



19th November 2024

[REDACTED]
[REDACTED]
[REDACTED]

Ref: OIA-2024/25-0373

Dear [REDACTED]

Official Information Act request: Material regarding appointment or function of PMCSA

Thank you for your Official Information Act 1982 (the Act) request received on 22 October 2024. You requested:

“Copies of all and any reports, briefings, documents, memoranda, correspondence, legal advice or emails in direct regard or including specific mention of the appointment and function of the Prime Minister’s Chief Science Advisor, from the 2024 calendar year. This includes briefings to relevant ministers of the change, along with communications with any and all outside parties. These requested documents include one titled Briefing: Prime Minister’s Chief Science Advisor Appointment (dated 6 May 2024) and advice from the Policy Advisory Group.”

I have interpreted your request to be for information held by the Department of the Prime Minister and Cabinet (DPMC) about the appointment of a new Prime Minister’s Chief Science Advisor (PMCSA) or the scope of the PMCSA role, dated from 1 January to 22 October 2024 (the date of your request). I have therefore excluded purely administrative emails (Official Information Act requests from other journalists, arranging meeting times, and the like), correspondence with applicants for the role, and correspondence about the work undertaken by either the PMCSA or their office.

If this interpretation does not match your expectations, please contact us via email at information@dpmc.govt.nz.

I am also aware that you have made a similar request to the Prime Minister. As some of the information you have requested is held by both the Office of the Prime Minister and DPMC, where such information was produced by the Office of the Prime Minister and/or is more closely connected to the Prime Minister’s functions, it will be addressed in the response from the Prime Minister’s office (PMO) to you. I therefore refer you to the response to your request to the Prime Minister.

Information to be released

I have decided to release the relevant parts of the documents listed below, subject to some information being withheld. The relevant grounds under which information has been withheld are:

- section 9(2)(a), to protect the privacy of individuals
- section 9(2)(f)(iv) to maintain the confidentiality of advice tendered by or to Ministers and officials
- section 9(2)(g)(i), to maintain the effective conduct of public affairs through the free and frank expression of opinion.

Item	Date	Document description	Decision
1	14 February 2024	Internal DPMC email exchange; forwarded to PMO	Provided as a summary (see below)
2	29 April 2024	Internal DPMC email exchange	Release with redactions under section 9(2)(g)(i)
3	3 May 2024	Email exchange between DPMC and PMCSA office	Release with redactions under section 9(2)(g)(i)
4	June 2024	Terms of reference for PMCSA	Note – the PMCSA security clearance has been redacted as it would trigger the government email security system
5	12 September, 2024	Email exchange between DPMC, MBIE and PMCSA office	Release with redactions under section 9(2)(f)(iv)
6	21 September 2024	Email exchange between DPMC and the Royal Society	Release with redactions under sections 9(2)(a) and 9(2)(g)(i)
7	10 October 2024	Email from Sir Peter Gluckman to DPMC	Release email with redactions under sections 9(2)(a); withhold attachment in full under section 9(2)(f)(iv)
8	21 October 2024	Email from Sir Peter Gluckman to DPMC	Release email with redactions under sections 9(2)(a); withhold attachment in full under section 9(2)(g)(i)
9	2023	Information sheet used for PMCSA recruitment process	Release in full
10	Undated	APH organisation form	Release in full

Item 1 is an email chain that summarises a meeting between the Prime Minister and Sir Peter Gluckman on 8 February 2024, and is being provided to you as a summary as permitted under section 16(1)(e) of the Act. The meeting included a discussion of the PMSCA role and appointment process, amongst a number of other agenda items. The summary was sent internally within DPMC to the Policy Advisory Group (PAG) mailing list and Rebecca Kitteridge on 13 February 2024. It was then forwarded from PAG to the Prime Minister's Office on 14 February 2024.

