



# Guide to deploying Government Model Contracts (2<sup>nd</sup> Edition)

Preparing for transition by 1 March 2012

## 2<sup>nd</sup> Edition Government Model Contracts published October 2011

Government Procurement Solutions | Ministry of Economic Development

PO Box 1473 | Wellington 6140 | New Zealand | [www.med.govt.nz](http://www.med.govt.nz) | [www.procurement.govt.nz](http://www.procurement.govt.nz)

Crown  
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## Contents

Introduction.....	4
Which agencies are affected?.....	4
When will the changes happen? .....	4
Are there different versions? .....	5
Where can I access the GMC templates?.....	5
What guidance and support is there? .....	6
Do I need to report on using the GMCs?.....	6
How do we apply the GMCs? .....	6
What types of contract are covered? .....	6
What are ‘common’ goods and services? .....	6
What are ‘low-value, low-risk’ goods and services?.....	7
Key features of the GMCs .....	8
How are the Contracts structured? .....	8
Getting ready: a step-by-step approach .....	8
Resources provided with this Guide.....	10
Overview – resources .....	10
Appendix 1 .....	11
Suggested analysis and process .....	11
Appendix 2 .....	13
Draft e-mail – invitation to briefing.....	13
Draft e-mail – introducing new templates.....	13
Appendix 3 .....	14
Key Messages - ‘Message Menu’ .....	14
Appendix 4 .....	15
Draft - Communications Calendar.....	15

The 2<sup>nd</sup> Edition Government GMCs reflect the Government's standard default terms and conditions for low-value, low-risk common goods and services.

For contract documents and user guides, visit:

[www.procurement.govt.nz](http://www.procurement.govt.nz)

## Introduction

As part of the Government Procurement Reform Programme, the suite of Government Model Contracts (GMCs) has been developed to make it easier for New Zealand suppliers to do business with government.

This Guide provides material to help agencies introduce the 2<sup>nd</sup> Edition GMCs. It is written for Public Service departments and State Services agencies, and as such covers large organisations through to small agencies. Users should therefore adapt the material to suit the size, scale and complexity of their business operations.

The 2<sup>nd</sup> Edition GMCs support the Government's Procurement Reform Programme by:

- providing simple, plain English contracts for both agencies and suppliers that are easy to use
- providing a fairer balance of risk between buyer and supplier
- standardising the treatment of legal risk in low-value, low-risk contracts
- reducing the need for negotiations and legal advice in routine purchases
- promoting consistent practice across government
- promoting process efficiencies in high-volume, low-value transactional contracting
- simplifying doing business with government
- supporting improved procurement practice and aligning with international best practice.

### Which agencies are affected?

All Public Service agencies, New Zealand Police and New Zealand Defence Force are required to use the 2<sup>nd</sup> Edition GMCs. Other State Services agencies are expected to use them<sup>1</sup>. The wider State sector and Public sector agencies are encouraged to use them.

### When will the changes take effect?

Change timeline for GMCs	Date
MED launches 2 <sup>nd</sup> Edition GMCs	26 Oct 2011
Agencies plan and prepare for deployment	29 Feb 2012
Agencies start using the 2 <sup>nd</sup> Edition GMCs for new purchases	1 Mar 2012
Agencies report to the Ministry of Economic Development (MED) on deployment	15 Mar 2012
MED progress report to Cabinet on uptake and use	on going

<sup>1</sup> Cabinet Minute CAB Min (09) 17/3

## Are there different versions?

Yes, two separate versions of the GMCs have been created. Minor changes in the templates are required where an agency contracts in the name of Her Majesty the Queen in right of New Zealand. As a result one version is for use by agencies that contract in the name of the Crown and one version for all other agencies. These two versions are called GMC Form 1 and GMC Form 2.

