

**SCHEDULE Variation**  
**TO THE MEMORANDUM OF UNDERSTANDING**  
**Between STATISTICS NEW ZEALAND (Statistics NZ) and**  
**THE MINISTRY OF BUSINESS, INNOVATION, AND EMPLOYMENT (MBIE)**  
**Dated March 2016**

**Variation**

1. Both parties to the following two Memorandi:
  - (1) Memorandum between Statistics NZ and MBIE dated 19 March 2007 (originally between Statistics NZ and Tourism NZ) and
  - (2) Memorandum between Statistics NZ and MBIE dated March 2007 (originally between Statistics NZ and the Department of Labour)agree to combine Schedule B of Memorandum 1 and Schedule A of Memorandum 2, pursuant to clauses 7, 8 and 9 of the Memorandi.
2. The scope of the variation is to remove the current Schedules A and B (dated December 2014 and November 2014, respectively) from the annex of the Memorandum and replace them in their entirety with this new Schedule.
3. This Schedule is made up of two parts and three appendices which describe the respective parties' obligations in the following areas of specific interest:
  - i. sponsorship of arrival and departure card processing (**Part One**)
  - ii. sponsorship of departure card printing and distribution (**Part Two**)
  - iii. summary of costs (**Appendix One**), Statistics NZ's standard charge-out rate (**Appendix Two**) and contact details (**Appendix Three**)
4. Both parties agree to review this Schedule only when substantial changes occur. Costs and contact details (appendices 1-3) will be advised annually.
5. Subject to the changes made by this new Schedule, the terms and conditions of the Memorandum remain in effect.
6. This new Schedule is effective from the date it is signed by both parties and remains in effect unless otherwise terminated, or amended in writing by both parties.

**Acceptance**

  
Mark Sowden  
Deputy Government Statistician &  
Deputy Chief Executive  
Customer Strategy & Delivery  
Statistics New Zealand

Dated: 3/5/16

  
Adrienne Meikle  
Deputy Chief Executive  
Corporate Governance and Information  
Ministry of Business, Innovation, and  
Employment

Dated: 26/4/16

## **Part One: Sponsorship of arrival and departure card processing**

This Part One sets out the terms and conditions under which MBIE sponsor processing of New Zealand arrival and departure cards.

### **Background**

1. Prior to 1995, the major users of international travel and migration statistics agreed to pay a share of the migration processing costs. Major users were Ministry of Transport, NZ Tourism Board (subsequently Tourism NZ, the Ministry of Tourism, the Ministry of Economic Development, and then MBIE), Department of Labour (now MBIE) and Statistics NZ. Costs were determined on the basis of processing costs for the data fields required for each user. Costs were reassessed following the redevelopment of the processing system in 1997 and again in 2010, taking into account ensuing changes to the system. Subsequent price increases are based on the change in cards to be processed annually as well as changes in the labour cost index for salary and wages within the central government sector.

### **Costs**

2. The costs each Party may incur in meeting its commitments under this agreement shall be met by the Party incurring them.
3. The basis for any increase in costs to MBIE will be 100% of the percentage change in cards processed as well as the change in the labour cost index from the previous June year.
4. MBIE agrees to pay a share of the cost of processing arrival and departure cards based on the basis of processing costs for the following data fields:
  - Visitor arrivals:
    - Length of stay
    - Country of last permanent residence
    - State / province
  - Permanent and long-term (PLT) passenger information:
    - Country of birth
    - Occupation

Statistics NZ covers the cost of processing arrival and departure cards for the following data fields:

- Classing of all cards to identify visitors, NZ resident travellers and permanent and long-term (PLT) passengers
  - Country of last or next permanent residence for visitor arrivals, visitor departures, and PLT passengers
  - Length of stay or absence (NZ resident travellers)
  - Travel purpose (NZ resident travellers and visitor arrivals)
  - Country of main destination (NZ resident departures)
  - New Zealand area (NZ resident departures and PLT passengers)
5. The estimated annual costs, payable by MBIE, will be advised annually.

## **Part Two: Sponsorship of departure card printing and distribution**

This Part Two sets out the terms and conditions under which MBIE sponsor the printing and distribution of the New Zealand departure card.

### **Background**

1. A meeting of agencies was held in June 2011 to confirm the costs and issues associated with the printing and distribution of the departure cards. At that meeting it was agreed that MBIE and the Ministry of Tourism (now both MBIE) would contribute 34.4 per cent of the total associated cost (22.2 per cent under Schedule A and 12.2 per cent under Schedule B).