Information to be withheld

The appointment of the PMSCA remains under active consideration. Therefore, under section 9(2)(f)(iv) of the Act, I am withholding in full:

- an Appointments and Honours Committee Cabinet Paper, undated, and three email chains relating to this document, dated 7, 8 and 13 May 2024 respectively
- the draft report of the Science System Advisory Group, dated August 2024
- the document "Briefing: Prime Minister's Chief Science Advisor Appointment" dated 6 May 2024, and two email chains relating to this document.

These documents are withheld to maintain the confidentiality of advice tendered by or to Ministers and officials.

Also identified as relevant to your request are some briefings provided by DPMC's PAG to the Prime Minister. These briefings are provided to the Prime Minister in confidence to

support him in his role as leader of the Government and chair of Cabinet. These briefings are withheld in their entirety under the following sections of the Act:

- section 9(2)(a), to protect the privacy of individuals
- section 9(2)(f)(ii), to maintain collective and individual ministerial responsibility
- section 9(2)(f)(iv), to maintain the confidentiality of advice tendered by or to Ministers and officials
- section 9(2)(g)(i), to maintain the effective conduct of public affairs through the free and frank expression of opinion.

Where section 9 of the Act applies, in making my decision, I have considered the public interest considerations in section 9(1) of the Act. No public interest has been identified that would be sufficient to outweigh the reasons for withholding that information.

Information to be refused

DPMC does not hold any *memoranda or legal advice* on the PMSCA position. Accordingly, this part of your request is refused under section 18(g) of the Act as the information requested is not held, and I have no grounds for believing that the information is either held by another department or Minister of the Crown or organisation, or by a local authority; or connected more closely with the functions of another department or Minister of the Crown or organisation or of a local authority.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on DPMC's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely



Janine Smith
Deputy Chief Executive, Policy

From: [Hayden Glass \[DPMC\]](#)
To: [Kirsty Flannagan \[DPMC\]](#)
Subject: PMCSA
Date: Monday, 29 April 2024 8:58:00 pm
Attachments: [Attachment A Organisation form for the Prime Minister's Chief Science Adviser\(4837243.1\).docx](#)
[ToR Prime Minister's Chief Science Advisor.pdf](#)

~~IN CONFIDENCE~~ UNCLASSIFIED

Hello,

Thanks for your time this afternoon.

Attached is the latest Terms of Reference for the role and the one to work from in terms of revisions (mostly around CSA Forum I reckon). I only seem to have it in PDF I am sorry but Juliet / Susie will surely be able to help with a more editable version. s 9(2)(g)(i)

Also to keep an eye out for, Jude will do a summary of role s 9(2)(f)(iv). The latest version I saw was the attached. s 9(2)(g)(i)

Below are the Terms of Reference for the CSA Forum. s 9(2)(g)(i)

<https://bpb-ap-se2.wpmucdn.com/blogs.auckland.ac.nz/dist/f/688/files/2021/10/ToR-for-CSA-Forum-2021-2023-201021-endorsed-by-Forum.pdf>

Hayden

Hayden Glass
Policy Advisory Group
Department of the Prime Minister and Cabinet

hayden.glass@dpmc.govt.nz

s 9(2)(a)

From: [Kirsty Flannagan \[DPMC\]](#)
To: [Susie Meade](#)
Subject: RE: TOR
Date: Friday, 3 May 2024 2:58:49 pm

[UNCLASSIFIED]

Ah OK! I think I will change the TOR so that it is the same as the PD in that case. s 9(2)(g)(i)

[REDACTED]

From: Susie Meade <susie.meade@auckland.ac.nz>
Sent: Friday, May 3, 2024 2:19 PM
To: Kirsty Flannagan [DPMC] <Kirsty.Flannagan@dpmc.govt.nz>
Subject: RE: TOR

I think we have worked out the confusion at our end . We were thinking of the PD used for advertising the role.

