

13 February 2023

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Kia orana s9(2)(a)

## RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST

On 26 January 2023, you contacted the Ministry for Pacific Peoples (the Ministry) requesting under the Official Information Act 1982 (OIA), information relating to nominations for New Zealand Royal Honours. I have outlined your specific requests and my responses to each below.

### 1. *How do you select the candidate to nominate or endorse for Royal Honours?*

The Ministry's Nominations and Governance unit requests candidates from our Regional Partnerships unit. This process involves the compilation of potential profiles on individuals who have made a significant impact in their communities (local, regional, national, international) for at least 10 to 20 years. All nominations including short profiles are provided to the Minister for Pacific Peoples (the Minister) for consideration.

### 2. *What is the process behind the selection?*

The process for both New Zealand Honours lists commences a year before successful nominees are announced. The Ministry's process for the New Year's Honours commences in January to be completed by June. The King's Birthday Honours process commences in June to be completed by December. The Ministry's process has two phases as outlined below. Also attached for your information is an Honours Nominations Process Workflow. The New Zealand Honours lists are issued on the occasion of the New Year (30/31 December) and the New Zealand observance of the King's Birthday (first Monday in June).

#### *Phase 1*

- Call for nominations
- Profiles prepared of all potential nominees
- Profiles briefing to the Minister's office
- Names confirmed by the Minister

## *Phase 2*

- Commencement of the preparation and completion of the Nomination Forms and sourcing support letters
- Briefing with Nominations Forms and support letters to the Minister's office

3. *Do you have a nomination panel?*

No.

4. *Provide any internal policy, memo regarding this matter.*

The Minister for Pacific Peoples is the lead nominator.

5. *When you have made nominations, what sort of things do you do, a support letter or are you the lead nominator?*

On behalf of the Minister, the Ministry prepares and completes a nomination form for each nominee, and sources the support letters from key contacts of communities and organisations of which the nominee is part of. A minimum of two support letters are required.

In line with standard OIA practice, the Ministry proactively publishes some of its responses to OIA requests. As such, this letter may be published on the Ministry for Pacific Peoples' website. Your personal details will be removed, and the Ministry will not publish any information that would identify you or your organisation.

Should you wish to discuss this response with us, please feel free to contact the Ministry at: [uia\\_requests@mpp.govt.nz](mailto:uia_requests@mpp.govt.nz).

If you are dissatisfied with this response, you have the right, under section 28(3) of the OIA, to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Meitaki ma'ata



Mauailegalu Mathew So'otaga  
**Director**  
**Ministerial Services**

# NZ ROYAL HONOURS PROCESS WORKFLOW

## NEW YEAR'S HONOURS (NYH) COMMENCES JANUARY KING'S BIRTHDAY HONOURS (KBH) COMMENCES JUNE

- Call for Nominations
- Briefing to Minister with potential nominees
  - NYH by end of March
  - KBH by end of August

### Minister approves nominees

- Ministry to progress with completing required documentation
- Final documentation submitted to Minister's office
- Minister's Office to submit final documentation (application forms and supporting documents) to the Honours Unit, DPMC
  - NYH due by June
  - KBH due by December

### Cabinet Appointments and Honours (APH) Committee

- The following six months, all nominations received will be reviewed and due diligences completed by the Honours Unit. Nominations to be presented to the APH committee
- The APH Committee is chaired by the Prime Minister. The formal responsibility for making recommendations to the Queen for the grant of honours rests with the Prime Minister or a Minister of the Crown acting for the Prime Minister.

### Honours Announcements

- New Year's Honours publicly announced 30/31 December
- King's Birthday Honours publicly announced the first Monday in June

### Congratulatory Letters

- Minister to send congratulatory letters to successful Honours recipients

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982