

## **Standard Pack of Material for OIA requests regarding China Meat**

### **Contents:**

Section One: Notification text message sent to Ministers and emails sent to Ministers' Offices between 14 and 18 May.

Section Two: Aide Memoires from MPI to Ministers sent between 18 and 23 May.

Section Three: Cables regarding delays to New Zealand meat to China received between 18 and 23 May.

Section Four: Timeline of name change activities related to certification, Minutes of the Standards Ministry Name Change Steering Group concerned with generic issues related stamps, seals and certificates, and to trade in animal products with China.

Section Five: Minutes of the Name Change Board concerned with trade risks to China and report backs from the Standards Ministry Name Change Committee.

Section Six: Cables notifying name change, communications regarding name change.

Released under the  
Official Information Act

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Official Information Act

**Section One:** Notification text message sent to Ministers and emails sent to Ministers' Offices between 14 and 18 May.

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Official Information Act

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Item 1 – Text message notification

In considering release of the text message under the Official Information Act (the Act) I have considered the purpose of the Act, whether there are good reasons for withholding the information under section 6 of the Act, and whether good reason exists for withholding under section 9 of the Act - weighed against the public interest in releasing.

There are good reasons under section 6(a) of the Act why the message should not be released in full. A consequence of withholding part of the message under section 6(a) is to distort the information conveyed by the message. For this reason, I am releasing the following summary of the text message, consistent with section 16(1)(e) of the Act.

S16(1)(e)

On 14 May 2013 at 10:53am (NZ standard time), the Director-General Wayne McNee sent a text message to Minister Guy and Minister Kaye.

The message advised of a problem with China refusing to accept export certificates for NZ Meat under the competent authority "MPI" rather than "NZFSA". The message stated the action being taken by MPI to resolve, and that while it may require escalation of the problem to Ministerial level, it also suggested the situation was not unusual.

Released under the  
Official Information Act

Released under the  
Official Information Act

# 3

**From:** [redacted] S9(2)(a)  
**Sent:** Tuesday, 14 May 2013 7:07 p.m.  
**To:** [redacted] (Parliament)  
**Cc:** [redacted] (Parliament); Carol Barnao; Tim Knox; (MFAT) S9(2)(a)  
**Subject:** RE: China: Meat Shipments Detained at Ports

S 9(2)(a)

Hi S9(2)(a)

To date we have supplied AQSIQ with information on 563 containers which are believed to be at ports and 617 still to land. There will be a lack of clarity with some of the detained ones:

S 6(a)

Also, we have heard of one high-value chilled (therefore perishable) beef shipment, detained on arrival, which was already cleared by AQSIQ over the weekend once they had our consignment information.

| Manager, Standards Branch | Ministry for Primary Industries S9(2)(a)

**From:** [redacted] @parliament.govt.nz S9(2)(a)  
**Sent:** Tuesday, 14 May 2013 6:45 p.m.  
**To:** [redacted] S9(2)(a)  
**Cc:** [redacted] S9(2)(a)  
**Subject:** RE: China: Meat Shipments Detained at Ports

Thanks appreciated. S9(2)(a)

How many shipments are currently detained?

Cheers

| Private Secretary (Food Safety) S9(2)(a)  
Hon Nikki Kaye | Minister for Food Safety  
Parliament Buildings, PO Box 18041, Wellington 6160, New Zealand  
T: [redacted] | E: [redacted] @parliament.govt.nz S9(2)(a)

**From:** [mailto:[redacted]@mpi.govt.nz] S9(2)(a)  
**Sent:** Tuesday, 14 May 2013 5:54 p.m.  
**To:** [redacted] S9(2)(a)  
**Cc:** [redacted] S9(2)(a)  
**Subject:** China: Meat Shipments Detained at Ports

Sorry S9(2)(a)

005

S9(2)(a)

Further to brief mention in recent Issues and Opportunities here is an outline of the issue of meat product detained in China

S 6(a)

Background

56(a)

#### Current situation

56(a)

56(a)

#### Further update

MPI is providing daily updates to the Meat Industry Association to circulate to its membership, and will also be formally advising on developments by FYI or OMAR as the situation becomes clearer, and systems are ready to roll out the new certification.

56(a)

59(2)(a)

I | Manager, 1 | Market Assurance Directorate | Standards Branch | Ministry for Primary Industries  
Pastoral House, 25 The Terrace, WELLINGTON 6011 | (PO Box 2526, WELLINGTON 6140) | NEW ZEALAND  
Tel: (direct) | web: [www.mpi.govt.nz](http://www.mpi.govt.nz), [www.foodsafety.govt.nz](http://www.foodsafety.govt.nz)

59 (2)(a)

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Official Information Act



# 4

**From:**   
**Sent:** Thursday, 16 May 2013 6:42 p.m.   
**To:** (Parliament); I (Parliament)   
**Cc:** Carol Barnao; Debbie Morris; Tim Knox; I (MFAT);   
**Subject:** China meat certificates update

S 9 (2) (a)

Hi I

Today's update worked on with the Meat Industry Association for their membership is:

Further to circular PE/13/43, there has been no significant change to the situation but MIA can provide the following information update.

S 6(a)

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S 6(a)

S 6(a)

S 6(a)

S 6(a)

MIA will provide a further update tomorrow.

| Manager,

| Standards Branch | Ministry for Primary Industries

S 9(2)(a)

Released under the  
Official Information Act

# 5

**From:** S 9(2)(a)  
**Sent:** Friday, 17 May 2013 9:15 a.m.  
**To:** SAG Senior Leadership Team; Nick Maling; Debbie Morris; (Parliament);  
Parliament); (Parliament); Parliament);  
**Subject:** Draft Issues & Opportunities Report (For discussion at 11.30 today)

Hi, please find attached this week's draft issues and opportunities report for discussion at 11.30. Please let me have any additional changes by 11am latest. I will bring hard copies of the updated report to the meeting.

Regards



2013.05.17 Issues  
and Opportun...



2013.05.17 Food  
Safety items f...

Governance Coordinator  
Ministerial and Business Support Group | Office of the Director General  
Ministry for Primary Industries | Pastoral House 25 The Terrace | PO Box 2526 | Wellington | New Zealand  
Telephone: Web: [www.mpi.govt.nz](http://www.mpi.govt.nz)  
[SEEmail] S 9(2)(a)

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Official Information Act

Food Safety items not for oral update – for SLT INFORMATION ONLY

Issue		Current Status	Previous Status	Comment	Briefing ref.	DDG contact
Food Safety:						
Food Trade -- ITEMS FOR ORAL UPDATE TO SLT ONLY						
Meat Certificates to China		<input checked="" type="radio"/>	<input type="radio"/>	China recently had not approved the 1 March name change on MPI certificates for meat, MFAT and industry engaged. Clearance of containers delayed.	S6(a)	Carol Barnao
S9(2)(a)						
Key	Hot issue under active management	Significant issue under management action	Emerging issue, requires awareness	Existing management actions adequate for now	<b>Bold</b> : new/ revised item	Page 1 of 2

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Key	Hot issue under active management	Significant issue under management action	Emerging issue, requires awareness	Existing management actions adequate for now	Bold : new/ revised item	Page 2 of 2
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Weekly Issues and Opportunities Report for the Minister for Primary Industries and Associate Minister for Primary Industries.

ISSUES:

Issue	Current Status	Previous Status	Comment	Briefing ref.	DDG contact
Biosecurity:					

005

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Key	Hot issue under active management	Significant issue under management action	Emerging issue, requires awareness	Existing management actions adequate for now	<b>Bold</b> : new/ revised item	Page 1 of 4
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Weekly Issues and Opportunities Report for the Minister for Primary Industries and Associate Minister for Primary Industries.




				updated			
005							

Other:							
005							

OPPORTUNITIES:

Opportunity							
005							

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Key	Hot issue under active management	Significant issue under management action	Emerging issue, requires awareness	Existing management actions adequate for now	Bold : new/ revised item	Page 3 of 4

Weekly Issues and Opportunities Report for the Minister for Primary Industries and Associate Minister for Primary Industries.

005

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Official Information Act

Key	Hot issue under active management	Significant issue under management action	Emerging issue, requires awareness	Existing management actions adequate for now	<b>Bold</b> : new/ revised item	Page 4 of 4
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# 7

**From:**  
**Sent:** Friday, 17 May 2013 4:19 p.m.  
**To:** (Parliament)  
**Cc:** (Parliament)  
**Subject:** RE: China meat certificates update  
**Attachments:** FYI: Further media query on meat being held up at the Chinese border; FYI: Media query on meat being held up at the Chinese border

has been working with TV3, and speaking to

I'll copy you the written answers to date. The second is just signed off.

The update today is that we think most of the consignment details China needs to get clearance instructions out to ports is now in their hands.

| Manager,

Standards Branch | Ministry for Primary Industries

**From:**  
**Sent:** Friday, 17 May 2013 3:52 p.m.  
**To:**  
**Cc:**  
**Subject:** RE: China meat certificates update

@parliament.govt.nz]

Hi

Just heard on the grapevine that this *might* be a TV1 news story – is this correct?

Thanks

| Private Secretary for Biosecurity and Animal Welfare  
Office of the Hon Nathan Guy MP  
Minister for Primary Industries  
4.1L Executive Wing | Parliament Buildings | Wellington | New Zealand  
DDI | Cell | Fax +64 4 817 6521

**From:** |  
**Sent:** Thursday, 16 May 2013 6:42 p.m.  
**To:** |  
**Cc:** Carol Barnao; Debbie Morris; Tim Knox;  
**Subject:** China meat certificates update

Hi

Today's update worked on with the Meat Industry Association for their membership is:

Further to circular PE/13/43, there has been no significant change to the situation but MIA can provide the following information update.

s 6(a)

s(6)(a)

s 6(a)

s 6(a)

| Manager,

| Standards Branch | Ministry for Primary Industries

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**From:** S9(2)(a)  
**Sent:** Friday, 17 May 2013 8:06 p.m.  
**To:** Wayne McNee (Wayne McNee)  
**Cc:** Debbie Morris; (Parliament); (Parliament);  
S9(2)(a) (Parliament); (Parliament); (Parliament); (Parliament);  
**Subject:** RE: FYI: Further media query on meat being held up at the Chinese border

Sure thing. Got your email and nothing further will go out.

Cheers,

**From:** Wayne McNeen (Wayne McNeen)  
**Sent:** Friday, May 17, 2013 8:04 PM  
**To:** [9\(2\)\(A\)@parliament.govt.nz](mailto:9(2)(A)@parliament.govt.nz)  
**Cc:** Debbie Morris; [debbie.morris@parliament.govt.nz](mailto:debbie.morris@parliament.govt.nz); [nick.kirton@parliament.govt.nz](mailto:nick.kirton@parliament.govt.nz); [9\(2\)\(B\)@parliament.govt.nz](mailto:9(2)(B)@parliament.govt.nz); [9\(2\)\(C\)@parliament.govt.nz](mailto:9(2)(C)@parliament.govt.nz)  
**Subject:** Re: FYI: Further media query on meat being held up at the Chinese border

As noted in my other email, NO more media statements please

Sent from my iPhone

On 17/05/2013, at 4:05 PM, 'r@mpi.govt.nz' wrote:

Hi all,

We've had further questions from [REDACTED]. Answers are below. We also had a request for an interview, which we've declined.

Cheers,

+++++

## MR-2013-05-17 TV3 query on meat exports to China (2)

How much meat?

Because the situation changes daily, we do not know exactly how much meat is still detained.

## What companies?

MPI cannot disclose this information without approval from any company involved.

Will the meat go off?

Most of the meat is frozen. MPI understands that any chilled meat has been given priority clearance.

How many days held up?

MPI does not have a clear picture of when the first meat consignment was detained. However, from the information we have received this happened in late April

Will the company get compensation?

There has been no discussion of compensation.

**From:**

**Sent:** Friday, 17 May 2013 2:45 p.m.

**To:** Wayne McNee (Wayne McNee); Debbie Morris; ; @parliament.govt.nz';  
@parliament.govt.nz'; ; r@parliament.govt.nz';

**Cc:** I

**Subject:** FYI: Media query on meat being held up at the Chinese border

Hi all,

3 News has asked us for information on the consignments of meat being held up at the Chinese border. From the query it seems that the journalist knows of just one shipment.

The below answer has been signed off and will be sent off to shortly.

It's also going to the Meat Industry Association and MFAT to ensure we're all on the same page.

Cheers,

+++++

MR-2013-05-17 TV3 query on meat exports to China

*Please attribute this to Ministry for Primary Industries Manager*

Staff at New Zealand's embassy in China are working with the Chinese inspection and quarantine authorities to clear a number of meat consignments that are currently held up at the Chinese border.

MPI understands that the Chinese authorities have no concerns relating to the safety or suitability of the meat. The holdup is solely due to confusion around the accompanying export certificates.

On 1 March 2013 all export certificates to all markets issued by MPI were changed to reflect its new name. At the time that the MPI certificates changed, New Zealand was in discussion with the Chinese authorities around arrangements for exports of New Zealand meat to China. It seems that the two issues got confused.

MPI understands that none of the detained meat has had to be reshipped or destroyed.

Any consignments of New Zealand meat about to arrive in China will be progressively cleared by the Chinese authorities with assistance from MPI and the New Zealand Embassy.

| Senior Communications Adviser | Strategy, Risk and Communications Directorate  
Ministry for Primary Industries | Pastoral House 25 The Terrace | PO Box 2526 | Wellington | New Zealand  
Telephone | Facsimile: 64-4 894 0300 |  
Follow MPI on Twitter (@MPI\_NZ)

**Section Two:** Aide Memoires from MPI to Minsters sent between 18 and 23 May.

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Official Information Act



Priority – High

Security Level – In Confidence

Distribution
Minister
Minister's Advisor
Minister's Office

**Ministry for Primary Industries**  
Manatū Ahu Matua



18 May 2013

Document Number:

B- AM - 318

## Meat Shipments to China

### Purpose:

This briefing provides the background and current situation relating to the delays in clearance for meat shipments to China.

Minister	Action Required:	Minister's Deadline
Minister for Food Safety  Minister for Primary Industries  Minister for Trade	Note the contents of this brief.	Today

### Contact for telephone discussion (if required)

	Name	Position	Work	After Hours
Responsible Manager	Debbie Morris	Acting DDG Standards		
Principal Author		Manager,		

S 9(2)(a)

S 9(2)(a)

S 9(2)(a)

S 9(2)(a)

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## Background

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- S6(a)
1. The MPI name change (which became effective for all export certification on 1 March 2013) was advised via formal letter in October 2012. This was following an earlier general advice about the Ministry name change in June 2012.
  2. For China, this was also followed up during the Joint Management Committee meetings held in Beijing in November 2012. MPI also wrote to the Chinese Authorities (along with all others) in January / February 2013 and provided samples of the updated certificates which were to come into force on 1 March 2013.
  3. The change happened for all products exported to China on 1 March.
  4. From mid-April MPI started hearing from companies of delays in clearances for meat products.

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S6(a)

10. MPI officials have been working overnight to extract the reports and the first of these has been provided to the NZ Embassy. We have also organised a special

56(a) permission to better enable AQSIQ to match

certificates

- 56(a)
12. MPI does not have precise details of the product detained and on the water. While we have export certification information for what has been shipped from New Zealand, we do not have specific information as to what product has been cleared.

#### Media

13. There has been extensive media interest on the issue. The attached statement was issued at 4.30pm yesterday. MPI have not commented or responded to any further requests.

#### 14. Recommendations

15. MPI recommends that you:

- a) **Note** the contents of this brief.

**Noted**



Debbie Morris  
Acting DDG, Standards

Nikki Kaye  
Minister for Food Safety

/ / 2013

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### **Statement from the Ministry for Primary Industries on meat detained in China**

A number of consignments of New Zealand meat are currently held up at the Chinese border.

MPI has been informed that the Chinese authorities have no concerns relating to the safety or suitability of the meat. The holdup is solely due to confusion around the accompanying export certificates. This appears to stem from a change to all export certificates issued by MPI, which occurred on 1 March 2013.

Staff at New Zealand's embassy in China are working with the Chinese inspection and quarantine authorities to clear the meat consignments that are currently held up at the Chinese border.

Because the situation changes daily, we do not know exactly how much meat is still detained.

MPI understands that none of the detained meat has had to be reshipped or destroyed. Most of the product is frozen. MPI understands that any chilled meat has been given priority clearance.

Any consignments of New Zealand meat about to arrive in China will be progressively cleared by the Chinese authorities with assistance from MPI and the New Zealand Embassy.

As far as MPI is aware, this issue is restricted to access for meat into China.

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Official Information Act

# 2

**Security Level – In Confidence**

**AM12-317**

**Ministry for Primary Industries**  
Manatū Ahu Matua



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**Aide-memoire:**

**From:** Debbie Morris  
Acting Deputy Director General

**Contact**

**To:** Hon. Nikki Kaye  
Minister for Food Safety

**C.c.** Hon Nathan Guy  
Minister for Primary Industries

Hon Tim Groser  
Minister for Trade

**Date:** 19 May 2013

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**Update on China Meat Certification**

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1. This AM is to update Ministers on progress subsequent to the briefing provided on 18 May 2013.

**Provision of Data to assist Clearance**

2. MPI were advised early afternoon 18 May by Beijing that the data provided overnight was incomplete / corrupted. During the afternoon a new report script was developed to enable extraction of the information requested from the electronic certification system. This was run and provided to Beijing last night.
3. Beijing has confirmed that the data has been received and will be passed on to AQSIQ first thing on Monday morning local time. We will have a further update once this has happened.

**Media Coverage**

4. As discussed, MPI worked with MFAT and Ministers offices to prepare a set of Q&As for possible publication on the MPI website. This was completed yesterday afternoon (attached for reference). It was subsequently decided that following press release from Ministers Kaye and Guy and subsequent interviews it was not required at this time.

**Security Level – In Confidence**

5. MPI have had an approach from APNZ for an update. Our response (cleared by Minister Kayes office) is that we have no update further to yesterdays statement, and that we will let them know when we do.

**Industry Liaison**

6. During the teleconference with Industry CE's last night, it was suggested that there may be value in officials travelling to China

S 6 (a)

S (a)(a)

7. It was confirmed that \_\_\_\_\_ will coordinate media comment for the Industry. In his absence overseas, the contact will be \_\_\_\_\_

S 9 (2) (a)

S 6 (a)

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**Next Steps**

11. MPI will be providing daily updates in the interim.
12. The next telephone conference will be on Tuesday 21 May at 6.45pm. Conference details will be provided tomorrow.

**Security Level – In Confidence**

**Minister / Minister's Office**

Seen / Referred

/ /2013

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## Security Level – In Confidence

### Q&As on New Zealand meat going to China

#### ***How much meat has been implicated?***

Some shipments of New Zealand meat are currently being delayed at the Chinese border.

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It is important not to speculate on numbers because that can hurt New Zealand businesses.

#### ***Are there any concerns around the meat's quality or safety?***

There have been no food safety concerns raised regarding the product.

#### ***How will the situation be resolved?***

MPI has a close working relationship with its counterparts in China and everything is being done to ensure this situation is being resolved as swiftly as possible.

MPI and the Ministry of Foreign Affairs and Trade (MFAT) are working around the clock to provide technical information, documentation and assurance from New Zealand, so Chinese officials can proceed with clearance.

MPI is working with the New Zealand meat industry to ensure they are kept up to date on developments.

#### ***Will the holdup result in loss of product?***

None of the detained meat has been reshipped or destroyed. Most of the product is frozen and remains refrigerated. MPI has been told that any chilled meat is being given priority clearance.

Any consignments of New Zealand meat about to arrive in China will be progressively cleared by the Chinese authorities with assistance from MPI and the New Zealand Embassy.

#### ***When will the situation be resolved?***

MPI and the Ministry of Foreign Affairs and Trade (MFAT) are working around the clock to provide technical information, documentation and assurance from New Zealand, so Chinese officials can proceed with clearance.

We value our close working relationship with China and remain confident that this issue can be resolved.

#### ***Are New Zealand food exporters experiencing problems with any other products?***

MPI has had no reports of any other food products being held up at the border.



# 3

**Security Level – In Confidence**

**AM12-327**

**Ministry for Primary Industries**  
Manatū Ahu Matua



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**Aide-memoire:**

**From:** Debbie Morris  
Acting Deputy Director General

**Contact** s9(2)(a)

**To:** Hon. Nikki Kaye  
Minister for Food Safety

**C.c.** Hon Nathan Guy  
Minister for Primary Industries

Hon Tim Groser  
Minister for Trade

Hon Steven Joyce  
Acting Minister for Trade

**Date:** 20 May 2013

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**Update on China Meat Certification**

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1. This AM is to update Ministers on progress subsequent to the information provided on 19 May 2013.

**Provision of Data to assist Clearance**

2. The NZ Embassy has confirmed that the information requested by AQSIQ (including the additional information asked for on Friday) has now been sent to AQSIQ. They have faxed the information, emailed it and also sent it with a driver so that we have formal advice of receipt.
3. They will follow up with Chinese officials later today to get confirmation that nothing further is required and to get an idea of the timeframe for clearances. We will advise further as soon as we get an update but this is likely to be after close of business NZ time.

s6(a)

s6(a)

**Security Level – In Confidence**

S 6(a)

5. MPI is in the process of getting a new script written and run – this will be provided to the Embassy as soon as it is finished – we expect tonight our time and hopefully before the end of the business day in China. We expect that it will be much quicker than the 4 hours taken for the original script as it only requires one additional column.

**Media Coverage**

6. MPI has responded to requests for comments from the media by advising that we have nothing further to add over what has been covered by Minister/s.

