

Major Events Border Steering Group

Border Facilitation Application Form



Major Event Criteria Committee

Event Name:		Date:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
-------------	--	-------	----------------------	---	----------------------	---	----------------------	----------------------

Purpose

Working in partnership with an events local organising committee and the Major Event Criteria Committee (MECC), the object of the Border Facilitation process is to enable a coordinated and seamless border experience for major event attendees.

The MECC is made up of key New Zealand Border agencies and stakeholders: New Zealand Immigration Service, New Zealand Customs Service, Ministry for Primary Industries, the Aviation Security Service, New Zealand Police, along with New Zealand Major Events, Ministry of Foreign Affairs and Trade and the Regional Border Coordination Committee representatives

The MECC considers all applications for event border facilitation and makes recommendations to the Major Events Border Steering Group.

For more information on the process, border information and planning and resources, visit www.med.govt.nz/majorevents/resource-bank

Criteria

Facilitation decisions are based on the extent to which the event meets the following facilitation criteria and within the context of any specific border issues or factors that may be present or potentially arise with hosting an event.

The border facilitation process is best suited to teams and groups of event participants arriving into New Zealand en masse, however, this in no way precludes events with individual arrivals applying and being accepted.

From government's perspective, a major event is something that:

- ⊗ Generates significant economic, social and cultural benefits to New Zealand.
- ⊗ Attracts international participants and spectators.
- ⊗ Has a national profile outside the region in which it is being held.
- ⊗ Generates significant international media coverage in markets of interest.

Major Event examples include - The Volvo Ocean Race Stopover and the FIFA U-17 Women's World Cup.

Application

Applicants must complete this application in full and with as much detail as possible. Forms should generally be received at least six months out from the event date.

- ⊗ **Email:** majorevents@med.govt.nz
- ⊗ **Mail:** Major Events Coordinator, New Zealand Major Events, MBIE, PO Box 1473, Wellington 6011.

Enquiries

- ⊗ **Telephone:** (04) 474 2641

Border Facilitation Agreement

If an application is successful, the event organiser must:

- ④ Agree to work with Immigration New Zealand (INZ) to provide visa/travel information as required to enable the facilitation process. INZ has an information pack for event organisers. As soon as possible, please contact opsinternational@dol.govt.nz to request this information.
- ④ Commit to fully participating in the facilitation process as required by the MEBSG. (Appendix 1.)

MECC Membership

- ④ New Zealand Customs (Chair)
- ④ MAF Biosecurity New Zealand
- ④ New Zealand Police
- ④ New Zealand Major Events
- ④ Immigration New Zealand
- ④ Aviation Security Service

Major Events Border Facilitation Application Form

Please provide the following information.

Event name:	
Applicant's name, role and contact details:	
Event Web address:	
International body contact details:	
International body web address (if applicable):	
Date/s of event:	
Venues:	
Dates of participants arrival:	
Port/ports of entry:	

List the countries/cities and years where the event was previously held:	
Is the event a pre-qualifier for another major event? If yes, provide the qualifying event's name and year.	Yes <input type="checkbox"/> No <input type="checkbox"/>

The event attracts significant numbers of international participants and spectators.

Number of teams:	
Number of athletes:	
Number of officials/managers:	
Are participants traveling to New Zealand to participate in the events likely to arrive in groups or as individuals:	
Will you (as the event organisers) have the ability to capture travel details of the participants prior to arriving in New Zealand, and if so how far out from the event:	
Any specialised equipment arriving with the teams? i.e. bulky equipment such as surf boards, or items for cultural events, such as feathers or bone items.	
Country/countries of origin of participants where known:	

<p>VIPs: Likely numbers and positions.</p>	
<p>International visitor estimate:</p>	
<p>International media reps – number, key TV channels, any key journalists/commentators</p>	
<p>Has the event received investment from the Major Events Development Fund? If yes, state the amount granted:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is the event receiving any other central Government support e.g. TNZ, Sport NZ, MCH etc.If yes, outline the form the support takes:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Global television reach: - Countries - Estimated viewers</p>	
<p>Print media coverage: - Countries - Any significant outlets? - Estimated audience (if known.)</p>	

Online coverage:
Briefly outline the event's
use of web and social media.

The event organisers can demonstrate a high level of professional management and coordination.

Board membership
List the membership of the
governing body, and their
current roles/positions where
appropriate

CEO and key staff of the Local
Organising Committee (LOC)
List the names, positions and
contact details of the key
LOC staff

Previous event management
experience.
List the previous major event
management experience of
the LOC staff members –
event and position held.

Appendix 1

Major Event Border Facilitation - Event Organiser Commitment

When an event is granted the Major Events Border Steering Group (MEBSG) facilitation service, the event organiser enters into a full working partnership with the MEBSG and is asked to sign a formal Letter of Agreement to this effect.

This commits the event to providing the border agencies with the mandatory border information in the timelines required and to full cooperation in the following activities and processes.

Pre-Event

The event organiser is required to:

- Ⓞ meet the chair of the MEBSG to provide additional background and event details well in advance of the event itself
- Ⓞ assign an event staff member to work with the Regional Border Coordinating Committee (RBCC)
- Ⓞ contact Immigration New Zealand Opsinternational@dol.govt.nz to request its information pack for event organisers
- Ⓞ agree to work proactively with the MEBSG providing border information and communication in the timeframes required.

During the Event

The event organiser is required to:

- Ⓞ attend all scheduled MEBSG meetings in Wellington as required to update and brief the border agencies on the event planning progress
- Ⓞ participate in the development of the MEBSG work programme to enable it to facilitate the event.

The assigned event RBCC liaison staff member is required to:

- Ⓞ attend all the RBCC meetings as required
- Ⓞ liaise closely with the RBCC to identify issues and help resolve problems as they arise
- Ⓞ assist with operationalising the MEBSG work programme
- Ⓞ assist in coordination of the on-the-ground work.

Post-Event

The event organiser is required to:

- Ⓞ provide and present a post-event report to a full meeting of the MEBSG so that 'lessons learned' can be incorporated into future work programmes.