



NEW ZEALAND
FOREIGN AFFAIRS & TRADE



New Zealand Ministry of
Foreign Affairs and Trade
Manatū Aotearoa

24 April 2017

Donald Kern
fyi-request-5486-be86d55b@requests.fyi.org.nz

195 Lambton Quay
Private Bag 18-901
Wellington 5045
New Zealand

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Dear Donald Kern

I refer to your request dated 4 March 2017 in which you request the following under the Official Information Act 1982 (OIA):

- "1. A full accounting of persons who were invited and/or admitted to the New Zealand embassy in Washington, D.C., United States of America, on 17 January 2017 (US time). This should include all caterers and any other persons who are not normally granted access to the embassy grounds (i.e., sovereign soil of New Zealand).*
- 2. A full fiscal accounting of all expenditures related to the supposed "Trump Inauguration Party" held on 17 January 2017, i.e., all expenditures for food, wine, liquor, decorations, clothing rentals, drugs and/or any and all expenditures related to this "party".*
- 3. Any and/or all communiques, letters, emails or other communications between the Government of New Zealand and the New Zealand Embassy located in Washington, D.C., United States of America, as they relate, either directly or remotely, to the so-called "inaugural party" held at said NZ Embassy on, before or after 17 January 2017.*
- 4. A full fiscal accounting of the expenditures of Ambassador Timothy Groser that are related in any way, shape or form to the previously referenced event held on the sovereign soil of the NZ Embassy in Washington, D.C., United States of America on 17 January"*

Developing and maintaining a strong and effective relationship with the United States of America (US) is important for the furtherance of New Zealand's interests. This is particularly the case where there is a new Administration in the US and the New Zealand Government is developing new relationships, with key influences, many of whom are identified in the guest list. Central to developing and maintaining such relationship is ensuring confidentiality around those we engage with, including the fact that we have identified them.

Please find enclosed a copy of the information requested. Please note that some of the information you have requested has been withheld as follows:

- The guest list and attendees list has been redacted under s6(a) of the OIA as to publish the guest list would likely prejudice the international relations of the New Zealand Government;
- s6(a): some of the guests are involved in security related work and to release their names would likely prejudice the security or defence of New Zealand or the international relations of the Government of New Zealand;
- s9(2)(a): to protect the privacy of natural persons, including that of deceased natural persons;
- s9(2)(g)(i): to protect free and frank expression of opinions by departments;
- Some sections of the documents have been withheld as the information is out of scope of your request.

In terms of your request at point 2, I am refusing your request for a full fiscal accounting of the expenditure of Ambassador Timothy Groser related to the inauguration event under section 18(e) as the information requested does not exist.

Where the information has been withheld under section 9 of the OIA, no public interest in releasing the information has been identified that would be sufficient to override the reasons for withholding it.

You have the right under section 28(3) of the OIA to seek a review of this response by the Ombudsman.

Yours sincerely



Joana Johnston
for Secretary of Foreign Affairs and Trade

From: BERESFORD, Caroline (WSH)
Sent: Tuesday, 6 December 2016 8:03 a.m.
To: BUCHANAN, Felicity (AMER)
Cc: GROSER, Tim (WSH); WOODHAM, Angila (WSH)
Subject: Budget

Hi Felicity

accepted our offer to host an inauguration event
will comprise 300+ guests

s 9(2)(g)(i)

s 9(2)(g)(i)

We are really lucky to be on the calendar and will certainly be the only Embassy featuring

s 9(2)(g)(i)

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Talk soon.

Caroline

From: BERESFORD, Caroline (WSH)
Sent: Tuesday, 13 December 2016 6:22 a.m.
To: BUCHANAN, Felicity (AMER)
Cc: GROSER, Tim (WSH)
Subject: Inauguration Event

Hi Felicity

Further to our phone call, I wanted to update you on plans for the Embassy Inauguration party.

