To ensure SLT time is used most effectively for governance and executive business, all items need to be shaped to support the right discussion. To request an item be added to the SLT Meeting Agenda please send an email to [SLTMeetingQueries@mpi.govt.nz](mailto:SLTMeetingQueries@mpi.govt.nz) with the following details:

|  |  |
| --- | --- |
| **Item description for the agenda (please keep this to one or two sentences)** | *Please provide a short description of your agenda item, including reference to any previous decisions or actions.*   * *Purpose of the item:* * *Why is it coming to SLT?* * *What conversation do you want?* * *What decisions are needed?* |
| ***Please specify what kind of information you are going to provide*** | *Verbal update, A3, paper, presentation* |
| **Name of proposed agenda item** | *Please specify a short title for the agenda item* |
| **Author** | *Name of person preparing the paper/presentation* |
| **Sponsor** | *DDG’s name* |
| **Approval** | *Has your DDG pre-approved the item?* |
| **Meeting date** | *When does this item need to go to the SLT?*  *(please refer to the meeting cycle below) All submissions must be at least 3-4 weeks in advance. If your item is urgent and does not fit in with the correct cycle clearly indicate this with relevant reasoning.*  ***SLT Meeting Cycle****:*  *Week 1 - Risk and Emerging Issues*  *Week 2 - Policy and Trade Programme*  *Week 3 - Strategic Programmes and Emerging Issues*  *Week 4 - Organisational Performance*  [*SLT Calendar*](https://piritahi.cohesion.net.nz/Sites/GOV/SLT/Lists/Calendar/calendar.aspx) |
| **Length of discussion time** | *How much time would you like for discussion? (20 minutes is the standard – please specify if more or less time is required)* |
| **Presentation Requirements** | *Please specify if you need equipment i.e. display screen, whiteboard etc.* |
| **Proposed attendees to present the item** | *Who will be attending if the item is being discussed? (for example Director plus author or another subject matter expert)* |

Once your request has been reviewed you will receive an email with the date of the SLT meeting your item has been scheduled for. You will find the approved SLT paper template [here](https://piritahi.cohesion.net.nz/Sites/GOV/SLT/PublishedDocuments/SLT%20Governance%20Paper%20Template.dotx?d=wb416eaa0fd0a47ccba59d2fdde10608c). Please read thoroughly and make your submission using this template.

In preparation for the meeting please send all approved SLT papers to [SLTMeetingQueries@mpi.govt.nz](mailto:SLTMeetingQueries@mpi.govt.nz)no later than **Thursday 12pm** before the scheduled meeting.

The governance advisors in the Strategy Implementation team will be happy to help if you need any assistance to develop your item.

Thanks for getting in touch with the SLT support team and please do not hesitate to contact us if you need more direction or information.

Regards  
SLT Support Team