**Industry Liaison**

7. Andrew Coleman has been in touch with senior management at Beef & Lamb and Federated Farmers to ensure that they are also in the loop.
8. The next industry teleconference is planned for Tuesday 21 May at 6.45pm.

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6(a)

S 6(a)

**Next Steps**

11. MPI will be providing daily updates in the interim.
12. The next telephone conference will be on Tuesday 21 May at 6.45pm. Conference details will be provided tomorrow.

**Security Level – In Confidence**

**Minister / Minister's Office**

Seen / Referred

/ /2013

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**Security Level – In Confidence**

S6(a)

As discussed, at the MPI officials' meeting this morning with Minister Guy (Acting Food & Safety Minister) and Minister Kaye on the phone from Los Angeles,

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# 4

**Security Level – In Confidence**

**AM12-328**

**Ministry for Primary Industries**  
Manatū Ahu Matua



**Aide-memoire:**

**From:** Debbie Morris  
Acting Deputy Director General

**Contact**

**To:** Hon Nathan Guy  
Minister for Primary Industries  
Acting Minister for Food Safety

Hon. Nikki Kaye  
Minister for Food Safety

Hon Jo Goodhew  
Associate Minister for Primary Industries

Hon Tim Groser  
Minister for Trade

Hon Steven Joyce  
Acting Minister for Trade

**Date:** 21 May 2013

**Update on China Meat Certification**

1. This AM is to update progress on the clearance of New Zealand Meat Consignments.

**Provision of Data to assist Clearance**

- 2.

**Security Level – In Confidence**

3.

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6.

once administrative procedures are completed, the information to release consignments will be posted on AQSIQ's internal platform so CIQs will be able to take action. The CIQs will then need to go through the process of checking the consignments against the information provided.

7. The Embassy will be in touch with meat importers in China (via NZTE) today in an attempt to get early indication of when meat consignments start to clear.

8

**Chilled Shipments**

10. We understand from discussions with exporters that the chilled product which was originally detained on the wharf has been cleared and that the product that was on the water and that has recently arrived is being afforded priority for clearance.



S 6(a)

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12. This change in name on the export certificate has only affected trade in meat,

S 6(a)

S 2(g)(i)

S 6(a)

#### Media in China

14. Unlike the NZ media, there hasn't been much attention given to the issue in the Chinese media (and no discussion in social media)

The only article on this issue in Chinese media to date (Global Times, repeated by 3 national media outlets) focused on the Prime Minister's comments that the issue was largely technical in nature and hopefully swiftly resolved.

#### Media in New Zealand

15. Media interest in New Zealand has continued at a lower level. MPI has received three OIA requests today from Radio NZ, the Leader of the Opposition and the Green Party

**Security Level – In Confidence**

**Next Steps**

16. A senior MPI official (Tim Knox) is travelling up to Beijing overnight.

17. We are expecting another formal update overnight from the Embassy in Beijing to report progress.

18. There will be a further teleconference with Industry Chief Executives this evening at 6.45pm. A separate invitation has been provided.

**Minister / Minister's Office**

Seen / Referred

/ /2013

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**Security Level – In Confidence**

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Released under the  
Official Information Act

AM12-336

Ministry for Primary Industries  
Manatū Ahu Matua



**Aide-memoire:**

**From:** Debbie Morris  
Acting Deputy Director General

**Contact**

**To:** Hon Nathan Guy  
Minister for Primary Industries  
Acting Minister for Food Safety

Hon. Nikki Kaye  
Minister for Food Safety

Hon Jo Goodhew  
Associate Minister for Primary Industries

Hon Tim Groser  
Minister for Trade

Hon Steven Joyce  
Acting Minister for Trade

**Date:** 22 May 2013

**Update on China Meat Certification**

1. This AM is to update progress on the clearance of New Zealand Meat Consignments.

**Situation in China**

2. A formal message providing an update was provided overnight (copied below) by the New Zealand Embassy
3. Officials also contacted the Chinese Embassy in New Zealand (also copied below) to press the importance of the situation to New Zealand

## Security Level – Restricted

### Actions to assist Clearance

4. MPI are working with officials in the market with a view to reissuing all certificates for meat consignments that are held up at ports or on the water under the NZFSA name. We are expecting final confirmation from China tonight that this will be an acceptable way forward.
5. New certificate templates will be issued as an interim solution – they will be the same as the old NZFSA ones with the exception that the templates will have new version numbers.
6. MPI is making the IT changes in the AP E cert system at the moment and we have organised for certifying veterinarians to begin working with the oldest of the held shipments as the first priority (around 600 containers).
7. This will require URGENT intervention by exporters using the normal “replacement certificate” function – we will be working with MIA and directly with exporters to confirm actions that need to be taken.
8. We will be sending \_\_\_\_\_ to Beijing – } s6(a)
9. We will also be sending \_\_\_\_\_ copies (of as many certificates as possible but including the priority ones) to Beijing tomorrow night. They will be hand carried by a senior MPI official. s6(a)
10. NZ Embassy and MPI will be meeting with AQSIQ this afternoon their time to discuss arrangements for the priority consignments. s6(a)
11. \_\_\_\_\_
12. MPI has also drafted a letter from the Director General to the Vice-Minister but at present it is being held to ensure that it covers the most recent activity in the region when it is sent.

**Security Level – Restricted**

**Chilled Shipments**

13. We have now had confirmation overnight that there have been 9 chilled containers of beef cleared between 27 April and 8 May. There are 6 further containers either recently arrived or still on the water that we have yet to get information on.

S6(a)

**Media in New Zealand**

15. Media interest in New Zealand has continued. MPI has received three OIA further OIA requests and PQs today.

**Next Steps**

16. A senior MPI official Tim Knox will arrive in Beijing this afternoon

S6(a)

17. We are expecting another formal update overnight from the Embassy in Beijing to report progress.

**Minister / Minister's Office**

Seen / Referred

/ /2013

**Security Level – Restricted**

**Summary**

Daily Situation Report on the meat access issue to China: 21 May

56(a)

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S 6(a)

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Official Information Act

S 6(a)

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S 6 (a)

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S 6(a)

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Official Information Act

AM12-319

Ministry for Primary Industries  
Manatū Ahu Matua



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**Aide-memoire:**

**From:** Andrew Coleman  
Deputy Director-General, Compliance & Response  
Ministry for Primary Industries

**To:** Rt. Hon. John Key  
Prime Minister

**Cc:** Minister for Food Safety  
Minister for Primary Industries

**Date:** 20 May 2013

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**Shipments of Meat to China**

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*What is the problem?*

This issue is that some shipments of meat to China are being detained at the border. MPI do not have precise details of the product detained but we understand from advice from the industry that total product on hold and on the water is a significant volume (could be up to 1500 containers).

S6(a)

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S6(a)

It is a technical problem and holdups such as this are not uncommon with importing countries – the issue is the scale. The New Zealand Embassy is confident that we have a way to progress the clearance of product detained and on the water.

*What are we doing to fix it?*

Government Officials in New Zealand and in the Embassy have worked over the weekend to provide the Chinese organisation responsible for border clearances (AQSIQ) with information

S6(a)

**Security Level – In Confidence**

*Timing - what do we know about when it will be fixed?*

The information will be provided by the NZ Embassy to ACSIQ as soon as possible following their opening of business today (9.30am Beijing time).

We will contact the Embassy later today to get their thoughts on timing, or if additional information and support is needed.

**Minister / Minister's Office**

Seen / Referred

/ /2013

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**Section Three:** Cables regarding delays to New Zealand meat to China received between 18 and 23 May.

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Official Information Act



#6

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**From:**  
**Sent:** Tuesday, 21 May 2013 2:57 p.m.  
**To:** MH.Agencies  
**Subject:** RE: Formal Message : Meat Exports to China

59(2)(a)

Yes, this is the formal message I requested.

Thanks very much

59(2)(a)

-----Original Message-----

From: MH.Agencies [mailto:MH.Agencies@mfat.govt.nz]

Sent: Tuesday, 21 May 2013 2:08 p.m.

To:

Subject: FW: Formal Message : Meat Exports to China

[SEEMAIL] [RESTRICTED]

This the one?

7(2)(a) From: (BEI)

Sent: Tuesday, 21 May 2013 12:17 a.m.

To: NAD; FM.MPI (Seemail); BEIJING

Cc: ...CHINA POSTS; TND; FM.P/S Agriculture; FM.P/S Food Safety; FM.P/S MFA; FM.P/S Trade; FM.DPMC (FPA); CEO; DS AAG; DS TEG; FM.Customs Service (Seemail); FM.NZTE (Seemail)

Subject: Formal Message : Meat Exports to China

[RESTRICTED]

Handling Instructions:

7(2)(a) MPI: Coleman, Morris, Knox,

7(2)(a) Customs:

7(2)(a) NZTE:

Summary

Meat exports from NZ to China have been halted as a result of the change of agency name on export certificates (from NZFSA to MPI) and the move to a new certificate for meat.

2(a) New Zealand (MPI) has this morning provided the complete set of information requested by the relevant Chinese regulatory agency (AQSIQ) to release the product held up at ports,

We will be working with AQSIQ and industry in China in the days ahead to get early indication of when the meat consignments will start to be cleared.

Action

For information.

Background

2 Following the agency name change from NZFSA to MPI, MPI sent draft specimen meat certificates (along with certificates for all other products) to AQSIQ with the agency name change reflected in the header.

6(a) but AQSIQ was waiting on MPI sending up 90 original copies of each certificate (for sending on to provincial CIQ branches at the various ports) before they could be implemented.

92(a) .)

3 In the meantime, MPI continued using the existing certificate, but from 1 March changed the header from NZFSA to MPI. As China had not approved this change, ASQIQ required CIQs to stop accepting these export certificates. AQSIQ requested New Zealand to stop issuing export certificates from 10 May. AQSIQ has requested a clear breakdown of information on each consignment. For completeness MPI has provided information on all meat certificates issued from 1 March to 10 May. 6(a) Following the initial provision of information, AQSIQ and asked for additional information. The complete compilation of information was provided to AQSIQ this morning. This spread sheet was based on data extracted from MPI E-cert and was completed over the weekend listing: certificate numbers, destination ports, certificate approval dates, shipping dates and RMP numbers of the premises.

4

6(a) 5

once administrative procedures are completed the information to release consignments will be posted on AQSIQ's internal platform so CIQs will be able to take action immediately. The CIQs will then need to go through the process of checking the consignments against the information we provided. It could take some days to process and release the consignments. We will be in touch with meat importers

in China (via NZTE) tomorrow in an attempt to get early indication of when meat consignments start to clear.

6

443

2(a)

7 This change in name on the export certificate has only affected trade in meat,

12(a)

8 S9(2)(g)(i) there hasn't been much attention given to the issue in the Chinese media (and no discussion in social media)  
The only article on this issue in Chinese media to date (Global Times, repeated by 3 national media outlets) focused on the Prime Minister's comments that the issue was largely technical in nature and hopefully swiftly resolved.

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7  
s9(2)(a)

**From:** BEIJING [BEI@mfat.govt.nz]  
**Sent:** Thursday, 23 May 2013 9:05 p.m.  
**To:** BEIJING; NAD; MFAT Messages  
**Cc:** ...CHINA POSTS; TND; FM.P/S Agriculture; FM.P/S Food Safety; FM.P/S MFA; FM.P/S Trade; FM.DPMC (FPA); CEO; DS AAG; DS TEG; FM.Customs Service (Seemail); FM.NZTE (Seemail)  
**Subject:** RE: Formal Message : Meat Exports to China: Situation Report 22 May

[SEEMAIL] [RESTRICTED]

(2)(a) Handling Instructions:

MPI: Coleman, Morris, Knox,

(2)(a) Customs:

(2)(a) NZTR:

s6(a) We have been working through the day receiving certificates from MPI and sending them through to AQSIQ. We have sent 100 certificates to date and we will continue to send them through to AQSIQ as we receive them. We are sending them through as quickly as we receive them. We predict that we will have sent through 200 certificates by the end of today at least. Once AQSIQ has the complete information on priority consignments they will send this through to the local CIQs

(a)

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s6(a)

3  
ccs The issue has not received any attention from Chinese media or social media today with the exception of a story from Xinhua Wellington

s6(a) 4

**From:** BEIJING  
**Sent:** Wednesday, 22 May 2013 6:13 p.m.  
**To:** BEIJING; NAD; FM.MPI (Seemail)  
**Cc:** ...CHINA POSTS; TND; FM.P/S Agriculture; FM.P/S Food Safety; FM.P/S MFA; FM.P/S Trade; FM.DPMC (FPA); CEO; DS AAG; DS TEG; FM.Customs Service (Seemail); FM.NZTE (Seemail)  
**Subject:** Formal Message : Meat Exports to China: Situation Report 22 May

[RESTRICTED]

Handling Instructions:

7(2)(a) MPI: Coleman, Morris, Knox,

9(2)(a) Customs:

9(2)(a) NZTE:

Summary

We have reached agreement today with AQSIQ on a resolution to resolve all outstanding issues for clearance of consignments and we are now on our way towards clearing NZ meat consignments sitting on ports.

AQSIQ has agreed to release consignments based on copies of new certificates and in priority batches. certificates have been requested by AQSIQ and will be held at the Embassy and delivered to AQSIQ as required.

Action

For information.

Report

2 Following advice from MPI this morning that it could reissue all certificates for meat consignments that are held up at ports (or on the water) under the NZFSA name we advised AQSIQ. (a) accepted this solution and following further negotiation with AQSIQ officials (a) today we have agreed a firm pathway towards the release of consignments. Chinese media continue to take a neutral position towards the issue by only reposting news from foreign media without inputting their own comments. (a)

3 AQSIQ has agreed to release all consignments based on copies of new certificates. They have asked that the copies be delivered to AQSIQ as soon as possible and we have advised them that as soon as we receive them tomorrow morning we will deliver them directly to AQSIQ. AQSIQ also agreed today to fast track the clearance of priority consignments. (a)

4

SG(a)

5 ACSIQ has advised that upon receipt of the certificates tomorrow morning they will begin the process of loading them onto their internal platform together with formal release notices for each port. The timeframe for this action

SG(a)

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SG(a)

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SG(a)

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SG(a)

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SG(a)

uy

Comment

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SG(a)

99(2)(a)(i)

From: BEIJING  
Sent: Tuesday, 21 May 2013 8:52 p.m.  
To: NAD; FM.MPI (Seemail); BEIJING  
Cc: ...CHINA POSTS; TND; FM.P/S Agriculture; FM.P/S Food Safety; FM.P/S MFA; FM.P/S Trade; FM.DPMC (FPA); CEO; DS AAG; DS TEG; FM.Customs Service (Seemail); FM.NZTE (Seemail)  
Subject: Formal Message : Meat Exports to China: Situation Report 21 May

[RESTRICTED]

Handling Instructions:

9(2)(a) MPI: Coleman, Morris, Knox,

9(2)(a) Customs:

9(2)(a) NZTE:

Summary

Daily Situation Report on the meat access issue to China: 21 May

Action

For information.

Report

9(2)(a) 2 We followed up this morning with AQSIQ  
a timeframe for when the meat consignments sitting in the  
56(2) ports would start to clear.

9(2)(a) 3

9(2)(a) 4

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56(a)

59 2(g)(1)

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56(a)

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Official Information Act

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56(a)

acknowledged that we had provided all the data requested by AQSIQ but

S6(a)

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S6(a)

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S6(a)

- - -

Comment

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S6(a)

13

S6(a)

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#8

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**From:** BEIJING [BEI@mfat.govt.nz]  
**Sent:** Wednesday, 22 May 2013 10:13 p.m.  
**To:** BEIJING; NAD; MFAT Messages  
**Cc:** ...CHINA POSTS; TND; FM.P/S Agriculture; FM.P/S Food Safety; FM.P/S MFA; FM.P/S Trade; FM.DPMC (FPA); CEO; DS AAG; DS TEG; FM.Customs Service (Seemail); FM.NZTE (Seemail)  
**Subject:** Formal Message : Meat Exports to China: Situation Report 22 May

[SEEMAIL] [RESTRICTED]

005

Handling Instructions:

(2)(a) MPI: Coleman, Morris, Knox,

(2)(a) Customs:

(2)(a) NZTE:

Summary

(a) We have reached agreement today with AQSIQ on a resolution to resolve all outstanding issues for clearance of consignments and we are now on our way towards clearing NZ meat consignments sitting on ports.

(a) AQSIQ has agreed to release consignments based on copies of new certificates and in priority batches. certificates have been requested by AQSIQ and will be held at the Embassy and delivered to AQSIQ as required.

(a)

(a)

Action

For information.

Report

(a) 2 Following advice from MPI this morning that it could reissue all certificates for meat consignments that are held up at ports (or on the water) under the NZFSA name we advised AQSIQ :

6(a) (b) accepted this solution and following further negotiation with AQSIQ  
6(a) officials today we have agreed a firm pathway towards the release of  
consignments. Chinese media continue to take a neutral position towards the issue by  
only reposting news from foreign media without inputting their own comments.

3 AQSIQ has agreed to release all consignments based on copies of 56(a)  
6(a) new certificates. They have asked that the copies be delivered to AQSIQ as  
soon as possible and we have advised them that as soon as we receive them tomorrow  
6(a) morning we will deliver them directly to AQSIQ. AQSIQ also agreed  
today to fast track the clearance of priority consignments.

4

5 AQSIQ has advised that upon receipt of the certificates tomorrow  
morning they will begin the process of loading them onto their internal platform  
together with formal release notices for each port.

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56(a)

Comment

56(a)

From: BEIJING  
Sent: Tuesday, 21 May 2013 8:52 p.m.  
To: NAD; FM.MPI (Seemail); BEIJING  
Cc: ...CHINA POSTS; TND; FM.P/S Agriculture; FM.P/S Food Safety; FM.P/S MFA; FM.P/S Trade; FM.DPMC (FPA); CEO; DS AAG; DS TEG; FM.Customs Service (Seemail); FM.NZTE (Seemail)  
Subject: Formal Message : Meat Exports to China: Situation Report 21 May

[RESTRICTED]

Handling Instructions:

MPI: Coleman, Morris, Knox,

Customs: -

NZTE:

Summary

Daily Situation Report on the meat access issue to China: 21 May

Action

For information.

Report

2 We followed up this morning with AQSIQ in an attempt to extract a timeframe for when the meat consignments sitting in the ports would start to clear.

3

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s6(a)

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Comment

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s6(a)

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s6(a).

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**Section Four:** Timeline of name change activities related to certification, Minutes of the Standards Ministry Name Change Steering Group concerned with generic issues related stamps, seals and certificates, and to trade in animal products with China.

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#9  
20 April 2012 – first meeting – set scope of workplan

3 May 2012 – first meeting set up steering group with 2 major workstreams

- Cert/Trade/Approvals
- IT

May 2012 – set project brief

6 June 2012 – decision flow agreed and key decisions to be made identified –

- date of changeover and whether to change all at once
- collaterals
- communication source overseas
- IT applications
- Costings

6 June 2012 – key decisions agreed within Directorate

- Change simultaneous
- Simplify where possible -Security paper, Official stamps
- Set tentative date of 1 march 2013 to allow adequate time for socialisation with trade partners and with industry

24 July 2012 – domestic stakeholder letter notifying name change

1 August 2012 – official seal design agreed

2 August – discussion of timelines for changeover

3 August 2012 – agreed all collaterals to change

20 August 2012 – decision discussion paper signed off by Tim Knox –

22 August 2012 – NZ stakeholder letter sent out notifying name change again

20 September 2012 – update on progress of all work groups

- IT
- Plants
- Wine
- Organics
- Animal products
- Animal exports
- Market access – I
- Dairy Quota – I

10 October 2012 – actions updated –

- Website notification design started
- overseas communications content agreed with market access

February but plan to keep NZFSA tabled if necessary

- meeting set for

26 October 2012 – notified loss of support person and need for each workstream leader to report fortnightly on progress

- agreed letter to overseas trading partner to go out by end of October 2012 if possible

5 November 2012 – action list updated – Fisheries needs accommodated re catch certificates

9 November 2012 – letter to posts notifying name change – specific letters to countries with specific issues identified –  
– generic for other countries – dummy certs and stamps provided

9 November 2012 – action updates

13 December 2012 – progress update – all on target for collaterals and IT – update from provided on IT progress

17 December 2012 – plan confirmed – all else on track

14 Jan 2013 – workstream updates – all on track – decision to allow phyto cert to move to MPI as only AP and MP under negotiation

1 Feb 2013 – workstream updates – a few minor issues, but all on track for IT and collaterals – website developed to be used as a resource for exporters and trading partners

25 February 2013 – all on track for the change – IT has been the primary concern and UAT successful

28 Feb 2013 – website content up

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20/4/12

#10



**Ministry Name Change Project (MNC)**  
**ACTIONS from Meeting held 17<sup>th</sup> April 2012**

<b>Date:</b>	Friday 20th April 2012	
<b>Time:</b>	9.00am – 10.00pm	
<b>Location:</b>	Pastoral House Level 11.3	
<b>Attendees:</b>		
<b>Apologies:</b>		
<b>Action</b>		
	<p>Discussion was held re implementation of the change of business name/logo from MAF to MPI (Ministry for Primary Industries) on all official documents and information as a result of the MAF/Food/Fish merger. Timeframes have been very short as set by project team and this is an organisational priority.</p> <p><b>To determine:</b> scope of project, what will/won't be required to be changed, overall synchronisation and timings.</p> <ul style="list-style-type: none"> <li>Identify all products and software that will need to be changed throughout the Standards branch. Identify all interdependencies. Identify what will require IT changes. <b>The Plant Import/Export team has done a comprehensive plan and it will serve as a benchmark for what is necessary (see attached)</b></li> <li>What our part of the project will not cover: stationery, signage, cards covered elsewhere</li> <li>It was noted that not all areas will require changes as many existing documents still have legal status. A legal explanation of the legitimacy of current documents will be forthcoming, as</li> </ul>	

requested of the Project Board

- What must happen at the same time – AP and E-phyto? Wine? Stocktakes required to determine this.
- It was suggested that domestic requirements (e.g Codes of Practice) can focussed on first, if deemed necessary, prior the plan to introduce for trade.
- Website changes will be stepwise in depth – links are not being touched at this time.
- Factor in lead times e.g. print run, timings of tapes.
- Work to a minimum (for trade) lead time of 6 months. Must be completed by June 2013.
- A period of double-branding would be required as exporters use their old tapes up concurrently
- IM / IT connection: A business partner is required for IM to incorporate IT changes. will be handing this over to a replacement
- This provides an opportunity to relook at our paperwork and certificates and possibly add other necessary changes.
- Stakeholder notification/communication – are lists complete? Comms are in charge of this domestically, but we need to ensure no one is missed and to determine who will be responsible for ongoing communicating.