As you know, the Embassy with support from AMER has been pursuing a relationship strengthening exercise designed to enhance the profile of New Zealand as a partner and to build a broader constituency for the relationship in the future. With recent unexpected political developments in the US, this work has now become the number one priority for the post going into next year. We have made a good start and already have some strong linkages into the Trump team. As a result of this, we have been asked to host a gala event during inauguration week. This is a huge opportunity for us to enhance our position as a friend of the new Administration and build our relationships with the inner circle and with Republican Members. Only one other Embassy has got itself on the inauguration week calendar and that is France. So it is a huge coup for us. The guests we are targeting, in addition to the Trump transition teams, are senior Members of Congress, Five Eyes Ambassadors, and titans of industry – we already have an indication that some of this country's biggest CEOs will attend. There will also be a couple of celebrity guests (John Voigt and ~~§ 604~~)

~~§ 9(2)(g)(i)~~ I will send you the full costings when we have them, but it's looking likely to be somewhere in the \$50k range. We think we can find the money within budget

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Anyway, let me know if you have any questions about this work or the event above.

Regards,

Caroline Beresford

Deputy Chief of Mission
New Zealand Embassy Washington | Te Aka Aorere

T +202-328-4878 M +202-560-1854

16 February 2017

DS AAG

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Event Details

3 The event was held at the New Zealand Embassy from 6.30pm – 10.30pm on Tuesday 17 January 2017. It was an official part of the US Presidential Inauguration Programme and only one other diplomatic mission (the French Embassy) was accepted by the US Administration into the Inauguration Programme - hosting this official inauguration event was considered a significant opportunity for New Zealand's engagement interests because of the very high profile and interest it generated in Washington, D.C. The event was part of the Embassy's constituency building strategy to position New Zealand's interests effectively with the new US Administration and Congress – a key Ministry strategic priority for 2016/17 – and the Post believes the event has enabled it to establish a good network with the new US Administration and Congress. A number of senior transition team representatives, senior Republican Congressional members, new US Administration nominees, influential U.S. business and media guests and NZ Inc. business community contacts attended the event. From those that attended the event, there was positive feedback including from Air New Zealand's Chief Marketing and Customer Officer (see attached email). In total the event was attended by 321 guests including the following key US influencers:

- Chris Liddell – Assistant to President-elect
- Stephen Bannon – Chief Strategist to President-elect
- Stuart Jolly – Senior President-elect Advisor
- Mike Rubino - Senior President-elect Advisor
- Alan Cobb – Senior President-elect Adviser
- Kevin McCarthy – Republican Majority Leader of the House of Representatives

Cost

4 The cost of the event was covered by the Post's budget and MFAT's Public Diplomacy Fund. The Embassy contributed US\$38,247.36 and the Public Diplomacy Fund provided US\$20,000. The total cost of the event was US\$58,247.36 or NZ\$80,865.42.

5 Attached is a spreadsheet outlining the total costs for the Gala: WSH - Spreadsheet of total costs for event. The cost of the alcohol for the event was US\$4890 – so less than 8.4% of the total budget for the event.

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Ministry Budgetary Approval Requirements

7 Given the cost of the function it is appropriate to advise of the Ministry's approval process. Under the Ministry's Finance delegations rules, Budget managers only may approve expenditure against the cost centre for which they are responsible. Budget managers are also authorised to spend up to the uncommitted balance of their approved budget. In this case, the New Zealand Embassy had the financial authority to expend this level of money on this event given it was within its approved budget.

8 In addition, all MFAT expenditure must be in accordance with instructions and policy. In cases where discretion exists, then the expenditure should be in line with good practice. In all instances the Ministry's Code of Conduct and the Sensitive Expenditure policy must be adhered to. Under the Ministry's Sensitive Expenditure Policy hospitality is considered "sensitive expenditure. The approval process is as follows:

"The approval of sensitive expenditure should be given before the event, wherever practical, by a person senior (the one-up principle) to the person who will benefit, or who might be perceived to benefit from the sensitive expenditure, wherever possible."

Approval Process Followed

9 The Post did advise Wellington about this event and flagged sensitivities. This took the form of two e-mails to DM AMER in early December 2016 and a telephone conversation between WSH DCM and DM AMER which included discussion of other important representational activity undertaken by Posts in Washington DC and New York in support of New Zealand's foreign policy priorities. In addition, Post submitted an application form to MFAT's Public Diplomacy Fund in January 2017 which went through the Ministry's PDF assessment and approval process. The event was considered an important part of the Embassy's effort to enhance the profile of New Zealand as partner and constituency building to position New Zealand's interests effectively with the new US Administration and Congress. A number of senior transition team representatives, senior Republican Congressional members, new US Administration nominees, influential U.S. business and media guests and NZ Inc. business community contacts attended the event.

