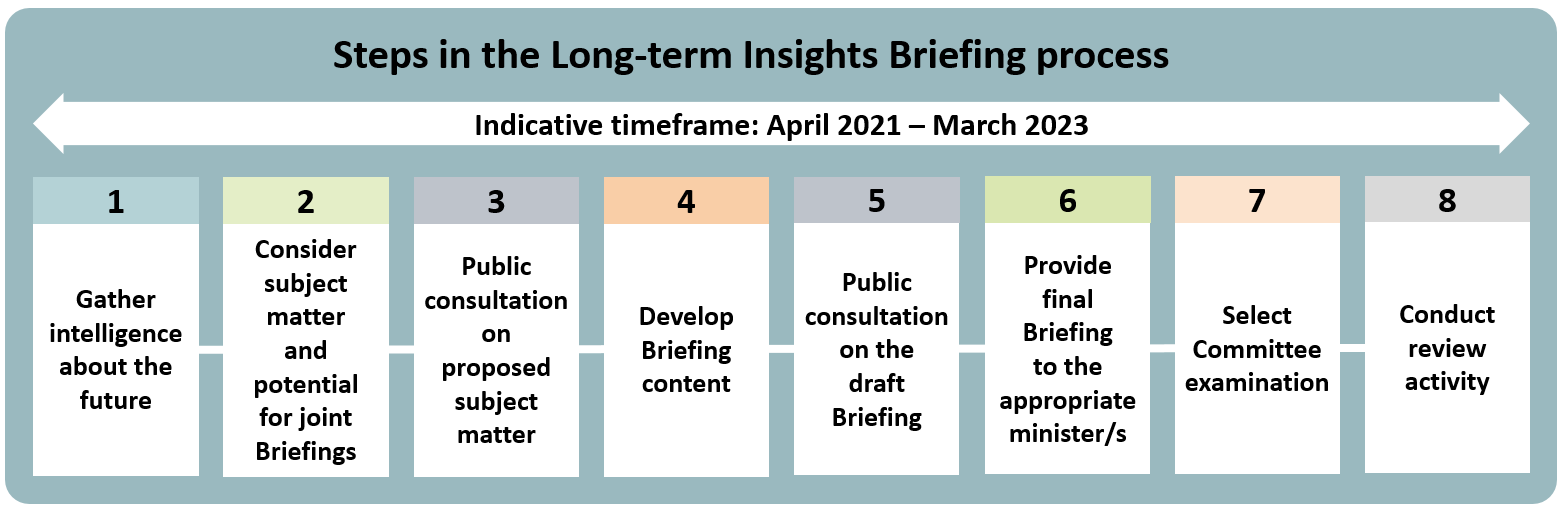
**Information Template**

Step 5 – Public consultation on draft Briefing

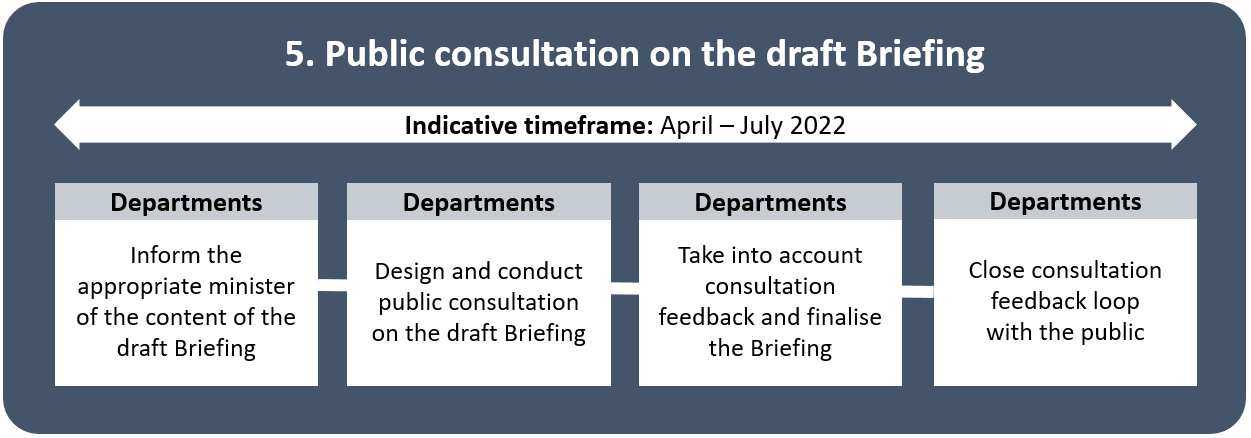
This template is for providing information to Te Kawa Mataaho Public Service Commission (the Commission) when agencies undertake Step 5 of the **Long-term Insights Briefing** (Briefing) process.

**How Step 5 fits in the Briefing process**

Step 5 involves public consultation on the draft briefing, as part of the eight steps 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 5:



**Using this template**

To assist public consultation at Step 5, agencies are requested to fill out this template with the following information:

* agencies working on the relevant Briefing
* description of the final subject matter
* dates for consultation
* a link to a page on your agency’s website with information about draft Briefing consultation.

Please fill in the information in the table below, then email this document to Te Kawa Mataaho’s [Communications and Engagement Team](mailto:communications@publicservice.govt.nz?subject=Long-term%20Insights%20Briefing%20Website%20Content) 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/).

|  |  |  |
| --- | --- | --- |
| **Agency name / joint agency names** | | |
|  | | |
|  | | |
| **Final subject matter** | | (e.g. ‘The impact of technology x on social issue y’) |
|  | | |
|  | | |
| **Dates for consultation on draft briefing** | | |
| **Opening date:** |  | |
| **Closing date:** |  | |
|  | | |
| **Your agency’s webpage for consultation details** | | |
|  | | |
|  | | |
| **Any further information or notes** | | |
|  | | |