S9(2)(a)

Action 1.

to discuss  
with Directors

Action 2.

S9(2)(a)

Action 3.

**Steering Committee:**

all

It was decided a Steering Committee would be set up and that each directorate (Market Assurances, A & AP, PFE, Science, SSA) **must** nominate one appropriate person to join to represent their area. Names to be provided by 27 April. These persons will have Directorate accountability.

Subsequent people would then be identified for technical working groups on specific areas (IT, trade plan), reporting to Steering Group to then develop directives.

This change will be managed with project methodology, with deliverables, accountabilities, timelines and risks. Project Manager yet to be decided.

	<p>Get current project of stakeholders and all to identify any gaps (attached) to <i>Sq(2)(a)</i></p> <p>All teams of the 5 directorates (affected Business Group) to compile complete list of all branded applications visible externally (Discovery). Internal work will follow.</p>	
	<p><b>Next meeting:</b> tbc once Steering Committee is established</p>	

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Official Information Act





MINUTES

**MINISTRY NAME CHANGE PROJECT – STEERING GROUP**  
**STANDARDS BRANCH PLANNING**

**Date:** Thursday 3 May 2012  
**Time:** 11-12 am  
**Room:** 14.1

- Meeting Purpose:**
1. Status update
  2. Establish the role of this steering group
  3. Identify information needed from working groups for decision making

9(2)(a) **Chair:** \_\_\_\_\_

9(2)(a) **Attendees:** \_\_\_\_\_

9(2)(a) **Apologies:** \_\_\_\_\_

**AGENDA ITEMS**

Time slot	Topic	Presenter
1.	Update, overview and status New logo to be used for domestic applications (e.g. approvals)  Working groups for certification/trade/approvals and for IT have been set up.  Steering group to receive information and recommendations from the 2 working groups to help make decisions on the roll-out of all Standards externally facing prioritised applications, particularly official assurances	Chair
2.	Branch discussion points  1. Design of certificates – agreed that as little change as possible from existing format is desirable – unless a potential improvement is justified (e.g. 2 certs into one)  2. What needs to change? What are the risks? To be provided by certification/trade/approvals working group (Does change need to be simultaneous across sectors? To be decided once we get information on the magnitude across sectors and market access implications of a staggered roll-out between plants and AP/LAG)  3. Set key deliverables and accountabilities of working groups	

Cert/trade/approvals working group

S9(2)(a)

- provide examples of all official assurances, incl free sales certs, across animal products, live animals and germplasm, plants, wine, organics, animal welfare, other?
- Enumerate the changes that will be required and liaise with IT group to develop reasonable shortest timeframe for changes, independent of market negotiations
- Identify all consequential (eg security devices) with suppliers and production turnaround times
- Identify 'fish hooks (e.g. changes needed to overseas legislation) and factor into timeline
- ID any imports external applications that may be visible overseas
- Recommend achievable change goal date of > 6 and <12 months

### S9(2)(a) IM/IT working group /

- Scope the depth and timing for IT work once all necessary changes have been identified and MPI policy is considered
  - Liaise with Steering group to advise timeline
4. Working group reporting – weekly to Chair
  5. Stakeholder communication – working group must check the Comms list for completeness. Approvals to ID suppliers of all security devices, incl paper

### 3. New Letterhead use

Chair

### S9(2)(a)

OK to use for letters to overseas authorities in advance of certification changes provided there is an explanation in the body of the letter.  
to supply example for comment

4. Next steering group meeting – 17 May - time/place TBC – must complete implementation spreadsheet on timing

a significant	find resource appropriate from what we can expect to get from certain markets.	Yet to send out commun
---------------	--	------------------------

21/08/2012	preparing for countries to request a significant number of dummy certs	find resource appropriate from what we can expect to get from certain markets. S 6(a)	Yet to send out communications	Will know when countries get back to us. -	S 9(2) (g) (i)
				of 1 March 2012.	

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Food Assurance	S9(2)(a)	18-May	NZFSA Container Seals	Arrange a change over date with the manufacturer, run out current stocks of NZFSA seals, notify markets in advance of start date for use of seals	Query with MPI VS re current stocks of NZFSA seals	End of 2012
Food Assurance	S9(2)(a)	18-May	NZFSA Carton Seals	Arrange a change over date with the manufacturer, run out current stocks of NZFSA seals, notify markets in advance of start date for use of seals	Query with MPI VS re current stocks of NZFSA seals	End of 2012
Food Assurance	S9(2)(a)	18-May	NZFSA Authorised persons certification signatory seals	Change over date needs to be coordinated with market access notifications and name change to certificate templates	Query with MPI VS re current stocks of NZFSA seals	End of 2012
Food Assurance	S9(2)(a)	25-May	NZFSA Stamp used on FSAAAs	Change over date to be coordinated with commencement of use of MPI letterhead for the FSAAAs	Auckland Cert unit needs to arrange for MPI stamp.	As and when other export documentation is scheduled for change over.

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#54

005



## AGENDA

MINISTRY NAME CHANGE PROJECT - STEERING GROUP

Date: Thursday 6 June 2012

STANDARDS BRANCH PLANNING

Time: 10-11 am

Room: 14.3

Meeting

1. Status update

Purpose:

2. Discuss key decisions for Standards Branch

9(2)(a) Chair:

9(2)(a) Attendees:

9(1)(a) Apologies:

Please

Read/bring:

agenda

005

## AGENDA ITEMS

Time slot	Topic	Presenter
1.	Update, overview and status	Chair
2.	Branch implementation plan	All
	1. Decision making flow – Tim Knox to make final decision at SBLT based on steering group recommendations	
	2. Simplification wherever possible as per DDG instructions	
	3. Design of certificates – keeping to same layout where possible	
	4. What needs to change? Reports from working groups	
	Decisions to be considered	
	5. Change everything at once, or have different certificates	S9(2)(g)(i)
	If not all at the same time, the international communications will have to be sent through several times and risks MPI	
	In particular, letterhead certificates e.g. free sales, at the same time too? Note: certs dependent on stamps will require time for new stamp decisions and production)	S9(2)(g)(i)
	6. Watermarks on letterhead certs – some have it, some don't – not actually required. Agree to remove it so that we minimise the different types of paper. Note: design issue –	S9(2)(d)
	7. Proposed changeover date 1 Feb 2013?	S9(2)(g)(i)
	8. Official stamps 2 x stamps? "Official Certifier #XXX" instead of	

"Official Veterinarian" – acceptable? Plus one generic stamp with no unique identifier Numbered? Production time factor – may be 6 months

9. Security paper –

S9(2)(d)

10. Stakeholder communications – by sector

11. Overseas communications – one source

12. E-cert recommendations:

S6(a)

13. Old stock, new stock and ordering – once go live date is set, can plan to use old stock or order small amts – order new stock

14.

3.

4.

Chair

Chair

5.

Set next meeting if necessary

OTHER INFORMATION

Resources:

Nil

IT comments:

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S6(a)



#57

6/6/12

At 6 June 2012 MNC Standards Steering group meeting, Directorate representatives agreed:

1. to change all certification simultaneously
2. to simplify where we can, minimise the different types of stamps, paper etc out there.
3. to consider feasibility of one type of security paper for any certificates requiring it and to future-proof by have a watermark such as 'NZ Govt Official Certificate'
4. to minimise the variety of official stamps – the plan is!

S9(2)(d)

but no job description and/or group written on to the stamp. (Each rep to ensure no fish hooks such as specific country requirement)  
SB to check background of CTO stamps and if they are still required > currently only used by him within NZ

5. on a tentative transition date – aiming for no undue delay or haste - proposed 1 March 2013 to allow for market socialisation, certification changes, manufacture of official stamps, seals etc, Christmas hiatus and original 6 month time frame lands us in Dec which is not a good time)

S6(a)

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Official Information Act

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Official Information Act

#59

3/8/12

## Name Change Implementation – Friday 3 August 2pm

S9(2)(a) Attendees:

Collateral items identified:

Item	Business Contact	Action
Bolt seals x-seals  Mega lock seals Tyden seals Intervention seals Resealing tape AGM certs AGM stamps (contained, rejected, suspect, condemned)	S9(2)(a)	S9(2)(a) to liaise with suppliers regarding specific changes and manage updates to Manual 15 as required (see note in "additional actions" below) to sign off design proofs as they come in S9(2)(a) - Verification Services to manager ordering from supplier and distribution to premises as required
Seed varietal certification labels Security paper (e-cert) Security paper (e-phyto) Security tape Generic stamps ACVM Wine    Organics Non generic stamps   Veterinary stamps Plants  Dairy quota   EU IUU Catch Cert	S9(2)(a)	S9(2)(a) to identify who will be responsible for changing AP Notice on Official Assurances) S9(2)(a) to find out if this is now the Policy Branch 9(2)(g)(i)

1. Roll out – where will the stamps be delivered to? Do we need a register with original signatures e.g. Dairy quota (or is this just quota specific?) Stamp roll out including ordering will be managed by verification services. Dairy quote requirements not included in this scope. Verification S9(2)(a) will send new stamps out along with a return postal bag requesting return of all old stamps including dairy quota, MAF quarantine etc)
2. Who can we name to be responsible for managing an on-going MPI wide seal register using ex-NZFSA processes Verification Services have volunteered to manage one ongoing database

of all official stamps for the whole of MPI. This is particularly important given their interest in maintaining adequate control for IANZ accreditation/audit purposes.

3. What time frame should collateral be delivered to sights to ensure 1 March rollout goes smoothly? Will be managed by VS
4. How will the changeover period be managed in terms of seals on meat cartons? This will have implications for OECD seed varietal labels

SA(2)(a)

5. What needs to be communicated to international markets in terms of transition period/what they will expect to see? As above.

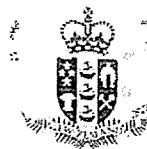
Additional Actions:

SA(2)(a)- to send stakeholder letter to to forward on to suppliers so that everyone is aware of the need to manage stock prior to the transition period of 1 March

SA(2)(a) to manage collateral changes with suppliers but will leave updating Manual 15 to his replacement in the Food Assurance Team.

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Official Information Act

#60



DECISION DOCUMENT

Ministry Name Change – Standards & Verification

To: Tim Knox

From:

Sq(2)(a)

Date:

20 August 2012

Subject:

Decisions required with regards to border collateral items captured in the Ministry name change

ISSUE:

During the course of the Ministry name change project, a number of items have been raised that need to be altered. Until such a time as these decisions are made, we are unable to notify markets of the changes to our security devices. Decisions are required in each of the following six areas, as detailed below:

1. Security paper – how many different types
2. Security paper – details of design
3. Use of Official Seals
4. Use of personal name identification stamps including job descriptions on certificates
5. Certificate template name details

BACKGROUND:

1. Historically, we have had several different types of security paper. The recommendation is that we consolidate this level down to two different types.
  - First - AP e-cert security paper which is proposed to remain the same, with no changes to format. However in terms of systems, we propose that the Animal Exports team shifts to using this type of paper.
  - The second- will replace all other types of security paper (such as Plant Exports e-phyto certificates and hard copy paper AgM certificates that are still required in 8 different markets).

Reasons for these two:

- AP e-cert security paper currently references "New Zealand SPS Certificate" in the background but not all certificates issued from the Plant Exports group are for SPS purposes.
- A change in AP e-cert paper to say something else

Sq(2)(a)

- AP e-cert paper (per page) is numbered and the majority of the MA councillors believe it should stay this way.

Sq(2)(d)

- Two types of paper would allow current systems to continue with minimal training/disruption

2. As discussed above, the recommendations are the following in terms of the design for two types of security paper:

- AP e-cert remains unchanged, with

S9(2)(d)

- New paper design

S9(2)(d)

3. The following designs for new Ministry for Primary Industries seals have been confirmed and agreed with the manufacturer. A decision is required around the use of the seals, this is no longer straight forward given the different policies around the use of each kind.

S9(2)(d)

S6(a)

S6(a)

4. Personal identification stamps are currently used on a range of certification. Some of these stamps are produced for individuals on behalf of MPI, while others are obtained by individuals personally, to avoid writing/typing the same information onto a certificate every time they issue one.
- Example One: Official Veterinarian – these are personalised stamps, and a technical brief will be going out advising individuals who own these stamps that they must either a) not use them after 1 March 2012, or b) must arrange themselves to replace them before 1 March 2012.

Sa(2)(a)

- Example Two: Official Inspector – these stamps are for the same purpose as outlined above except are produced for individuals on behalf of the Ministry. The risk is all stamps will now say "Official Seal" where historically they have indicated a job title e.g. "Official Inspector." Given that the majority of certificates in this area are now electronic, these stamps are no longer common place, however, they do still play a role in stamping attachments.

Sa(2)(a)

5. We currently have a large range of 'titles/headers' on all of our official assurances e.g. "New Zealand Government", "New Zealand Food Safety Authority", "Ministry of Agriculture and Forestry" etc. Given the complexity of lay out for the range of certification, we are proposing that layout remains as it is, with the 'title' changed to "Ministry for Primary Industries" as we are clearly identifiable as the Competent Authority on all Official Assurances, and are listed in a number of websites and international legislation as so. Below are some examples for reference.

**MAF**  
Ministry of Agriculture and Forestry  
Te Minita Hāora, Kaitiaki

Certificate number AA 00001

**EXPORT CERTIFICATE - CATS AND DOGS EXPORTED FROM NEW ZEALAND TO AUSTRALIA**

**NEW ZEALAND MINISTRY OF AGRICULTURE AND FORESTRY**

**NEW ZEALAND GOVERNMENT**

Ministry of Fisheries Catch Certificate  
Name and address of consignor: Exporting Country New Zealand

**NEW ZEALAND FOOD SAFETY AUTHORITY**  
Certificate Number NZFSA 2012 FLS 0700 21247

Animal and Public Health Certificate<sup>1</sup> / Diergezondheids- en gezondheidscertificaat<sup>1</sup>

**NEW ZEALAND MINISTRY OF AGRICULTURE AND FORESTRY**

PHYTOSANITARY CERTIFICATE FROM NEW ZEALAND

**TO THE PLANT PROTECTION ORGANISATION(S) OF:**

**OECD Varietal Certificate - Seed**  
Certificate number AQNZ12/16439

CERTIFICATE ISSUED UNDER THE OECD SCHEME FOR THE VARIETAL CERTIFICATION OF SEED MOVING IN INTERNATIONAL TRADE

No financial liability with respect to this certificate shall attach to the New Zealand Ministry of Agriculture & Forestry or to any of its officers or representatives.

Reference number: 999999

**NEW ZEALAND MINISTRY OF AGRICULTURE AND FORESTRY**

**NEW ZEALAND MINISTRY OF AGRICULTURE & FORESTRY**

**CERTIFICATE TO ACCOMPANY FISH BYPRODUCTS (INEDIBLE)**

In addition, we propose that logos should only be replaced where they currently exist. Given the significant IT constraints, it would be both extremely difficult, and costly, to implement crown logos on all certificates where not currently existing.

## DECISIONS:

1. Two different types of security paper should be allowed given the above reasons.

AGREED / NOT AGREED

2. AP e-cert security paper remains unchanged, and the Animal Exports group will also implement the use of this paper for the 1 March 2013 changeover;

AND,

The second type of paper will be labelled "New Zealand Government" in the background as a red wavy line with the New Zealand Government logo as an 'artificial' watermark.

AGREED / NOT AGREED

3. All groups currently using unique identifier stamps on Official Assurances are replaced with equivalents, with the exception of the biosecurity quarantine inspector staff (involved with Plant Export certification) who are issued with generic stamps.

AGREED / NOT AGREED

4. Personalised stamps are retained at the expense of the individual and should no longer contain reference to a job title or similar.

AGREED / NOT AGREED

5. All certificates are changed to reflect the new name "Ministry for Primary Industries" and logos are only replaced where currently existing.

AGREED / NOT AGREED



Tim Knox  
Director, Market Assurance

Date:

<sup>1</sup> 'Artificial' watermark refers to wording or an image that is applied to the certificate during the printing process. They are made using specially formulated inks or vanishes which only show up at certain angles or under certain conditions. True watermarks are applied during the paper manufacturing process, using a special tool pressed up against the paper pulp while it is drying, creating an image. It is referred to as a watermark because it is made while the paper pulp is still wet.



#61

20/9/12



## Ministry Name Change Update – Minutes

Attendees

S9(2)(a)

Apologies

S9(2)(a)

Details

Thursday 20<sup>th</sup> September 2012  
10:00am  
Meeting room 8.2

Agenda Item  
discussions &  
Actions

### 1. Update reports from each of the group representatives (individuals)

**Verification** – Currently working on tech brief, updated containing latest decisions and information (clarified with others in attendance) to circulate to relevant people once draft is complete. Stamps will be ready for use by 1 March and ready for distribution by the end of December. Must be sent specifically to each of the dairy quota inspectors by 1 Feb for

S9(2)(a)

S6(a)

**Plant Imports** – Hops, currently printed on plain A4 paper, with “signed in Nelson” to still be worked through. For the purposes of providing a ‘dummy’ cert for international communications, will look to changing to “signed in New Zealand” or something similar.

S9(2)(d)

DECISION/CONFIRMATION REQUIRED. Meeting set for Thursday next week (27<sup>th</sup>).

**Market Access** – Translations going well, (MP e-cert) and AP e-cert have already provided some of what we need, and work through the rest (AP e-cert) and come up with a list. added that he will try and get his country lists to us when he can. to give a couple of sentences specifically on the with regards to it affecting the whole system if changed for November. to then follow up with and Suggestion that in the communication “the words “MPI” will not appear translated on all model certificates that are sent...” etc to avoid having them at all? to check with

S6(a)

S9(2)(a)

S9(2)(a)

**Wine & Organics** – to organise communications template to be filled out for

S9(2)(a)



legislative changes required in this area, and also provide model certs where necessary

**Animal Exports** – Currently working through identifying all certs for animal exports that haven't been used in the last 5 years which is approximately 380 templates.

Organising resourcing with the Project Board to manage these changes, yet to hear back. Process for

available however has asked for a copy of their procedures to start with, and will provide this to when available.

**Dairy Quota** – has talked to Policy around timing issues

happening and will get back to the group when she has more information. Decided that we will 'play by ear' when it comes to whether or not to send one or two separate notifications in regards to the Dairy Quota seal register (old ones pre- 1 March and new ones post- 1 March). Working with to

organise circulation of seals commented that this would be initiated when (ChCh contact managing the stamps) gets back from leave.

**IT/AP/MP e-cert** to contact and get confirmation in writing that URLs are not required to be changed after

to also confirm with when she gets back whether or not there is a technical issue with leaving the URLs as they are.

## 2. Certificate translations – list of languages required for "MPI"

Covered above

## 3. Stakeholder communications – any gaps?

No time to cover – please let know if you feel there are any gaps. to provide with a list of people that the tech brief goes to and to comment if there are any additional people that should be involved/notified.

## 4. Issues and Risk register update

- Reimbursement of costs for security tape
- Notifications to WTO required in December (60 days) regarding Ministry Name Change in general. is the contact for the template.
- Seed Varietal Cert Labels – transition period of 3 years to be mentioned in



the international comms

- Note to everyone to be prepared for the resource required when individual market requests come in for original of our certificates on security paper

S6(a)

S9(2)(a)

- MP e-cert decommissioning – and confirmed it was only the certs view changing, not the web

S6(a)

- – will have wider implications for disrupting the other major projects going on (AP e-cert re-build etc) and the name change project itself given

S9(2)(a)(i)

S9(2)(a)

- Please let know if there are any additional issues that need flagging for the addition to the register so that they can be tracked/followed up.

5. Decisions on reporting

S9(2)(a)

No time to cover.

6. Decisions on meeting frequency in lead up to 1 March (

S9(2)(a)

Have sent monthly meeting requests to group members for October and November.

Decision to be made about this frequency at a later date heading up to March.

**Next Meeting**

Wednesday, 10<sup>th</sup> October, 10:30am-12:00pm in Room 10.5

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Official Information Act

#62

10/10/12



## Ministry Name Change Update – Minutes

Attendees

S9(2)(a)

Apologies

Details

Wednesday 10<sup>th</sup> October 2012  
10.30am – 12pm  
Meeting room 10.5

Agenda Item  
discussions &  
Actions

### 1. Update reports from each of the group representatives (individuals)

Verification –

005

S9(2)(a)

Plant Imports

**Market Access** – Translations Decision: MPI will not be translated.

has S9(2)(a)

checked with

who confirms that we do not need to translate.

S9(2)(a)

S6(a) S9(2)(a)

A manual work around may be needed for NZFSA – MPI

transition. Action: Can we change for AP – over what timeframe? VS, Phyto. An estimate of \$11k has been made.

