

TRIM
D-0502761

Memo

Subject	Proposal for upcoming travel to China
Date	24 September 2012
To	Katherine Baxter and Lewis Holden
Copy to	Todd Kriebel
Yours	9(2)(a)
Attachments	None

Upcoming travel to China

Minister Foss is intending to travel to China, primarily to provide high level support for the negotiations towards a Television Co-production Agreement.

A separate trip by officials has been proposed in the lead up to this visit in order to hold a face-to-face negotiation round with SAPPRFT and seek to make progress on aspects of the text that have previously caused difficulty for the Chinese.

Timing and focus of the visits

Minister Foss's visit

The Chinese agency with responsibility for the negotiations, the State Administration of Press, Publications, Radio, Film and Television (SAPPRFT, formerly SARFT), has suggested the second week of December as the preferred time for the Minister to visit. While the Minister may seek to use the visit for Commerce as well as Broadcasting portfolio opportunities, we understand the primary focus of the visit is lending support to the television co-production negotiations. We should also seek to include other Broadcasting opportunities in the Minister's itinerary. My contact with industry so far indicates there are opportunities for the Minister in both Beijing and Guangzhou in relation to meetings with the Beijing Film Academy, 9(2)(a)

Chinese partners, Chinese broadcaster CCTV, and by presenting awards at the Guangzhou Documentary Festival.

Delegation: Minister Foss is intending to travel with one staff member (likely to be 9(2)(a))

Preliminary visit by officials

The intention of the officials visit is that it would precede the Minister's visit in order to lay the groundwork for the meeting the Minister has with SAPPRFT. The visit would therefore need to occur between October and early December 2013, and most likely in late October.

The focus of the visit would be to hold a face-to-face negotiation round with SAPPRT. We now have confirmation that, following SARFT's merger with the General Administration of Press and Publications, the Department of International Cooperation remains and will continue to be the team handling the negotiations, and Director 9(2)(a) still involved. This visit would provide an opportunity for officials to meet Director 9(2)(c) and his colleagues to build a direct relationship with them which will be important for future negotiation rounds (the NZ Embassy has advised it wishes to hand this role over to MCH in future).

Following receipt of a previous version of this memo, Katherine Baxter asked a question about the level of seniority from MCH that would be appropriate for the delegation. The NZ Embassy in Beijing has advised that SAPPRT has requested the negotiation be conducted at a working level by senior officials, rather than more senior staff (as per attached cable).

Proposed delegation: 9(2)(a), 9(2)(a) (Deputy Chief Executive, NZFC), 9(2)(a) (Treaty Officer/Legal team, MFAT)

Length of trip

Minister Foss's visit

The length of the Minister's visit has not been determined and will be subject to advice on his itinerary. At this stage he has 9-14 December marked out in his diary for the visit.

Preliminary visit by officials

MFAT has previously indicated that the trip only need to be short in length, eg approximately three days, as the value in the trip will come from the fact that New Zealand is seen to be taking the negotiation seriously by sending a delegation. MFAT has also advised that officials need to be responsive and ready to travel as soon as SAPPRT indicates it is ready to hold a negotiation round. For the reasons of the short notice before travel, need to attend meetings shortly after arrival and short length of trip, my view is that business class travel would be preferable.

Roles and lines of communication

There are several parties involved in the two proposed visits, and a need to clarify the roles of each of the players. My suggested approach is outlined as follows:

MCH: the lead agency for co-production agreements – to co-ordinate officials meetings to discuss the negotiation strategy, and (along with MFAT) liaise with the NZ Embassy in Beijing on arrangements for the visit. As adviser to the Minister of Broadcasting, provide advice on Minister Foss's itinerary in order to maximise opportunities from his trip.

NZFC: the 'competent authority' for administering co-production agreements, with extensive experience in negotiating agreements – to provide input on negotiations on the Chinese text in regard to New Zealand's requirements, and provide the Chinese with information on the New Zealand screen industry and opportunities for greater collaboration.

MFAT: the North Asia division is to be the primary point of contact with the NZ Embassy in Beijing, and the Chinese Embassy in Wellington on arrangements for the visits. MFAT is to provide input to the negotiations including legal advice on China's text, and the NZ Embassy in Beijing is provide assistance with hosting the Minister, booking calls, arranging a translator etc.

Minister Foss's office: the Minister's office will be responsible for arranging the Minister's itinerary, working in conjunction with MFAT with advice from MCH.

Chinese Embassy: the Chinese Embassy can provide advice and support with the visits, but has been advised to liaise with MFAT over arrangements as the correct protocol.

Travel expenses

9(2)(a) will look into how Minister Foss's travel expenses will be met. (I have advised that this should be from Ministerial Services).

MFAT, NZFC and MCH would each be meeting the costs of travel for their staff member.

9(2)(a) 's expenses*

Return flight – Auckland to Beijing:	\$5000.00
Return flight – Wgtn to Auckland:	\$250.00
Hotel (up to 5 nights):	\$1250.00
Meals (up to 5 lunches and 5 dinners):	\$200.00
	\$6700.00

*Flights and other expenses based on costs of 9(2)(a)'s 2012 trip to Taiwan.

Next steps

MCH will continue to work with MFAT and NZFC on preparations for both the officials and Minister Foss's trips to China. This will include work on the negotiations strategy, and the high level objectives for the Minister's visit.

Approval requested for overseas travel

Recommendation

- 1) I recommend you approve overseas travel for 9(2)(a) to Beijing, for a period to be determined (but in the region of 3-5 days within October-December) on business class flights. This travel has been budgeted for within the Media Policy team budget.

Approved / Not Approved

Approved / Not Approved

Katherine Baxter
Deputy Chief Executive

Lewis Holden
Chief Executive

Approval Memo

Subject	Approval for Trans-Tasman travel for Summer Internship
Date	17 December 2013
To	Katherine Baxter, Cultural Policy Branch Manager
Copies to	Ripeka Evans, Pou Arahi 9(2)(a), Senior Adviser, Heritage Policy
From	Ralph Johnson, Manager, Heritage Policy

Purpose

- 1 This memorandum seeks your approval for trans-Tasman travel for 9(2)(a) in order for her to relocate to New Zealand to undertake the period of internship at MCH from December 2013 to February 2014.

