

# DRAFT CABINET PAPER SENT TO MINISTER

All proposed appointments to Crown company and entity boards must be reported by the responsible Minister to the Cabinet Appointments and Honours Committee (APH).

The requirements of Cabinet, and the format and content of paper to APH, are all set out on the Cabinet Office web site

<http://www.dpmc.govt.nz/cabinet/>

The covering briefing to the Minister should focus on particular matters in the APH paper that need to be drawn to the Minister's attention, a reminder of the process by which certain decisions have been reached and an update on developments that have arisen since the last meeting or report to the Minister.

The time required for preparation of the documents, and the availability of the Minister for signature, should be factored into plans to provide the paper to the Minister, particularly when there are multiple appointments. Completion of the documentation will require going back to candidates to ensure up-to-date CV information and confirm disclosures of interest (disclosures in writing, if legislation requires).

The report should also clearly set out the arrangements for lodging the APH paper at the Cabinet Office, including the deadline for that lodgement.