**Stamps** – Question asked by

if there is an electronic version of the seal. S9(2)(a)

S9(2)(a)

to ask

Wine & Organics

005

005

S9(2)(a) IT/AP/MP e-cert –

confirms that URLs are fine to leave until the rebuild. Action:

S9(2)(a)

to forward a paper to

that was sent to

about this.

S9(2)(a)

005



more. Communication will be addressed to the 'Competent Authority', this would be dealt with by the Embassy. The letter would contain:

- An explanation of MNC
- Functions of MPI
- New dates
- Date to respond to MPI by
- Contact point (both OCA and the Embassy)
- Describe some changes
- Provide an example of a generic cert, Dairy, Meat, Phyto

Action: Can't read, missing off page bottom

S9(2)(a) Action: from MFAT to write up a cable for the embassies –  
S9(2)(a) I to follow this up

3. MPI Website Information on MNC – Action: to discuss with the MNC S9(2)(a)  
board

4. :

5. Issues and Risk register update ( S9(2)(a)

- Reimbursement of costs for security tape
- Notification to WTO required in December (60 days) regarding Ministry Name Change in general. is the contact for the S9(2)(a) template.

- Action:

- Actic .

-

- Decisions on reporting ( S9(2)(a)

- No time to cover.

6. Decisions on meeting frequency in lead up to 1 March ( S9(2)(a)

Meeting in two weeks –

Next Meeting

tbc

000

S(6)(a)

005

- Changes to AgMs have been communicated with those countries (only China , that the Market Access Counsellor deemed necessary.

### Stamps

S9(2)(a)

Stamps are coming via in Hawkes Bay. Individually numbered ones are already available.

ACTION: Confirm that the ink for stamps is green, not black.

ACTION: Check delivery date of official stamps.

S9(2)(a)

needs an electronic version of the stamp.

ACTION: to find out who designed the stamp and request an electronic version

### Printing

S9(2)(i)  
S9(2)(ii)  
S9(2)(a)

will only invoice MPI, and will not let other companies order product from them. They are claiming that it will cost to set up a system for others to order. has approved the in the name change project to set up website so other companies can order product so it doesn't all have to go through MPI.

Next Meeting: 11<sup>th</sup> January 2013

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#63



## Ministry Name Change – Update

sq(2)(a)

Attending

Apologies

Details

Friday 26<sup>th</sup> October 2012

sq(2)(a)

Office

Agenda Items

Action points resulting from catch up meetings on Friday.

### Stamps and Seals:

1. Updated needed from VS on numbered stamps – Official seals can then be ordered and delivered – delivery date once information is to hand. sq(2)(a)
2. I will need an electronic copy of a generic stamp. sq(2)(a)
3. Phyto – Live animals – to determine who certifies these. sq(2)(a)
4. Carton Seals – has this template been agreed on – to order? I to confirm. sq(2)(a)
5. PVI passed inspection stamps – determine if they have been ordered, and by whom. sq(2)(a)

### Dairy Quota:

- Where are they at with stamps – I to ask for an update. I talking to sq(2)(a)

### Other: Wine, Organics

1. Determine current status with Wine and Organic certificates – to discuss with and re sq(2)(a)

### Communications – International:

1. I has a letter ready with attached samples of certs. To discuss with on Monday 29<sup>th</sup> Oct to fine tune then get approval for distribution. MUST go out by end of October, i.e. this Tuesday or Weds. sq(2)(a)
2. AGMs and Catch – to discuss with at a meeting yet to be set for Monday morning. sq(2)(a)
3. To clarify what security paper is being used NB: Animal Exports are using AP paper
4. A separate plant brief is to go out to industry and Independent Certification Agencies (IVAs), to draft. We'll need a date for this. sq(2)(a)

### Suppliers:

- What are the wait times – which MPI orders have been placed. Aiming to put all orders for papers in before Christmas.

It was decided that the deadline for all items should be prior to Christmas and leave the remainder of January and February for unforeseen issues that will more than likely crop up prior to the 1 March 2012 deadline.

Next Meeting: Monday 5<sup>th</sup> November, 1:00pm-2:00pm in Room 11.3

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Official Information Act

# 64

✓ 08/11/12

## Ministry Name Change – Update

Attending

s9(7)(a)

Apologies

Details

Monday 5th November 2012

Pastoral House 11.3

Agenda

Items

- Actions from last meetings
- Update reports from each work stream rep
- Reporting to Project Manager and deadlines
- Catch Certs
- Security Paper – decision
- Issues and Risk register update –
- Discuss website updates
- Decision on meeting frequency in lead up to 1 March

s9(2)(a)

### WORKSTREAM LEADERS

- ecert changes
- collaterals for AP/MP including AGMs, stakeholder communication, supplier communication
- all things phyto, including stakeholder/supplier communication
- all things live animal and germplasm
- all overseas communications and market access decisions

### Supplies:

1. Updated needed from VS on numbered stamps - behalf of VS.

is ordering and distributing on s9(7)(a)

Action: to email all MPI users of stamps, seals etc to ensure everyone has been advised that this project team will coordinate MPI replacement of this collateral.

2. Electronic copy of stamps. Action: to speak with

re coordinating this for us with s9(2)(a)

It's possible to make up ourselves as ACVM have, however the order and her group retain the original.

suggests she coordinate s9(7)(a)

3. Quarantine and biosecurity inspectors – Action: distribute.

to determine who needs official seals and how to s9(7)(a)

4. Carton Seals – has this template been agreed on? – re status.

to order. to speak with s9(2)(a)

5. PVI passed inspection stamps – determine if they have been ordered, and by whom.

Action: to pass to a list of suppliers for each item e.g. stamps, resealing tape, carton seals s9(7)(a)

Action: to contact all suppliers re current status of all security devices and wait times. Determine which MPI orders have been placed with aim to put all orders in before Christmas.

As of 1 March 2013 stationary will no longer be

s9(2)(a)

A reminder to note in the technical brief that letterhead certs are not changing until this date.

Action: to talk with and regarding stocks of NZFSA letterhead paper. This is also used for Organics.

Action: to ask - what's the current situation with ordering carton seals and intervention stickers.

#### Dairy Quota:

Action: to check with to see if all her QMS needs have been met.

#### Other: Wine, Organics

1. Determine current status with Wine and Organic certificates – advises she requires one of each stamp, official numbered and non numbered for the Free Sale Certs and Registration. Organics are ok - confirmed with at Cert office that they have discussed and ordered what they need for paper and stamps. Both stamps required, official numbered and non numbered.

#### Security Paper –

1. Non numbered phyto security paper - paper has been decided on where the word Signed off by Tim Knox.

2. A separate plant brief is to go out to industry and Independent Certification Agencies (IVAs).

Action: to draft, currently in progress.

3. AGMs - Tim Knox have agreed on paper to be used for AGMs

#### Communications –International, Domestic

1. Action: to check with regarding comms going out to Wine stakeholders.

2. Live animal stakeholders have been informed – have advised that they require no collateral, to use security paper which is preprinted prior to going to. Action: to talk to regarding the dairy stakeholders.

3. Action: to put out stakeholder phyto letter.

4. Action: Piers to circulate Technical Brief to phyto stakeholders.

5. Action: , Market Access to mention the MNC in their DPSAC paper. DPSAC meeting being held 13th November.

6. has a letter ready with attached samples of certs. Waiting on clarification of stamps used so statements are correct on the letter to the Competent Authorities. At this point this letter will not go out to NZ industry. The technical brief will be shared domestically – to go on MPI website.

Action: to set up meeting with re website.

#### Catch Certificates

1. Action: to discuss with - Market Access re wording.

2. Action: to talk to to clarify the certification process for export.

A subsequent meeting was held later this morning where met with and re catch certificates – non AP. These certificates are stamped with a numbered, official stamp.

3. Action: will organise communications to go out to MFish stakeholders advising them of the upcoming name change as at 1 Mar 2013, and advise and if there are any further collateral that requires updating as a result of the name change

- 4.Action: to speak to the slight alteration to Catch form.  
Action: to dig up the fish tags used on specific species, to check if they need changing. Used for IUU?  
5.Action: to talk determine who can provide a list of all current stamp holders –  
There's also the Authorised Validator stamps, shows MFish logo with number.

#### UPDATES:

##### Live Animal, Gemplasm -

Certificates requiring change have been identified. Industry have been given a deadline of Wednesday 7<sup>th</sup> Nov to respond to MPI with information. Comms have specified one resource to assist with templates. Further discussion required re OMARs and changes this will necessitate. On track for 1 Mar timing.

##### IT -

indicates IT is on track for 1 March delivery. Scope completed, need to confirm requirements, QMS needs regulatory changes. Phyto awaiting market access confirmation that Must confirm that staff are here in January.

##### Phyto -

1. have signed off the security paper decision working with re printing.  
representing AGMs.Action: E-phyto – have accessed the template. Action: RS to talk with  
re ordering an electronic version from S9(2)(b)(ii)  
2.Technical brief – Action: to circulate the internal stakeholder update. name as  
sign off.

#### Risks and Issues:

- so takes leave at short notice.
- No available lists of quarantine inspectors' names. An excel spreadsheet is available for Auckland only. Akl Biosecurity Centre who reports to is the contact.

confirmed that none of the workstream essential people are taking extended leave in January.

Reminder: It was decided that the deadline for all collaterals should be prior to Christmas, leaving the remainder of January and February for unforeseen issues that will more than likely crop up prior to the 1 March 2012 deadline.

Next Meeting: tba –

to set up new recurring appointments, fortnightly. and feel free to  
update me by email if you can't make the meetings.

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19/11/12

# 66



## Ministry Name Change – Update

S9(2)(a) Attending

S9(2)(a) Apologies

### Details

Monday 19<sup>th</sup> November 2012  
Pastoral House 11.3

### Agenda Items

1. Actions from last meetings
2. Update reports from each of the work stream representatives
3. Reporting to Project Manager and Deadlines
4. Signatory seals – re
5. Security Paper – decision
6. Issues and Risk register update Discuss website
7. New Export Documentation - S9(2)(g)(i) signatures and seals are required. Rather than this being done separately - do as one submission?

S9(2)(a)

S9(2)(a)

### WORKSTREAM LEADERS

ecert changes

9(2)(b)

- collaterals for AP/MP including AGMs, stakeholder communication, supplier communication
- all things phyto, including stakeholder/supplier communication
- all things live animal and germplasm
- all overseas communications and market access decisions
- MFish

Actions old and new:

### Stamps and Seals:

1. Stamps to be ordered this week – generic seals will be ordered on 3<sup>rd</sup> December. Tech brief went out last Thursday. to take care of distribution plans.
2. PVI Passed inspection stamps checking manufacturer have updated their stamps

S9(2)(a)

S9(2)(b)

S9(2)(b)(i)

### Letterhead Certs:

Start on 1 March 2013 – decision made that they will no longer be

A reminder to be put into the technical brief that letterhead certs are not changing until this date.

S9(2)(d)

9(2)(a)

Action: to talk with regarding stocks of NZFSA letterhead paper. This is also used for Organics – Done.

9(2)(b)

Action: to ask about URLs, e.g. DPSAC, Igovt access at the next MNC board meeting Done



### Dairy Quota:

59(2)(a) • Where are they at with stamps – Action: to check with re usage.

### Other: Wine, Organics

59(2)(a) 1. In process of changing to a new system – E-Star - so working at aligning the name change with these system changes as the move to E-Star is unlikely to be implemented prior to 1<sup>st</sup> March. is managing this switch  
59(2)(a) and is working with regarding quality grade.

### Communications – International

59(2)(a) 1. has a letter ready with attached samples of certs. Waiting on clarification of stamps used so statements are correct on the letter to the Competent Authorities. At this point this letter will not go out to NZ industry. The technical brief will be shared domestically – to go on MPI website.  
2. To clarify what security paper is being used paper has been decided on where the word  
3. A separate plant brief is to go out to industry and Independent Certification Agencies (IVAs),  
Action: o draft, currently in progress.  
59(2)(a) 4. AGMs – deciding on paper for AGMs.

### Communications – Domestic

59(2)(a) 1. Action: to forward their communications letter to and so they can use similar wording.  
2.

### Catch Certificates

59(2)(a) Action: to discuss with Market Access re wording.  
59(2)(a) Action: to talk to to clarify the certification process for export.

### Suppliers:

### UPDATES:

59(2)(a) Live Animal, Germplasm -  
Had meeting with Comms re logistics office helping with manual work on the certificates. Unsure as yet of the amount of work – 393 templates to be manually edited by 1 March 2013.

59(2)(a) IT -  
AP E-Cert - o come back with finalised statement. tThere are 400 templates to adjust, and have extra resources available. Note products – need clarification of scope. Further manual templates require work, including

59(2)(a) VS -  
See Actions

59(2)(a) Phyto -

59(2)(a) have signed off the security paper decision, working with re printing.

representing AGMs. Action: E-phyto – have accessed the template.

Chris Carson re quote – URL paper, what will apply 2014.

59(2)(a) Website – provide with text.

### RISK/ISSUES:

59(2)(a) • This risk is under control.





- 9(2)(a) • No lists of quarantine inspectors' names, an excel spreadsheet for Auckland only.  
Centre who reports to is the contact. - Akl Biosecurity

Next Meeting: Monday 3<sup>rd</sup> December 11:00pm-12:00pm in Room 7.4

Released under the  
Official Information Act

Released under the  
Official Information Act

3/12/12



## Ministry Name Change – Update

59(2)(a) Attending

59(2)(a) Apologies

Details

Monday 3<sup>rd</sup> December 2012  
Pastoral House Room 7.4

Agenda Items

1. Actions from last meetings
2. Update reports from each of the work stream representatives
3. Signatory seals – re
4. Security Paper –
5. Issues and Risk register update
6. Catch Certs

### WORKSTREAM LEADERS

– ecert changes

- collaterals for AP/MP including AGMs, stakeholder communication, supplier communication
- all things phyto, including stakeholder/supplier communication

- all things live animal and germplasm
- all overseas communications and market access decisions
- MFish

Actions of last meeting – see Action Sheet

### RISK LIST:

1.

56(a)

56(h)



59(2)(a) Action: to talk with about the possibility (and time involved) of him making the changes, considering he is in a different group now. To be added to the risk list.

## 2. Compensation Issues

59(2)(a) Action: to follow up. s from MPI Legal is the contact.  
3.

Action: to ensure this progresses.

## 4. Resource in IT over Christmas

This risk is under control.

## 5. No lists of quarantine inspectors' names

59(2)(a) Have an excel spreadsheet for Auckland only. Akl Biosecurity Centre who reports to is the contact. Is this still a risk?

### UPDATES:

59(2)(a) Live Animal, Germplasm -  
All on track – live animal intervention seals have been ordered. Certs progressing ok – high priority ones have been identified.

59(2)(a) IT -  
See attached document for detailed update.

BTIS – only need to alter the pdf produced for milk products – the website itself will remain the same.

59(2)(a) Translations – Market Access (a) has offered to provide assistance for various translations when required.

59(2)(a) Action: to send this information in summary to by the end of this week.

59(2)(a) requested the cost code for the Name Change work.

59(2)(a) Action: has the cost code and will forward it to

59(2)(a) VS -

All in hand.

59(2)(a) Phyto -

59(2)(a) now has wet proofs to hand, to decide this week which option to use.

59(2)(a) ready in time. AGMs are all in hand -

59(2)(a) Wine -

59(2)(a) Plants - Quality grade. has requested updated seals and signatories from the cert unit. To receive a paragraph from about the name change which she will aim to send out in the Diplomatic bag along with letter.

59(2)(a) otherwise all ok.

59(2)(a) Market Access -

Just looking at minor issues now.

### Stamps and Seals:

1. Stamps to be ordered this week – generic seals will be ordered on 3<sup>rd</sup> December. Tech brief went out last Thursday. to take care of distribution plans.



- 59(2)(a) 2. PVI Passed inspection stamps - checking manufacturer have updated their stamps.

#### Letterhead Certs:

9(2)(a) raised a question about letterhead assurances being issued by the Auckland Cert office for Free Sale Certs and Registration Certs: are the templates being changed also, not just new seals being ordered? Approx. are used but it should be a simple process of find/replace.

9(2)(a) Action: to call regarding the certs for Free Sales and Product Registration. To check with both and as they do different certs.

9(2)(a) Action: Arrange for them to Teleconference into the next meeting.

#### Dairy Quota:

1. Quota legislation sealing tape – these 12 are all referenced in letters.
2. Security paper – all in hand.

9(2)(a) Action: to raise seals with

#### Other: Wine, Organics

1. In process of changing to a new system – E-Star - so working at aligning the name change with these system changes as the move to E-Star is unlikely to be implemented prior to 1<sup>st</sup> March. is managing this switch and is working with regarding quality grade.

#### Communications – International

1. has a letter ready with attached samples of certs. Waiting on clarification of stamps used so statements are correct on the letter to the Competent Authorities. At this point this letter will not go out to NZ industry. The technical brief will be shared domestically – to go on MPI website.
2. To clarify what security paper is being used paper has been decided on where the word
3. A separate plant brief is to go out to industry and Independent Certification Agencies (IVAs),  
Action: to draft, currently in progress.
4. AGMs – deciding on paper for AGMs.

#### Communications – Domestic

9(2)(a) Website – information should be ready for the website by mid to end of January 2013. Give approx 1 week's notice to load up.

9(2)(a) Action: to send a message to SAG MPI about the Standards Team international stakeholders name change advice - for all MPI staff to check cupboards and drawers for any old stamps which may/may not need replacing to ensure no work area has been missed in this name change process.

#### Catch Certificates

9(2)(a) Action: has forwarded the weblink of information for exporters to the All references to NZFSA MFish require updating to MPI. Certificates are being taken care of by the IT team.

Next Meeting: Monday 17<sup>th</sup> December 11:00pm-12:00pm in Room 7.4

Released under the  
Official Information Act

17/12/12

#68



## Ministry Name Change – Update

59(2)(a) Attending

59(2)(a) Apologies

Details

Monday 17<sup>th</sup> December 2012

Pastoral House Room 7.4

Agenda Items

1. Actions from last meetings
2. Update reports from each of the work stream representatives
3. Signatory seals – re
4. Security Paper –
5. Issues and Risk register update
  - a.
  - b.
  - c.

### WORKSTREAM LEADERS

- ecert changes

- collaterals for AP/MP including AGMs, stakeholder communication, supplier communication
- all things phyto, including stakeholder/supplier communication
- all things live animal and germplasm
- all overseas communications and market access decisions
- MFish

Actions of last meeting – see Action Sheet

### RISK LIST:

1.

Action: to ask for a copy of his letter to

Action: to talk with about the possibility (and time involved) of him making the E-phyto changes, considering he is in a different group now. To ask him to change to using the MNC cost code.

### 2. Resource to be confirmed

Investigate the possibility of making the changes to the work outlined above when he is no longer part of this team.



3.

59(2)(i)

Action: to confirm for VS.

Meeting solely about compensation/ex grata payments to be set for the New Year. contact.

from MPI Legal is the

Action: to book meeting for Thursday 17<sup>th</sup> Jan 2013.

Action: to look at making a start on the spreadsheet. Further resource would possibly be needed.

Action: to discuss the possibility of further resourcing with the first instance.

4.

#### 5. Resource in IT over Christmas

This risk is under control.

#### UPDATES:

Live Animal, Germplasm -

Animal welfare export certs - confirmed that these are not sent overseas, they're signed by official VS vets then filed here.

Action: to phone I regarding the change to these documents.

IT -

Any AP E-Certs going to will not be rebranded until agreement negotiations are completed. LAG - no change? Cats, dogs.

AP E-Cert - Looking at using a datafix to change existing templates which can be done ahead of time (except for

AP E-Cert - has given the go ahead for phyto certs to be changed however other

until a new agreement with has been made.

Action: to communicate with re live animals.

VS -

All in hand.

Phyto -

See above

Wine -

Plants - Quality grade. to clarify with regarding signatories and seals to be provided.

on hold, otherwise all ok.

Market Access -

Just looking at minor issues now.





### Stamps and Seals:

59(2)(i) 1.

- it was decided that as MPI actually own this collateral there would be no need for we would just replace them.

59(2)(i)

### Letterhead Certs:

9(2)(a)

I raised a question about letterhead assurances being issued by the Auckland Cert office for Free Sale Certs and Registration Certs: are the templates being changed also, not just new seals being ordered? Approx

59(2)(d)

are used but it should be a simple process of find/replace.

9(2)(a)

Action: to call and regarding the certs for Free Sales and Product Registration as they do different certs. Dairy, AP and other certs.

### Dairy Quota:

1. Quota legislation sealing tape – these 12 are all referenced in letters.
2. Security paper – all in hand.

9(2)(a)

Action: to raise seals with Done

### Other: Wine, Organics

1. In process of changing to a new system – E-Star - so working at aligning the name change with these system changes as the move to E-Star is unlikely to be implemented prior to 1<sup>st</sup> March.

9(2)(a)

Action: Nicky to clarify with re the grade signatories and seals to be provided.

### Communications – International

59(2)(a)

1. to check which countries have still not responded.

### Communications – Domestic

**Website** – information should be ready for the website by mid to end of January 2013. Give week's notice to load up.

approx 1

9(2)(a)

Action: and to catch up with in the New Year.

### Catch Certificates

In hand

Next Meeting: tbc, probably week beginning 14<sup>th</sup> Jan.