Background

- 2 MLT previously agreed to the establishment of a Māori summer internship at MCH. As part of the terms for the internship it was agreed that one return airfare would be provided to the successful candidate to enable them to return home to their place of residence during the internship period (December 2013 to February 2014).

Travel proposal

- 3 As a result of the shortlisting and interview process it was agreed that 9(2)(a) was the preferred candidate based on her skills and experience. She is currently resident in Melbourne where she is undertaking her Masters in heritage studies. It is proposed that rather than fly her back to Melbourne during the term of the internship, that the offer of one return flight be used to bring 9(2)(a) to New Zealand to commence the internship and to return her back to Melbourne at the termination. 9(2)(a) supports this proposal.

Costs

- 4 The estimated costs for the trans-Tasman airfares are as follows:

	Airfare	Accommodation	Allowance	Total (\$NZ)
9(2)(a)	750.58	N/A	N/A	750.58

Approval process

- 5 This proposal was previously discussed and agreed in principle with Ripeka Evans (who is providing the budget for the travel). We now seek your agreement to 9(2)(a) trans-Tasman travel as detailed in the attached travel request form.

Recommendations

6 I recommend that you:

- a. **Agree** to trans-Tasman travel for [9(2)(a)] to enable her to undertake the summer internship at MCH

Approve / Decline

- b. **Note** the travel costs for the summer intern will be met from the Pou Arahi budget



Ralph Johnson
Manager
Heritage Policy



Katherine Baxter
DCE / Cultural Policy Branch
Manager

Lewis Holden
Chief Executive

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Request for Travel Form

This form can be used prior to booking travel (optional). All travellers, Budget Managers and Administrators need to be familiar with the Ministry's Travel Policy before booking travel.

1. Traveller details

Name	Business Unit	Contact number	Anyone accompanying? (if yes, supply name and relationship)
[9(2)(a)]	CE's Office		

2. Reason for travel

Maori summer internship

3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)

4. Accommodation (traveller to complete)

Location	Date		Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting
	In	Out			

5. Rental car hire (traveller to complete)

Please note you will be asked to produce your driver's licence at the rental depot. By completing this form the hirer is confirming they are not disqualified from driving and have no legal action pending with regard to driving offences.

	Manual/Auto	Date	Return to location	Date

6. Estimated Cost (must be completed, your unit PA or travel co-ordinator can assist)

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$750.00		
Accommodation			
Rental car hire			
Meals/expenses			
Conference/training costs			
Other (incl conference fees)			
TOTAL	\$750.00		

7. Travel booking fees

The cost of all booking fees, sector fees, departure taxes etc will be borne by the unit of the person travelling.

8. Method of travel

Have alternatives to travel been considered i.e. the use of audio/video conferencing? Yes / No

9. Signature of staff member travelling

Name	Designation	Signature	Date
(Bookings were made by Philippa Shierlaw)			

10. Overseas Travel

Australia

Branch Manager (if going to Australia) or Chief Executive to sign. Please see Administrator for the Office of the CE for a travel insurance card at least one week prior to your trip.

Name	Designation	Signature	Date
<i>Katherine Baxter</i>	<i>DCE / Cultural Policy Branch Mgr</i>	<i>KMBaxter</i>	

Do MFAT travel advisories apply? Yes / No

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Memo

Subject	Approval for travel to Taiwan: February 2014
Date	15 January 2014
To	Lewis Holden
Copies to	Sarah Hardy
From	Maree Brown
Attachments	

Taipei International Book Exhibition 2014

New Zealand will be the Guest of Honour at the Taipei International Book Exhibition (TIBE) in 2015. CNZ, ENZ, and the Publishers Association (PANZ) have already committed funding to the literature programme which will be managed by PANZ. MFAT is now leading a bid for CDIP funding to cover other key elements of the Guest of Honour programme. The project has strong support from 9(2)(a) Chair of Education NZ, and board member of NZTE.

MFAT is seeking around \$150,000 (exact amount to be confirmed) to support the pavilion build, the cultural programme, project management and PR costs. 9(2)(a) , head of the NZ Commerce and Industry Office (NZCIO) in Taipei, is leading work on the project in Taipei in close liaison with other agencies and PANZ.

MCH (Maree Brown) will be a member of the project governance group, the inaugural meeting of which is on 28 January 2014. We are currently working with MFAT on draft Terms of Reference for the governance group.

The Director of TIBE, 9(2)(a) visited Wellington in November to meet with the agencies (including MCH) working on the Guest of Honour Programme for 2015.

A delegation of MFAT, CNZ and PANZ officials will attend TIBE 2014 in early February.

Proposal:

It is proposed that 9(2)(a) join this delegation to attend TIBE from 1-8 February 2014 to see the book fair first-hand, observe the 2014 Guest of Honour cultural programme, and work with key contacts in Taipei. In 2014 the guest country status is shared between Japan, Korea, Singapore and Thailand.

9(2)(a) will meet with NZCIO staff (MFAT and NZTE) in Taipei, visit possible venues for events and establish working relationships with the 2015 programme organisers. She will work with other New Zealand delegates to assess options and opportunities for the 2015 New Zealand programme, both from a cultural perspective and from a broader NZ Inc. perspective. This will include working closely with 9(2)(a).

from CNZ to scope out a possible cultural programme around the 2015 book fair. MCH will then be in a strong position to provide sound advice on an appropriate level of CDIP support for the project.

Three of our funded agencies – CNZ, Te Papa and NZFC – have expressed strong interest in TIBE 2015. CNZ is contributing \$100,000 to support the literary programme and will possibly also fund some elements of the cultural programme. Te Papa is exploring options for presenting an exhibition in Taipei at the time of the book fair – this follows its highly successful exhibition at the National Museum of China in 2012 (CDIP funded). It would require CDIP funding for this exhibition. The NZFC is looking for opportunities to progress the recently signed film co-production agreement with Taiwan.

