

# Meeting minutes

## Public Advisory Committee on Disarmament and Arms Control (PACDAC)

### PADET & DEUNIF Fund Distribution Meeting

<b>Date and time of meeting</b>	Thursday 25 August 2022 9.30am-1.00pm
<b>Location</b>	Zoom
<b>Attendees</b>	Members attending: Mary Wareham (Chair) Andrew Chen Jamila Homayun Kevin Clements Lucy Stewart Edwina Hughes  Department of Internal Affairs: Dalpat Nana, Committee Co-ordinator Joe Grace, Manager National Funds Marten Schievink, Senior Advisor James Yang, Funding Administrator Janine Holt, Funding Administrator
<b>Apologies</b>	Marty Donoghue, PACDAC Clarke Botham, DIA
<b>Chair</b>	Mary Wareham

#### 1. Apologies

Apologies were received from Marty Donoghue, Clarke Botham.

#### 2. Confirmation of agenda and chair

The agenda and chair were confirmed and accepted by the committee.

#### 3. Consideration of minutes of previous formal PACDAC meeting

The minutes of the previous meeting (10/06/2022) were confirmed as a true and accurate record of the meeting.

This meeting's minutes will be confirmed at the 02/09/2022 PACDAC meeting.

#### 4. Grant funding COI

Mary welcomed DIA officials to the meeting. They introduced themselves and their positions within DIA. Joe opened up the discussion by confirming that advice had been sought by the PACDAC on DIA's conflict of interest (COI) practice and that himself and Marten were present at the meeting to provide that.

Central to the discussion was PACDAC's current practice of managing COI's around DEUNIF applications. It was noted that this COI practice had been established by the previous PACDAC members to mitigate COIs in the DEUNIF space.

DIA's observation was that the current threshold for managing DEUNIF COIs is higher than standard DIA COI practice, and such a high level setting has now resulted in issues of workability and practicality emerging. This was especially evident when multiple PACDAC members declared conflicts of interest, effectively taking them out of play and potentially impacting quorum. As a way forward, DIA have offered to update the PACDAC member's handbook with the recommended DIA COI practice then circulate to PACDAC members for their consideration and comment.

DIA was then invited to speak to its current COI practice. Marten stated that DIA used "Managing Conflict of Interests: A guide for the public sector from the Office of the Auditor General" as the basis for setting out its COI policy and practice. A "register of interest" and a "conflict of interest" process can be undertaken.

There are two aspects to dealing with a COI. The first is identifying and disclosing a COI and the second is deciding what action (if any) is necessary to best avoid or mitigate any effects of the COI.

Marten stated that DIA had two standard approaches to mitigating a COI. A member that has declared a COI could stay in the meeting for the discussion of the application and then leave the meeting for the decision-making process or, the conflicted member would leave the meeting for the entire discussion of the application

Joe reiterated that DIA would write up the standard COI process in the PACDAC member's handbook and circulate to the members in the next few weeks for consideration and comment. If panel members felt there were exceptional circumstances in the DEUNIF space that they believed the DIA COI practice would not be able to control for or mitigate, then DIA would like to be made aware of these and would remain open to other alternatives.

General discussion took place on fairness on the distribution of the DEUNIF funding directed to the usual 5 groups, and where some had a voice within PACDAC as members and where others did not, and how this could be addressed. Marten said that following strict COI procedures is vital in showing that robust consideration has taken place and a consensus decision on applications has been arrived at.

## **5. Conflict of Interest/Register of Interest updating**

The register of interest was shared with the members for everyone to confirm, and any additional ones identified were to be emailed through to Dal to update.

The following conflicts of interest on PADET applications were noted:

Lucy Stewart on the National Centre for Peace and Conflict studies (NCPACS) Student and Community Development Organisation (Request ID R-PADET-2022-208106)

Andrew Chen on the United Nations Association of New Zealand (R-PADET-2023-214530)

It was agreed that those with COIs would be placed into a breakout room (managed by James) while the discussion is happening.

