

24 May 2022

195 Lambton Quay  
Private Bag 18–901  
Wellington 6160  
New Zealand

Personal details removed for proactive release

T +64 4 439 8000  
F +64 4 472 9596

I refer to your email of 14 May 2022 in which you request the following under the Official Information Act 1982 (OIA):

*As per OIA I am requesting full disclosure and release of all communications that the Ministry Of Foreign Affairs And Trade has received regarding Monarch Queen Elizabeth II passing*

The Ministry of Foreign Affairs and Trade (MFAT) holds a set of documents relevant to your request. These documents and their titles are withheld in full, under the following sections of the OIA:

- 6(a): to avoid prejudicing the security or defence of New Zealand or the international relations of the New Zealand Government; and
- 6(b)(i): to protect the passing of information from another government on a confidential basis.

However, in line with section 16(1)(e) of the OIA, we have instead prepared a summary of these documents.

MFAT's Protocol Division has a plan outlining MFAT's role and response actions in the event of the Monarch's death. The plan notes that the New Zealand Cabinet Office has lead responsibility for coordinating the New Zealand Government's response to the death of the Monarch, and includes the following details:

- Who is responsible for providing the initial notification and to whom;
- The activation of the plan and activation of MFAT's task force;
- The process of MFAT notification to the Realm countries of Niue, the Cook Islands and Tokelau;
- The tasking for the New Zealand High Commission in London;
- A draft Formal Message to New Zealand posts offshore providing initial notification followed by instructions to half-mast the New Zealand flag, open books of condolence and provide information on the public observance of mourning and any national memorial service, and instruction to provide formal notification to the host Government; and
- The notification that will be provided to the diplomatic and consular corps accredited to New Zealand and to provide them with information on condolence books and any national memorial service.

Please note that we may publish this letter (with your personal details redacted) on the Ministry's website.

If you have any questions about this decision, you can contact us by email at: [DM-ESD@mfat.govt.nz](mailto:DM-ESD@mfat.govt.nz). You have the right to seek an investigation and review by the Ombudsman of this decision by contacting [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Nāku noa, nā

A handwritten signature in blue ink, appearing to read 'Julie-Anne Lee', with a horizontal line underneath.

Julie-Anne Lee  
for Secretary of Foreign Affairs and Trade