Media Interest

10 There has already been some domestic media reporting of the event – by the NZ Herald and NBR. Given the intense level of New Zealand media interest in US-related stories, and the cost of the event,

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Prepared Media Points

- The inauguration event was hosted by the New Zealand Embassy in Washington DC on 17 January 2017.
- A key strategic priority for the Ministry is to position New Zealand interests effectively with the new US Administration and Congress after the November 2016 election.
- The New Zealand Embassy has a critical role in pursuing New Zealand's interests with the US → our third largest trading partner and a high-value market for New Zealand exporters and businesses.
- The event was considered an important part of enhancing the profile of New Zealand as a partner and a constituency building event to position New Zealand's interests effectively with the new US Administration and Congress.
- Over 320 guests attended including a number of senior transition team representatives, senior Republican Congressional members, new US Administration nominees, influential U.S. business and media guests and NZ Inc. business community contacts attended the event.
- The funding for the event came from within MFAT's baseline budget and met standard approval criteria and processes.
- The total cost was US\$58,247.36 or NZ\$ 80,865.42.
- [If raised] The alcohol cost less than 10% of the total budget of the Inauguration Event at US\$4890.
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Consultation

12 We have consulted DM CMD and WSH in the preparation of this note.

US Taskforce
16 February 2017

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Annex : Timeline

- 06/12/2016 DCM WSH emailed DM AMER (cc Ambassador and Administration Manager) about proposal to host inauguration event. DCM WSH and DM AMER had follow up conversation – and that Post had to determine its own business priorities and had the financial authority to expend within approved budgets
- 13/12/2016 DCM WSH emailed DM AMER (cc Ambassador) to update plans on Gala including costings.
- 11/01/2017 Application for Public Diplomacy Fund (PDF) received for US\$20,000 (NZ\$28,345). Endorsed by DCM WSH,
- 12/01/2017 Application for PDF endorsed by Acting Divisional Manager AMER.
- 12/01/2017 Application for PDF signed off by Public Diplomacy Adviser, CMD and Acting DM Communications, CMD for USD20,000 (NZ\$28,345).
- 13/01/2017 Media lines prepared by WSH in advance of inauguration event
- 17/01/2017 Inauguration Gala Event hosted by New Zealand Embassy.

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EMBASSY OF NEW ZEALAND WASHINGTON DC
BUDGET for official Event hosted at the Embassy

This form is designed to be completed electronically

Event Lead and number	Tails
Function Title	Inauguration Black Tie Event
Date of Event	17th/01/2017
Event Time (Start to Finish)	17.30 - 22.30
Type of Function	Reception
Venue	Grand Hall
Number of Guests	300 - <i>this figure is an approximation</i>

Agency Details	
Contact	
Total to be charged	
Date Agency Invoiced	
Invoice Number	

To be completed by TA (Finance)