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# 56

MNC Action Table			
Date Raised	Allocated to	Action	Due Date (asap unless otherwise mentioned)
5 Nov 12		Speak to _____ re slight alteration to Catch form	Completed
5 Nov 12		Dig up the fish tags used on specific species, to check if they need changing. Used for IUU? – _____ advised no Ministry RMP Group markings.	Completed
5 Nov 12		Determine who can provide a list of all current stamp holders – _____ There's also the authorised validator stamps, currently showing the Mfish logo with number.	Completed
5 Nov 12		_____ to pass to _____ a list of suppliers for each item e.g. stamps, resealing tape, carton seals	Piers has this
5 Nov 12		Speak with _____ about ordering Carton Seals – has this template been agreed on?	Ordered
5 Nov 12		_____ to talk with _____ and _____ regarding stocks of NZFSA letterhead paper	Completed Plenty of stock in Auckland to last until 1 Mar when changing over to MPI.
5 Nov 12		_____ to ask _____ – what's the situation with ordering carton seals and intervention stickers	Ordered by _____
5 Nov 12		Draft a separate plant brief is to go out to industry and independent Certification Agencies (IVAs) – currently in progress.	Brief has been circulated
5 Nov 12		_____ to circulate Technical Brief to phyto stakeholders	Completed 15 <sup>th</sup> Nov
5 Nov 12		_____ to circulate the internal stakeholder update	Done
5 Nov 12		_____ to determine who needs official seals and how to distribute, for the	Done

59(2)(a)

59(2)(a)

59(2)(a)

59(2)(a)

59(2)(a)

59(2)(a)

59(2)(a)

59(2)(a)

59(2)(a)

59(2)(a)

59(2)(a)

			Quarantine and biosecurity inspectors			
59(2)(a)	6 Nov 12		Updated needed from VS on numbered stamps			Completed
59(2)(a)	19 Nov 12		also to send his communications letter to			Done
59(2)(a)	19 Nov 12		to contact all suppliers re current status of all security devices and wait times. Determine which MPI orders have been placed with aim to put all orders in before Christmas			In hand
59(2)(a)	19 Nov 12		PVI passed inspection stamps – to check that all manufacturers have updated their stamps Inspection tape has been ordered – Adhero			In hand
59(2)(a)	19 Nov 12		Order VS and Dairy Cert stamps this week			Ordered
59(2)(a)	19 Nov 12		To order generic seals on 3rd December. is to take care of distribution plans.			Ordered
59(2)(a)	19 Nov 12		to talk to regarding the dairy stakeholders			Completed, sent on to the Recognised Agencies
59(2)(a)	19 Nov 12	59(2)(a)	Signatory and seals – coordinate this between 59(2)(a) re timings. Signatory Seals letter is ready to go out, including para re MPI name change.		Aim to send out prior to Wednesday 12th Dec 12	Awaiting sign off from Tim Knox before posting. Done
59(2)(a)	19 Nov 12		Overseas stakeholders notification gone out			Completed
59(2)(a)	19 Nov 12		to send his letter to ind so they can use the same wording.		3 Dec 12	Done

59(a)(a)

17 Dec 12	59(a)(a)	to look at making a start on the spreadsheet. Further resource would possibly be needed.		
17 Dec 12	59(a)(a)	to discuss the possibility of further resourcing with in the first - instance. 59(a)(a)		
17 Dec 12	59(a)(a)	to get in touch with the embassies to see if they can make the deadline.		
17 Dec 12	59(a)(a)	Animal Welfare Export certs to phone 59(a)(a) regarding the change to these documents.		
17 Dec 12	59(a)(a)	to communicate with 59(a)(a) re live animals.		
17 Dec 12	59(a)(a)	regarding the certs for Free Sales and Product Registration as they do different certs. Dairy, AP and other certs.		Done
17 Dec 12	59(a)(a)	MPI website update - 59(a)(a) to catch up with 59(a)(a) in the New Year.		

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19 Nov 12	S9(2)(a)	Organise communications to go out to Mfish stakeholders advising them of the upcoming name change as at 1 Mar 2013 Tuna stamps: S9(2)(d)	Done
19 Nov 12	S9(2)(a)	Make alterations to the Mfish website regarding the name change, and to cc into S9(2)(a)	In progress
19 Nov 12	S9(2)(a)	S9(2)(d)4 S6(a)	
19 Nov 12	S9(2)(a)	Quality grade area – plants. S9(2)(a) has requested updated seals and signatories from the cert unit. To receive a paragraph from S9(2)(a) about the name change which she will aim to send out in the Diplomatic bag along with letter. S9(2)(a)	In progress – liaise with signatories and seals to be provided
19 Nov 12	S9(2)(a)	Website information to be ready by the end of January – one week's notice required to provide S9(2)(a) with text and visuals	31st Jan 2013
19 Nov 12	S9(2)(a)	To email everyone regarding their official seals kept in drawers – identify them, determine if they are still required.	3 Dec 2012
17 Dec 12	S9(2)(a)	S9(2)(a) to ask S9(2)(a) for a copy of his letter to S6(a)	
17 Dec 12	S9(2)(a)	to talk with about the possibility (and time involved) of him making the changes, considering he is in a different group now. To ask him to change to using the MNC cost code.	
17 Dec 12	S9(2)(a)	S9(2)(i)	
17 Dec 12	S9(2)(a)	S9(2)(a) to book a meeting for Thursday 17th Jan 2013 to discuss the S9(2)(i)	

S6(a)

#69

14/01/13

# Ministry for Primary Industries Manatū Ahu Matua



## M I N U T E S

# Name Change Project Team Meeting

### Participants

### Date

14.01.13

### Venue

7.4

### Items under discussion

There appeared to be a slight disconnect on precisely which official stamps/paper are to be used so I have printed the excerpt from the market access letter sent to all posts. We will stick to this

S9(2)(g)(ii)

#### Changes to Export Certificates

References on all New Zealand export certificates to the Ministry of Agriculture and Forest (MAF), the New Zealand Food Safety Authority (NZFSA), and the Ministry of Fisheries (MFish) will be removed and replaced with the words 'New Zealand Ministry for Primary Industries', 'Ministry for Primary Industries' or 'MPI'. This includes references made in relation to attestations/declarations, titles/headers of certificates, and references to the competent authority.

The export certificates affected include all certificates for animal products (human, animal and inedible product), food and beverages, live animals and germplasm, and plant and plant products, and the IUU fish catch certificates.

Please note that no changes will be made to the actual assurances provided by the New Zealand Government in the export certificates.

The security paper for sanitary export certificates for animal products (meat, dairy, seafood, non-edible etc), and IUU fish catch certificates will remain unchanged, and will continue to include a watermark referring to 'New Zealand SPS Certificate'. All existing security features will also remain unchanged. From 1 March 2013, live animals/germplasm export certificates will also utilise the same security paper as animal products.

Phytosanitary export certificates for plants and plant products, grade certificates and OECD varietal certificates for seed will utilise new security paper that includes screen rulings to show multiple prints of 'COPY' across the certificate when the original version is scanned. The background of the paper will read 'New Zealand Government' and references to MAF and NZFSA will be replaced with 'New Zealand Ministry for Primary Industries'.

#### Changes to Security Devices

References to MAF, NZFSA or MFish and a series of numbers (e.g. NZFSA0044444) on official seals will be replaced with 'MPI' followed by the same series of numbers (e.g. MPI0044444). Official seals include container bolt seals, Tyden seals, Mega Lock seals applied to shipping containers, and official carton seals.

References to MAF, NZFSA or MFish on official devices (including brands) will also be replaced with 'New Zealand Ministry for Primary Industries', 'Ministry for Primary Industries' or 'MPI', as appropriate, from 1 March 2013.

#### Letterhead Certificates (Registration Certificates/Free Sale Certificates/Organic Certificates/Grade Certificates/Wine Certificates)

Where a letterhead assurance is required by an importing country (e.g. for registration of a product) any reference to 'MAF', 'NZFSA' or 'MFish' will be removed and replaced with 'New Zealand Ministry for Primary Industries', 'Ministry for Primary Industries' or 'MPI', as appropriate from 1 March 2013.

#### Signatory Seals (Official Stamps)

Two types of official stamps will be used when signing and stamping export certificates or letterhead certificates (refer to

005

appendix one) from 1 March 2013. A generic stamp will be utilised for phytosanitary certificates, grade certificates and OECD varietal certificates. The unique identifier stamp will include the words 'official seal' and will be individually numbered and allocated to MPI official certifiers/authorised persons. The unique identifier stamp will be utilised for all export certificates for animal products (meat, dairy, seafood, inedible etc), live animals/germplasm, wine, organics, quota and IUU fish catch certificates. Depending on the product-type in question, either type of stamp may be utilised on registration and free sale certificates

### Rebranding of the E-cert application – progress report MP E-cert

- The logo's have been changed from NZFSA to MPI in the UAT (Test) environment.
- The competent authority change, from New Zealand Food Safety Authority to Ministry for Primary Industries on the PDFs, has been started with the developers and will be released to the UAT (Test) environment before the end of January.
- ¾ of all template attestations have been changed, estimated completion time next week, 26<sup>th</sup> January.
- Market access are working on foreign translation for the attestations, co-ordinated by
- UAT Testing is scheduled to be completed by the 16<sup>th</sup> of February.
- Production release is still scheduled for the 1<sup>st</sup> of March.

### AP E-cert

- 
- Scheduled to be released to UAT (Test) environment on the 31<sup>st</sup> January.
- UAT Testing is scheduled to be completed by the 16<sup>th</sup> of February.
- Template attestations still need to be changed, start 26<sup>th</sup> of January – estimated completion time 22<sup>nd</sup> of February.
- Market access are working on foreign translation for the attestations, co-ordinated by
- Production release is still scheduled for the 1<sup>st</sup> of March.

### Paper/Letterhead Certs

- Issues with unnumbered security paper design but . team is working on it.
- Organic certs, free sale, regulatory statements and product registration will move to new MPI letterhead –Animal Welfare Export certs – unclear who



manages templates. Could be  
change any time

- are not sent overseas so can

ACTION: to contact regarding all certification changes and copy in

ACTION: to contact 134 print authorities to remind them that no old paper can  
be used after 1<sup>st</sup> March 2013.

ACTION: to talk to regarding if something comes in just before 1 March  
and is approved and finalised after 1 March – how do we manage that?

ACTION: to see for update on progress with e-cert template changes.

### Seals

- Dairy quota – to use numbered official stamps, as detailed in the above letter  
excerpt Generic seals will be mailed by ( to  
contact directly).
- Query around colour of LA seals

### Website

For exporters and overseas CA,

Website content list:

- Reiteration of changes to certificates, security paper, official stamps and  
container seals – carton seals etc
- Specifically – Which security paper, official stamp or letterhead is used for types  
of products/ assurances
- Table of comparison for security paper and seals
- Contact address and telephone number for specific groups (use the Market  
Access general contact email that was on the letters that went out)
- Note that there will be a mixture of certs/seals/seed bags arriving for a short  
period.
- Printable format 'To whom it may concern'

ACTION: to come up with a web draft and circulate before 29 January

ACTION: to catch-up with regarding website. Needs to be up  
and running by 1 March.

### Communications

- Received response from but no other responses have been received –  
responses were not specifically requested, but we asked to be told if there were  
issues..

administratively. , but can be dealt with

out of  
scope.

---

Next Meeting: 29<sup>th</sup> January 2013

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1102/13

#170

Ministry for Primary Industries  
Manatū Ahu Matua



MINUTES

# Name Change Project Team Meeting

Participants

Date

01.02.13

Venue

11.3

Items under discussion

Previous actions

- S9(2)(a) • to follow up on copy of letter to *will not give*  
S9(2)(a) the letter to *but will give specific excerpts.*
- S9(2)(a) • to contact re *has been on leave so will follow up on*  
*her return*
- S9(2)(a) • to send ( *and* ) responses: Complete.
- S9(2)(a) • to contact regarding all certification changes and copy in  
and *has received this email.*
- S9(2)(a) • to contact 134 print authorities to remind them that no old paper can be  
used after 1<sup>st</sup> March 2013: *in progress*
- S9(2)(a) • to talk to regarding if something comes in just before 1 March and is  
approved and finalised after 1 March, how is this managed: *We are going to*  
*contact organisations and let them know that if its approved before 1 March then*  
*it must be printed prior to 1 March.*
- S9(2)(a) • to see for update on progress with e-cert template changes: *email*  
*with information included in previous minutes*
- S9(2)(a) • to come up with a web draft and circulate before 29 January: *Web update*  
*approved by NCP team*
- S9(2)(a) • to catch-up with regarding website. Needs to be up and  
running by 1 March. *S6(a)*
- S9(2)(a) • to send and responses: complete
- S9(2)(a) • to find out from which countries will have seeds with old labels sewn  
in.
- S9(2)(a) • to contact for FCS folder location and send out link: *not yet*  
*done*
- S9(2)(a) • to check a rep from Legal is attending Thursday's meeting: *legal provided*

comment.

OW: of RopC

### China

China normally want sample certificates for reference and authenticity checks.  
has been dealing with it and said they are

ACTION: to talk to about electronic version

we have to send sample  
copies for border control.

### Work-stream updates

- AE: Making progress on 400 templates that needed changing, 68 left to do. Of the ones that have changed, half have been proof read. Need to then go through legal process of getting them issued.
- Have talked to web team about putting them on website on 1 March and have a plan to do this. The search function on the website may not be 100% perfect from the outset. Include comment such as, 'there may be problems with the website while we make the change and if you require something specific, please get in touch with us directly'.
- 
- No issues in wine area and just need to make sure correct ministry referenced in templates.
- Still no queries from trading partners, including those we asked to advise if there were any issues getting legislative amendments completed. One from

#71

25/02/13

Ministry for Primary Industries  
Manatū Ahu Matua



MINUTES

Name Change Project Team Meeting

Participants

Date

25.02.13

Venue

7.4

Items under discussion

- needs to notify 3 fishing companies to use new catch certificate.

Final system release

- MP – testing done – UAT
- AP – today
- All planned for Thursday evening for change over on Friday

Update from

- has letterhead but is waiting on SPS grade paper – confirmed this is on the way. Numbered seals and stamps have been received

ACTION: to send through both templates

- All changes have been made to reg certificates

There has been confusion at as they thought they had to get the product to Christchurch by 1<sup>st</sup> March, but it has to arrive early this week to be at following destinations by 1<sup>st</sup> March. To solve this problem, team can issue certs from Christchurch for 1 day.

ACTION: to talk to

Plants

- went to regarding the management of sealing tape. They have now been informed that

- won't give official confirmation that they accept the tape design. They

will only need to update by 18<sup>th</sup> March in readiness for the first shipment.

- Market Access are managing all communications.
- AgM contracts roll over on 1 March. No separate contract for Plants as it is tagged onto the Ministry of Health contract. The previous AgM contract is very specific – this is being dealt with.
- All IVAs are in hand with paper replacement on its way
- Planned to send 100 certs for e-phyto but can't send yet (' says they are ok)

#### Animal Exports

- VS have provided AE with information on what live animal exports are about to happen – we have to print the certs and send them to

ACTION: to check with about what China's needs are for certs

- 150 templates have not been updated as they have not been used in the last 5 years

#### Verification Services

- Interventions seals –

The seals will be delayed but we

have intervention tape.

- Printing is running late for non-numbered security paper which is MPI's fault due to last minute changes

ACTION: to call at

#### Website

- has met with web team and the information has to be provided by Friday 1 March
- talked to regarding seed and he doesn't feel it needs to go on the website. will handle any queries.
- will put a news story on Kotahi next week.
- Reference table of certs and changes to go on website.

ACTION: to prepare table of certs and send to for update.  
Then to for web addition.

**Section Five:** Minutes of the Name Change Board concerned with trade risks to China and report backs from the Standards Ministry Name Change Committee.

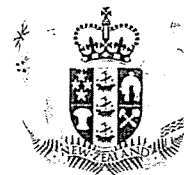
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# 13

Ministry for Primary Industries  
Manatū Ahu Matua



# AGENDA

## MINISTRY NAME CHANGE PROJECT

Date: Thursday, 28 February 2013

Time: 1.00pm – 2.00pm

## PROJECT BOARD MEETING

Room: Level 14 Meeting Rm 3

Meeting Purpose: 1. Status update  
2. Update from CS/BT&IS

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please  
Read/bring:

### AGENDA ITEMS

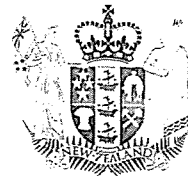
Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	Chair
2.	Overall project update	
3.	Standards Branch update	
4.	BT&IS workstream update	
5.	Other branch updates	
6.	Legal considerations in preparation for 30 June	
7.	Discussion on project status – removal from SPGG, early close and transition to BAU/ Business Transformation	
8.	Costs incurred after 30 June	
9.	Next meeting:	

### OTHER INFORMATION

Resources: Nil

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# 14



Ministry Name Change Project Board meeting minutes

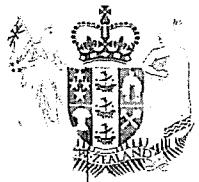
Date	28 February 2013
Venue	Meeting Room, Level 14.3
Participants	<b>Present:</b> Nick Maling (Chair),  <b>Guest:</b> <b>Apologies:</b>
Notes	

Notes

Update – Item 3 on the Agenda –

- Midnight tonight is the change over for Standards to the new branding (electronic certification, seals, stamps, tape etc.)
- Problems will be dealt with as they occur.
- All collateral has been sent out
- MPI All email to be sent out today to advise so everyone knows that this is happening
- A Kotahi story is to be done once this has been completed

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Official Information Act



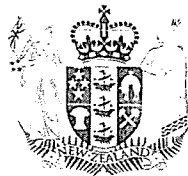
**Update – Item 6 on the Agenda**

- The only legal issue to be raised is the applications that might not make the June 2013 meeting.
- Theoretically there is no effect unless it includes a legal payment.
- The legal consequence of producing applications that have not been rebranded after June 2013 could have potential compliance risks that will not have the legal ability to enforce.
- We will need a clearer picture on categories that are incomplete so we can get a legal status on incomplete applications and resources required to complete.

**Action:** Set up am meeting tomorrow to discuss whether a time extension needs to be started for third party applications that will not be completed within the time boundary.

**Action Items**

#	Action topic	Action detail	Who	When/Progress
<b>Actions from 28 February</b>				
1.	<b>Time Extension</b>	Set up a meeting tomorrow to discuss whether a time extension needs to be started for third party applications that will not be completed within the time boundary.		



#	Action topic	Action detail	Who	When/Progress
Actions from 22 November 2012				

Released under the  
Official Information Act

Released under the  
Official Information Act

# 15

Ministry for Primary Industries  
Manatū Ahu Matua



AGENDA

MINISTRY NAME CHANGE PROJECT

Date: Thursday, 22 November  
2012

Time: 12.30 – 1.30 pm

PROJECT BOARD MEETING

Room: Level 3 Meeting room 2

Meeting Purpose: 1. Status update  
2. Update from CS/BT&IS

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please  
Read/bring:

AGENDA ITEMS

	Time slot	Topic	Presenter
1.		Minutes of the last meeting read and agree	Chair
2.		Update from the branches	Team
3.		Application list	S9(6)(5)
4.		Discuss whether a meeting on 20 Dec makes sense	S9(6)(5)
5.		Next meeting: 20 December 2012 or 24 January 2013, 1pm – 2pm, meeting room 3.2	S9(6)(5)

OTHER INFORMATION

Resources: Nil

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Official Information Act



# 16

<b>Date</b>	22 November 2012
<b>Venue</b>	Meeting Room, Level 3.2
<b>Participants</b>	<p><b>Present:</b> Nick Maling (Chair);</p> <p><b>Guest:</b></p> <p><b>Apologies:</b></p>
<p><b>Notes</b></p> <p><b>Actions from the previous meeting</b></p> <ul style="list-style-type: none"> <li>Notes read and agreed.</li> </ul> <p><b>Update –</b></p> <p><b>Update – Nick</b></p> <p><b>Update –</b></p> <ul style="list-style-type: none"> <li></li> </ul>	

Action Items

0056

Ministry for Primary Industries  
Manatū Ahu Matua



Released under the  
Official Information Act

# 17



## AGENDA

### MINISTRY NAME CHANGE PROJECT

Date: Thursday, 8 November  
2012

Time: 1-2 pm

Room: Level 3 Meeting room  
2

## PROJECT BOARD MEETING

Meeting Purpose: 1. Status update  
2. Implementation plans

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring: 2012 10 25 (5) MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b38099572f>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>

### AGENDA ITEMS

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	Chair
2.	Project update, overview and status	Chair
3.	BT&IS update	S(2)(a)
4.	Update from related projects	S(2)(a)
5.	Update from signage	S(2)(a)
6.	General Business Call for agenda items for next meeting	S(2)(a)
7.	Next meeting: 22 November, 1pm – 2pm, meeting room 3.2	S(2)(a)

### OTHER INFORMATION

Resources: Nil

Released under the  
Official Information Act



# 18

Ministry Name Change Project Board meeting minutes

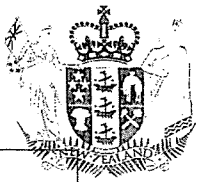
Date	8 November 2012
Venue	Meeting Room, Level 3.2
Participants	<p><b>Present:</b> Nick Maling (Chair),</p> <p><b>Guest:</b></p> <p><b>Apologies:</b></p>

Released under the  
Official Information Act

Action Items

#	Action topic	Action detail	Who	When/Progress
11 October 2012	B & IT Working spreadsheet for updating	is to send around a soft copy of the working spreadsheet for updating with applications for updating and these are to be prioritized by		A soft copy of the priority applications for branches is to be sent around the board members prior to the next meeting.