GMC	Application	Examples
<b>Form 1</b>	For agencies who contract in the name of the Crown ( <i>Her Majesty the Queen in right of New Zealand</i> )	<ul style="list-style-type: none"> <li>Public Service departments</li> <li>New Zealand Police</li> <li>New Zealand Defence Force</li> </ul>
<b>Form 2</b>	For agencies who do not contract in the name of the Crown	<ul style="list-style-type: none"> <li>State Services</li> <li>State sector</li> <li>Public sector</li> </ul>

## Where can I access the GMC templates?

The full set of GMC templates are posted at [www.procurement.govt.nz](http://www.procurement.govt.nz). The contract templates comprise the following documents:

GMC	Type	Contract template name	Explanation		
<b>Form 1</b>	<b>Services</b>	<ul style="list-style-type: none"> <li>GMC Form 1 SERVICES (2<sup>nd</sup> Edition)</li> <li>GMC Form 1 SERVICES   Schedule 2 (2<sup>nd</sup> Edition)</li> </ul>	<ul style="list-style-type: none"> <li>Standard GMC: Page 1 &amp; Schedule 1</li> <li>Schedule 2 Terms &amp; Conditions</li> </ul>		
		<ul style="list-style-type: none"> <li>GMC Form 1 SERVICES Minor Purchase</li> </ul>	<ul style="list-style-type: none"> <li>Very low value GMC</li> </ul>		
		<ul style="list-style-type: none"> <li>GMC Form 1 GOODS (2<sup>nd</sup> Edition)</li> <li>GMC Form 1 GOODS   Schedule 2 (2<sup>nd</sup> Edition)</li> </ul>	<ul style="list-style-type: none"> <li>Standard GMC Page 1 &amp; Schedule 1</li> <li>Schedule 2 Terms &amp; Conditions</li> </ul>		
	<b>Goods</b>	<ul style="list-style-type: none"> <li>GMC Form 1 GOODS Minor Purchase</li> </ul>	<ul style="list-style-type: none"> <li>Very low value GMC</li> </ul>		
		<b>Form 2</b>	<b>Services</b>	<ul style="list-style-type: none"> <li>GMC Form 2 SERVICES (2<sup>nd</sup> Edition)</li> <li>GMC Form 2 SERVICES   Schedule 2 (2<sup>nd</sup> Edition)</li> </ul>	<ul style="list-style-type: none"> <li>Standard GMC Page 1 &amp; Schedule 1</li> <li>Schedule 2 Terms &amp; Conditions</li> </ul>
				<ul style="list-style-type: none"> <li>GMC Form 2 SERVICES Minor Purchase</li> </ul>	<ul style="list-style-type: none"> <li>Very low value GMC</li> </ul>
<ul style="list-style-type: none"> <li>GMC Form 2 GOODS (2<sup>nd</sup> Edition)</li> <li>GMC Form 2 GOODS   Schedule 2 (2<sup>nd</sup> Edition)</li> </ul>	<ul style="list-style-type: none"> <li>Standard GMC Page 1 &amp; Schedule 1</li> <li>Schedule 2 Terms &amp; Conditions</li> </ul>				
<b>Goods</b>	<ul style="list-style-type: none"> <li>GMC Form 2 GOODS Minor Purchase</li> </ul>	<ul style="list-style-type: none"> <li>Very low value GMC</li> </ul>			

The GMC contract variation templates can be used for either Form 1 or Form 2 contracts. They comprise the following documents:

<b>Forms 1 &amp; 2</b>	<ul style="list-style-type: none"> <li>Contract Variation SERVICES</li> <li>Contract Variation GOODS</li> </ul>	<ul style="list-style-type: none"> <li>To record agreed changes to the contract</li> </ul>
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## What guidance and support is there?

The full set of GMC templates is posted at [www.procurement.govt.nz](http://www.procurement.govt.nz). In addition to this Guide to Deployment, the following guidance is available:

- GMC User Guide
- Guide to E-commerce
- Template Contract Register.

