



BRM Departmental OIA Timeline and Accountabilities

Timeline	Tasks/accountability (based on 15-day turnaround with Ministerial consultation)			
DAY 1	Allocation to Team (Workflow Advisors)	Allocation to Writer (Writer/Team Leader)	Identify and notify Manager and SME (Writer)	Initial risk assessment re. Comms involvement, sign-out level required, Ministerial consultation, etc. (Writer)
DAY 2-3	Scoping meeting arranged with SME(s) and Manager, to include Comms ¹ and Legal as required (Writer)	Discuss breadth and clarity of scope, time required, political/media/organisational risk, where the information is held and who will collate it, consultation and sign-out required, and availability of key parties (All)	Document and email the agreed timelines, assigned tasks, risks and accountabilities, and if extension is required (Writer)	SME begins collating and assessing documentation, with input from Writer as appropriate
DAY 3-10	Seek scope clarification from requestor by day 7, if necessary (restart clock upon receiving response) ² (Writer)	SME/Writer complete collation and any external consultation, Writer drafts response and briefing and books review times	Transfer by day 10 if required ³ (Writer)	Complete SME/Legal/Comms review
DAY 11-14	Response signed out by Manager, and GM if required (Manager/GM)			
BY DAY 15	Brief Minister's Office, if required (Writer)			
BY DAY 20	Feedback from Minister's Office (Office)	Send response to requestor, or extend if necessary ⁴ (Writer)		
NOTES	¹ Lead Comms advisor should at least be informed as a matter of course	² Scope may be clarified at any time, but the OIA clock can only be restarted if clarification is sought in the first 7 days	³ Statutory requirement	⁴ Extensions must be notified by the due date at the latest. Further extension is allowed, but must also be notified by the <i>original</i> due date (20 working days after receipt of request)

Useful links

MBIE OIA Policy:	http://thelink/tools/policies/Pages/Official-Information-Act.aspx
OIA Step-by-Step Guides:	http://thelink/groups/Documents/mbie-oia-procedures.pdf
Ministerial Services Business Partnering Agreement	http://thelink/groups/Documents/business-partnering-agreement-ministerial-services.pdf