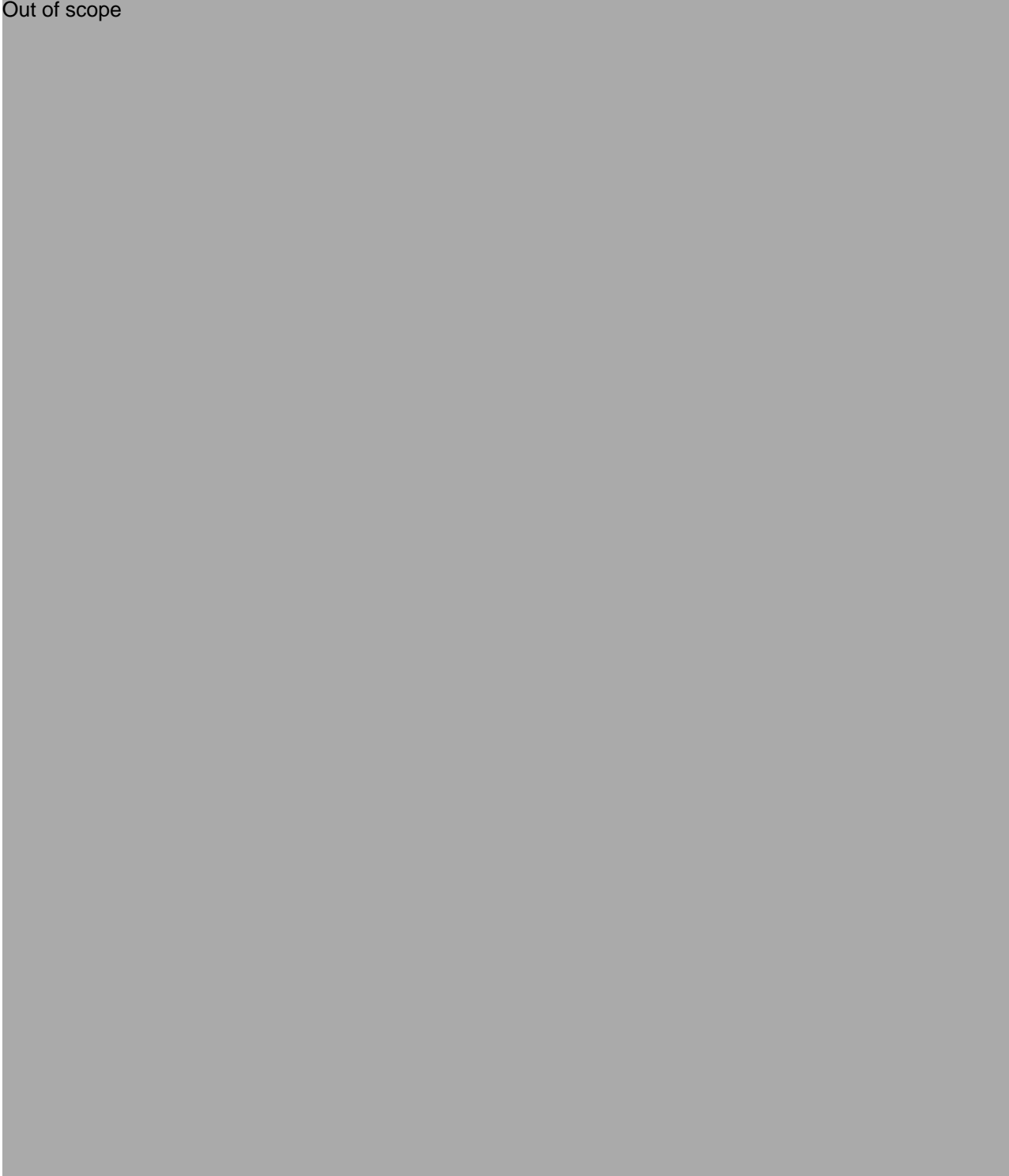


Doc 1. Excerpt from 'Ministerial Correspondence process' guidance document.

Note page 1 and pages 4-8 have been removed as they are out of scope of the request.

Out of scope



8. MS Advisor searches [SharePoint](#) and the [message bank](#) to see if any responses for similar correspondence have been recently completed. Depending on the topic, MS Advisor may be able to draft a response using standard wording from previous responses or the message bank.
9. MS Advisor prepares a commissioning email using the [Ministerial Correspondence commissioning email template](#). The subject line of this email should read “Request for SME – CORM-[XXXX] about [subject matter of correspondence] due [DATE]”.

10. MS Advisor sends the commissioning email to the responsible Manager for the correspondence response. **Please note: Any correspondence relating to the RMA must be commissioned to RM.Reform@mfe.govt.nz and not directly to the responsible Manager.**

Responsible Managers can be found using the following resources:

- [November 1 Managers in Working Areas.xlsx](#)
- [Business Group Day 1 Packs](#)

The 'Key Contacts' section of Taku Mahi also provides a good indication of the likely responsible Manager:

Key Contacts		
Responsible Manager	Director	Other Teams
9(2)(g)(ii)	9(2)(g)(ii)	
MS Advisor	Ministerial Lead	
9(2)(g)(ii)		

If the MS Advisor is unsure which Manager is responsible for their correspondence, they can speak to the MS Team Leader.

11. If the responsible Manager does not assign a SME within 2 working days of sending the commissioning email, the MS Advisor follows up with the responsible Manager. If a timely response is not received from the responsible Manager, the MS Advisor escalates to the MS Team Leader.

Out of scope