## Do I need to report on using the GMCs?

Yes, you will be asked report back to MED from time to time on the use of the GMCs. The template Contract Register above has been developed to support agencies that do not currently have a central contracts register. By keeping a note of all contracts awarded, including ones where GMC standard terms and conditions have been used, you will be able to provide on going data and statistics to MED. MED is required to report back to Cabinet on the uptake and use of GMCs.

## How do we apply the GMCs?

The GMCs Standard templates are the default contracts for low-value, low-risk purchases and GMCs Minor Purchase templates are the default contracts for very low-value, low-risk purchases.

Public Service agencies are required, and State Services agencies are expected to use them for these types of purchases, unless they have a specific and justifiable business reason not to. Any decision not to use them for these types of purchases must be recorded and have the prior approval of a senior manager.

## What types of contract are covered?

The GMCs cover goods and services that are purchased commercially. They are not designed for grant funding arrangements or contracts that purchase a mixture of goods and services.

## What are 'common' goods and services?

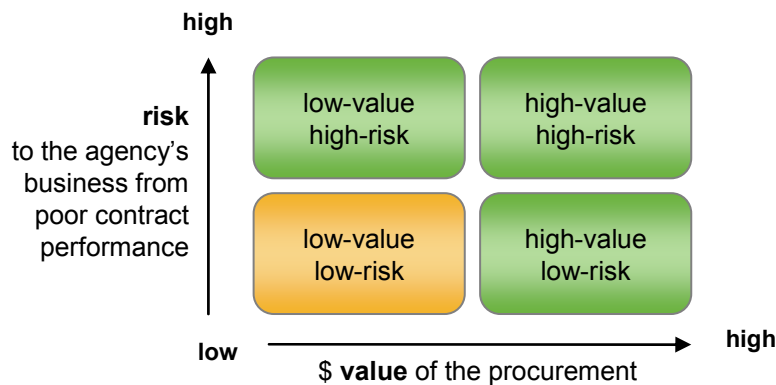
'Common' in this context means non-specialist. For example, the GMCs are not intended to replace industry model contracts or be used for complex, or high-value, high-risk purchases.

### GMCs not designed for these types of purchases:

High-value, high-risk purchases	Service Level Agreements	Engineering services
Complex purchases	Public Private Partnerships	Architectural services
IT and software development	Panel contracts	Construction works

## What are 'low-value, low-risk' goods and services?

The definition of low-value, low-risk goods and services is subjective and will vary between agencies. 'Value' refers to the maximum estimated value of the procurement over its entire duration', i.e. the total cost of ownership. 'Risk' refers to the risk to the agency if goods or services fail.



### The Auditor-General describes 'low-value, low-risk' procurements as those that are:

*"... routinely procured or procured as required. They are generally goods or services for which demand cannot be aggregated to establish standing offers. The transaction costs associated with procuring them may be of greater cost than the items themselves. Generally there are competitive local supply markets for goods or services in this category, even at the local level. The skills required for these types of transactions are generally administrative."*

**Procurement Guidance for Public Entities** Controller & Auditor General June 2008 (pg. 29).

**E.G.**

A procurement of \$100,000 could be seen as low-value for a large agency but a significant purchase for a small agency.

