**Information Template**

Publishing final Briefing

This template is for providing information to Te Kawa Mataaho Public Service Commission (the Commission) when agencies have provided their **Long-term Insights Briefing** (Briefing) to the appropriate minister during Step 6 in the Briefing process. The Commission will publish the information on their website after each Briefing is provided to Parliament.

**How Step 6 fits in the Briefing process**



Guidance from the Department of the Prime Minister and Cabinet (available on [their website](http://www.dpmc.govt.nz/our-programmes/policy-project/long-term-insights-briefings)) sets out the more detailed process for Step 6:



**Using this template**

This template should be completed after the appropriate Minister presents the Briefing to the House. Agencies are requested to fill out this template with the following information:

* a link to the final Briefing
* a link to a website with explanatory content about the Briefing, or any other information such as key messages
* details of any promotional events

Please fill in the information in the table below, then email this document to Te Kawa Mataaho’s Communications and Engagement Team with ‘Long-term Insights Briefing Website Content’ in the subject heading. Note that the information provided will be made available on [Te Kawa Mataaho Public Service Commission’s website](https://www.publicservice.govt.nz/our-work/long-term-insights-briefings/).

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| **Agency name / joint agency names** |
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| **Link to final Briefing on your website** |
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| **Link to any other online content about the Briefings** |
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|  |
| **Details of any promotional events** |
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| **Any further information or notes** |
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