Ministry for Primary Industries  
Manatū Ahu Matua



		the branches. Branch reps are to check that there has been engagement with T & IS Business will make sure Business Partners have a list of questions to help branches update the spreadsheet		COMPLETED
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2				
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Released under the  
Official Information Act

# 19

**Ministry for Primary Industries**  
Manatū Ahu Matua**AGENDA****MINISTRY NAME CHANGE PROJECT**

Date: Thursday, 25 October 2012

Time: 1-2 pm

Room: Level 3 Meeting room  
2**PROJECT BOARD MEETING**

Meeting Purpose: 1. Status update  
2. Implementation plans

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring: 2012 10 11(4) MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b38098e8c1>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>

20121023 Consolidated Implementation Plan.docx  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b380992f32>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c1993>

**AGENDA ITEMS**

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	Chair
2.	Project update, overview and status	Chair
3.	BT&IS update	(a)(2)(a)
4.	Update from related projects	(a)(2)(a)
5.	Update from Flags and emblems	(a)(2)(a)
6.	General Business Call for agenda items for next meeting	(a)(2)(a)
7.	Next meeting: 8 November, 1pm – 2pm, meeting room 3.2	

**OTHER INFORMATION**

Resources: Nil

Released under the  
Official Information Act

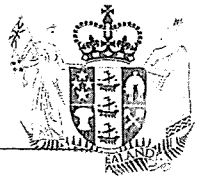




# 20

Ministry Name Change Project Board meeting minutes

Date	25 October 2012
Venue	Meeting Room, Level 3.2
Participants	<p><b>Present:</b> Nick Maling (Chair),</p> <p><b>Guest:</b> 9101(a)</p> <p><b>Apologies:</b></p>
<p>out of scope.</p> <p>Released under the Official Information Act</p>	



Action Items

11 October 2012	B & IT Working spreadsheet for updating	is to send around a soft copy of the working spreadsheet for updating with applications for updating and these are to be prioritized by the branches. Branch reps are to check that there has been engagement with T & IS Business Partners will make sure Business Partners have a list of questions to help branches update the spreadsheet	A soft copy of the priority applications for branches is to be sent around the board members prior to the next meeting. <b>COMPLETED</b>
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#21

# Ministry for Primary Industries

## Manatū Ahu Matua



### AGENDA

## MINISTRY NAME CHANGE PROJECT

Date: Thursday, 11 October 2012

Time: 1-2 pm

Room: Level 14 Meeting room 3

# PROJECT BOARD MEETING

Meeting Purpose: 1. Status update  
2. Implementation plans

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring: 2012 09 13 (3) MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b380977a73>  
 FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>  
 2012 09 27 (4) Name change - opinion (3).doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b38097db43>  
 FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>

### AGENDA ITEMS

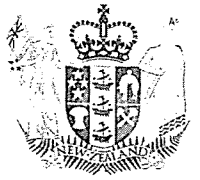
Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	SA(1)(8)
2.	Project update, overview and status	SA(2)(2)
3.	BT&IS update	SA(1)(2)
4.	Update from related projects	SA(2)(2)
5.	Update from Flags and emblems	SA(2)(2)
6.	Update from legal	SA(2)(2)
7.	General Business Call for agenda items for next meeting	SA(2)(2)
8.	Next meeting: 25 October, 1pm – 2pm, meeting room 3.2	SA(2)(2)

### OTHER INFORMATION

Resources: Nil

Released under the  
Official Information Act

# 22



Ministry Name Change Project Board meeting minutes

Date	11 October 2012
Venue	Meeting Room, Level 14.3
Participants	<b>Present:</b>  <b>Guest:</b> <b>Apologies:</b> Nick Maling,

Notes

Actions from the previous meeting

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Official Information Act

Update –

- The working list that [redacted] agreed to circulate is not as complete as he would have liked it to be.
- [redacted]
- [redacted]
- Branch reps will need to filter items through to [redacted] with clear feedback and what is considered the priorities. When considering what is a priority [redacted] suggested some questions that could be asked. Does the item face internally or externally, are there any legal references, outputs with legal ramifications will need to be advised i.e. export certificates, appointing to a statutory role or non statutory role.
- [redacted]
- [redacted] will send around the soft copy of the working spreadsheet for updating. Branch reps are to check that their has been engagement with Business partners to complete the spreadsheet. [redacted] will make sure that Business partners have a list of questions to ask which will help complete the spreadsheet
- [redacted]
- [redacted]

S9(2)(a)

305

005

S9(2)(a)

S9(2)(a)

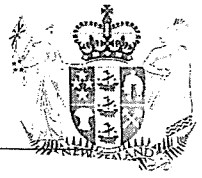
005

005

S9(2)(a)

out of scope

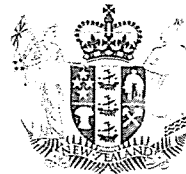
out of scope



Released under the  
Official Information Act

Action Items

Out of scope



#	Action topic	Action detail	Who	When/Progress
Actions from 11 October 2012				
2.	B & IT Working spreadsheet for updating	<p>is to send around a soft copy of the working spreadsheet for updating with applications for updating and these are to be prioritized by the branches.</p> <p>Branch reps are to check that there has been engagement with T &amp; IS Business will make sure Business Partners have a list of questions to help branches update the spreadsheet</p>	Branch reps	A soft copy of the priority applications for branches is to be sent around the board members prior to the next meeting.

Released under the  
Official Information Act



# 23

Ministry for Primary Industries  
Manatū Ahu Matua



AGENDA

MINISTRY NAME CHANGE PROJECT

PROJECT BOARD MEETING

Date: Thursday, 13 September  
2012

Time: 1-2 pm

Room: Level 14 Meeting  
room 3

Meeting Purpose: 1. Status update  
2. Implementation plans

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring: 2012 08 16 MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b38096673d>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>

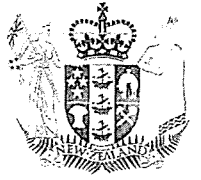
AGENDA ITEMS

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	sa/2(a)
2.	Project update, overview and status	sa/2(a)
3.	BT&IS update	sa/2(a)
4.	Update from related projects	sa/2(a)
5.	Order in Council	sa/2(a)
6.	General Business Call for agenda items for next meeting	sa/2(a)
7.	Next meeting: 27 September, 1pm – 2pm, meeting room 3.2	sa/2(a)

OTHER INFORMATION

Resources: Nil

Released under the  
Official Information Act



# 24

Ministry Name Change Project Board meeting minutes

Date	13 September 2012
Venue	Meeting Room, Level 14.3
Participants	<b>Present:</b> Nick Maling (Chair),  <b>Guest:</b> <b>Apologies:</b>
<p>Released under the Official Information Act</p> <ul style="list-style-type: none"><li>• Already working on Certification and as priority work.</li></ul>	

sq(2)(a)

cos

205

cos

005

out  
of  
scope

- $$sq(2)(a)$$

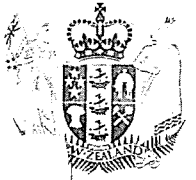
201

## 002

Released  
Official Record

out of scope

Ministry for Primary Industries  
Manatū Ahu Matua



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Official Information Act

Released under the  
Official Information Act

# 25

Ministry for Primary Industries  
Manatū Ahu Matua



AGENDA

Date: Thursday, 16 August 2012

Time: 1-2 pm

Room: Level 14 Meeting  
room 3

MINISTRY NAME CHANGE PROJECT

PROJECT BOARD MEETING

Meeting Purpose: 1. Status update  
2. Implementation plans

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring: 2012 08 02 MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b380954e59>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>

AGENDA ITEMS

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	
2.	Project update, overview and status	
3.	Signage at Transactional Facilities	
4.	BT&IS update	
5.	Update from related projects	
6.	General Business	
	Call for agenda items for next meeting	
7.	Next meeting: 30 August, 1pm – 2pm, meeting room 3.2	

OTHER INFORMATION

Resources: Nil

Released under the  
Official Information Act





# 26

Ministry Name Change Project Board meeting minutes

Date	16 August 2012
Venue	Meeting Room, Level 14.3
Participants	<b>Present:</b> Nick Maling (Chair).  <b>Guest:</b> <b>Apologies.</b>

59(2)(a)

59(2)(a)

005

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Official Information Act



Update

touched,

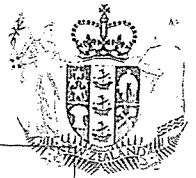
AP Ecert, one of the legacy applications will not be

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Official Information Act

Agreed the next meeting for a fortnight's time on 30 August 2012

Action Items

#	Action topic	Action detail	Who	When/Progress
Previous Actions from 19 July 2012				



Previous Actions from 5 July 2012

Previous Actions from 21 June 2012

#	Action topic	Action detail	Who	When/Progress
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Actions from 16 August 2012

Released under the  
Official Information Act

Released under the  
Official Information Act

# 27

Ministry for Primary Industries  
Manatū Ahu Matua



AGENDA

MINISTRY NAME CHANGE PROJECT

Date: Thursday, 2 August 2012

Time: 1-2 pm

PROJECT BOARD MEETING

Room: Level 3.2 Meeting  
room

Meeting Purpose: 1. Status update  
2. Implementation plans

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring: 19072012 - MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b380949113>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>

AGENDA ITEMS

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	
2.	Project update, overview and status	
3.	BT&IS update	
4.	Update from related projects	
5.	General Business	
	Call for agenda items for next meeting	
6.	Next meeting: 16 August, 1pm – 2pm, meeting room 3.2	

OTHER INFORMATION

Resources: Nil

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Official Information Act

# 27(a)

Ministry for Primary Industries  
Manatū Ahu Matua



Ministry Name Change Project Board meeting minutes

Date	02 August 2012
Venue	Meeting Room, Level 3.2
Participants	<p>Present: Nick Maling (Chair),</p> <p>Guest:</p> <p>Apologies:</p> <p>9/2/12</p>

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Official Information Act



out  
of  
scope

Update -

- has escalated getting information about items on the Action Plans and is currently having meetings with work stream leaders to gather the information ie what is needed and when.
- Work plans are required for timelines so that work can be tracked.
- Struggling to get information but has a sense that that everything will be fine.
- Hopes to have something more to bring to the next meeting.

out  
of  
scope

Action Items

out  
of  
scope

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Official Information Act





Released under the  
Official Information Act

Released under the  
Official Information Act

# 28

Ministry for Primary Industries  
Manatū Ahu Matua



AGENDA

MINISTRY NAME CHANGE PROJECT

PROJECT BOARD MEETING

Date: Thursday, 19 July 2012

Time: 1-2 pm

Room: Level 16.1 Meeting room

Meeting Purpose: 1. Status update  
2. Implementation plans

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring: 05072012 - MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b38093bc77>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>

AGENDA ITEMS

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	
2.	Project update, overview and status	
3.	BT&IS update	
4.	Update from related projects	
5.	Implementation Plans – discuss	
6.	General Business	
	Call for agenda items for next meeting	
7.	Next meeting: 2 August, 1pm – 2pm, meeting room 3.2	

OTHER INFORMATION

Resources: Nil

Released under the  
Official Information Act

# 29



Ministry Name Change Project Board meeting minutes

Date	19 July 2012
Venue	Meeting Room, Level 16.1
Participants	<b>Present:</b> Nick Maling (Chair)  <b>Guest:</b> -/-

S9(2)(a)

S9(2)(a)

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Official Information Act

Update -

- 's plan will be incorporated into the High Level Implementation plan shortly.
- Workstreams and leaders are identified, planning is in progress.

6005

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Official Information Act

# 30

Ministry for Primary Industries  
Manatū Ahu Matua



AGENDA

MINISTRY NAME CHANGE PROJECT

Date: Thursday, 5 July 2012

Time: 1-2 pm

PROJECT BOARD MEETING

Room: Level 3 Meeting room 2

Meeting Purpose: 1. Status update  
2. Implementation plans

Chair:

Attendees:

Guests:

Apologies: Nick Maling

Please Read/bring: 21062012 - MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b380933372>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>  
20120703 Consolidated implementation plan.docx  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b38093743e>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c1993>

AGENDA ITEMS

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	
2.	Project update, overview and status	
3.	BT&IS update	
4.	Implementation Plans – update from Standards and discussion	
5.	General Business	
	Call for agenda items for next meeting	
6.	Next meeting: 19 July, 1pm – 2pm, meeting room 3.2	

OTHER INFORMATION

Resources: Nil

Released under the  
Official Information Act



# 31



Ministry Name Change Project Board meeting minutes

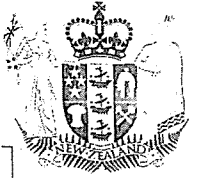
Date	5 July 2012
Venue	Meeting Room, Level 3.2
Participants	<p><b>Present:</b> (Chair)</p> <p><b>Guest:</b> Sq (2) (a)</p> <p><b>Apologies:</b> Nick Maling and /</p>

505

Released under the  
Official Information Act

605

out of scope



Update -

- had organised for support setup a plan and at this stage the tasks are identified but the dates in the plan can only be tentative.
- 
- Lots of work to be done and timing will be crucial because of the international trade partners.
- No way that a thorough job of the applications can be completed by June 2013 and an extension will probably be required.
- Masking applications can only be a temporary fix and comes with its own difficulties. Permanent fixes will eventually need to be planned for and carried out at a later date.
- All new applications will be developed with the new branding.

000 1 2 3 4 5 6



Action Items

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Official Information Act

Released under the  
Official Information Act

# 32

Ministry for Primary Industries  
Manatū Ahu Matua



AGENDA

MINISTRY NAME CHANGE PROJECT

Date: Thursday, 21 June 2012

Time: 1-2 pm

Room: Level 14 Meeting room  
3

PROJECT BOARD MEETING

Meeting Purpose: 1. Status update  
2. Implementation plans

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring: 07062012 - MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b380929b64>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>

AGENDA ITEMS

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	
2.	Project update, overview and status	
3.	BT&IS update	
4.	Implementation Plans – discuss progress	
5.	General Business	
	Call for agenda items for next meeting	
6.	Next meeting: 5 July, 1pm – 2pm, meeting room 3.2	

OTHER INFORMATION

Resources: Nil

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Official Information Act

# 34

Ministry for Primary Industries  
Manatū Ahu Matua



AGENDA

MINISTRY NAME CHANGE PROJECT

PROJECT BOARD MEETING

Date: Thursday, 7 June 2012

Time: 1-2 pm

Room: Level 3.2 Meeting  
room

Meeting Purpose: 1. Status update  
2. Implementation plans

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring: 24052012 - MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b38091c16c>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>

AGENDA ITEMS

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	59(1/1)
2.	Project update, overview and status	
3.	BT&IS update	
4.	Update from related projects	
5.	Implementation Plans – discuss	
6.	General Business	
	Call for agenda items for next meeting	
7.	Next meeting: 21 June, 1pm – 2pm, meeting room 3.2	

OTHER INFORMATION

Resources: Nil

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Official Information Act



# 35

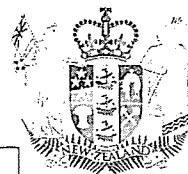


Ministry Name Change Project Board meeting minutes

Date	07 June 2012
Venue	Meeting Room, Level 3.3
Participants	<p>Present:</p> <p>Guest:</p> <p>Apologies: Nick Maling,</p>
<p>...</p> <p>Released under the Official Information Act</p> <p>Update Certification</p>	

59(2)(a)

005



- Issues with certification changes.

- Changes in this area heavily depend on the overseas trade partners. [redacted] is working towards a date. This also means that the letterhead cannot be changed until the certification has been changed so we must continue to use old branded letterhead until they can coincide
- [redacted] offered design support from the Comms Publications team as required for new stamps
- It has been proposed that 1 March 2013 is the soonest that this can be completed and is achievable
- Everything needs to happen at the same (time seals, stamps and certificates)

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Official Information Act

Action Items

#36

Ministry for Primary Industries  
Manatū Ahu Matua



AGENDA

MINISTRY NAME CHANGE PROJECT

Date: Thursday, 24 May 2012

Time: 1-2 pm

Room: Level 3.2 Meeting room

PROJECT BOARD MEETING

Meeting Purpose: 1. Status updates  
2. Implementation Planning

Chair: Nick Maling

Attendees: N

Guests:

Apologies:

Please Read/bring: 1052012 - MNC Board meeting Minutes and Actions\_2.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b38090c161>

Communications Plan  
20120408-mpi-name-change-tactical-comms-plan.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b3808f5489>

20120516 MNC XYZ update.docx  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b38091376b>

AGENDA ITEMS

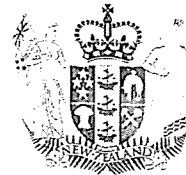
Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	
2.	Project update, overview and status	
3.	Update from BT&IS	
4.	Update regarding uniforms	
5.	Implementation Plans and handling of monthly updates	
6.	General Business and call for agenda items for next meeting	
7.	Next meeting: 7 June, 1pm – 2pm, meeting room 3.2	

OTHER INFORMATION

Resources: Nil

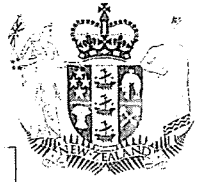
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# 37



Ministry Name Change Project Board meeting minutes

Date	24 May 2012
Venue	Meeting Room, Level 3.3
Participants	<p>Present: Nick Maling (Chair</p> <p>Guest:</p> <p>Apologies:</p>
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**Issues**

- Most application changes will be complete by 30 June 2013 but at this point in time but- due to the workload and external dependencies (i.e. Trade partners in other countries) - BT&IS cannot put a time frame on the completion

**Action Items**

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# 38

Ministry for Primary Industries  
Manatū Ahu Matua



AGENDA

MINISTRY NAME CHANGE PROJECT

Date: Thursday, 10 May 2012

Time: 1-2 pm

Room: Level 3.2 Meeting room

PROJECT BOARD MEETING

- Meeting Purpose:
1. Status update
  2. Implementation Plans
  3. Update - Uniforms SLT paper

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring:

Minutes for last meeting (03.05.2012)  
03052012 - MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b380909265>

Communications Plan  
20120408-mpi-name-change-tactical-comms-plan.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b3808f5489>

AGENDA ITEMS

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	SG(2)(a)
2.	Project update, overview and status	
3.	Communication & Web update	
4.	Implementation Plans	
5.	Update re SLT paper - Uniforms	
6.	General Business	
	Call for agenda items for next meeting	
7.	Next meeting: 24 May, 1pm – 2pm, meeting room 3.2	

OTHER INFORMATION

Resources: Nil

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# 40



Ministry Name Change Project Board meeting minutes

Date	3 May 2012
Venue	Meeting Room, Level 3.3
Participants	<p><b>Present:</b> Nick Maling (Chair),</p> <p><b>Guest:</b></p> <p><b>Apologies:</b></p>

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- Certifications – there is a working group working on these. The group requests interaction between IM and working group so decisions can be made.