**E.G.**

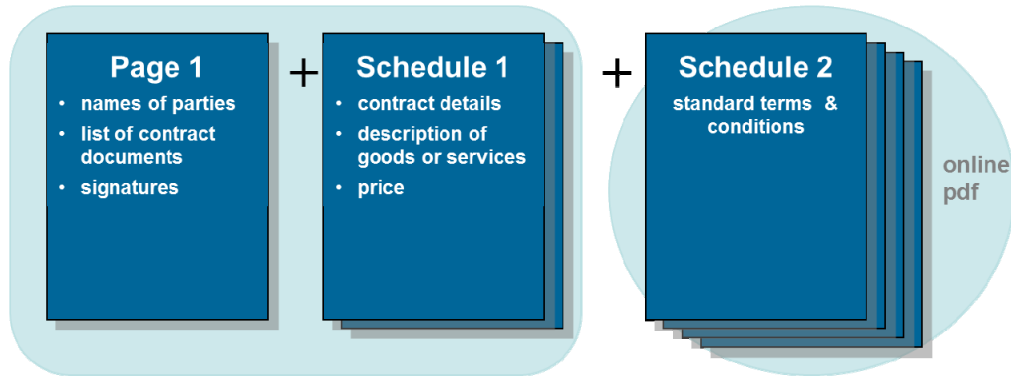
A document storage software system is offered for sale at \$50,000. Agency AB considers this to be a low-value procurement. However, the risk to the agency if the system fails is extremely high. The GMCs are not designed for this type of procurement.

Depending on the nature of your agency's business and the individual levels of risk and value involved in a particular procurement, the GMCs may, in some cases, be suitable for some high-value, low-risk procurements.

# Key features of the GMCs

## How are the Contracts structured?

Each of the standard GMCs comprise a first page and two Schedules.



All Government Model Contract documents and guidance are available at [www.procurement.govt.nz](http://www.procurement.govt.nz)

### The Government expects your agency to:

- **identify** the types of procurements that are deemed to be 'low-value and low-risk common goods and services' given the nature of your business, the size of your organisation and the value and complexity of your procurement activities
- **introduce** the GMC templates for all low-value, low-risk common goods and services
- **use** the GMCs for new procurements from 1 March 2012, or before
- **support** the Government Procurement Reform Programme by reporting on your use of the GMCs from time to time as requested by MED.

## Getting ready: a step-by-step approach

This initiative involves introducing simple contract templates for low-value, low-risk common goods and services. It involves understanding how this impacts on your agency and what needs to be done to tell staff about the change. It should not be a complex project. It is important to maintain this perspective when preparing internal communications.

### Suggestions to manage the transition

1. Appoint an executive team sponsor for the GMCs initiative. This might be the senior manager responsible for driving your agency's support for the wider Government Procurement Reform Programme initiatives.
2. Decide how you'll resource the initiative to meet the 1 March 2012 deployment date, and the reporting line you'll establish. Remember to consider the fact that GMCs are just part of a wider programme of initiatives that will be rolled out in the next few years.
3. Identify a 'Project Manager'. This could be one of your legal team, a procurement specialist or another suitably experienced manager.

## Project Manager

4. Identify your audiences for the GMCs initiative. They could include:
  - **'involved'**: senior management and key internal stakeholders who can influence the Contracts' successful adoption
  - **'affected'**: anyone currently or likely to be involved in procurement at the GMCs level, and who needs to understand the simplified format and process
  - **'interested'**: anyone else within your organisation that needs to be aware of these changes.
5. Engage your internal communications team to help in developing your communications plan and supporting material.
6. Ensure your in-house legal and procurement experts (if you have them) are clear about the changes, the communications plan, and the engagement model for handling any post-implementation questions/issues.
7. Launch the communications.
8. Plan how you will carry out a post-implementation review to ensure this change has been fully embedded.

### Top tips for successful communications

- Make the most of the positive outcomes that this change is designed to achieve. The new GMCs are being introduced to make it easier to do business. They provide simplification, consistency and reduce costs for both government and businesses (see 'Key messages' in Appendix 3).
- Carefully consider how you'll synchronise the launch of this initiative with other change initiatives from both the Government Procurement Reform Programme and your wider agency change programme.
- Decide on a clear 'engagement model' for any questions or issues related to this change. For example, will calls be fielded by your legal team, your procurement specialists or someone else?
- Your communications plan should detail the people with whom you need to communicate - and about what, how and when (an example plan is attached at Appendix 4).
- Where practical, use face-to-face briefings. People are busy – we suggest you segment your audiences into 'high users' and 'occasional or low users' and focus your energies (i.e. your face-to-face communications) on the high-user group. An e-mail to the second group might be enough in the short term.
- Remember that 'less is more' – there's no point 'walking' a room of people through the new-look contracts. Stick to the key messages. You can go through the contract progressively as and when real situations – requiring the GMCs – present themselves. A pre-prepared PowerPoint presentation is attached in this Guide (and can be downloaded from [www.procurement.govt.nz](http://www.procurement.govt.nz)).
- Tailor this material for your organisation and the specific audiences you are targeting.

