

# Hauraki Gulf Forum / Tikapa Moana

## Terms of Reference for the Role of Technical Officer

(TBC: 20 May 2019)

### Technical Officers

1. Hauraki Gulf Forum Constituent Parties<sup>1</sup> may have Technical Officers.
2. The Forum's Executive Officer will maintain a list of Technical Officers.
3. Technical Officers provide technical assistance and support to their Constituent Party, such as research, report writing, and briefing.

### Meetings of Technical Officers

4. Regular meetings of Technical Officers will be called, arranged and convened by the Executive Officer no later than six weeks prior to each meeting of the Forum.
5. The agenda will be prepared by the Executive Officer in consultation with Technical Officers.
6. The purpose of such meetings is to, inter alia, progress the resolutions and work of the Forum, progress Constituent Party aims at a technical level, support and inform the Executive Officer, and prepare for meetings of the Forum.
7. The Executive Officer will circulate minutes afterward and include those minutes as an attachment to the Executive Officer's next report to the Forum.
8. Technical Officers can hold additional meetings.
9. There is no quorum.
10. No formal decisions will be taken.

### In-between Meetings

11. Technical Officers can work together in between meetings as necessary.
12. The Executive Officer may lead and/or coordinate any such work where appropriate.

### Review of Terms of Reference

13. This document will be kept under regular review by the Executive Officer.

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<sup>1</sup> Constituent Parties are defined in the Hauraki Gulf Marine Park Act 2000 as follows: "**constituent party** means any Minister or local authority who has the power under section 16(2) to appoint 1 or more representatives to the Forum; and includes any tangata whenua representatives appointed under section 16(2)(e)"