

Appendix A. Document Summaries

Date	Title	From	To	Summary of contents
13 December 2023	Checking our approach to section 18(d) refusals	Principal Advisor Official and Parliamentary Information	Official and Parliamentary Information team	<p>The Ministry of Education's (the Ministry) Official and Parliamentary Information team, who processes Official Information Act (OIA) requests on behalf of the Ministry, were reminded that when considering refusal of a request under section 18(d) of the OIA, the published document should first be reviewed for any redacted information. If information was redacted in the published version, the Ministry should review this and determine whether, with the passage of time, this information can now be released.</p> <p>Particular care should be taken with information withheld under section 9(2)(f)(iv) of the OIA, as this is a timebound provision. If the information is no longer being actively considered by the Minister, then the withheld information may be able to be released.</p> <p>Where redactions are still necessary, ensure the relevant grounds are cited in the response.</p> <p>Where a document is published with no redactions, the request can be refused under section 18(d).</p>
5 February 2024	Important process matters	Manager Official and Parliamentary Information	Official and Parliamentary Information team	<p>The Ministry's Official and Parliamentary Information team were advised that departmental Official Information Act request responses are sent to the Minister of Education's office for notification purposes after the response has been signed out by the relevant manager, rather than before. The Private Secretary can also be contacted by phone for any urgent or high-risk matters.</p> <p>The Official and Parliamentary Information team were also advised of the following process steps in relation to Official Information Act requests for the Hautū Te Pou Rangatōpū Corporate:</p>

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				<ul style="list-style-type: none"> • Relevant staff are added to the OIA ticket within the Ministry's tracking system. • Scoping records are completed following a scoping meeting and uploading the record to the tracking system. • Commissioning of OIA requests for Te Pou Rangatōpū Corporate are sent through the Hautū office, rather than directly to the relevant business unit. • Key words relating to OIA requests are recorded in the Ministry tracking system. • The Hautū office are kept informed if the approach to an OIA request is adjusted.