Which is obviously in a different format form the TOR.

s 9(2)(g)(i)

[REDACTED]

S

From: Susie Meade
Sent: Friday, May 3, 2024 12:16 PM
To: Kirsty Flannagan [DPMC] <Kirsty.Flannagan@dpmc.govt.nz>
Subject: RE: TOR

Just to clarify I think there may have been a difference in the version that Hayden discussed with Juliet and the final copy use with the candidates.

s 9(2)(g)(i)

[REDACTED]

S

From: Susie Meade
Sent: Thursday, May 2, 2024 9:22 PM
To: Kirsty Flannagan [DPMC] <Kirsty.Flannagan@dpmc.govt.nz>
Subject: TOR

Kia ora Kirsty,

Thanks for asking about the TOR. We are happy with the draft that was used with candidates which I believe had already addressed the bullet point you mentioned.

Nga mihi

Susie

Job Title:	Prime Minister's Chief Science Advisor Kaitohutohu Mātanga Pūtaiao Matua ki te Pirimia
Nature of the role:	The PMCSA is a one-member Ministerial Science Advisory Committee, appointed by Cabinet
Location:	To be determined
Security Clearance	
Term:	June 2024 – June 2027 (3 years)

Position Purpose

The role of the PMSCA is to provide high quality, independent, rigorous scientific advice to the Prime Minister and the Government, on matters agreed between the Prime Minister and the PMSCA.

High Level Accountabilities

Key Functions	- Promote the understanding of science by the public, policy makers and elected officials, including clarification of issues of public concern, and assisting in the understanding of where science can benefit Aotearoa New Zealand.
	- Undertake activities that enhance the use of science and evidence in policy formation and evaluation across government.
	- Undertake a representational role from time to time, at the Prime Minister's request and assist in promoting Aotearoa New Zealand's interests internationally through science.
	- Undertake activities that promote science and technology education.
	- Undertake any other tasks or functions as agreed between the Prime Minister and the CSA from time to time.

Demonstrated Experience and Capabilities

Scientific Expertise	<ul style="list-style-type: none"> - An exceptional reputation in science, with a strong scientific research and publication history. - Ability to work across a wide range of scientific disciplines with a broad interpretation of the term 'science'.
Strategic Advice	<ul style="list-style-type: none"> - Provides strategic advice across sectors and does not seek to influence operational or funding matters within the science system. - Provides scientific advice to the Prime Minister and, on occasion, to Cabinet Ministers and MPs. - Seeks to improve the quality of scientific input and information in policy processes. - Ability to provide strategic advice and information within a complex and demanding environment or situation.
Stakeholder Engagement	<ul style="list-style-type: none"> - Experienced in leading and elevating the profile of science in Aotearoa New Zealand. - Known and credible deep links into the science community - Proven experience and capability in making science more accessible to the public. - Maintains strong relationships internationally with science advisors and international thought leaders. - Able to represent Aotearoa New Zealand professionally and credibly in international fora. <p>Previously involved in public discussions and debate on scientific matters of the day.</p>

Communication Skills	<ul style="list-style-type: none"> - Ability to communicate effectively in a range of scenarios including within the science community, and with organisations and individuals outside the science community - Effective and positive communication with public media. - Deliberative and responsive thinking and communication style. - Ability to use a range of communication techniques to deliver messages to influence and persuade others.
Effective Leadership	<ul style="list-style-type: none"> - Ability to lead with respect, trust, and confidence. - Effective people leadership, specifically as this role leads the network of departmental science advisors. - Proactive and visible leadership to drive ideas and advice where required.
Relationship Management	<ul style="list-style-type: none"> - Serves as an accessible conduit between the science community and government. - Acts as a trusted bridge between science, society and government. - Excellent interpersonal and relationship management skills, with the ability to work professionally with a wide range of people at all levels.
Trusted advisor, professional ethics and conduct	<ul style="list-style-type: none"> - High level of judgement with the ability to make effective decisions in complex situations. - Values and respects the qualities of rigour, inclusivity, transparency and accessibility. - The discretion and tact to handle confidential and private information. - To not disclose confidential information. - To act with honesty and integrity at all times. - To act in good faith and not at the expense of the Science Advisory Committee's interests. - To act with reasonable care, diligence and skill. - Responsiveness to Te Ao Māori, with understanding of Tikanga Māori.