## Resources provided with this Guide

### Overview – resources

This Guide includes a range of communication tools to help your agency to implement these changes:

Resource	How to use	Where to find
<b>Key Questions</b>	<ul style="list-style-type: none"> <li>Some suggested questions you may wish to use to help identify what is 'low-value, low-risk common goods and services' in your agency.</li> </ul>	Appendix 1
<b>Key messages</b>	<ul style="list-style-type: none"> <li>A one-page outline of the key messages.</li> </ul>	Appendix 3
<b>Communication calendar</b>	<ul style="list-style-type: none"> <li>A basic template for planning your launch.</li> </ul>	Appendix 4
<b>PowerPoint presentation</b>	<ul style="list-style-type: none"> <li>A basic template for a quick presentation that you can tailor and use for your initial briefing to your internal customers.</li> </ul>	Available at: <a href="http://www.procurement.govt.nz">www.procurement.govt.nz</a>
<b>E-mails</b>	<ul style="list-style-type: none"> <li>Suggestions for initial internal announcements and invitations to briefing sessions.</li> </ul>	Appendix 2

# Appendix 1

## Suggested analysis and process

### Key Questions: deploying GMCs



- You can develop your own approach to identifying how this project impacts on your agency. Alternatively you can use these 'Key Questions' as a guide. It is designed to prompt thinking and initiate discussion. Adapt this list of questions to suit your agency.
- The new GMCs are the default contract templates for low-value, low-risk common goods and services. In order to deploy them, you need to determine what this means for your agency in relation to the nature, size, value and complexity of your procurement requirements.
- The new GMCs replace suppliers' standard conditions e.g. on a purchase order, and contain a clause to that effect.

Step	Questions to ask	✓
<b>Research summarise current practice</b>	<ul style="list-style-type: none"> <li>Identify your current procurement policies.</li> <li>Identify your current procurement procedures and processes.</li> <li>Identify the range of contract templates you have available.</li> <li>Identify the person/s responsible for ensuring policies and processes are followed.</li> <li>Identify all areas in your agency that purchase goods and services.</li> <li>Identify the financial delegation levels for contract approvals.</li> <li>Identify how changes to policies, processes and templates are normally introduced in your agency.</li> </ul>	<input type="checkbox"/>
<b>What are? common goods &amp; services</b>	<ul style="list-style-type: none"> <li>Consider the range of procurements your agency currently undertakes.</li> <li>Identify specialist areas e.g. construction, engineering, software development, accounting services (consultancy services are not normally considered specialist, although the fields can be specialist).</li> <li>Identify the contract templates you use for specialist areas.</li> <li>Identify areas that are a combination of goods and services e.g. telephony.</li> <li>Identify the contract templates you use for combinations of goods and services.</li> <li>Identify grant funding and funding arrangements.</li> <li>Identify the templates you use for grant funding.</li> <li>Identify the remaining types of procurement – these will likely be your 'common' goods and services i.e:               <ul style="list-style-type: none"> <li>not All-of-Government contracts</li> <li>non-specialist</li> <li>not grant-funding arrangements</li> <li>straightforward purchases of goods and services.</li> </ul> </li> <li>Identify the contract templates you use for common goods and services.</li> </ul>	<input type="checkbox"/>
<b>What is? low-value, low-risk</b>	<p>       risk to the agency's business from poor contract performance     </p> <p>       low → high \$ value of the procurement     </p> <ul style="list-style-type: none"> <li>Check the definition of low-value, low risk procurements in the Controller &amp; Auditor-</li> </ul>	<input type="checkbox"/>