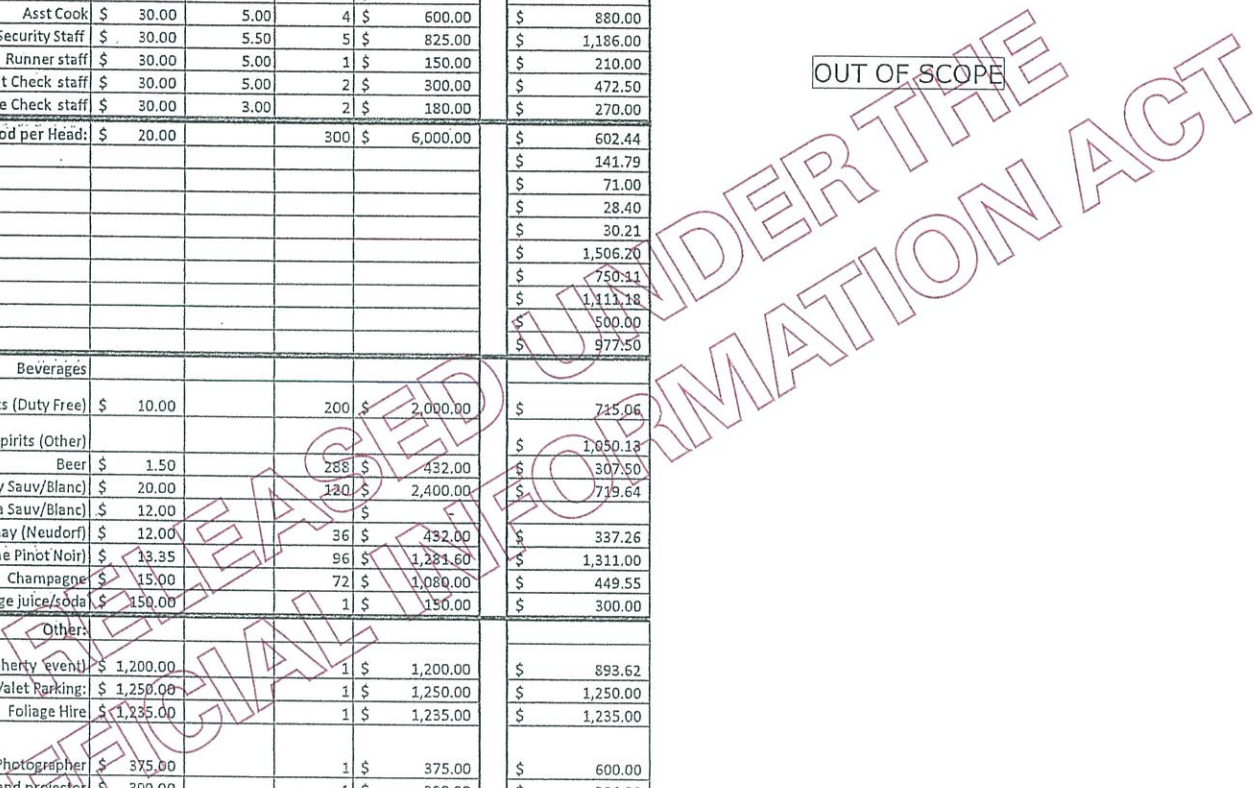
PART ONE: Setting your Budget (pre event)

PART TWO: Event Reconciliation (post-event)

COST ESTIMATES:				
	Unit Price/Per Head	Time Required	Qty	Total (auto calculates)
Event Staff:				
Wait staff set up				
Wait Staff (15.30 - 23.30)	\$ 30.00	8.00	6	\$ 1,080.00
Wait Staff (16.30 - 22.30)	\$ 30.00	6.00	4	\$ 720.00
Bar Staff (5.30 - 10.30)	\$ 30.00	5.00	5	\$ 750.00
Kitchen hand	\$ 30.00	0.00	0	\$ -
Asst Cook	\$ 30.00	5.00	4	\$ 600.00
Security Staff	\$ 30.00	5.50	5	\$ 825.00
Runner staff	\$ 30.00	5.00	1	\$ 150.00
Coat Check staff	\$ 30.00	5.00	2	\$ 300.00
Name Check staff	\$ 30.00	3.00	2	\$ 180.00
Cost of Food per Head:	\$ 20.00		300	\$ 6,000.00
Beverages				
Spirits (Duty Free)	\$ 10.00		200	\$ 2,000.00
Spirits (Other)				\$ 1,050.18
Beer	\$ 1.50		288	\$ 432.00
White Wine (Cloudy Bay Sauv/Blanc)	\$ 20.00		120	\$ 2,400.00
Red Wine (Mohua Sauv/Blanc)	\$ 12.00			\$ 719.64
Chardonnay (Neudorf)	\$ 12.00		36	\$ 432.00
Red Wine (Peregrine Pinot Noir)	\$ 13.35		96	\$ 1,281.60
Champagne	\$ 15.00		72	\$ 1,080.00
Orange juice/soda	\$ 150.00		1	\$ 150.00
Other:				
1200 to Preti Flaherty event	\$ 1,200.00		1	\$ 1,200.00
Valet Parking	\$ 1,250.00		1	\$ 1,250.00
Foliage Hire	\$ 1,235.00		1	\$ 1,235.00
Photographer	\$ 375.00		1	\$ 375.00
Stencil and projector	\$ 300.00		1	\$ 300.00
Apron printing (4,000 napkins)	\$ 200.00		1	\$ 200.00
Social Media				\$ 500.00
Zkipster Check-in package				\$ 75.00
Backdrop, stand & Carpet	\$300.00		1	\$ 300.00
Perfect Settings hireage	\$ 1,817.50		1	\$ 1,817.50
VIP pins	\$ 300.00		1	\$ 300.00
Marquee hireage	\$ 5,333.34		1	\$ 5,333.34
Stationery printing	\$ 600.00		1	\$ 600.00
Crate & Barrel				\$ 67.80
Ace Beverage (Ice)				\$ 50.00
AFR Events hireage	\$15,791.91		1	\$ 15,791.91
AV Equipment	\$5,000.00		1	\$ 5,000.00
Drape Kings hireage	\$ 3,447.20		1	\$ 3,447.20
TOTAL:				\$ 55,530.55