From: [Hayden Glass \[DPMC\]](#)
To: [Susie Meade](#); [^MBIE: Nic Blakeley](#)
Subject: Lines on PMCSA
Date: Thursday, 12 September 2024 8:19:55 am

~~IN CONFIDENCE~~ UNCLASSIFIED

Hi both,

Herewith updated lines for the PMCSA gap, for your use as appropriate.

* **Out of Scope**

* The review could recommend changes across the system, including changes that impact on the PMCSA role.

* It is prudent, at this point, is to hold off making an appointment to the PMCSA role until we have clarity on the SSAG recommendations and how the Government plans to respond.

* The PMCSA structure that has served us well in the past may not be the right fit with a new approach.

* The Government is committed to supporting science and innovation, a sector that goes to the heart of New Zealand's productivity challenge. This pause doesn't undermine that commitment.

s 9(2)(f)(iv)

Thanks,

Hayden

Hayden Glass
Policy Advisory Group
Department of the Prime Minister and Cabinet

hayden.glass@dpmc.govt.nz

s 9(2)(a)

From: s 9(2)(a)
To: [Hayden Glass \[DPMC\]](#)
Subject: Re: PMCSA update
Date: Saturday, 21 September 2024 10:56:24 am
Attachments: [image001\[32\].png](#)

Dear Hayden,

Many thanks for the update. I thought that was probably the case. We will continue to wait....

Best wishes

s 9(2)(a)

signature_301380226



From: Hayden Glass [DPMC] <Hayden.Glass@dpmc.govt.nz>

Date: Friday, 20 September 2024 at 5:13 PM

To: s 9(2)(a)

Subject: PMCSA update

You don't often get email from hayden.glass@dpmc.govt.nz. [Learn why this is important](#)

[UNCLASSIFIED]

Hi s 9(2)(a)

It has been rather a long time since we last corresponded, but I had the thought this week that it might be helpful to update the s 9(2)(a) on what is happening with the PMCSA recruitment that you so kindly helped out with earlier this year. There does seem to be a bit of media and political interest in the role at the moment, so perhaps you are already being asked for a view.

s 9(2)(g)(i)

s 9(2)(g)(i)

useful.

Below are the comms lines in case they are

Out of Scope

* The review could recommend changes across the system, including changes that impact on the PMCSA role.

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* The PMCSA structure that has served us well in the past may not be the right fit with a new approach.

* The Government is committed to supporting science and innovation, a sector that goes to the heart of New Zealand's productivity challenge. This pause doesn't undermine that commitment.

Hope you are weekendening.

Thanks,

Hayden

Hayden Glass

Policy Advisory Group

Department of the Prime Minister and Cabinet

hayden.glass@dpmc.govt.nz

s 9(2)(a)

Released under the Official Information Act 1982

From: [^Sir Peter Gluckman](#)
To: [Hayden Glass \[DPMC\]](#)
Subject: Letter for PM
Date: Thursday, 10 October 2024 5:19:31 pm
Attachments: [PM PMCSA.pdf](#)

You don't often get email from pd.gluckman@auckland.ac.nz. [Learn why this is important](#)

Dear Hayden

Please find attached a note for the PM regarding the role of a chief science advisor.

Peter

Sir Peter Gluckman ONZ KNZM FRSNZ FMedSci FISC FRS
University Distinguished Professor
Koi Tū; The Centre for Informed Futures
President; International Science Council

Cell **s 9(2)(a)**

s 9(2)(a) [@auckland.ac.nz](#)

This address should not be used for matters related to the science sector or university advisory panels (the reviews).

Please address correspondence on these to chair@ssag.org.nz or chair@uag.org.nz

From: [^Sir Peter Gluckman](#)
To: s 9(2)(a)
Cc: [Hayden Glass \[DPMC\]](#)
Subject: Can you make sure this gets to PM
Date: Monday, 21 October 2024 7:36:47 am
Attachments: [PM PMCSA.docx](#)

Not sure whom it should| be send to
I guess to his PA copied hayden.glass@dpmc.govt.nz

Sir Peter Gluckman ONZ KNZM FRSNZ FMedSci FISC FRS
University Distinguished Professor
Koi Tū; The Centre for Informed Futures
President; International Science Council

Cell s 9(2)(a)

s 9(2)(a) [@auckland.ac.nz](#)

This address should not be used for matters related to the science sector or university advisory panels (the reviews).