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# 41



## AGENDA

### MINISTRY NAME CHANGE PROJECT

Date: Thursday, 24 April 2012

Time: 1-2 pm

### PROJECT BOARD MEETING

Room: Level 15 Boardroom

Meeting Purpose:

1. Status update
2. High Level Implementation Plans

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring:

Minutes for last meeting (19.4.2012)  
19042012 - MNC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b3808fed16>  
FCS Folder Location: <http://fcs.maf.govt.nz/webtop/drl/objectId/0b0101b3808c198b>

Communications Plan  
20120408-mpi-name-change-tactical-comms-plan.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b3808f5489>

#### AGENDA ITEMS

Time slot	Topic	Presenter
1.	Minutes of the last meeting read and agree	5926
2.	Project update, overview and status	
3.	Communication & Web update	
4.	Individual Implementation Plans	
5.	General Business	
	Call for agenda items for next meeting	
6.	Next meeting: 3 May, 1pm – 2pm, meeting room 3.2	

#### OTHER INFORMATION

Resources: Nil

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# 43



## AGENDA

### MINISTRY NAME CHANGE PROJECT

Date: Thursday, 19 April 2012

Time: 1-2 pm

Room: 16.1

# PROJECT BOARD MEETING

- Meeting Purpose:
1. Status update
  2. BT&IS engagement
  3. Discuss Uniform options

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring:

Minutes for last meeting (12.4.2012)  
12042012 - NMC Board meeting Minutes and Actions.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b3808f5c14>

Ministry Name Change – Uniform options  
19042012 - Re-Branding - Uniform Options (2).doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b3808f5c1b>

Communications Plan  
20120408-mpi-name-change-tactical-comms-plan.doc  
<http://fcs.maf.govt.nz/webtop/drl/objectId/090101b3808f5489>

## AGENDA ITEMS

Time slot	Topic	Presenter
1.	Update, overview and status	
2.	Update about IVR/Phone	
3.	Brand products – status	
4.	Update about Communication & Web	
5.	Engagement - BT&IS	
6.	Ministry Name Change - Uniform options	
7.	General Business – additional board members, Reminder to the Board about the individual Implementation Plans (due by next meeting, 26.4.12) Call for agenda items for next meeting	
8.	Next meeting: 26 April, 1pm – 2pm, meeting room 3.2	

## OTHER INFORMATION

Resources: Nil

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# 45



## AGENDA

### MINISTRY NAME CHANGE PROJECT

Date: Thursday, 12 April 2012

Time: 1-2 pm

### PROJECT BOARD MEETING

Room: 3.2

#### Meeting Purpose:

1. Confirm Board Terms of Reference, roles and responsibilities
2. Communicate how the project will work and how implementation will be handled
3. Accept the Budget

Chair: Nick Maling

Attendees:

Guests:

Apologies:

Please Read/bring: Ministry Name Change Project Board Terms of Reference

MNC-ProjectBoardTO  
R-Mar2012\_3.doc

#### AGENDA ITEMS

Time slot	Topic	Presenter
1.	Introduction, purpose, process	Chair
2.	Project structure, approach, scope, timeline and major risks; (Discuss and agree the High Level Implementation Plan as timeline; recommendation to SPGG to mitigate risk no. 11)	Nick Maling, Project Executive
3.	Roles and responsibilities of the Board	
4.	Approved Budget – in scope, ex scope	
	Brand products – status	
5.	Communication	
6.	General Business	
7.	Next meeting	

#### OTHER INFORMATION

Resources: Video Conference, PowerPoint

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# 46



## Ministry Name Change Project Board meeting minutes

Date	12 April 2012
Venue	Meeting Room 3.2, Pastoral House
Participants	<p>Present: Nick Maling (Chair),</p> <p>Guest:</p> <p>Apologies:</p>
<p>305</p> <p>Released under the Official Information Act</p>	



out of  
scope

- asked the Comms Team to make sure that communication to external stakeholders goes through the Market Access Group. 9(2)(a)

out of  
scope

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Action Items

out of scope

# 47

## Agenda

### Ministerial Name Change – Board Meeting



Date: Friday, 16 March 2012

Time: 12 – 12.30 pm

Venue: Pastoral House, Level 10, Meeting Room 6 (VC)

Attendees: Dan Bolger, Nick Maling,

59(12)(f)

Agenda Items		
#	Item	Lead
1	<b>Project structure</b> <ul style="list-style-type: none"><li>- Governance Structure (vsd document)</li><li>- Implementation Plan/approach (work streams)</li><li>- FCS access, can this be opened now</li><li>- Resource Plan</li></ul>	
2	<b>Overview re. Project Documents</b> <ul style="list-style-type: none"><li>- Project Brief</li><li>- Implementation Plan</li><li>- Risks, Reporting</li></ul>	All
3	<b>Timelines</b>	All
4	<b>Other</b>	All
5	<b>Action Points/Next Steps</b>	All

59(12)(f)

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# 48

# Meeting Minutes



## Ministry Name Change – Board Meeting

Date: Friday, 16 March 2012

Time: 12 – 12.30 pm

Venue: Pastoral House, Level 10, Meeting Room 6 (VC)

Attendees: Dan Bolger, Nick Maling, ' 59 (21/6)

Apologies: none

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out  
of  
scope

596/21

AP 5

to circulate the link to the risk & issues register

DONE

out of  
5. 5/16

out of  
5. 5/16

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Ministry Name Change Project - Risk Register

Status date: 5.2.13  
Status stage: plan/deliver  
Reviewed as part of monthly reporting: 5.2.13

# 50

500

scope

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scope

#51

200  
151

200  
151

No.	Description of Risk If ...	Consequence Then ...	Project Area	Date raised	Raised by	Date Closed	Absolute consequence	Absolute likelihood	Key	Priority	Controlled consequence	Controlled likelihood	Key	Priority	Timeframe for completion	Responsibility	Mitigation / Contingency	Mitigated consequence Then ...
7	Stakeholder criticism/confusion arises over the name/brand changes	negative impact on reputation, delays possible	Quality & Customer Experience	10.2.2012	590000		Major	Likely	MaLi	5	Major	Likely	MaLi	6	Project End	Project Executive/ Business Owner	3.7.12: no change 6.6.12: no change 2.5.12: regular communication is taking place. 28.2.12: no change 10.2.12: risk accepted, recommended: include stakeholders in communication plan	no mitigation

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#52

No.	Description of Risk If ...	Consequence Then ...	Project Area	Date raised	Raised by	Date Closed	Absolute consequence	Absolute likelihood	Key	Priority	Controlled consequence	Controlled likelihood	Key	Priority	Timeframe for completion	Responsibility	Mitigation / Contingency	Mitigated consequence Then ...
10	the > 700 applications running @ MAF are not changed/customised on time	negative impact in various areas; e.g. exert applications are not adapted could lead to trade challenges, infringements might not get paid etc.	Financial Impact	16.3.12	S9(2)(a)		Major	Likely	Mal			Major	Possible	MaPo	30.6.2013	Project Executive/ Business Owner	5.2.13: review still not finished, BT&S was granted \$50k from budget to get external help. 3.7.12: review not finished due to complexity 6.6.12: web & application review under way 2.5.12: no change 11.4.12: BT&S are working on an audit and the application changes will be assessed on a case-by-case- basis. 16.3.12: Flagged at the Board Meeting; this oversight cannot be mitigated, risk accepted	no mitigation

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**Section Six:** Cables notifying name change, communications regarding name change.

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84

From: [redacted] [redacted]@mfat.govt.nz]  
 Sent: Monday, 27 May 2013 10:25 a.m.  
 To: [redacted]  
 Cc: [redacted], MFAT)  
 Subject: FW: FORMAL MESSAGE: NAME CHANGE FOR MAF - MINISTRY FOR PRIMARY INDUSTRIES

[UNCLASSIFIED]

[redacted]  
 [redacted]

I presume this is the FM you are looking for?

Cheers

[redacted]

From: TND  
 Sent: Tuesday, 6 March 2012 5:29 p.m.  
 To: ...ALL POSTS; ...WLN ALL DIVISIONS  
 Cc: FM.P/S Agriculture; FM.P/S Biosecurity; FM.P/S Fisheries; FM.P/S Food Safety; FM.P/S Forestry; FM.P/S Health; FM.P/S MFA; FM.P/S Trade; FM.MAF (Seemail)  
 Subject: FORMAL MESSAGE: NAME CHANGE FOR MAF - MINISTRY FOR PRIMARY INDUSTRIES

[UNCLASSIFIED]

#### HANDLING INSTRUCTIONS

[redacted]  
 MAF: For Carson, Kebbell

#### SUMMARY:

- The Ministry of Agriculture and Forestry (MAF) is changing its name to the **Ministry for Primary Industries**, effective from 30 April 2012
- The areas of responsibility for the MPI will encompass the agricultural, horticultural, fisheries, forestry and food sectors, including imports and exports. It will continue to have primary responsibility for food safety and biosecurity.

#### ACTION:

Posts are requested to notify their interlocutors of the name change (effective 30 April 2012) and emphasise that those people currently dealing with MAF staff will essentially continue to deal with the same people after the name change (i.e. business as usual).

#### REPORT:

1. The Ministry of Agriculture and Forestry (MAF) is changing its name to reflect the new functions of the organisation following its merger with the New Zealand Food Safety Authority and the Ministry of Fisheries last year.
2. The new ministry will be called the **Ministry for Primary Industries**. Its areas of responsibility will encompass the agricultural, horticultural, fisheries, forestry and food sectors, including imports and exports. The new ministry will continue to have primary responsibility for food safety and biosecurity.
3. The new name will come into effect on 30 April 2012. Brands, official seals and logos, etc used on official certificates will be updated at a later stage with notification through Posts to counterpart authorities well in advance.
4. Could Posts please make their counterpart authorities (likely to be local agricultural and health ministries) aware of the upcoming name change. Please emphasise that overseas authorities will continue to deal with the

same (MAF) staff in the new ministry (MPI) that they are currently dealing with now. Likewise the legislation currently administered by MAF will continue in the new ministry (MPI).

i. MAF will also directly notify counterparts where there are bilateral obligations (e.g. FTA SPS Chapter requirements) of the forthcoming name change.

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485

From: TND [TND@mfat.govt.nz]  
 Sent: Friday, 1 March 2013 4:33 p.m.  
 To: ...ALL POSTS  
 C: TRADE DIVISIONS; FM.Customs Service (Seemail); MFAT Messages; FM.NZTE (Seemail); FM.P/S Agriculture; FM.P/S Biosecurity; FM.P/S Customs; FM.P/S Fisheries; FM.P/S Food Safety; FM.P/S Forestry; FM.P/S Trade  
 Subject: FORMAL MESSAGE: MPI NAME CHANGE

UNCLASSIFIED]

## HANDLING INSTRUCTIONS

MPI: 59(2)(a) Carson,  
 CUSTOMS: 59(2)(a)  
 IRU: 59(2)(a) Please pass to  
 ALL POSTS WITH NZTE OFFICES: Please pass to relevant NZTE staff

## SUMMARY

- The new MPI export certificates (and associated security devices) will be issued as from 1 March 2013
- 56(a)
- Posts are referred to Para 5 should exporters/importers encounter difficulties with border officials relating to the new certification.

## ACTION

- No action required.
- Refer Para 5 for guidance should exporters/importers experience problems with border officials not accepting the new certificates.

## REPORT

Our FM of 12 November 2012 to All Posts refers. In this FM, Posts were advised of changes that would be occurring to all export certificates (and associated security devices) issued by the Ministry for Primary Industries (MPI) from 1 March 2013 as a result of the name change that occurred on 30 April 2012. Posts were asked to forward the letter attached to that FM explaining the name change to relevant authorities in their countries of accreditation.

56(a)

To assist New Zealand exporters that encounter problems with border officials and to manage requests for intervention by Posts and MPI, a webpage has been developed explaining the changes that have occurred to export certificates. A printable letter explaining the changes is also available from the MPI webpage at <http://www.mpi.govt.nz/about-mpi/international-trade/changes-to-new-zealand-export-certificates>

56(a)

Should Posts be approached by importers or New Zealand exporters experiencing problems

56(a)

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9 November 2012

To the Competent Authority/ies

### **Nomenclature changes to New Zealand Export Certificates and Official Seals and Devices**

On 30 April 2012 the Ministry of Agriculture and Forestry (MAF) changed its name to the Ministry for Primary Industries (MPI). This was to reflect the new functions of the Ministry following the New Zealand Government's decision to merge MAF with the New Zealand Food Safety Authority (NZFSA) and the Ministry of Fisheries (Mfish). These functions cover the horticulture, agriculture, aquaculture, fisheries, forestry and food sectors, and include protecting New Zealand primary industries from biological risk.

MPI is the New Zealand competent authority for all sanitary and phytosanitary matters, including those relating to food safety, animal and plant life and health. Given its broad functions and areas of accountability, MPI is the gateway to government for all of New Zealand's primary industries.

A communication from the New Zealand Government in March 2012 advised of the name change and noted that nomenclature changes would be required in the future for all official assurances (export certification) and associated security devices (e.g. security paper, official seals, official devices and stamps) to reflect the new name of the New Zealand competent authority. Changes to our export certificates and associated security devices will take effect from 1 March 2013. This letter provides an overview of the changes that will be made to New Zealand's export certificates.

Attached to this letter are four generic samples of MPI export certificates for dairy products, meat products, plant products, and live animals/germplasm, which are intended to demonstrate the changes to our export certificates. These are only generic certificate examples and are not replicates of the certificates that will be used for exports to your country. Also attached as appendix one is a scanned copy of the two versions of official stamps, one of which will appear on MPI export certificates.

#### Legislative Changes Required

If legislative changes are needed in your country to reflect the change of the name of the New Zealand competent authority on export certificates and associated security devices, please ensure any necessary legislative changes are completed prior to the 1 March 2013 implementation date outlined in this letter.

You can contact MPI via the New Zealand High Commission/Embassy accredited to your country or alternatively, by emailing [market.access@mpi.govt.nz](mailto:market.access@mpi.govt.nz) should you have any questions.

#### Transitional Period

Please note that there will be a transition period during which border officials may receive both the existing and new export certificate templates. This is due to those export certificates issued prior to 1 March 2013 being in

the current format, and those certificates issued from 1 March 2013 being in the new format, and reflects the shipping times from New Zealand to other countries.

In addition, this transition period also affects New Zealand exports which may be presented to border officials with the current official seals and official devices after 1 March 2013. This is unavoidable as product sealed prior to 1 March 2013 with current carton seals and then chilled or frozen, cannot be replaced with new seals, as these will not permanently adhere to chilled or frozen product cartons.

### Changes to Export Certificates

References on all New Zealand export certificates to the Ministry of Agriculture and Forest (MAF), the New Zealand Food Safety Authority (NZFSA), and the Ministry of Fisheries (MFish) will be removed and replaced with the words 'New Zealand Ministry for Primary Industries', 'Ministry for Primary Industries' or 'MPI'. This includes references made in relation to attestations/declarations, titles/headers of certificates, and references to the competent authority.

The export certificates affected include all certificates for animal products (human, animal and inedible product), food and beverages, live animals and germplasm, and plant and plant products, and the IUU fish catch certificates.

Please note that no changes will be made to the actual assurances provided by the New Zealand Government in the export certificates.

The security paper for sanitary export certificates for animal products (meat, dairy, seafood, non-edible etc), and IUU fish catch certificates will remain unchanged, and will continue to include a watermark referring to "New Zealand SPS Certificate". All existing security features will also remain unchanged. From 1 March 2013, live animals/germplasm export certificates will also utilise the same security paper as animal products.

Phytosanitary export certificates for plants and plant products, grade certificates and OECD varietal certificates for seed will utilise new security paper that includes screen rulings to show multiple prints of 'COPY' across the certificate when the original version is scanned. The background of the paper will read 'New Zealand Government' and references to MAF and NZFSA will be replaced with 'New Zealand Ministry for Primary Industries'.

### Changes to Security Devices

References to MAF, NZFSA or MFish and a series of numbers (e.g. NZFSA0044444) on official seals will be replaced with 'MPI' followed by the same series of numbers (e.g. MPI0044444). Official seals include container bolt seals, Tyden seals, Mega Lock seals applied to shipping containers, and official carton seals.

References to MAF, NZFSA or MFish on official devices (including brands) will also be replaced with 'New Zealand Ministry for Primary Industries', 'Ministry for Primary Industries' or 'MPI', as appropriate, from 1 March 2013.

### Letterhead Certificates (Registration Certificates/Free Sale Certificates/Organic Certificates/Grade Certificates/Wine Certificates)

Where a letterhead assurance is required by an importing country (e.g. for registration of a product) any reference to 'MAF', 'NZFSA' or 'MFish' will be removed and replaced with 'New Zealand Ministry for Primary Industries', 'Ministry for Primary Industries' or 'MPI', as appropriate from 1 March 2013.

Signatory Seals (Official Stamps)

Two types of official stamps will be used when signing and stamping export certificates or letterhead certificates (refer to appendix one) from 1 March 2013. A generic stamp will be utilised for phytosanitary certificates, grade certificates and OECD varietal certificates. The unique identifier stamp will include the words 'official seal' and will be individually numbered and allocated to MPI official certifiers/authorised persons. The unique identifier stamp will be utilised for all export certificates for animal products (meat, dairy, seafood, inedible etc), live animals/germplasm, wine, organics, quota and IUU fish catch certificates. Depending on the product-type in question, either type of stamp may be utilised on registration and free sale certificates.

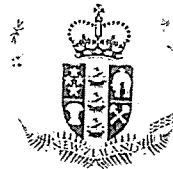
Should you have any questions on the matters raised in this letter please contact MPI via the New Zealand High Commission/Embassy accredited in your country or by emailing [market.access@mpi.govt.nz](mailto:market.access@mpi.govt.nz) by 14 December 2012.

Yours sincerely,

Manager

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Appendix One– Ministry for Primary Industries (MPI) Signatory Seal (Official Stamps)

Unique Identifier Stamp

Generic Stamp



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# NEW ZEALAND MINISTRY FOR PRIMARY INDUSTRIES

## Certificate for Meat and Meat Products Exported to [COUNTRY]

Certificate Number

Name and address of consignor:		Exporting Country New Zealand	
Name and address of consignee:		Competent Authority Ministry for Primary Industries	
		Place and Country of Destination:	Means of Transport:
		Port of Loading:	Port of Discharge:

Item	Number and kind of packages	Description of product	Net Weight
Packages in Total			Total Weight

Species:	Identification Marks:	Container (& Seal) Numbers:
Slaughterhouses:	Processing Premises:	Stores:
Comments:		
Unofficial Commercial Information:		

### Health Attestation

I certify that the products:

- 
- 
- 

### Official Information:

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Done at

On

Seal

.....  
Signature of official veterinarian, New Zealand Government

.....  
Name, title and qualifications

**SAMPLE ONLY**

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Certificate No: .....

NEW ZEALAND MINISTRY FOR PRIMARY INDUSTRIES

**ZOOSANITARY CERTIFICATE**

Commodity: <COMMODITY>  
To: <DESTINATION COUNTRY>  
Exporting Country: NEW ZEALAND  
Competent Authority: MINISTRY FOR PRIMARY INDUSTRIES  
Import Permit Number: .....

**I: IDENTIFICATION OF THE ANIMALS**

Description	Breed	Age	Sex

Total number of animals: .....

**II: EXPORTER OF THE ANIMALS**

Name and address of the exporter: .....

Name and address of premises of origin: .....

**III: DESTINATION OF THE ANIMALS**

Name and address of the consignee: .....

Means and identification of transport: .....

**IV: SANITARY INFORMATION**

**VETERINARY CERTIFICATE**

I, ....., being an Official Veterinarian authorised by the New Zealand Ministry for Primary Industries, certify, after due enquiry in regard to the animals listed in this zoosanitary certificate, that:

< List of attestations >

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.....  
Signature of the Official Veterinarian  
Ministry for Primary Industries

.....  
Official Stamp and Date

.....  
Name and Address

**Note:** The Official Veterinarian must sign, date and stamp each page of the veterinary certificate using a different colour ink to the paper and the print and, where applicable, all documents (e.g. laboratory reports) that form part of the extended health certification.

# NEW ZEALAND MINISTRY FOR PRIMARY INDUSTRIES

## PHYTOSANITARY CERTIFICATE FROM NEW ZEALAND



TO THE PLANT PROTECTION  
ORGANISATION(S) OF:

EXAMPLE

Cert. No. NZL2013/Example/123456

Name and address of exporter: Example Example address  NEW ZEALAND		Declared name and address of consignee: Example Example address	
Place of Origin: NEW ZEALAND	Port of Loading: Example	Declared Means of Conveyance: Air, Example Vessel, Example Voyage	Declared Point of Entry: Example
<b>Certifying Statement:</b> This is to certify that the plants, plant products or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from the quarantine pests specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party, including those for regulated non-quarantine pests. They are deemed to be practically free from other pests.			
<b>Additional Declaration:</b> N/A <b>Date of Earliest Inspection:</b> N/A <b>Import Permit Numbers:</b> N/A <b>Additional Official Phytosanitary Information:</b> N/A			
Number and Description or Packages: Example		Container Identification Numbers (Seal Numbers): N/A	
Distinguishing Marks on Package: Distinguishing Marks on Package			
Item: Botanical Name / Common Name: 1 Example		Product Description: Example	Net Quantity: Example
<b>Disinfestation and/or Disinfection Treatment:</b> Item: Date: Treatment: Chemical: Duration & Temperature: Concentration: 1 N/A			
<b>Additional Information:</b> <div style="background-color: #cccccc; height: 200px; width: 100%;"></div>			

Place of issue: Wellington, New Zealand

Example

Signature

Date: Example

Example

Name of Authorised officer


No financial liability with respect to this certificate shall attach to the New Zealand Ministry for Primary Industries or to any of its officers or representatives.  
 Organisation Certification Reference Code: Example Certificate  
 Letter of Credit Reference Code:

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# NEW ZEALAND MINISTRY FOR PRIMARY INDUSTRIES

Cert. No  
NZL2012/XXX/XXX

## Certificate for Milk and Milk Products Exported to [COUNTRY]

Name and address of exporter (or agent): <LICENCEE> <PREMISES-NAME> <PREMISES-ADDRESS> <COUNTRY>	Exporting country NEW ZEALAND	
	Competent authority MINISTRY FOR PRIMARY INDUSTRIES	
Name and address of final consignee: <CONSIGNEE DETAILS>	Importing Country: <DATA>	Means of Transport: <DATA>
	Final Destination: <DATA>	

Container Numbers (Seal Numbers): <CONTAINER-NO> (<SEAL-NO>), ...
--

Item	Number and kind of packages	Description of product	Manufacture Dates (Batch/Lot)	Net weight
1	<n> <PKG-TYPE>	<PRODUCT-DESCRIPTION>	<MANUF-DATES> (<LOT>)	<WEIGHT>
	<n> Packages in Total		Total Net Weight:	0.000 kg

Factory Registration No / Address: <ITEM> <FACTORY-DETAILS>
--

The conditions, as stated below, apply to the goods described herein at the time of export from New Zealand.

I certify that the products:

- 
- 
- 
- 

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Signed at  
<LOCATION>, NEW ZEALAND

.....  
Official Inspector, New Zealand Government

Date of Issue  
<dd-MMM-yyyy>

.....  
Name, title and qualifications

**SAMPLE ONLY**

Exp. Ref.: <EXPORTERS-REF>

<DOC SET NUMBER> <LIST OF CERTS IN DOC SET>

Unofficial Commercial Information:  
<COMMERCIAL DATA>  
Brands:  
<ITEM> <BRANDS>

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CHANGE OF NAME FOR THE NEW ZEALAND MINISTRY OF  
AGRICULTURE AND FORESTRYCommunication from New Zealand

1. The New Zealand Ministry of Agriculture and Forestry (MAF) is changing its name to reflect the new functions of the organization following its merger with the New Zealand Food Safety Authority and the Ministry of Fisheries last year.
  2. The new ministry will be called the Ministry for Primary Industries. Its areas of responsibility will encompass all government work across the agricultural, horticultural, fisheries and aquaculture, forestry and food sectors, including imports and exports. The new ministry will continue to have primary responsibility for food safety and biosecurity.
  3. The new name will come into effect on 30 April 2012. The new logo of the Ministry for Primary Industries will simply be the New Zealand Government Coat of Arms. This will be phased in over time. Brands, official seals and logos, etc. used on official certificates will be updated at a later stage with notification, through New Zealand's overseas Posts, to counterpart authorities well in advance. (The name of the competent authority will also change to the Ministry for Primary Industries.) The change process is expected to run through to mid-2013.
  4. Overseas authorities will continue to deal with the same (MAF) staff in the new ministry (MPI) that they are currently dealing with now. Likewise the legislation currently administered by MAF will continue in the new ministry (MPI).
- \_\_\_\_\_

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73

(S9(2)(a))

**From:**  
**Sent:** Wednesday, 26 June 2013 10:57 a.m.  
**To:**  
**Subject:** FW: Formal Message: MPI name change: New Export Documentation  
**Attachments:** Nomenclature changes to NZ export certificates and official seals and devices (Taiwan).pdf

[SEEMAIL][RESTRICTED]

SOS

-----Original Message-----

**From:**  
**Sent:** Wednesday, 14 November 2012 9:54 a.m.  
**To:**  
**Cc:**  
**Subject:** RE: Formal Message: MPI name change: New Export Documentation  
**Importance:** High

**From:**  
**Sent:** Tuesday, 13 November 2012 8:34 p.m.  
**To:**  
**Cc:**  
**Subject:** FW: Formal Message: MPI name change: New Export Documentation

[SEEMAIL] [SENSITIVE]

Many thanks,

H  
**From:** TND  
**Sent:** Monday, 12 November 2012 12:49 p.m.  
**To:** ...ALL POSTS  
**Cc:** TRADE DIVISIONS; FM.MPI (Seemail); FM.P/S Trade; FM.P/S Agriculture; FM.Customs Service (Seemail); FM.NZTE (Seemail)  
**Subject:** Formal Message: MPI name change: New Export Documentation

[SENSITIVE]  
Handling Instructions

MPI: Carson,

5)A) Customs:

BRU:

Please pass to  
All posts with NZTE offices: Please pass to relevant NZTE staff

## Summary

We provide detail on new MPI seals and certification, following the amalgamation of MAF, NZFSA, Biosecurity and MFish, and request that posts inform competent authorities in their countries of accreditation of changes to take place from 1 March 2013.

