



ODESC

*Officials' Committee for Domestic
and External Security Coordination*

National Assessments Committee (NAC)

Terms of Reference

May 2021

Purpose

1. The National Assessments Committee (NAC) brings together the agencies which produce all-source strategic intelligence assessments relevant to the National Security and Intelligence Priorities (NSIPs).
2. The National Assessments Committee will have a focus on:
 - a. ensuring best practice in relation to the assessment of intelligence;
 - i. improving information-sharing and dissemination of material between agencies including forward work programmes;
 - ii. identifying opportunities for collaboration and avoiding unnecessary duplication of work;
 - iii. ensuring consistency of reporting and analytical standards through identifying opportunities for shared standards and common language;
 - iv. identifying opportunities for shared training and development;
 - b. commissioning the production of in-depth 'National Assessments' as required. These will be reflected in a National Assessments work programme;
 - c. Oversee the production of an annual comprehensive 'National Strategic Assessment' to help inform the setting of priorities for intelligence collection and analysis (the National Security and Intelligence Priorities);

Membership

3. The NAC will be chaired by the Director, National Assessments Bureau. Membership of the NAC is by invitation, at the discretion of the Chair. The membership of the NAC includes representatives from those agencies with responsibilities for all-source strategic intelligence assessment:
 - National Assessments Bureau
 - NZ Defence Intelligence

- NZSIS (Intelligence Directorate and the Combined Threat Assessment Group)
 - New Zealand Police (National Intelligence Centre)
 - New Zealand Customs Service
 - Ministry of Business, Innovation and Employment (MBIE Intelligence Unit)
 - Ministry for Primary Industries;
4. Representation at the NAC will be at the level of seniority that the attendee has visibility of, and decision authority over, the respective agencies analytic function.
 5. Additional attendance is by invitation of the Chair, agenda dependent.

Governance and reporting to the Security and Intelligence Board

6. The NAC is a sub-committee of SIB. A regular report, incorporating the national assessments work programme, will be provided to SIB on a six-monthly basis.
7. The Terms of Reference for the NAC will be reviewed by mid-2022.

NAC administrative arrangements

8. The NAC will meet at least monthly – and more often if required. The National Assessments Bureau will provide secretariat services.
9. The National Assessments Bureau will manage the coordination and distribution of draft papers, as well as the distribution of approved National Assessments according to agreed distribution lists.
10. NAB will provide templates for the National Assessments as well as product processing checklists to ensure that all National Assessments are developed in a consistent manner.
11. All draft National Assessments must be developed in collaboration with all agencies represented on the National Assessments Committee.
12. Difference of opinion concerning the substance or judgments of a National Assessment which are unable to be resolved amongst core-members will, at the request of the dissenting member, be formally recorded in the National Assessment as a dissenting view, prior to its release.
13. The Chair of the NAC, in consultation with the NAC members, will have final sign-off for all papers issued by the National Assessments Committee.