9(2)(g) has already established working relationships with each of these agencies on this project and will help ensure a co-ordinated approach to the cultural programme at TIBE. She will also follow up with the NZ Music Commission to identify possible opportunities for a contemporary New Zealand music component.


Total estimated travel costs for this trip:

1 x premium economy airfare Wellington-Taipei return plus ground travel	Up to \$4,300 NZD
Accommodation for 6 nights Approx \$275-\$350 per night	Approx \$1650 - \$2100 NZD
Daily expenses for 1 person for 7 days	Per diems for meals and incidentals. \$500 - \$1000 NZD
TOTAL ESTIMATED COST	NZD \$6500 - \$7500

It is recommended that you:

Approve total payment from the CDIP Budget of approximately NZD\$6,500 - \$7,500 for the above travel and daily expenses for the February 2014 trip to Taiwan for the Taipei International Book Exhibition by one MCH staff member.

Agree / Disagree


Lewis Holden
Chief Executive
15 January 2014

Request for Travel Form

This form can be used prior to booking travel (optional). All travellers, Budget Managers and Administrators need to be familiar with the Ministry's Travel Policy before booking travel.

1. Traveller details

Name	Business Unit	Contact number	Anyone accompanying? (if yes, supply name and relationship)
9(2)(a)	Arts Policy Team	Ext 9(2)(a)	No

2. Reason for travel

In 2015 New Zealand will be Guest of Honour at the Taipei International Book Exhibition (TIBE). It is proposed that 9(2)(a) attend TIBE from 1-8 February 2014 to see the book fair first-hand and observe the 2014 Guest of Honour cultural programme and identify opportunities and establish relationships with key agencies in Taipei in preparation for 2015.

3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
1 February 2014 (return 8 February)	Wellington	Taipei	7 days	NA

4. Accommodation (traveller to complete)

Location	Date		Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting
	In	Out			
Taipei	2/02/14	8/02/14	Home Hotel (tbc)	N	

5. Rental car hire (traveller to complete)

Please note you will be asked to produce your driver's licence at the rental depot. By completing this form the hirer is confirming they are not disqualified from driving and have no legal action pending with regard to driving offences.

	Manual/Auto	Date	Return to location	Date

6. Estimated Cost (must be completed, your unit PA or travel co-ordinator can assist)

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares and ground travel	Up to \$4,300	Y	
Accommodation	\$1650-\$2100	Y	
Rental car hire			
Meals/expenses	\$500-\$1000		
Conference/training costs			
Other (incl conference fees)			
TOTAL	\$6,500-\$7,500		

7. Travel booking fees

The cost of all booking fees, sector fees, departure taxes etc will be borne by the unit of the person travelling.

8. Method of travel


Have alternatives to travel been considered i.e. the use of audio/video conferencing? **NA**

9. Signature of staff member travelling

Name	Designation	Signature	Date
9(2)(a)	Senior Policy Adviser	9(2)(a)	15 January 2014

10. Overseas Travel

Branch Manager (if going to Australia) or Chief Executive to sign. Please see Administrator for the Office of the CE for a travel insurance card at least one week prior to your trip.

Name	Designation	Signature	Date
Lewis Holder	Chief Executive		16/1/2014

Do MFAT travel advisories apply? **No**

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International Travel Approval Memo to the Chief Executive

Date	11 February 2014
To	Lewis Holden, Chief Executive
From	Katherine Baxter, DCE/Cultural Policy Branch Manager
Copies to	<ul style="list-style-type: none"> Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (re travel insurance documentation) 9(2)(a)
Subject	ATTENDANCE AT UNESCO REGIONAL SEMINAR: Bangkok, Thailand, 4 – 6 March 2014
Attachments	Letter of Invitation

Purpose

- 1 This memo seeks your approval for 9(2)(a) to attend a UNESCO regional seminar on the *Diversity of Cultural Expressions in Asia* in Bangkok, Thailand over 4-6 March 2014.

Background

Purpose

- 2 The purpose is to represent New Zealand at the seminar, jointly organized by the International Federation of Arts Councils and Culture Agencies (IFACCA) and UNESCO Bangkok.
- 3 A copy of an invitation addressed to Ralph Johnson is attached. After consulting with Cultural Policy Branch Managers I have concluded that it would be useful for New Zealand to be represented at the seminar at a relatively high level. 9(2)(a) is best placed to attend this seminar: he is both available to attend, and he is also able to represent the broader perspectives and interests of the Ministry in both formal and informal discussion at the seminar.

Business benefits

- 4 The 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions entered into force on 18 March 2007, three months after its ratification by 30 States members of UNESCO. The purpose of the convention is, *inter alia*, to protect and promote the diversity of cultural expressions.

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- 5 This seminar provides State Parties in the Asia region to discuss and exchange information on the implementation of the Convention and to facilitate the periodic reporting that is required on the Convention.
- 6 The organisers have indicated the specific objectives of this seminar are:
 - clarification on principles and implementation of the Convention, to contribute to its improved and consistent understanding in the region
 - information-sharing among Parties (in line with articles 9 and 19), within the Asia Pacific region and also with other regions
 - training on the periodic reporting
 - analysis of trends in the region
 - identification of Parties' needs in terms of support for the implementation of the Convention.
- 7 As a State Party New Zealand reports periodically on policies and measures to protect cultural expressions domestically and internationally, including:
 - national policies and measures implemented to support the creation, production, distribution, dissemination and enjoyment of cultural goods and services
 - international cooperation measures that support the mobility of artists, provide greater market access and strengthen cultural industries in developing countries
 - actions taken to involve civil society in cultural policy processes.

Timeframe

- 8 (2)(c) will travel and attend the seminar from Monday 3 March to Friday 7 March inclusive, with no personal leave or travel involved.

