A practical guide to publishing RIA documents

This guide helps authors of regulatory impact analysis (RIA) documents get them published on the Ministry for Regulation's website.

You can read about technical requirements in the Regulatory analysis documents – publication requirements, which should be read alongside Section 15 of the Regulatory Analysis Summary Process Guidance Note.

RIA documents include:

1. Regulatory Analysis Summaries (RASs)
2. Cost Recovery Analysis Summaries (CRASs)
3. RAS addendums
4. Older documents produced before 1 July, including:
    - Regulatory Impact Statements
    - Cost Recovery Impact Statements

When do I make a publishing request?

Once your proposal has been considered by Cabinet, your RIA document must be published on:

- your agency's website and
- the Ministry for Regulation's website.

Your RIA document must be published at the earliest of the following events:

- Cabinet material is released under the proactive release requirements **or**
- any resulting Bill is introduced into the House or Government Amendment is released **or**
- any resulting regulation is gazetted **or**
- the Government announces its decision not to regulate.

Regulatory Analysis Summaries may be published earlier at the discretion of the responsible Minister and/or Cabinet. For example, with the press statement announcing any new policy for which a Regulatory Analysis Summary was required.

How do I make a publishing request?

After you have arranged for the document to be published on your agency's website, submit a request through RIA Online to publish the document on the Ministry for Regulation's website.

Go to RIA Online

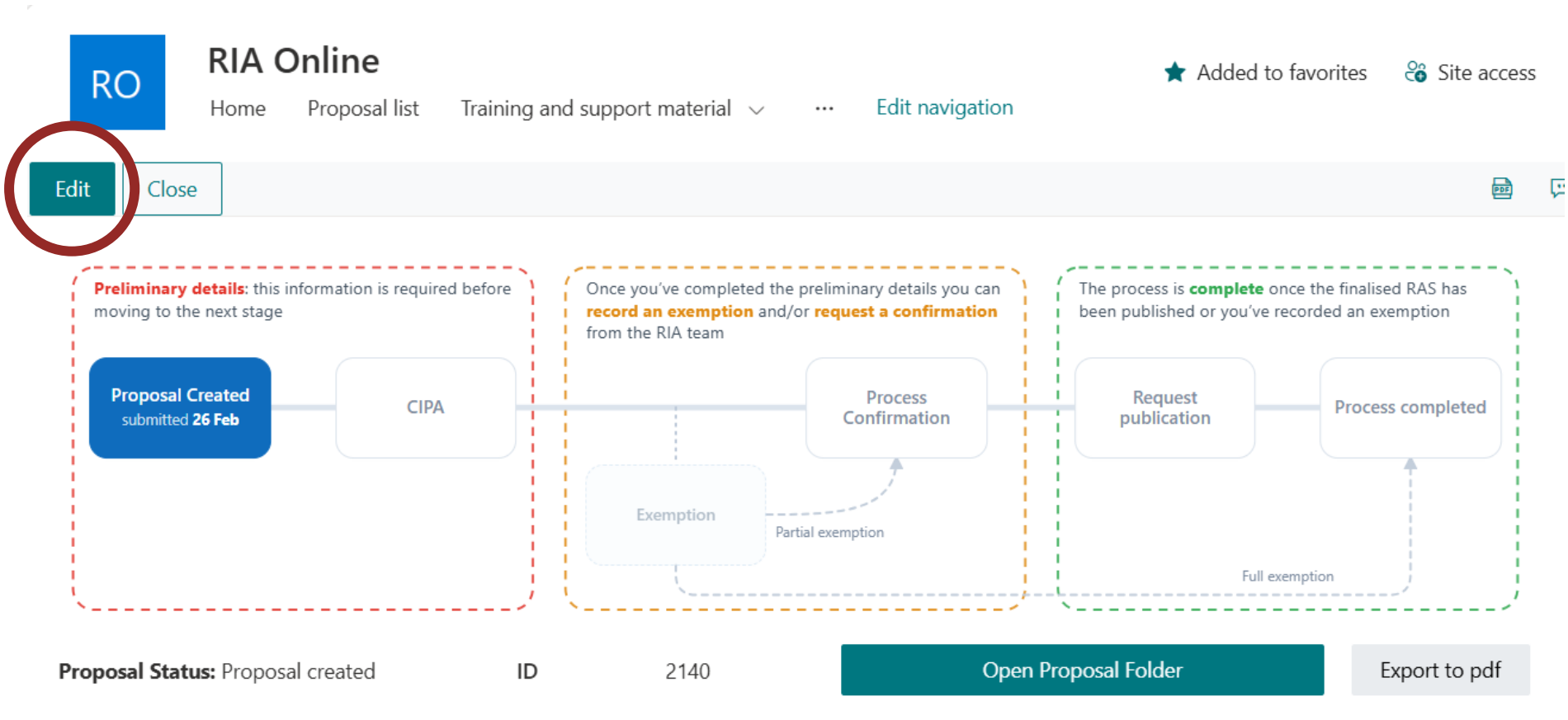
Find out more about RIA Online

Before you get started:

