. 	
7.	Engagement and communications activity	<ul style="list-style-type: none"> An update on progress to date was provided. All unsuccessful designers have been notified. 	
8.	General Business	<ul style="list-style-type: none"> The Secretariat Report was noted Preparations are underway for the announcement of the final four designs at Te Papa in Wellington on the 1 September. Panel members are asked to be present at the event from 9am to 1.30pm The Panel agreed to cancel the 17 September Panel meeting, but keep the date in their diaries as a reserve day. The 20 November Panel meeting will now be in Wellington (rather than Christchurch) and start at 1pm (instead of 11am) and continue until 4pm. Jo Crawford will forward an updated meeting schedule to all Panel members and their assistants. 	

Next meeting: 20 November 2015, 1pm – 4pm, (Wellington – MOJ, 19 Aitken St, level 3)