Itinerary

- 9 The itinerary consists of direct air travel from Auckland to Bangkok return.

Date		Location	Business conducted
From	To		
3 March 2014	7 March 2014	Bangkok	Attend seminar

Cost of proposal

10. The organisers will meet the major costs including registration, travel, accommodation and some meals. No information is yet available on which meals may not be included, however these are expected to be minimal. Any costs to the Ministry are most likely to be for minor incidentals such as airport transfers if required.

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	NZ\$2,400	N	
Accommodation	Not available	N	
Rental car hire	N/A	N	
Meals / expenses	N/A	N	
Conference / training costs		N	
Other	NZ\$200.00 (estimate only)	Y	10-101-2355-CP05
TOTAL	NZ\$200.00		

Recommendation

11. I recommend you approve the above travel for ^{9(2)(a)} to represent the Ministry at the UNESCO regional seminar on the *Diversity of Cultural Expressions in Asia* in Bangkok, Thailand on 4-6 March 2014.

Katherine Baxter

Katherine Baxter
DCE/Cultural Policy Branch Manager

Approved / Not Approved

Lewis Holden

Lewis Holden
Chief Executive

on basis that travel to and from Thailand is, in fact, covered.

L.H.



UNESCO Bangkok
Regional Unit for Culture in Asia and the Pacific



Ref: 143/CA011/14

9 January 2014

Subject: Invitation to the Regional Seminar on the Diversity of Cultural Expressions in Asia, Bangkok, 4 – 6 March 2014

Dear M. Johnson,

The International Federation of Arts Councils and Culture Agencies (IFACCA) and UNESCO Bangkok have great pleasure in inviting you to participate in a regional seminar on the *Diversity of Cultural Expressions in Asia* which will take place in Bangkok, Thailand on 4-6 March 2014.

The seminar will bring together the focal points for the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions in Asia, to discuss and exchange on the implementation of this Convention and its periodic reporting. A full programme for the Symposium will be available in early February 2014.

We are pleased to offer to cover your costs of attendance at this event (registration, travel, accommodation and some meals).

If you are able to accept this invitation, please contact 9(2)(a) Research and Project Officer, IFACCA, info@ifacca.org by **Friday 17 January 2014**. A more detailed registration form will be forwarded when we receive your confirmation.

We very much hope you will be able to take up this opportunity and look forward to hearing from you soon.

Yours sincerely,

9(2)(a)

9(2)(a)

Executive Director
IFACCA

Chief, Culture Unit
UNESCO Bangkok

Mr. Ralph Johnson
Manager, Heritage Policy
Ministry for Culture and Heritage
Wellington, NEW ZEALAND
info@mch.govt.nz

Cc.: 9(2)(a) Secretary of the 2005 Convention, UNESCO
Secretary General, New Zealand National Commission for

UNESCO
9(2)(a) Programme Officer, UNESCO Apia

Request for Travel Form

This form can be used prior to booking travel (optional). All travellers, Budget Managers and Administrators need to be familiar with the Ministry's Travel Policy before booking travel.

1. Traveller details

Name	Business Unit	Contact number	Anyone accompanying? (if yes, supply name and relationship)
92) (a)			

2. Reason for travel

ATTEND UNESCO REGIONAL SEMINAR

3. Itinerary (traveller to complete)

Date of travel	From	To	Time	Annual leave being taken? (if yes, supply dates)
3 March	Auckland	Bangkok	7am	N
6 March	Bangkok	Auckland	6:45 pm	N

4. Accommodation (traveller to complete)

Location	Date In	Date Out	Name - Hotel/Motel	Stay privately Y / N	Venue of conference/meeting
N/A					

5. Rental car hire (traveller to complete)

Please note you will be asked to produce your driver's licence at the rental depot. By completing this form the hirer is confirming they are not disqualified from driving and have no legal action pending with regard to driving offences.

Location	Manual/Auto	Date	Return to location	Date
N/A				

6. Estimated Cost (must be completed, your unit PA or travel co-ordinator can assist)

Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares		N	
Accommodation		N	
Rental car hire		N	
Meals/expenses		N Some meals	
Conference/training costs		N	
Other (incl conference fees)			
TOTAL	\$200 (estimate)		

7. Travel booking fees

The cost of all booking fees, sector fees, departure taxes etc will be borne by the unit of the person travelling.

8. Method of travel

Have alternatives to travel been considered i.e. the use of audio/video conferencing? Yes / No

9. Signature of staff member travelling

Name	Designation	Signature	Date
9(2)(a)	9(2)(a)	9(2)(a)	12/2/14

10. Overseas Travel

Branch Manager (if going to Australia) or Chief Executive to sign. Please see Administrator for the Office of the CE for a travel insurance card at least one week prior to your trip.

Name	Designation	Signature	Date
Lewis Hadden	Chief Executive		13/2/14

Do MFAT travel advisories apply? Yes / No

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International Travel Approval Memo to the Chief Executive

To	Lewis Holden, Chief Executive
From	Sarah Ingram – Heritage Services Branch Manager
Date	24/03/14
Subject	Long-haul Travel for Anzac Services 2014
Copies to	Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	

Purpose

- 1 Approval of international travel costs to attend Anzac commemorations in preparation for WW100 commemorations here.

Background

- 1 Purpose

Attending Anzac commemorations in preparation for WW100 commemorations here.

- 2 Business benefits

This will provide valuable context for me as the Ministry's representative on the WW100 Governance Group, particularly in experiencing how these commemorations are handled in countries more accustomed to hosting events on a larger scale.

- 3 Timeframe

20 April, 2014 to 1 May, 2014

Accompanying 9(2)(a) 1 (NZDF funded)

4 Itinerary

DRAFT OUTLINE PROGRAMME (Note: All times are local times)

Monday 21 April 2014 Paris

PM Arrive in Paris.

Stay Paris

Tuesday 22 April 2014 France

TBA Battlefield Tour of NZ Division action in France, including recce of ceremonial locations.