## Action

- \* All Posts (except those mentioned immediately below) to inform competent authorities in their countries of accreditation of changes, using the "General" letter and supporting documents attached.

56(u)

## Report

TND's Formal Message of 6 March 2012 refers.

2. The renaming and amalgamation of the former Ministry of Agriculture and Forestry, Ministry of Fisheries, Biosecurity New Zealand and New Zealand Food Safety Authority to the "Ministry for Primary Industries" means that nomenclature changes are required for all official assurances (on export documentation, e.g. data boxes for specific consignment details, health attestations, and signature provisions etc.) and associated security devices (e.g. security paper, official seals, official devices and stamps) for New Zealand agriculture exports. New templates and security devices will be used on export documentation from 1 March 2013.

56(u) 3. The change to official assurances and associated security devices is a straightforward process, and The letter(s) attached (to be distributed as per instructions in the "Action" section of this message) give more detail on the process. We ask that posts convey the letter to Competent Authorities through whatever mechanism (TPN, covering letter etc.) you judge to be most appropriate. You may also wish to distribute the letter more widely to other agencies (e.g., if relevant, Foreign Affairs, Trade, Commerce and Customs Ministries etc.) with the objective of ensuring that products shipped using new certificates do not face delay at borders from March next year.

4. Definition of Competent Authority: MPI is the New Zealand competent authority, recognised by the New Zealand Government as responsible and competent for developing sanitary and phyto-sanitary

measures and administering/supervising their implementation. SPS measures, as defined under the WTO SPS Agreement, are measures designed to protect human (food safety), animal or plant life or health. In practice, the competent authority is usually the Agriculture Ministry, but in many cases could also be a Food and Drug agency, Health Ministry, Quarantine authority etc.

5.

6(a)

6.

6(a)

7. MPI advises that a website setting out these changes will be established before 1 March 2013, to be used for information in case of any confusion. In that instance, exporters will be asked to share this with their importers and to attempt to resolve border issues themselves; posts and MPI will be called on only if that approach fails.

8. For GVA: In due course MPI is considering a broader notification to the WTO, especially to capture those countries to which New Zealand does not have formal accreditation. We will be in touch separately with you on this.

9. If you have any questions on this process, please contact

7(2)(c)

@mpi.govt.nz> r

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"The information contained in this email message is intended only for the addressee and is not necessarily the official view or communication of the Ministry. If you are not the intended recipient you must not use, disclose, copy or distribute this message or the information in it. If you have received this message in error, please email or telephone the sender immediately."

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# 80



28 February 2013

To whom it may concern,

### **Nomenclature changes to New Zealand Export Certificates and Official Seals and Devices**

On 30 April 2012, the Ministry of Agriculture and Forestry (MAF) changed its name to the Ministry for Primary Industries (MPI). This was to reflect the new functions of the Ministry following the New Zealand Government's decision to merge MAF with the New Zealand Food Safety Authority (NZFSA) and the Ministry of Fisheries (Mfish). These functions cover the horticulture, agriculture, aquaculture, fisheries, forestry and food sectors, and include protecting New Zealand primary industries from biological risk.

MPI is the New Zealand competent authority for **all sanitary and phytosanitary matters**, including those relating to food safety, animal and plant life and health. Given its broad functions and areas of accountability, MPI is the gateway to government for all of New Zealand's primary industries.

The New Zealand Government advised all trading partners last year of changes required to all sanitary and phytosanitary export certificates (official assurances) and associated security devices (e.g. security paper, official seals, signatory seals (official stamps) and official devices) as a result of the new name of the New Zealand competent authority. These changes take effect from **1 March 2013**.

This letter provides an overview of the information already supplied to importing countries by the New Zealand government.

#### Changes to Export Certificates

Sanitary and phytosanitary export certificates issued by the New Zealand Government will be changing from 1 March 2013 to reflect the new name of New Zealand's primary regulator of food safety, animal and plant life and health.

References to the Ministry of Agriculture and Forestry (MAF), the New Zealand Food Safety Authority (NZFSA), or the Ministry of Fisheries (Mfish) will be removed from export certificates issued from the 1 March 2013 and replaced with the words 'New Zealand Ministry for Primary Industries', 'Ministry for Primary Industries' or 'MPI'.

The export certificates affected by this change include:

- animal products (human consumption, animal consumption and inedible product)
- food and beverages
- live animals and germplasm
- plant and plant products
- illegal, unregulated and unreported (IUU) fish catch certificates

*Growing and Protecting New Zealand*

**Standards Branch**  
**Market Assurance Directorate**  
Pastoral House, 25 The Terrace, PO Box 2526  
Wellington 6140, New Zealand  
Telephone: +64-4-894-0100, Facsimile: +64-4-894 0720  
[www.mpi.govt.nz](http://www.mpi.govt.nz)

There will be no changes to the attestations provided by the New Zealand government.

#### Changes to Security Paper

Export certificates are issued on paper that contains special security features to prevent fraudulent use.

Security paper and security features for sanitary export certificates for animal products (meat, dairy, seafood, non-edible etc), and IUU fish catch certificates will remain unchanged, and will continue to include a watermark referring to “New Zealand SPS Certificate”. From 1 March 2013, live animals/germplasm export certificates will also utilise the same security paper as animal products.

Other export certificates, including phytosanitary certificates for plants and plant products, grade certificates, and OECD varietal certificates for seed will be issued on a new security paper. This security paper is green with New Zealand government in wavy lines in the background. When the original certificate is scanned or photocopied, multiple prints of ‘COPY’ appear across the certificate. An additional security feature of a fern hologram (in silver) has been added to the bottom left corner.

#### Changes to Security Devices

In addition to the changes to export certificate, all references to ‘MAF’, ‘NZFSA’ or ‘Mfish’ on official seals (i.e. container bolt seals, Tyden seals, Mega Lock seals applied to shipping containers, and official carton seals) will be replaced with ‘MPI’ from 1 March 2013.

Two new of signatory seal (official stamps) will be used when signing and stamping export certificates and other types of assurances (e.g. registration/free sale certificates). Both stamps are green, include the words “Ministry for Primary Industries” and contain the New Zealand coat of arms. One stamp also includes the words “official seal” and is individually numbered and allocated to MPI official certifiers/authorised persons. The second stamp is not numbered and does not include the words “official seal”.

#### Transitional Period

There will be a transition period during which both the old and new export certificates will be in use. This is due to export certificates issued prior to 1 March 2013 being in the current format, whereas certificates issued from 1 March 2013 will be in the new format, and reflects the shipping times from New Zealand to other countries.

Old official seals and official devices will also be in circulation after 1 March 2013. This is unavoidable as product sealed prior to 1 March 2013 with old carton seals and then chilled or frozen, cannot be replaced with new seals, as these will not permanently adhere to chilled or frozen product cartons.



Additional information regarding the changes to export certification and associated security devices is available from MPI's website at [www.mpi.govt.nz/about-mpi/international-trade/changes-to-new-zealand-export-certificates](http://www.mpi.govt.nz/about-mpi/international-trade/changes-to-new-zealand-export-certificates).

Yours sincerely,

S 9(2)(a)

S 9(2)(a)

Manager

S 9(2)(a)

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#79



## Changes to New Zealand Export Certificates

Contact MPI

On 30 April 2012, the Ministry of Agriculture and Forestry (MAF) changed its name to the Ministry for Primary Industries (MPI). This was to reflect the new functions of the Ministry following the New Zealand Government's decision to merge MAF with the New Zealand Food Safety Authority (NZFSA) and the Ministry of Fisheries (Mfish).

MPI is the New Zealand competent authority for all **sanitary and phytosanitary** matters, including those relating to food safety, animal and plant life and health. As a result, minor amendments are needed to all New Zealand sanitary and phytosanitary certificates (export certificates) and associated security devices (e.g. security paper, official seal, signatory seals (official stamps) and official devices). These changes take effect from **1 March 2013**.

A printable letter is available (PDF, 70 KB) should exporters or their agents/importers need to explain the changes to the New Zealand Government's export certification.

### Changes to Export Certification

Sanitary and phytosanitary export certificates issued by the New Zealand Government will be changing from 1 March 2013 to reflect the new name of New Zealand's primary regulator of food safety, animal and plant life and health.

References to the Ministry of Agriculture and Forestry (MAF), the New Zealand Food Safety Authority (NZFSA), or the Ministry of Fisheries (Mfish) will be removed from export certificates and replaced with the words 'New Zealand Ministry for Primary Industries', 'Ministry for Primary Industries' or 'MPI'.

The export certificates affected by this change include:

- animal products (human consumption, animal consumption and inedible product)
- food and beverages
- live animals and germplasm
- plant and plant products
- illegal, unregulated and unreported (IUU) fish catch certificates

There will be no changes to the attestations provided by the New Zealand government on export certificates.

### Changes to Security Paper

Export certificates are issued on paper that contains special security features to prevent fraudulent use.

Security paper and security features for sanitary export certificates for animal products (meat, dairy, seafood, non-edible etc), and IUU fish catch certificates will remain unchanged, and will continue to include a watermark referring to "New Zealand SPS Certificate". From 1 March 2013, live animals/germplasm export certificates will also utilise the same security paper as other animal products.

Other export certificates, including phytosanitary certificates for plants and plant products, grade certificates, and OECD varietal certificates for seed will be issued on a new security paper. This security paper is green with "New Zealand Government" in wavy lines in the background. When the original certificate is scanned or photocopied, multiple prints of "COPY" appear across the certificate. An additional security feature of a fern hologram (in silver) has been added to the bottom left corner.

### Changes to Security Devices

In addition to the changes to export certificates, all references to 'MAF', 'NZFSA' or 'Mfish' on official devices and official seals (i.e. container bolt seals, Tyden seals, Mega Lock seals applied to shipping containers, and official carton seals) will be replaced with 'MPI'.

Two new signatory seals (official stamps) will be used when signing and stamping export certificates and other types of assurances (e.g. registration/free sale certificates). Both stamps are green, include the words "Ministry for Primary Industries" and contain the New Zealand coat of arms. One stamp also includes the words "official seal" and is individually numbered and allocated to MPI official certifiers/authorised persons. The second stamp is not numbered and does not include the words "official seal".

These changes will also take effect from 1 March 2013.

### Transitional Period

There will be a transition period during which both the old and new export certificates will be in use. This is due to those export certificates issued prior to 1 March 2013 being in the current format, and those certificates issued from 1 March 2013 being in the new format, and reflects the shipping times from New Zealand to other countries.

Old official seals and official devices will also be in circulation after 1 March 2013. This is unavoidable as product sealed prior to 1 March 2013 with old carton seals and then chilled or frozen, cannot be replaced with new seals, as these will not permanently adhere to chilled or frozen product cartons.

Last Updated: 28 February 2013

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#72

**Latest chapter in the Ministry Name Change project has been completed.**

On 1 March, all export certificates, advice notices, product registrations and security items provided for international distribution, simultaneously changed to the MPI brand.

Since the merger in April 2012, the Standards branch has been managing the name change transition for export certification and security devices. This is a substantial change with trade implications, with a project team involving several MPI Branches and Directorates. MPI allowed a considerable length of time from the April 2012 merger to ensure adequate communication with all our trading partners and stakeholders, as well as the opportunity for MPI to complete the necessary electronic and physical changes

As a result of a lot of hard work by the team, the transition has gone smoothly with no issues so far. Accomplishments include:

- over 100 countries received sequential notifications of the upcoming changes
- hundreds of stakeholders across plant, animal and animal products, dairy, wine, organics, and fisheries sectors were guided through this transition process
- over 700 e-cert templates and 379 export certificates were changed, with hundreds of attestations updated
- 149 unnecessary export certificates removed
- many, many hours of user acceptance testing ensuring a smooth electronic transition
- the successful design, production and distribution around the country of numerous rebranded security items, from official stamps and container seals to security paper and certificates
- over 15 types of old MAF, NZFSA, Fisheries official stamps across the organisation were simplified to two MPI stamps

An MPI webpage is available as a resource to use for any external queries.

<http://www.mpi.govt.nz/about-mpi/international-trade/changes-to-new-zealand-export-certificates>  
(<http://www.mpi.govt.nz/about-mpi/international-trade>).

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Schedule of Withholding Clauses  
For the Standard OIA Pack to the Report *Delays to New Zealand  
Meat Exports to China: A Learning Review*

1 August 2013

<b>Ref</b>	<b>Date</b>	<b>Title</b>	<b>Document Type</b>	<b>OIA Withholdings Made/Clauses (OOS: Out of Scope)</b>
<b>Section One:</b> Emails and notification text message: sent between 14 and 30 May				
1	30/05/2013 14:58	Text message	Summary	S16(1)(e)
3	14/05/2013 19:07	RE: China: Meat Shipments Detained at Ports	Email	S9(2)(a) OOS S6(a)
4	16/05/2013 18:42	China meat certificates update	Email	S9(2)(a), S6(a)
5	17/05/2013 9:15	Draft Issues & Opportunities Report (For discussion at 11.30 today)	Email	S9(2)(a) OOS S6(a)
7	17/05/2013 16:18	RE: China meat certificates update	Email	S9(2)(a), S6(a)
8	17/05/2013 20:06	RE: FYI: Further media query on meat being held up at the Chinese border	Email	S9(2)(a)
<b>Section Two:</b> Briefings/Aide Memoires send 18 to 22 May				
87	18/05/2013	Meat Shipments to China	Aide-memoire (AM12-318)	S9(2)(a) S6(a)
2	19/05/2013	Update on China Meat Certification	Aide-memoire (AM12-317)	S6(a) S9(2)(a)
3	20/05/2013	Update on China Meat Certification	Aide-memoire (AM12-327)	S6(a) S9(2)(a) S(2)(g)(i)
4	21/05/2013	Update on China Meat Certification	Aide-memoire (AM12-328)	S6(a) S9(2)(a) S2(g)(i)
1	22/05/2013	Update on China Meat Certification	Aide-memoire (AM12-336)	S6(a) S9(2)(a)
88	20/05/2013	Update on Meat Shipments to China	Aide-memoire AM12-319	S6(a)
<b>Section Three:</b> Cables received between 18 and 23 May				
6	22/05/2013	Meat Exports to China: Situation Report 21 and 22 May	Cable	S6(a) S9(2)(a) S9(2)(g)(i)



<b>Ref</b>	<b>Date</b>	<b>Title</b>	<b>Document Type</b>	<b>OIA Withholdings Made/Clauses (OOS: Out of Scope)</b>
7	22/05/2013	Meat Exports to China: Situation Report 21 and 22 May	Cable	S6(a), S9(2)(a), S9(2)(g)(i), OOS
8	21/05/2013	Meat Exports to China	Cable	S6(a) S9(2)(a) OOS
<b>Section Four: Standard Branch Ministry Name Change Committee</b>				
9	/5/2013	Timeline of communications activity regarding name change prepared for Review Team	Timeline	S9(2)(a) S6(a)
10	20/04/2012	MNC project Minutes- 17th April	Minutes	S9(2)(a) S6(a) OOS
11	3/05/2013	MNC Project -Steering group- 3 May- 12	Minutes	S9(2)(a) OOS
51				S9(2)(a) S9(2)(g)(i) S6(a)
52				S9(2)(a)
54	6/06/2012	MNC Project -Steering group	Agenda	S9(2)(a) S9(2)(g)(i) S9(2)(d)
57	6/06/2012	MNC Project -Steering group. Minutes and MA Considerations	Minutes	S9(2)(d) S6(a)
59	3/08/2012	Name Change Implementation	Minutes	OOS S9(2)(a) S9(2)(g)(i)
60	20/08/2012	MNC -Standards & Verification	Decision Document	S6(a) S9(2)(a) S9(2)(d)
61	20/09/2012	MNC Update	Minutes	S9(2)(a) S6(a)
62	10/10/2012	MNC Update	Minutes	OOS S6(a), S9(2)(a), S9(2)(ba)(ii)
63	26/10/2012	MNC Update	Minutes	S9(2)(a) S9(2)(g)(i)

<b>Ref</b>	<b>Date</b>	<b>Title</b>	<b>Document Type</b>	<b>OIA Withholdings Made/Clauses (OOS: Out of Scope)</b>
64	5/11/2012	MNC Update	Minutes	S9(2)(a) S9(2)(b)(ii)
66	19/11/2012	MNC Update	Minutes	S9(2)(a), S9(2)(d), S9(2)(b)(i), S9(2)(g)(i)
67	3/12/2012	MNC Update	Minutes	S9(2)(a) S9(2)(i) S6(a)
68	17/12/2012	MNC Update	Minutes	S9(2)(a) S6(a) S9(2)(i)
56	17/12/2012	MNC Action Table	Excel spreadsheet	OOS S9(2)(a) S6(a) S9(2)(i) S9(2)(d)
69	14/01/2013	Name Change Project team meeting	Minutes	S9(2)(a) S6(a) S9(2)(g)(ii) S9(2)(d)
70	1/02/2013	Name Change Project team meeting	Minutes	S9(2)(a) OOS S6(a) S9(2)(d)
71	25/02/2013	Name Change Project team meeting	Minutes	S9(2)(ba)(i) S9(2)(a) S9(2)(d) S9(2)(b)(ii)
<b>Section Five: Ministry Name Change Board Minutes</b>				
13	28/02/2013	MNC Project- Board Meeting	Agenda	S9(2)(a)
14	28/02/2013	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS
15	22/11/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
16	22/11/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS

<b>Ref</b>	<b>Date</b>	<b>Title</b>	<b>Document Type</b>	<b>OIA Withholdings Made/Clauses (OOS: Out of Scope)</b>
17	8/11/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
18	8/11/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS
19	25/10/2012	MNC Project- Board Meeting	Agenda	S9(2)(a) OOS
20	25/10/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS
21	11/11/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
22	11/11/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS
23	13/09/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
24	13/09/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS
25	16/08/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
26	16/08/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a), OOS
27/27a	2/08/2012	MNC Project- Board Meeting	Agenda	S9(2)(a) OOS
28	19/07/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
29	19/07/2012	MNC Project- Board Meeting Minutes	Minutes	OOS S9(2)(a)
30	5/07/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
31	5/07/2012	MNC Project- Board Meeting Minutes	Minutes	OOS S9(2)(a)

<b>Ref</b>	<b>Date</b>	<b>Title</b>	<b>Document Type</b>	<b>OIA Withholdings Made/Clauses (OOS: Out of Scope)</b>
32	21/06/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
34	7/06/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
35	7/06/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS
36	24/05/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
37	24/05/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS
38	10/05/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
40	3/05/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS
41	24/04/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
43	19/04/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
45	12/04/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
46	12/04/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS
47	16/03/2012	MNC Project- Board Meeting	Agenda	S9(2)(a)
48	16/03/2012	MNC Project- Board Meeting Minutes	Minutes	S9(2)(a) OOS
49	3/07/2012	MNC Project-Issues Register	Excel spreadsheet	OOS
50	5/02/2013	MNC Project- Risk Register	Excel spreadsheet	OOS

<b>Ref</b>	<b>Date</b>	<b>Title</b>	<b>Document Type</b>	<b>OIA Withholdings Made/Clauses (OOS: Out of Scope)</b>
51	21/08/2012	MNC Project- Risk Register	Excel spreadsheet	S9(2)(a)
52	25/05/2012	MNC Project- Risk Register	Excel spreadsheet	S9(2)(a)
<b>Section Six: Cables on notification of names change and letters of notification</b>				
84	26 March	Name Change for MAF – Ministry for Primary Industries	Cable	S9(2)(a)
85	1/03/2013	Formal message; MPI Name change	Formal message	S9(2)(a) S6(a)
83	16/03/2012	Change of name for the NZ Ministry of Agriculture and Forestry- WTO Notification	letter	none
73	12/11/2012	MPI Name Change: New Export Documentation	Formal message	OOS S9(2)(a) S6(a)
80	28/02/2013	Nomenclature changes to NZ export Certifications & Official Seals & Devices- To competent Authorities	Letter	S9(2)(a)
79	28/02/2013	Changes to NZ export Certifications - letter to stakeholders	Letter	none
72	1/03/2013	Latest Chapter in the MNC Project has been completed	Update	none