

THE MDAG'S OPERATING PROCEDURES

As agreed at Meeting 1 (Tuesday, 28 November 2017)

1 Group conduct

The *Charter for advisory groups* and the *Terms of reference for the SRC and other advisory groups* contain provisions relating to:

- members' interactions with each other and the secretariat
- how meetings will run
- the secretariat's duties.

2 Meetings

Meetings will be held:

- face-to-face as the first preference, but technology will be used where required
- in Wellington and Auckland.

3 Meeting materials

The secretariat will send the meeting pack to the group in PDF form by email.

Decision registers and landscape presentations will be used where possible.

The secretariat will provide oral updates on work plan projects, with dashboards provided where necessary.

4 Publishing meeting materials on the Authority website

Meeting materials will be reviewed and approved at the end of each meeting with a view to publishing them on the Authority's website soon afterwards

Meeting minutes will be confirmed via email before the next meeting where possible.

5 How the group will engage and consult

Engagement with stakeholders will be conducted with an open mind and a willingness to try technology-based methods wherever possible.

6 Temporary deputy chairperson

Bruce Rogers will act as the MDAG's temporary deputy chairperson whenever the Chair is unavailable.

7 Interaction with the Innovation and Participation Advisory Group (IPAG)

The group will try to:

- hold combined meetings with the IPAG every few months
- have working lunches with the IPAG where possible.

These operating procedures are open to amendment by the group on an ongoing basis.