	<p>General's Procurement Guidance for Public Entities, June 2008, page 29 – see: <a href="http://www.oag.govt.nz/2008/procurement-guide">www.oag.govt.nz/2008/procurement-guide</a>.</p> <ul style="list-style-type: none"> <li>• Consider the types of procurement your agency undertakes in this category.</li> <li>• Identify the criteria or tests your procurement team applies when deciding whether you'll use: <ul style="list-style-type: none"> <li>- direct sources, verbal quotes or written quotes</li> <li>- closed requests for tenders (RFTs) or proposals (RFPs)</li> <li>- open RFTs or RFPs</li> <li>- multi-stage process e.g. registrations of interest (ROIs) then RFTs.</li> </ul> </li> <li>• Identify the different contract templates you could use for each of these options.</li> <li>• When do you use 'short form' contract templates, and when do you move to 'long form' or more detailed contract terms and conditions?</li> <li>• What are the risk factors involved in making this decision?</li> <li>• What are the \$ value factors involved in making this decision?</li> </ul>	
<b>Gap analysis 1</b> <b>What's the same?</b>	<ul style="list-style-type: none"> <li>• Are the contract template/s you use for common goods and services the same as the ones you use for low-value, low-risk transactions?</li> <li>• If not, what's the difference and why?</li> </ul>	<input type="checkbox"/>
<b>Gap analysis 2</b> <b>What's new?</b>	<ul style="list-style-type: none"> <li>• Read the standard terms and conditions for GMCs goods and services.</li> <li>• Compare them with your current contract templates for: <ul style="list-style-type: none"> <li>- common goods and services</li> <li>- low-value, low-risk purchases.</li> </ul> </li> <li>• What clauses are the same? What clauses are different or new?</li> <li>• Are the differences substantive, or a matter of approach, tone or style?</li> </ul>	<input type="checkbox"/>
<b>Modify</b> <b>What needs tweaking?</b>	<ul style="list-style-type: none"> <li>• Are there any specific clauses in Schedule 2 of the GMC that might need modifying? If yes: <ul style="list-style-type: none"> <li>- identify the clauses</li> <li>- develop wording to reflect the modification</li> <li>- include these changes in Schedule 1 'Changes to Schedule 2 Standard Terms &amp; Conditions'.</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Add</b> <b>What needs to be added?</b>	<ul style="list-style-type: none"> <li>• Do you need to add any clauses to the GMCs to meet your specific or unique business or operational needs? If yes: <ul style="list-style-type: none"> <li>- identify the clauses</li> <li>- develop the wording to reflect the addition</li> <li>- include these as standard changes in Schedule 1 'Additional Clauses'.</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Summarise</b> <b>What will your users need to know?</b>	<ul style="list-style-type: none"> <li>• Who in your agency needs to know about this change?</li> <li>• What does this change mean for everyday procurements?</li> <li>• To which specific types of procurement do the new templates apply?</li> <li>• What current contract templates are being replaced by the Model Contract templates?</li> <li>• When will users need to use the new GMCs –from 1 March 2012, or earlier?</li> <li>• Where can users find the Model Contract templates and guidance?</li> <li>• How do users report on the ongoing use of the GMCs?</li> </ul>	<input type="checkbox"/>

## Appendix 2

### Draft e-mail – invitation to briefing

#### [Distribution list]

#### Can be used:

- Where briefings are planned (highly recommended, certainly for high users).
- Tailor as required.

From 1 March 2012, [agency name], along with all Public Service and State Services agencies, will be adopting simplified Government Model Contracts (GMCs) for low-value, low-risk common goods and services.

This change is just one component of the Government's wider Procurement Reform Programme and aims to make it easier to do business with Government, for both suppliers and agencies.

