



16 May 2024

Ref: DOIA 2324-2287

Andrew Green

Email: [fyi-request-26457-78e824f4@requests.fyi.org.nz](mailto:fyi-request-26457-78e824f4@requests.fyi.org.nz)

Tēnā koe Andrew

Thank you for your email on 17 April 2024 to the Ministry of Business, Innovation and Employment (MBIE) requesting, under the Official Information Act 1982 (the Act), the following information:

*... a copy of the template peer/proof form used on ministerial briefings/memos before it is sent across to a minister.*

Please find attached the documentation relevant to your request in Appendix A.

Please note that this response and enclosed documents, with your personal details removed, may be published on the MBIE website.

If you wish to discuss any aspect of your request or this response, or if you require any further assistance, please contact [OIA@mbie.govt.nz](mailto:OIA@mbie.govt.nz).

You have the right to seek an investigation and review by the Ombudsman if you are unhappy with this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Nāku noa, nā

Nora Burghart  
**General Manager Economic Strategy**  
**Economic Strategy**  
**Te Waka Putahitanga**