Stay Valenciennes

Wednesday 23 April 2014 France - Belgium

TBA Battlefield Tour of NZ Division action in Belgium, including recce of ceremonial locations.

Stay Ieper

Thursday 24 April 2014 Belgium

AM Rehearsals.

2000hrs Last Post ceremony at the Menin Gate, Ieper. MCG to welcome Official Party and sing a Hymn during the ceremony. The catafalque guard will join with an ADF catafalque guard at the Menin Gate.

Stay Ieper

Friday 25 April 2014 Belgium

AM Dawn Service, Buttes New British Cemetery, Polygon Wood (organised by the Memorial Museum Passchendaele 1917, in conjunction with the New Zealand and Australian Embassies).

0900hrs New Zealand Service, New Zealand Memorial Messines (organised by the New Zealand Embassy).

1100hrs Procession to the Menin Gate

1115hrs Anzac Service at the Menin Gate, Ieper. MCG to escort Official Party. The catafalque guard will join with an ADF catafalque guard at the Menin Gate

1300hrs Anzac Day Official Lunch (DA + one)

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1600hrs New Zealand Ceremony, Berks Cemetery Extension, Ploegsteert (organised by the New Zealand Embassy)

1650hrs Depart Ploegsteert for Mesen (Messines)

1715hrs Unveiling of the New Zealand Soldier Statue, Mesen.

1720hrs Opening of the Mesen Interpretation Centre

1800hrs Speeches and Reception, Mesen Town Hall

1915hrs Depart for Ieper

2000hrs Last Post ceremony at the Menin Gate, Ieper. MCG to welcome Official Party and sing a Hymn during the ceremony. The catafalque guard will join with an ADF catafalque guard at the Menin Gate.

Stay Ieper

Saturday 26 April 2014 Belgium - France

AM Transfer to France

PM Rehearsals

Stay TBA, France

Sunday 27 April 2014 France

0600hrs New Zealand Dawn Service at Le Quesnoy Communal Cemetery, Le Quesnoy.

1100hrs Municipal service in Le Quesnoy town square, march past New Zealand Memorial.

1600hrs New Zealand service, New Zealand Memorial, Longueval.

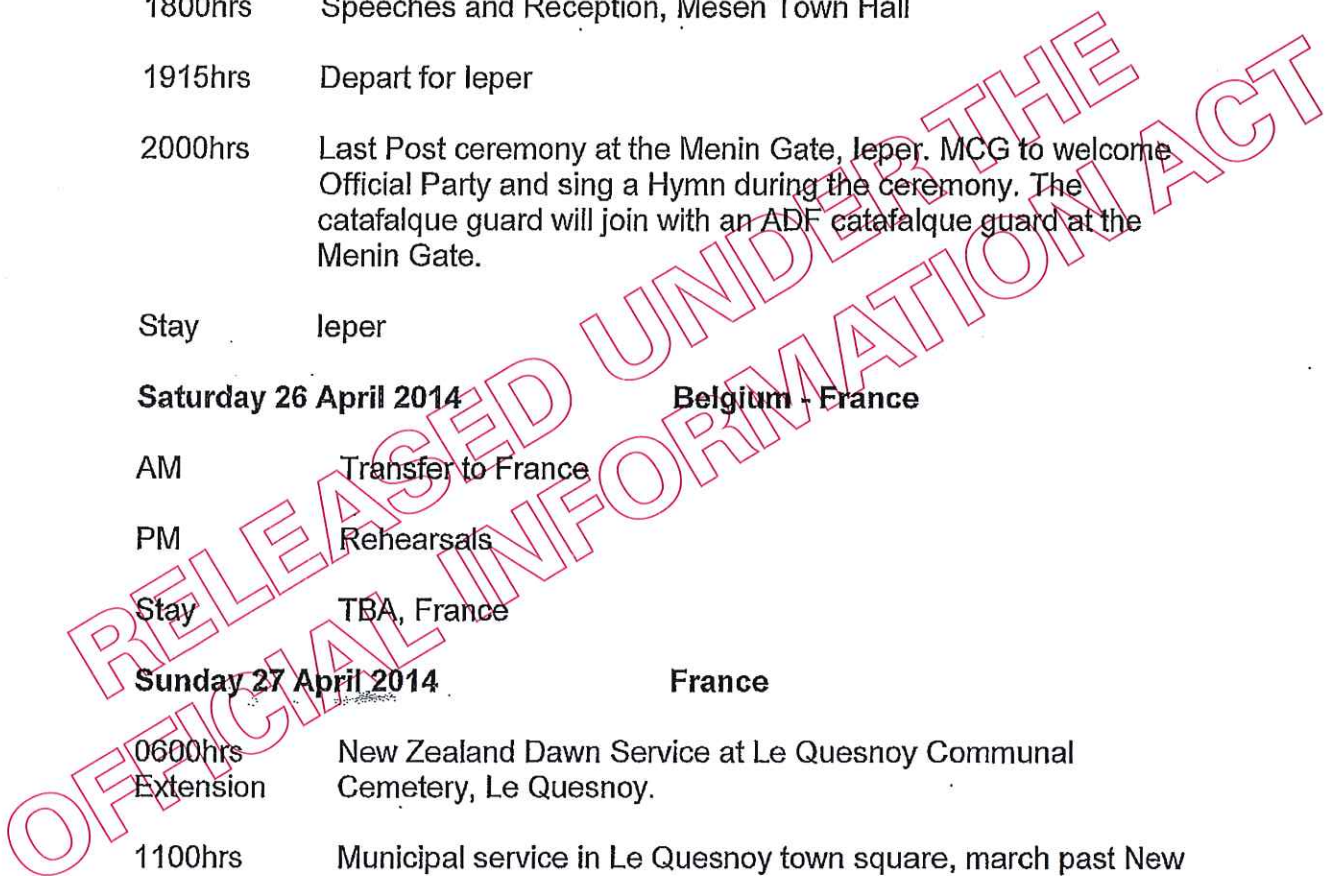
1640hrs Wreathlaying at the French Memorial, Longueval town centre.