The committee agreed:

1. for DIA to share its suggested changes to the PACDAC member handbook;
2. that a Register of Interest be completed at the appointments process;
3. that a Register of Interest be circulated to current PACDAC members to complete;
4. that the updating of the register be included as an agenda item for each meeting;
5. that all conflicts of interest will be declared and actions agreed on how they will be managed.

## **6. Report on financials –**

This item was reported on by Dal in Clarke's absence, and he confirmed the increased allocation of \$50,000 was approved by the CEO. The PADET yearly allocation would now remain at \$150,000, also that the PADET investment advisors have been requested to increase the actual cash generated for allocating towards grant funding rather than increase the value of Trust capital assets.

The 2021 annual report for PADET is being processed currently and a draft will be provided to members once Audit have completed their action, this would be in approximately 6-8 weeks.

A total allocation of \$83,903 (PADET) is available for this round.

## **7. PADET second FY 2022 funding round amount for allocation \$83,903**

Confirmed by the Committee members.

### **DEUNIF FY 2022 Allocation Meeting \$200,000**

Mary advised that a follow up meeting will be held by zoom on Tuesday 30 August at 10.30am to decide on Disarmament Education UN fund applications.

For the FY 2022 DEUNIF allocation round, it was agreed that the process for managing DEUNIF COIs be continued as before: that once the quorum was made and meeting opened, those with conflicts would leave and decisions on the applications would be made by the remaining members. Mary asked that once the updated handbook was made available the DEUNIF decision making process for future applications would be revisited.

Marten Schievink left the meeting at 10:19am

Joe Grace left the meeting at 10:20am

## 8. Consideration of PADET & DEUNIF Applications

DIA confirmed \$83,903 for PADET and \$200,000 for DEUNIF was available for distribution this round.

The committee considered the 5 PADET applications only.

PACDAC considered 5 applications (PADET) totalling \$102,893.00 (requested amount).

5 requests were recommended for funding totalling \$63,110 (recommended amount).

As per the Conflict of Interest register:

- Andrew Chen left the room at **10:35 AM** for request ID R-PADET-2023-214530 and returned at **10:40 AM**
- Lucy Stewart left the room at **11:02 AM** for request ID R-PADET-2022-208106 and returned at **11:17 am**

Grant funding recommendations were as follows:

PADET:

Request ID	Amount Approved
2022-208106	\$14,000
2023-214167	\$40,000
2023-214346	\$2,470
2023-214464	\$3,000
2023-214530	\$3,640
<b>TOTAL</b>	<b>\$63,110</b>

Note: R-PADET-2022-208106, the applicant is to be advised of the members preference for Option C.

## 9. Any other business

The Committee observed that more applications were received in the first PADET round of 2022 than the second round. Discussion took place on how to better promote the availability of PADET scholarships and project funds in general, together with explanation of criteria.

Discussion took place on the reporting requirements for grant recipients with information on financials being placed into the organisation profile. The actual report details the project funded and their financials are usually in a simple spreadsheet. For future reporting the funded applicants would be requested to provide their overall additional financials as added in the organisations profile, to give an overall picture of the organisation's financial standing.

### Road show proposal

A concept note and budget prepared and circulated by Mary outlines a potential road show event to promote PADET by highlighting a new political declaration on curbing the use of explosive weapons in populated areas. It was moved that the documentation be agreed to. Mary indicated that the \$7,500 budget will be a capped amount as other PADET promotion may be undertaken.

It was confirmed that the Committee will work with the Ministry of Foreign Affairs and Trade regarding the event. Mary would liaise with Dal on finalising how payment of invoices would be made.

**10. Next funding allocation meeting date – before 17 May 2023 (tbc)**

The committee confirmed next allocation meeting will take place prior to 17 May 2023. The exact date is to be confirmed. Possibly end of April (date to be confirmed).

Next funding round:      Opens 22 Feb 2023      Closes 5 April 2023

The meeting closed at 12.00pm