Actual Cost
Please type in Actual Costs (Feel free to add rows)
\$ 240.00
\$ 2,265.00
\$ 1,605.00
\$ 880.00
\$ 1,186.00
\$ 210.00
\$ 472.50
\$ 270.00
\$ 602.44
\$ 141.79
\$ 71.00
\$ 28.40
\$ 30.21
\$ 1,506.20
\$ 750.31
\$ 1,111.18
\$ 500.00
\$ 977.50
\$ 715.06
\$ 1,050.18
\$ 307.50
\$ 719.64
\$ 337.26
\$ 1,311.00
\$ 449.55
\$ 300.00
\$ 893.62
\$ 1,250.00
\$ 1,235.00
\$ 600.00
\$ 204.00
\$ 520.00
\$ 500.00
\$ 75.00
\$ 324.99
\$ 4,493.57
\$ 478.00
\$ 6,916.57
\$ 515.00
\$ 67.80
\$ 50.00
\$ 16,445.39
\$ 2,193.75
\$ 3,447.20
\$ 58,247.36

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Cost Per Head #DIV/0!

Budget/Funds Allocation

Charge: MFAT code _____ Agency Recovery Code: _____ Other Code: _____

DEFINITIONS:

- MFAT bulk stock Lamb: includes but not limited to all cuts of lamb meat.
- MFAT bulk stock meat: includes but not limited to all cuts of beef, game meats, duck, venison.
- MFAT bulk stock seafood: includes but not limited to fish, shellfish, crustaceans.
- MFAT bulk stock misc: includes but not limited to flour, sugar, salt, seeds, milk, oil, etc.

DISCLAIMER

All costs categorized as "MFAT bulk stock" will not be issued with proof of purchase (receipt). The cost of the stock "actuals" are determined at the time of the function and are relative only to product used and number of event attendees. Stock costs are accurate and a true reflection of purchase prices.

MFAT: This document should support your rep claim form as an attachment, along with the concept paper/email, if there was one. Original Receipts if charged to the official credit card must go with credit card statement