1650hrs Wreathlaying at the New Zealand Memorial to the Missing, Caterpillar Valley Cemetery.

1700hrs New Zealand reception, Longueval Town Hall.

PM Transfer to Paris.

Stay Paris



Monday 28 April 2014

Paris

Evening Lighting of the Flame Ceremony, Arc de Triomphe, Paris (TBC)

Stay Paris

Tuesday 29 April 2014

AM Depart Paris for New Zealand.

Airfares

Date of travel	From	To	Time	Airline	Class of travel	Cost
20/04/14	Wellington	Auckland	08:35	AirNZ	Economy	
20/04/14	Auckland	Changi, Singapore	12:10	Singapore Airlines	Economy	
20/04/14	Changi, Singapore	Paris, France	23:55	Singapore Airlines	Economy	
29/04/14	Paris, France	Changi, Singapore	12:00	Singapore Airlines	Economy	
30/04/14	Changi, Singapore	Auckland	08:45	Singapore Airlines	Economy	
01/05/14	Auckland	Wellington	08:35	AirNZ	Economy	\$2,616.00

Accommodation

Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
	In	Out			
TBC					

I will do another memo to confirm accommodation costs in Paris as I would like to align these with 9(2)(a) plans.

Personal travel


No personal travel

5 Cost of proposal


Category	Estimated cost	Costs to be paid by MCH? Y / N (if no, please specify)	Charge code
Airfares	\$2,616.00	Y	20-201-2354-0000
Accommodation	TBC	Y	
Rental car hire			
Meals / expenses	\$1,000	Y	20-201-2355-0000
Conference / training costs			
Other			
TOTAL	\$3,616.00		

Recommendations

6 I recommend that you approve these flights and associated travel costs.


Sarah Ingram
Heritage Services Branch Manager


Approved / Not Approved


Lewis Holden
Chief Executive

International Travel Approval Memo to the Chief Executive

To	Lewis Holden, Chief Executive
From	Ripeka Evans, Pou Arahi Whakahaere and Neill Atkinson, Chief Historian
Date	28th February 2014
Subject	9(2)(a) travel to WW2 28 th Māori Battalion battle sites and cemeteries for research
Copies to	Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation) Neill Atkinson (Chief Historian)
Attachments	(1) Memo to CE, 29 August 2013 (2) Detailed itinerary (3) Invoices

Purpose

1 This memo proposes that the Ministry part-fund 9(2)(a) planned trip to Tunisia, Italy, Crete and Greece in May 2014 to take part in the 28th Māori Battalion (28MB) pilgrimage. This opportunity will allow 9(2)(a) to strengthen her research knowledge of this area that will support further 28th Māori Battalion research the Ministry will be undertaking.

Background

- 2 9(2)(a) has been invited to travel with a 28MB pilgrimage tour to Tunisia, Italy, Crete and Greece in May 2014. The tour is led by 9(2)(a) and the Ministry has already agreed to part-fund his travel (refer memo to CE, 29 August 2013). This is a rare opportunity to join a group of 50 people visiting the battle sites where the 28MB fought. These sites are located at Tebaga Gap (where Ngarimu won the only Māori VC of WW2) and Takrouna in Tunisia, Faenza, Forli, Florence, Tarvanelle and Cassino in Italy, and Suda Bay, Sphakia, Piraeus, Lamia and Mt Olympus in Greece/Crete. A number of CWGC cemeteries will also be visited, including those at Sfax, Takrouna, Forli, Faenza, Florence, Cassino, Suda Bay and Phaleron. The cost per traveller is \$12,500.

- 3 The group's time in Crete and Cassino coincides with the week-long commemorations of the battles fought in those locations. May 2014 marks the 73rd anniversary of the Battle of Crete (1941) and the 70th anniversary of the Battle of Cassino (1944); large numbers of visitors including veterans are expected from all the countries that made up the Allied and Axis forces.
- 4 In addition, in May the Australians are planning to unveil a memorial to the men who made the famous bayonet charge at '42nd Street' on the island of Crete. The 28MB was to the fore in that charge and this party will be the only Māori group present at this historic occasion. Again, documentation and collection of footage will occur at this ceremony.

Business benefits

- 5 9(2)(a) is currently employed under a fixed-term contract to oversee the 28th Māori Battalion website. The likelihood of MCH establishing Ministry of Education-funded fellowships to support Māori Battalion company histories later this year will require the maintenance of an ongoing staff resource for the website. It would be a significant advantage to 9(2)(a), who is well qualified to assist this research through her website role, and who may also be a candidate for one of the fellowships, to have visited the battle sites and seen the cemeteries where the Māori Battalion fought and lie.
- 6 9(2)(a) will be of great assistance to 9(2)(c) who is travelling as expert historian with the pilgrimage group/s.
- 7 9(2)(a) will gather content for the 28th Māori Battalion website – photographs and video of places and people. Footage from Tunisia (Tebaga gap and Sfax cemetery) will be incredibly significant and unique in that no New Zealand delegations have visited these sites since the end of the war.
- 8 At Cassino between 30 and 40 NZ WW2 veterans will be joining the NZDF ceremonial party and the NZDF Māori Cultural Group for the 70th commemorations. Footage and photographs from this ceremony will be gathered for use on the website.
- 9 Field research and interviews with descendants will enhance 9(2)(a) understanding of the Māori Battalion's experiences and the wider impacts of this on Māori society. The content gathered will undoubtedly enhance the website and further 9(2)(a) professional development.
- 10 9(2)(a) is employed on fixed term contracts and as a good employer the Ministry should support 9(2)(a)'s professional and career development.

There is the possibility of future work on future Ministry projects including the 28MB website and the Treaty Settlement histories project. ^{9(2)(a)} has made huge contributions to both these projects including the development of the TSH project. This trip will strengthen her research engagement knowledge and applied skills and add value to her work in the Ministry.