You're invited to attend a briefing at [briefing time] on [briefing date] at [briefing location] to find out more about how these changes will affect you.

For more information on the Government Procurement Reform initiative, visit [www.procurement.govt.nz](http://www.procurement.govt.nz).

Name, title  
Programme Sponsor

### Draft e-mail – introducing new templates

#### [Distribution List]

#### Simplified Contracts to be introduced from 1 March 2012

#### Can be used:

- Where briefings are now planned (highly recommended, certainly for high users).
- Tailor as required.

From 1 March 2012, [agency name], along with all Public Service and State Services agencies, will be adopting simplified Government Model Contracts GMCs for low-value, low-risk common goods and services.

The new-look GMCs are written in plain English and will significantly simplify how the government does business – for both suppliers and agencies. The attached Information Sheet has further information on them, as well as their benefits and how we'll be introducing them from 1 March.

This change is just one component of the Government's wider Procurement Reform Programme. For more information feel free to contact me.

Name, title  
Programme Sponsor

# Appendix 3

## Key Messages - 'Message Menu'

High Level	Supporting Messages	About the plan – introducing GMCs	Benefits for agency management and staff
<p><b>One of the Government's objectives has been to:</b></p> <ul style="list-style-type: none"> <li>• create a standard, simple, plain English set of conditions of contracts for common goods and services to be used by all Public Service departments and State services agencies.</li> </ul> <p><b>From 1 March 2012 all agencies will use a new simplified contract for all low value, low risk contracts called the Government Model Contract</b></p> <p><b>The benefits for suppliers:</b></p> <ul style="list-style-type: none"> <li>• Making it easier for suppliers to do business with government</li> <li>• Enhancing NZ business participation</li> <li>• Making it easier for SMEs to engage</li> <li>• Reducing transaction costs</li> <li>• Increasing competition.</li> </ul> <p><b>The benefits for agencies</b></p> <ul style="list-style-type: none"> <li>• Efficiencies in high-volume, low-value transactional contracting</li> <li>• Less negotiations, frees up legal resources</li> <li>• Effort - commensurate with value &amp; risk</li> <li>• Provides consistency across government.</li> </ul>	<p><b>Main features of the new contract</b></p> <ul style="list-style-type: none"> <li>• Comprises a 3-page base document and a 11-page Schedule 2 standard terms and conditions (accessible online)</li> <li>• Plain English - greater clarity &amp; certainty for users</li> <li>• Standardises treatment of legal risk.</li> </ul> <p><b>This initiative is part of the wider Government Procurement Reform Agenda:</b></p> <ul style="list-style-type: none"> <li>• Programme lead by MED and supported by Treasury and SSC</li> <li>• The programme involves four work streams: <ul style="list-style-type: none"> <li>- cost savings through All of Government Contracts and an e-marketplace</li> <li>- building procurement capacity and capability in New Zealand</li> <li>- Enhancing the participation of NZ suppliers in government contracts</li> <li>- Strengthening government procurement policy and practice through governance &amp; oversight.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The agency needs to be using this new contract from [insert planned date of launch].</li> <li>• This initiative will be coordinated with other agency change initiatives including subsequent components of the Government Reform agenda.</li> <li>• &lt;AGENCY NAME&gt; specific plan: <ul style="list-style-type: none"> <li>○ Agency to add</li> <li>○ Agency to add</li> <li>○ Agency to add</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Simplifies low-value, low-risk contracting</li> <li>• Frees up legal resources for strategic, high-value, high-risk or complex contracting</li> <li>• Supports non-specialist staff in contracting activities</li> <li>• Part of a wider package of procurement-support tools for agencies: <a href="http://www.procurement.govt.nz">www.procurement.govt.nz</a></li> </ul>

## Appendix 4

**NOTE TO USER:** This is an example of a Communications Calendar showing some of the typical activities that you would expect with a launch of this nature. The Calendar however, needs to be tailored by each agency to match the size and scale of its operations.