Please address correspondence on these to chair@ssag.org.nz or chair@uag.org.nz

Upcoming vacancy: Prime Minister's Chief Science Advisor | Kaitohutohu Mātanga Pūtaiao Matua ki te Pirimia

This is a unique role, providing independent expert scientific advice to the Prime Minister and other Cabinet Ministers, helping to improve the quality of scientific input into government policy, and convening and participating in discussions and debate on scientific matters, including in public.

About this role | Mō tēnei tūranga mahi

The main priorities for the PMCSA are to promote understanding of science by policy makers, elected officials and the public, and to build understanding of where science can benefit New Zealand.

In practice, the PMCSA role is a broad one, with areas for project work agreed with the Prime Minister from time to time, and regular interaction with him or her. It typically includes:

- Providing scientific advice to the Prime Minister and Cabinet Ministers as requested
- Seeking to improve the quality of scientific input and information into policy
- Providing scientific input into crisis management situations and national security matters
- Being involved in public discussions and debate on scientific issues, and
- Convening the network of departmental science advisors.

Formally, the PMCSA role is a one-person Ministerial Advisory Committee to the Prime Minister, appointed through a Cabinet process for an extendable term of three years. The role becomes vacant on 1 July 2024.

About you | Ko wai koe

A successful PMCSA will:

- Have a top-quality reputation in science, with a strong research and publication history, and good networks into the New Zealand science community
- Be able to lead the work of the office and collaborate across a range of scientific disciplines
- Be able to communicate effectively and to command respect, including at the highest levels of policy, in the science community, with business and civil society groups, and in the media, and
- Be able to, on occasion, represent New Zealand with distinction in international fora.

This position requires the ability to obtain and maintain a national security clearance at Top Secret level. In practice, this means that you must be a New Zealand citizen or hold a Resident class visa. Alternatively, you must be a citizen of the UK, USA, Canada or Australia with a 10 year checkable background.

Next steps | Nga mahi kei te whai

If you would like to be considered for this role, please email your application letter and a CV to the address below before 11:59pm Sunday, February 11, 2024.

If you have questions or would prefer a confidential discussion, Hayden Glass on the number below will be happy to help.

Hayden Glass
Policy Advisory Group
Department of the Prime Minister and Cabinet
hayden.glass@dpmc.govt.nz

s 9(2)(a)

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APH Organisation Form

Organisation and Responsible Portfolio

Organisation: Prime Minister's Chief Science Advisor

Responsible Portfolio: Prime Minister

Brief Outline of the Functions and Responsibilities of the Organisation

The PMCSA is arranged as a one-member Ministerial Science Advisory Committee, appointed by Cabinet. The purpose and functions of the PMCSA are broadly defined as:

- To promote the understanding of science by the public, policy makers and elected officials, including clarification of issues of public concern, and assisting in the understanding of where science can benefit New Zealand;
- To undertake activities that enhance the use of science and evidence in policy formation and evaluation across government;
- To undertake a representational role from time to time, at the Prime Minister's request, and assisting in promoting New Zealand's interests internationally through science;
- To undertake activities that promote science and technology education;
- To comment on science issues (while observing the "no surprises" principle);
- To undertake specialist research on specific topics on which the Prime Minister has requested advice or commissioned reports;
- To undertake any other tasks or functions as agreed between the Prime Minister and the CSA from time to time; and
- To focus on issues and opportunities where science has the greatest potential to address issues faced by Maori and Pacific communities.

Current Membership

Name	Gender Identity	Region	Ethnicities (and Iwi if applicable)	Date of original appointment	Expiry date of present term
Professor Dame Juliet Gerrard	F	Auckland	NZ European/ Pākehā	1 July 2018	30 June 2024

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