

PACDAC Meeting Minutes

9:30-12:30, Tuesday 17 May 2022 (via Zoom)

Members in attendance

Mary Wareham (Deputy Chair)
Edwina Hughes
Andrew Chen
Dylan Maynard
Kevin Clements
Lucy Stewart
Marty Donoghue (for part of the meeting)

Officials in attendance

Dalpat Nana (DIA)
Enver Skippers (DIA)
Clarke Botham (DIA)

Apologies:

Hon Phil Twyford
Jamila Homayun

1. Confirmation of agenda and Chair:

Mary Wareham was nominated to chair the meeting, including the applications decision and sign-off process. Mary welcomed everyone and acknowledged the apologies listed. The Committee confirmed the draft agenda circulated by DIA on 27 April.

Moved: Andrew Chen
Second: Kevin Clements

2. Consideration of minutes of previous meetings

The Committee acknowledged MFAT's clarification that the status of the minutes from the previous PACDAC allocation meeting held 25 August 2021 will remain "unofficial" as the new Committee cannot confirm the deliberations of its predecessor.

The Committee accepted the informal notes of the intersessional call on funding held 8 March.

The Committee agreed that minutes of this allocation meeting will be adopted at the next policy meeting (as an annex) rather than at the next funding meeting given the Chair's absence from the latter.

3. Record of Financials – allocation budget:

Clarke advised the Committee that \$100,000 has been allocated for grant funding in this financial year (FY 2022) as budgeted and signed off by the DIA Chief Executive (CE), Paul

James, as PADET Trustee. This represents a decrease from \$125,000 in FY 2021. Clarke said the 2022 allocation was based on CPI calculations and the impact COVID has had on the Capital fund too. The level of funding available to spend on grants in any year is also subject to change as it comes from and is dependent upon the income derived from interest on PADET's investments.

The Committee said that historically \$100,000/year was the lowest allocation amount ever received. The Committee felt the reduced allocation amount would impact heavily on applicants' resources because the Committee would not be able to fund requests equitably. Committee members asked if returned grant funds could be used in grant funding. They asked if the accumulated surplus funds could be used to top-up the allocation amount from \$100,000 to \$150,000.

Clarke said that the Committee could write a formal letter to the CE, Paul James, requesting another \$50,000 be added to the allocation amount from the accumulated surplus fund. However, this was at the CE's discretion. He also advised unused funds returned to the Trust could only be used within the same financial year.

Clarke was requested to provide a list of investments held on a quarterly basis to the Committee to ensure they were consistent with the SIPO and ethical investment policy. The Committee requested that companies listed for equity investments be listed again in PADET annual reports (this information was removed in 2015).

The Committee agreed to recommend that the FY 2022 allocation amount for PADET be increased to \$150,000. It split the recommended amount to \$75,000 for this round and \$75,000 for the next round.

4. Conflict of Interest (COI), Decision-making and Confidentiality:

Mary thanked the Committee for listing any perceived conflicts in the Conflict of Interest register on the online portal; and further potential conflicts of interest were discussed.

Note: Marty Donoghue declared a COI on 197133 application – and took no part in the decision-making.

The other members had advised of no conflicts on the current round of applications.

A question was asked about whether Committee members can seek further information from groups about requests they might be assessing. It was advised that Committee members assess requests based on its merit and the information submitted with the request. PACDAC members should use every opportunity to promote PADET and DEUNIF's availability and encourage applications, but they should avoid discussing grant applications with the applicant. DIA (not PACDAC) is responsible for informing applicants of the outcomes of their applications and relaying rationale for decisions.

The Committee were reminded that all information could be subject to an OIA, but that requests for OIAs would be screened first. Dalpat had advised early on the confidential nature of the decisions of PADET and that they are collectively taken.

The Committee were reminded to review each request on its merit and decide whether partial funding, full funding, or a decline was justified.

The Committee took a short break at 10.30am to 10.40am.

5. Consideration of PADET applications:

The nominal allocation amount available for this funding round is \$75,000.

The Committee considered 12 applications and had robust discussions through each one, before an allocation decision was agreed on by a majority of members.

The Committee approved 7 applications for a total allocation amount of \$66,097.

The Committee declined 5 applications.

A balance of \$8,903 will be carried over to the next funding round.

Grant funding recommendations:

Request ID	Recommended amount
R-PADET-2022-195759	0
R-PADET-2022-196636	0
R-PADET-2022-197133	\$3,250
R-PADET-2022-197463	\$7,847
R-PADET-2022-197609	\$5,000
R-PADET-2022-197655	0
R-PADET-2022-197665	\$16,000
R-PADET-2022-197772	\$6,500
R-PADET-2022-197811	\$17,500
R-PADET-2022-197818	\$10,000
R-PADET-2022-197860	0
R-PADET-2022-197914	0

6. PACDAC Funding Workstream

Mary reminded the Committee that the draft Programme of Work proposes establishing a PACDAC funding workstream for the Committee's promotion and governance of PADET and DEUNIF. It is up to Committee members to consider their preferred approach to organising.

The FY 2022 budget approved \$10,000 for a PACDAC "roadshow" to promote PADET. Committee members should consider how best this money could be spent and share written proposals for discussion and action. It was suggested that some funds could be used to publish case studies on recipients and show how PADET funding of their projects has benefitted their communities, achieved advocacy objectives, and raised the recipient and PADET's visibility.

7. Next meeting

The Committee confirmed Thursday, 25 August 2022 as the next date to consider applications received under DEUNIF and PADET. DIA will advise whether this will be by zoom, hybrid or face-to-face meeting in the DIA building at 45 Pipitea Street. The Committee agreed to hold the meeting from 9.30am to 1.00pm.

The next quarterly PACDAC policy meeting with the Minister will be on Friday 10 June 2022.

Meeting ended at 12.30pm.