INVITEES

Salutation	First Name	Last Name	Total Guests	Position	Organisation
Ambassador	Caroline	Beresford	1	DHOM	New Zealand Embassy
Ms	Janine	Collier		First Secretary Agriculture	New Zealand Embassy
Mr	Robert	Cunningham	1		New Zealand Trade & Enterprise
Mr	John	Duncan	2	Manager, Immigration	New Zealand Embassy
Ms	Caroline	Eszes	1	Second Secretary Political	New Zealand Embassy
Squadron Leader	Tom	Fletcher	1	Defence Logistics Officer	New Zealand Defence Washington
Ambassador	Tim	Grosor	1	Ambassador	New Zealand Embassy
Detective Superintendent	Neil	Hallett	2	Counsellor Police	New Zealand Embassy
Mr	Phil	Houlding	0	Counsellor Trade	New Zealand Embassy
Mr	Chris	Howley	2	Counsellor Customs	New Zealand Embassy
Commodore	Fred	Keating	1	DA	New Zealand Embassy
Ambassador	Clare	Kelly	1	NZ Ambassador to Mexico	New Zealand Embassy, Mexico
Commander	Peter	Kempster	1	Assistant Naval Attache	New Zealand Defence Washington
Mr	Kiran	Kolluri	1		New Zealand Trade & Enterprise
Wing Commander	Wayne	Morris	1	Air Attache	New Zealand Defence Washington
Lieutenant Colonel	Ben	Pitt		Military Attache	New Zealand Defence, Washington
Dr	Shane	Reti	0	MP	New Zealand Member of Parliament
Mr	Todd	Ritter	1		New Zealand Trade & Enterprise
Mr	Erin	Sampson	1	First Secretary Political	New Zealand Embassy
Ms	Elizabeth	Sill	0		New Zealand Trade & Enterprise
Dr	James	Waite	1	Head of Political	New Zealand Embassy
Mr	Scott	Wentworth	1		New Zealand Trade & Enterprise
Ms	Vicky	Whitlock	1	Trade Commissioner	New Zealand Embassy
Ms	Anglia	Woodham	0	Counsellor Admin	New Zealand Embassy

GUESTS IN ATTENDANCE

Salutation	First Name	Last Name	Total Guests	Total Guests Checked-in	Guests Name	Organisation	Position
Ambassador	Caroline	Beresford	1	1		New Zealand Embassy	DHOM
Ms	Janine	Collier	1	1		New Zealand Embassy	First Secretary Agriculture
Mr	Robert	Cunningham	1	1		New Zealand Trade & Enterprise	
Mr	John	Duncan	2	1		New Zealand Embassy	Manager, Immigration
Ms	Caroline	Eszes	1	1		New Zealand Embassy	Second Secretary Political
Ambassador	Tim	Grosor	1	1		New Zealand Embassy	Ambassador
Detective Superintendent	Neil	Hallett	2	2	Angela Hallett	New Zealand Police, Washington	Counsellor Police
Mr	Chris	Howley	2	2	Liz Cadogan	New Zealand Customs, Washington	Counsellor Customs
Ambassador	Clare	Kelly	1	1		New Zealand Embassy, Mexico	NZ Ambassador to Mexico
Commodore	Fred	Keating	1	1		New Zealand Defence Washington	DA
Commander	Peter	Kempster	1	1		New Zealand Defence Washington	Assistant Naval Attache
Mr	Kiran	Kolluri	1	1		New Zealand Trade & Enterprise	
Wing Commander	Wayne	Morris	1	1		New Zealand Defence Washington	Air Attache
Lieutenant Colonel	Ben	Pitt	1	1		New Zealand Defence, Washington	Military Attache
Mr	Todd	Ritter	1	1		New Zealand Trade & Enterprise	
Mr	Erin	Sampson	1	1		New Zealand Embassy	First Secretary Political
Dr	James	Waite	1	1		New Zealand Embassy	Head of Political

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Salutation	First Name	Last Name	Total Guests	Total Guests Checked-in	Guests Name	Organisation	Position
	Vicky	Whitlock	1	1		NZTE, New Zealand Embassy	
Remaining guests are withheld under s6(a)							
Embassy Staff working the event are withheld under s9(2)(a)							
Catering, Wait and Bar Staff working the event							
	s9(2)(a)	s9(2)(a)			Barman		
					Barman/Set-up		
					Barman		
					Barman		
					Barman		
					Barman		
					Kitchenhand		
					Kitchenhand (pm)		
					Kitchenhand (pm)		
					OysterShucker		
					Waitstaff & Set up		
					Waitstaff		
					Waitstaff		
					Waitstaff		
					Waitstaff		
					Waitstaff		
					Waitstaff		
					Waitstaff		
					Waitstaff		
					Waitstaff		
					Waitstaff		
					Waitstaff		
Others working the event							
	s9(2)(a)	s9(2)(a)			Ascio Photos, Official Photographer		

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Salutation	First Name	Last Name	Total Guests	Total Guests Checked-in	Guests Name	Organisation	Position
	No names					Capital Classic Event and Tent Rentals (on site)	
	No names					Valet parking supervisor and staff	