Timeframe

11 2 May – 31 May 2014. These dates include four weekends.

Neill Atkinson has agreed to paid leave for ^{9(2)(c)}; two 0.5 FTE positions, for the 28th Māori Battalion and Treaty Settlement Histories.

Itinerary (detailed itinerary attached)

12 *Summary*

Date		Location	Business conducted
From	To		
2 May 2014	30 May 2014	North Africa/Europe	Research

13 *Airfares*

Date of travel	From	To	Time	Airline	Class of travel	Cost
2 May 14	Auckland	Dubai	17:15	Emirates & Alitalia	Economy	
4 May 14	Dubai	Tunis	10:00	Emr&Alit	Economy	
10 May 14	Tunis	Rome	17:25	Emr&Alit	Economy	
19 May 14	Rome	Hania	8:55	Emr&Alit	Economy	
22 May 14	Hania	Athens	21.00	Overnight Ferry	Economy	
27 May 14	Athens	Dubai	16:10	Emr&Alit	Economy	
29 May 14	Dubai	Auckland	10:10	Emr&Alit	Economy	

* departure times subject to Airline schedule for 2014

14 *Accommodation*

Location	Date		Name of Hotel/Motel	Stay privately Y / N	Cost
	In	Out			
Dubai	3 May 14	4 May 14	Dubai	N	
Tunis	4 May 14	5 May 14	Phebus 4*	N	
Sfax	5 May 14	6 May 14	Sangho Syphax 4*	N	
Matmata	6 May 14	8 May 14	Diar El Barbar 4*	N	
Hammamet	8 May 14	10 May 14	Le Sultan 4*	N	
Rome	10 May 14	12 May 14	Fiamma 4*	N	
Florence	12 May 14	14 May 14	PalazzoRicasole	N	
Faenza	14 May 14	16 May 14	Class	N	
Rome	16 May 14	19 May 14	Fiamma 4*	N	
Hania	19 May 14	23 May 14	Porto Veneziano	N	
Paralia	24 May 14	26 May 14	Mediterranean Princess	N	
Athens	26 May 14	28 May 14	Titania	N	

Other

15 *nil*

Personal travel

16 *nil*

Cost of proposal

17

Category	Estimated cost	Costs to be paid by MCH? Y	Charge code
Airfares/ferry/accommodation	\$12,500	\$4000 \$2250	99-710-2354-00 20-210-2354- HS03
Meals	\$500 (to be reimbursed)		20-210-2352- HS03
TOTAL	\$13,000 (incl		

	reimbursements)
Less costs met by Leanne Tamaki	6,000
BALANCE	\$6750

Recommendations

- 19 It is recommended that you approve the Ministry's part-funding of ^{9(2)(a)} trip to Europe in May 2014, on the basis outlined above.



Ripeka Evans and Neill Atkinson
Pou Ārahi Whakahaere and Chief Historian

Approved / Not Approved




Lewis Holden
Chief Executive

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OFFICIAL INFORMATION ACT

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Sorry can't
find the
memo - this
is just the
coversheet

CE Coversheet

Please use for all material to the CE
e.g. documents for signature, papers for information, feedback, approval
(NB: not required for copies of cabinet papers and briefings for the CE's info)

Today's date: 29 August 2013 Extension #: 295
Contact person: Neill Atkinson Position title: Chief Historian

Date/time the action is required by? _____

Have you consulted your Branch Manager? Yes

Brief explanation of the topic/event: (if applicable) _____

International travel memo for 9(2)(a) has been invited to take part in a 28th Māori Battalion pilgrimage tour to Tunisia, Italy, Greece and Crete in May 2014. While this is essentially a private undertaking by 9(2)(a), his participation will have benefits for the Ministry's ongoing 28th Maori Battalion website project, will mean he is available to assist the official NZ 70th anniversary commemorative party at Cassino in May 2014, and will also enable him to add on a visit Gallipoli, which is of direct relevance to his current MCH project on Maori and the First World War. For these reasons I am proposing that the Ministry fund half of the costs associated with the pilgrimage tour, as well as the direct costs of the Gallipoli leg of his trip (est up to \$2,700). In total the MCH contribution would be c \$8,910, funded from the Ministry's War History Trust. 9(2)(a) will be contributing c \$8,250 of the total cost of the trip himself.

Why is the CE being asked to sign/make decision? _____

International travel needs to be approved by CE

Who have you consulted with? (Any necessary comments regarding consultation) _____

Consulted:	Name:	Comments:
Finance:		
Human Resources:		
Legal:		
Other:		

