

Rachel Scott
fyi-request-29690-bab92b7d@requests.fyi.org.nz

10 February 2024

Dear Rachel,

OIA 24-25-40: Attendees and costs for regional meeting in Singapore

Thank you for your email of 6 January 2024 to New Zealand Trade and Enterprise (NZTE), making a request under the Official Information Act 1982 (the Act). You requested the following information:

Please provide the position titles of all NZTE employed attendees travelling to the upcoming NZTE regional meeting in Singapore in early 2025.

Can you please provide any travel sign-off and budget for all of those NZTE delegates travelling. Include flights, accommodation, and other expected expenses.

Answers to your questions are as follows.

This meeting was a Leadership Team meeting to focus on discussing and agreeing on strategies for the next year to grow New Zealand exporters. It was held at the New Zealand High Commission Singapore where six of the team members are based. Accommodation was provided at a mid range hotel close to the High Commission for those travelling from outside of Singapore.

Attendees at the Meeting:

Regional Director – South East and East Asia Region*
 Trade Commissioner – Singapore*
 Trade Commissioner/Consul-General – India
 Trade Commissioner – Japan
 Trade Commissioner – South Korea
 Trade Commissioner/Consul-General – Vietnam
 Trade Commissioner – Malaysia/Thailand
 Trade Commissioner – Indonesia/Philippines
 Head of Marketing, Communications and Services – South East and East Asia Region*
 Regional Operations Manager – South East and East Asia Region*
 Market Managers (x2) – South East and East Asia Region
 Head of Focus Customers
 Executive Assistant to Regional Director*
 Investment Director Asia*

*Local staff based in Singapore. No travel or accommodation costs.

Flight costs:	Accommodation Costs:	Other Expected costs:
\$15,831 NZD. For nine people from the following countries: India, Japan, South Korea, Vietnam, Malaysia, Indonesia, New Zealand.	\$8,775 NZD. Three nights' accommodation for nine people.	\$3,380 NZD. Meals for 9 people (those travelling) for 3 days, and ground transport for visits to customers for 15 people.

You have the right under section 28(3) of the Act to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at: www.ombudsman.parliament.govt.nz or freephone: 0800 802 602.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Melissa Trochon', written in a cursive style.

Melissa Trochon
Director – Board & Ministerial