

THE IPAG'S OPERATING PROCEDURES

As agreed at Meeting 1 (Tuesday, 21 November 2017)

1 Group conduct

The IPAG discussed and agreed to several 'ground rules':

- Observe the Charter requirement not to carry out media relations
- Act independently and avoid compromising member independence
- Come prepared to actively participate in every meeting
- Define problems before discussing solutions
- Discuss topics with an open mind
- Focus discussions on the most relevant and important issues
- All questions are useful
- Prioritise discussions over strictly keeping to time
- Ensure there is a clear purpose for each meeting.

2 Meetings

The IPAG agreed its preference was for meetings to be held face-to-face in Wellington.

3 Meeting materials

The IPAG agreed to receive the meeting pack in PDF form by email, and to inform the secretariat of its formatting preferences as necessary.

The secretariat agreed to:

- maintain decision registers for projects where required
- send papers to members one week before the meeting
- send a separate actions list to members after each meeting (before finalising the minutes).

4 Publishing meeting materials on the Authority website

The IPAG agreed to publish meeting materials and minutes on the Authority's website following their review and approval by members.

5 How the group will engage and consult

The IPAG expressed an open mind about how to engage with stakeholders, and a willingness to try technology-based methods wherever possible.

6 Temporary deputy chairperson

The group agreed Melanie Lynn would act as the IPAG's temporary deputy chairperson whenever the Chair is unavailable.

7 Interaction with the Market Development Advisory Group (MDAG)

The IPAG agreed to try to:

- hold more formal interactions with the MDAG, such as combined meetings, every three meetings if possible
- occasionally invite the MDAG Chair to attend IPAG meetings.

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