### **Costs**

2. The costs each Party may incur in meeting its commitments under this agreement shall be met by the Party incurring them.
3. Each year, Statistics NZ will obtain quotes for the printing, storage and distribution of the New Zealand departure cards. Estimated costs provided are subject to change if there is a 'significant increase' in the cost of paper, due to currency fluctuations, or courier costs.
4. The estimated annual costs payable by MBIE for the printing and distribution of the NZ departure cards will be advised annually.



### **Part Three: Supply of data on departing overseas visitors by Statistics NZ to MBIE**

MBIE requires data on departing overseas visitors to be supplied in February, April, July and October, within two working days after release of the monthly international travel and migration data.

#### **Costs**

1. All costs are GST exclusive.
2. All costs cover the period 1 July to 30 June and are to be paid annually.
3. In consideration of being supplied with data on departing overseas visitors, MBIE agrees to pay Statistics NZ an annual fee (refer Appendix One).
4. If MBIE require changes to the data specified, upon written agreement of MBIE, the costs associated with providing this will be charged for at Statistics NZ's standard charge-out rate, as specified in Appendix 2, or the rate otherwise agreed, and invoiced by Statistics NZ.
5. Statistics NZ agrees to provide MBIE with one month's written notice of any changes to the delivery frequency or medium, or to the format of this data.
6. Statistics NZ shall not be liable for any misuse or consequential risk or loss resulting from the use of, or reliance on, this data.
7. While all reasonable care and diligence has been exercised by Statistics NZ in extracting and producing the data, no warranty is given by Statistics NZ as to the accuracy and comprehensiveness of this data.
8. The data is required for weighting the International Visitor Survey (IVS) data. An Excel file will be provided for the latest quarter, containing the following:
  - Total – The number of actual visitor departures by air, aged 15 years and over
  - Adjusted total – The number of visitor departures by air, aged 15 years and over, excluding a specified proportion of visitors from each purpose (tables sum to this figure)
  - Table 1: Age by airport – The adjusted number of passengers departing from Auckland, Wellington, Christchurch, and Queenstown airports, by age group
  - Table 2: Country of residence by airport – The adjusted number of passengers departing from Auckland, Wellington, Christchurch, and Queenstown airports, by country of residence
  - Table 3: Age by country of residence and sex – The adjusted number of passengers departing from New Zealand, by country of residence, sex, and age
  - Table 4: Country of residence and length of stay by purpose of visit – The adjusted number of passengers departing from New Zealand, by country of residence, grouped length of stay, and purpose of visit

- Table 5: Length of stay – The adjusted number of passengers departing from New Zealand, by grouped length of stay
- Notes – Specifications and detail about the methodology.

## Appendix 1: Summary of Annual Costs

The following table summarises the 2015/16 costs outlined in the Schedule. All costs are GST exclusive and advised annually.

Item	Annual Cost (excl GST)
Sponsorship of arrival and departure card processing	\$ 388,241
Sponsorship of departure card printing and distribution	\$ 22,672
Departing overseas visitor data	\$ 460
TOTAL Annual Cost (2015/16)	\$ 411,373

## Appendix 2: Statistics NZ's Standard Charge-out Rate

The standard charge-out rate by Statistics New Zealand is \$115 per hour (plus GST) and may be subject to change.

### Appendix 3: Contact Details

Ministry of Business, Innovation, and Employment	Contact Details
<p>Agreement Coordinator</p> <p>Manager Sector Trends</p>	<p>Peter Ellis</p> <p>Peter.Ellis@mbie.govt.nz DDI: (04) 498-7448</p> <p>15 Stout Street PO Box 1473 Wellington 6011</p>
<p>Operational Protocols</p> <p>Senior Analyst Sector Trends</p>	<p>Jacob Sankey</p> <p>jacob.sankey@mbie.govt.nz DDI: (04) 474 2635</p> <p>15 Stout Street PO Box 1473 Wellington 6011</p>
Statistics NZ	Contact Details
<p>Agreement Coordinator</p> <p>Senior Manager (acting) Population Statistics</p>	<p>Jo-Anne Skinner</p> <p><u>jo-anne.skinner@stats.govt.nz</u> DDI: (03) 964 8722</p> <p>Statistics NZ BNZ Centre Level 1 120 Hereford St Private Bag 4741 Christchurch 8140</p>
<p>Operational Protocols</p> <p>Manager - Population Indicators Population Statistics</p>	<p>Hendrikje Buss</p> <p><u>hendrikje.buss@stats.govt.nz</u> DDI: (03) 964 8914</p> <p>Statistics NZ BNZ Centre Level 1 120 Hereford St Private Bag 4741 Christchurch 8140</p>