### Draft - Communications Calendar

Date	Action	Audience	Key Messages	Responsibility
21 Nov	<ul style="list-style-type: none"> <li>E-mails</li> </ul>	Senior Management Team Tier 3 & 4 Managers	<ul style="list-style-type: none"> <li>Notify audience of change</li> <li>Invite Managers to briefing sessions</li> </ul>	<ul style="list-style-type: none"> <li>Chief Legal Adviser</li> </ul>
21 Nov	<ul style="list-style-type: none"> <li>E-mails</li> </ul>	Operational users	<ul style="list-style-type: none"> <li>Notify audience of change</li> <li>High level overview of timeline for roll-out</li> <li>Confirm briefing sessions will follow</li> </ul>	<ul style="list-style-type: none"> <li>Chief Legal Adviser</li> </ul>
21 Nov	<ul style="list-style-type: none"> <li>E-mails</li> </ul>	The rest of the agency	<ul style="list-style-type: none"> <li>Notify audience of change</li> </ul>	<ul style="list-style-type: none"> <li>Chief Legal Adviser</li> </ul>
28 Nov	<ul style="list-style-type: none"> <li>Briefing at SMT meeting</li> </ul>	Senior Management Team	<ul style="list-style-type: none"> <li>Overview of programme</li> <li>Brief introduction to the GMCs</li> <li>Rollout plan to agency</li> </ul>	<ul style="list-style-type: none"> <li>Chief Legal Adviser</li> <li>Chief Financial Officer</li> <li>GM Business Services</li> </ul>
29 Nov	<ul style="list-style-type: none"> <li>Briefing Tier 3 and 4 Managers</li> </ul>	Tier 3 & 4 Managers	<ul style="list-style-type: none"> <li>Overview of programme</li> <li>Brief introduction to the GMCs</li> <li>Rollout plan to agency</li> </ul>	<ul style="list-style-type: none"> <li>Chief Legal Adviser</li> <li>Chief Financial Officer</li> <li>GM Business Services</li> </ul>
1 Feb	<ul style="list-style-type: none"> <li>E-mails</li> </ul>	Operational users	<ul style="list-style-type: none"> <li>Invite them to a briefing session</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> </ul>
6 Feb	<ul style="list-style-type: none"> <li>Briefing session</li> </ul>	Operational users	<ul style="list-style-type: none"> <li>Overview of changes – date of deployment</li> <li>Details of how the GMCs will be deployed</li> <li>What they need to do</li> <li>Where they can access the Templates and guidance</li> <li>Where they can get support</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> </ul>
7 Feb	<ul style="list-style-type: none"> <li>Briefing at SMT meeting</li> </ul>	Senior Management Team	<ul style="list-style-type: none"> <li>Overview of implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>Chief Legal Adviser</li> <li>Chief Financial Officer</li> <li>GM Business Services</li> </ul>

Date	Action	Audience	Key Messages	Responsibility
<b>20 Feb</b>	<ul style="list-style-type: none"> <li>E-mails</li> </ul>	Whole of agency	<ul style="list-style-type: none"> <li>Overview of implementation</li> <li>Key dates</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> </ul>
<b>29 Feb</b>	<ul style="list-style-type: none"> <li>Web update</li> </ul>	Suppliers	<ul style="list-style-type: none"> <li>Post notice on agency website advising suppliers of the move to the 2<sup>nd</sup> Edition GMCs</li> <li>Insert a link to MED's webpage <a href="http://www.procurement.govt.nz">www.procurement.govt.nz</a></li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> </ul>
<b>29 Feb</b>	<ul style="list-style-type: none"> <li>Briefing Tier 3 and 4 Managers</li> </ul>	Tier 3 & 4 Managers	<ul style="list-style-type: none"> <li>Details of implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> </ul>
<b>1 Mar</b>	<b>Deploy the pilot of the GMC templates</b>			