



6 November 2012

Julie Fairey

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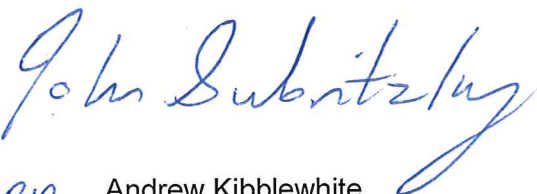
Dear Julie Fairey

**Official Information Act Request for Information on Process Used for Hand-Overs
Between the Prime Minister and Acting Prime Minister**

I refer to your Official Information Act request of 24 October 2012 for "*the standard checklist (which may not be referred to as a checklist) used to ensure an effective and comprehensive hand over between the Prime Minister and an Acting Prime Minister, and vice versa, when the Prime Minister is about to go overseas, and when the Prime Minister returns from overseas. I am after the standing items on this list which are always discussed, even if it is to report that there is nothing to discuss.*"

The information you have requested relating to the process used to hand-over information between the Prime Minister and Acting Prime Minister appears to be more closely connected to the responsibilities of the Prime Minister. Accordingly, I am transferring your request to the Office of the Prime Minister under section 14 of the Official Information Act.

Yours sincerely


AK

Andrew Kibblewhite
Chief Executive