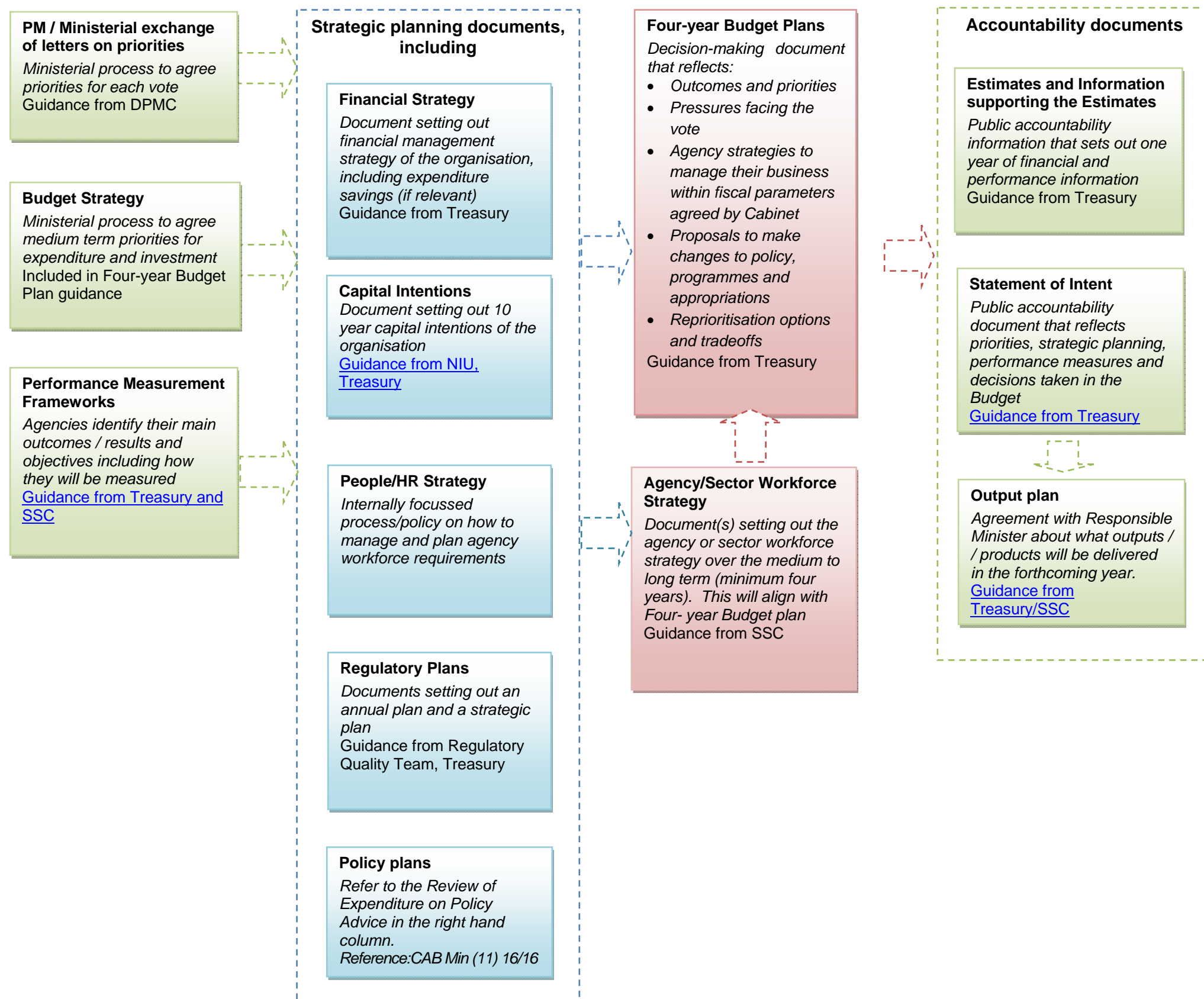


## ANNEX 1: STRATEGY, PLANNING AND BUDGET DOCUMENTS RELATE TO EACH OTHER

Please note: that this diagram shows the intended relationship of documents rather than timing and that not all documents relate to all agencies.



## Documents / engagements specific to 2011/12

### Briefing for Incoming Ministers (BIM)

This occurs over a number of weeks and should provide an understanding of:

- The agency and responsibilities
- Major policy, and implementation of current programmes;
- initial actions and decisions the Minister will need to take;
- The Minister's responsibilities, boards, commissions, tribunals and similar entities

Comment: This work may pick up on key high level elements of the strategy and planning documents and the **Four-year Budget Plans** as relevant to your agency.  
[Guidance from SSC](#)

### Review of Expenditure on Policy Advice

A. A common definition of policy advice has been established. This definition will be used by policy agencies to reorganise their policy related appropriations. More accurate information will appear in the **Estimates and Information Supporting the Estimates**  
[Guidance from Treasury](#)

- B. Policy agencies are required to:
- Review existing policy work programmes to focus on more substantive issues and effective interventions
  - Improve policy management, quality assessment and capability development
  - Report to their Responsible Minister in December on their policy and capability plans over the medium term

Comment: It is up to agencies to decide how to report to Ministers on these plans. Therefore agencies can meet these requirements in various ways as best fits with other work and Ministers' needs, eg:

- Policy priorities and plans fit with **BIM engagements** and **Regulatory Plans**
- Capability plans fit with engagements on the **Agency/Sector Workforce Strategy**
- Changes in policy will be reflected in the **Four-year Budget Plans**

All of this work will influence what appears in **accountability documents**.