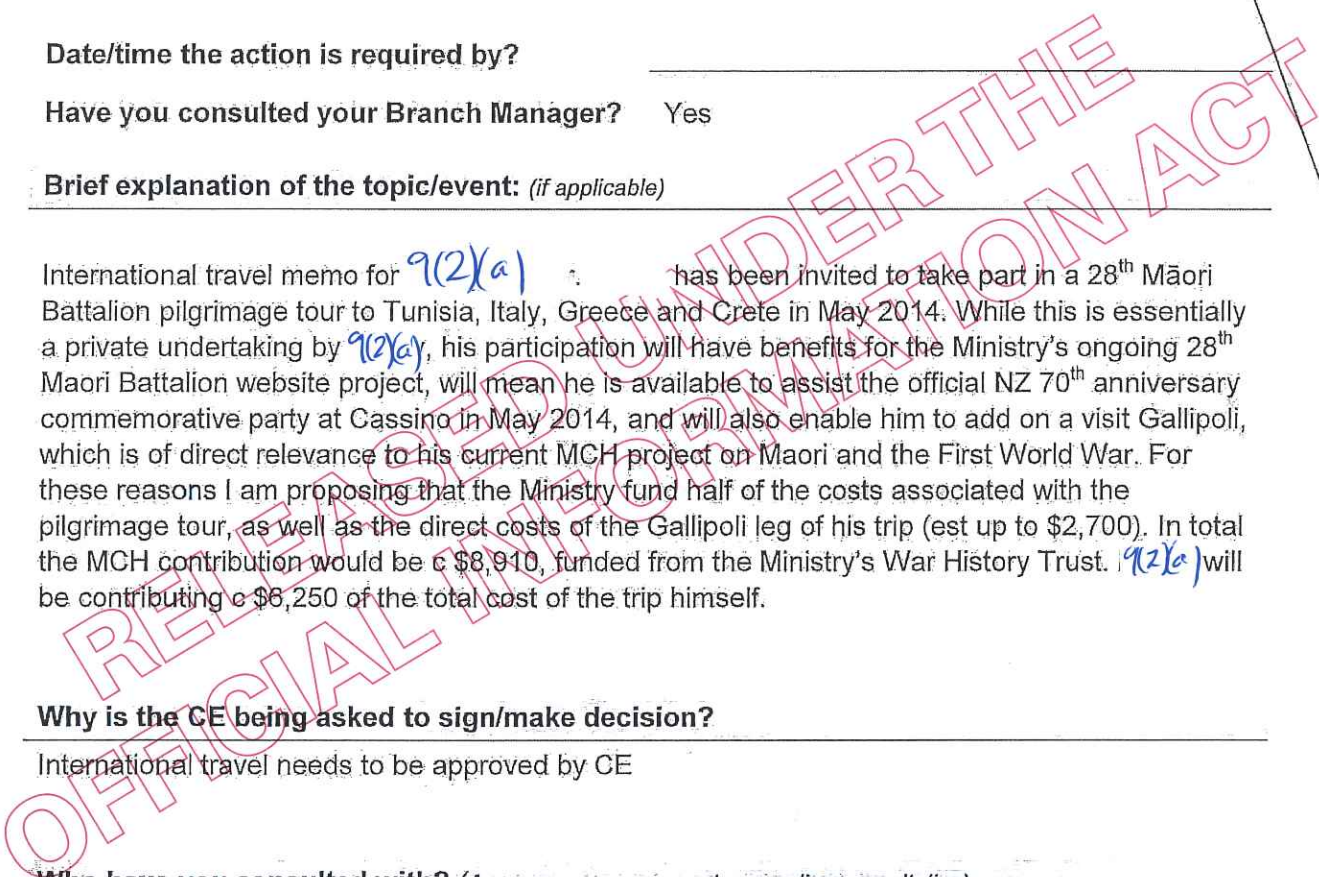
Letters for signature: _____

Please provide an addressed envelope with letters and email addresses for emails.

Do you require a copy of the signed letter? _____ Electronic or hardcopy? _____

Chief Executive Feedback/comment: _____

This seems like a sensible proposal. I note this is not a personal trip (ie the non-MCH component) KMB



International Travel Approval Memo to the Chief Executive

To	Lewis Holden, Chief Executive
From	Neill Atkinson, Chief Historian
Date	13 Feb 2014
Subject	9(2)(a) travel to Turkey for Joint Historical and Archaeological Survey of Gallipoli Battlefield
Copies to	Sarah Ingram, Manager, Heritage Services Branch Sarah Hardy, Manager, Finance and Strategic Planning Kylie Smeaton, Administration and Facilities Coordinator (travel insurance documentation)
Attachments	

Purpose

- 1 The History Group seeks approval for 9(2)(a) to travel to Turkey to take part in the Joint Historical and Archaeological Survey (JHAS) of the Ari Burnu (Anzac) battlefield with Australian and Turkish representatives in September–October 2014. This will be the fifth – and final – annual session of the JHAS.

Background

- 2 This project originated in the furore that arose in 2005 over Turkish efforts to improve roading at the Anzac site at Gallipoli in advance of the 90th anniversary commemoration. However, as the project has evolved, it has come to be seen as a centenary project, focusing on 2015 rather than on the roading question.
- 3 In October 2009 9(2)(a) visited Turkey to represent New Zealand in discussions over undertaking a survey of the Anzac Battlefield. The first field session of the JHAS was held in October 2010.
- 4 Formerly General Editor (War History) at the Ministry, 9(2)(a) retired as a permanent employee of the Ministry on 31 May 2013. He was re-engaged under a casual employment contract from 1 September 2013 in order for him to represent New Zealand in the 2013 session of the JHAS, as well as completing several other First World War-related projects – this employment arrangement continues until 31 October 2014.

Business benefits

- 5 This year's session will complete the project. Apart from producing detailed maps of the Anzac battlefield and recovering relics for deposit in the Canakkale museum, the outcomes of the survey will include an exhibition and an illustrated, Australian-led book to be published by Cambridge University Press in early 2015 - 9(2)(a) share of which is 16,000 words and part of the editorial oversight; MCH will receive suitable recognition in the published work.

Timeframe

- 6 The agreed dates for this year's session of the JHAS are 4 September to 5 October 2014.

Cost of proposal

- 7 On the basis of 9(2)(a) involvement last year, his participation in this new session has been estimated approximately as:

Air fares	\$3500
Hotel	\$3500
Meals	\$500
Incidental	\$200
TOTAL	\$7700

The project dates require 30 nights at Gallipoli. The Australians, who will book 9(2)(a) with them, are proposing that the party again stay at Gallipoli Houses, which is very close to the ANZAC battlefield. 9(2)(a) has also provided for the requirement to stay overnight in an airport hotel at Istanbul on the way in and out. He has made no provision for internal transport because he believes the Australians will allow him to travel with them in their mini-van.

Funding

- 8 Agreement was reached in 2011 that MFAT and MCH would fund 9(2)(a) involvement alternately over the four years until 2015. MFAT met the expenses of 9(2)(a) involvement in 2011 and 2013, and this year it is again MCH's turn. The costs will be recovered from the Ministry's War History Trust.

Recommendations

- 9 I recommend that you approve 9(2)(a) travel to Turkey to participate in the 2014 session of the JHAS.

na

Neill Atkinson
Chief Historian

Approved / ~~Not Approved~~

L. Holden
Lewis Holden
Chief Executive

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