

THE IPAG'S OPERATING PROCEDURES

*As updated and agreed at Meeting 2
(Thursday, 8 February 2018)*

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.

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

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.