1. **Do you already have a RIA Online account?**
    - **Yes** – go to 2.
    - **No** – email RIA.Online@regulation.govt.nz with the subject line "RIA Agency Access Request". Setting up an account in RIA Online is an automated process, so once you've requested access via email, you should have access within an hour or so. Make sure you have a RIA Online account before you reach out to the RIA Team.
2. **Your document needs to be published through the existing RIA Online entry for the proposal. Do you have access to the existing entry?**
    - **Yes** – follow the Step-by-step instructions below.
    - **No** – if the person who created the RIA Online entry is not available to submit the publishing request: email the RIA Team at RMS@regulation.govt.nz and ask for the entry to be reassigned to you. Please provide the ID number of the entry and title, if you know them.
    - **Unsure whether an entry exists** – email RMS@regulation.govt.nz with details of the proposal, the approximate date it was created and the people involved. We can check RIA Online for you.

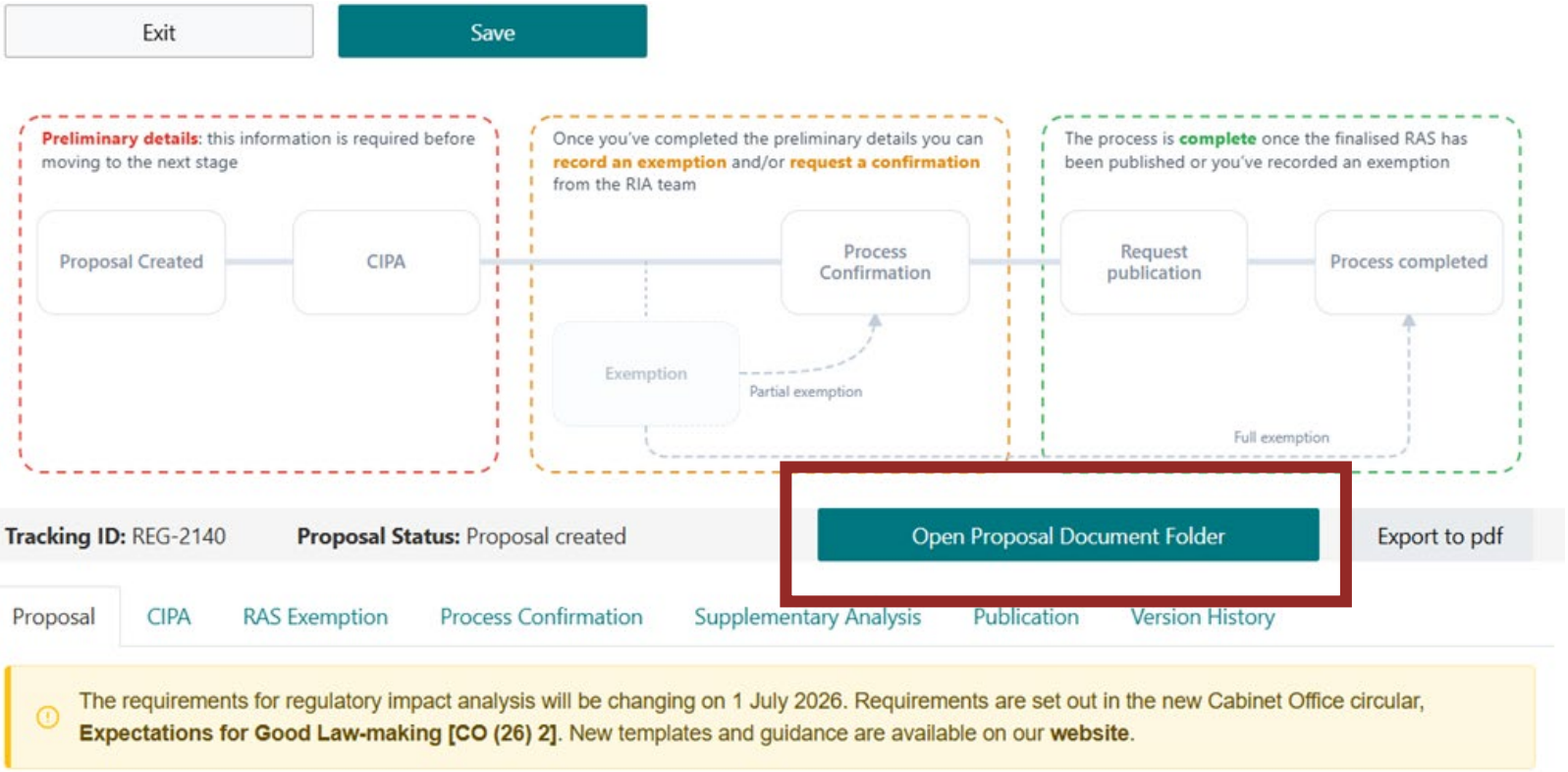
Step-by-step instructions

Step 1: Find your relevant RIA Online entry in the Proposal list. In your RIA Online entry select “Edit”.

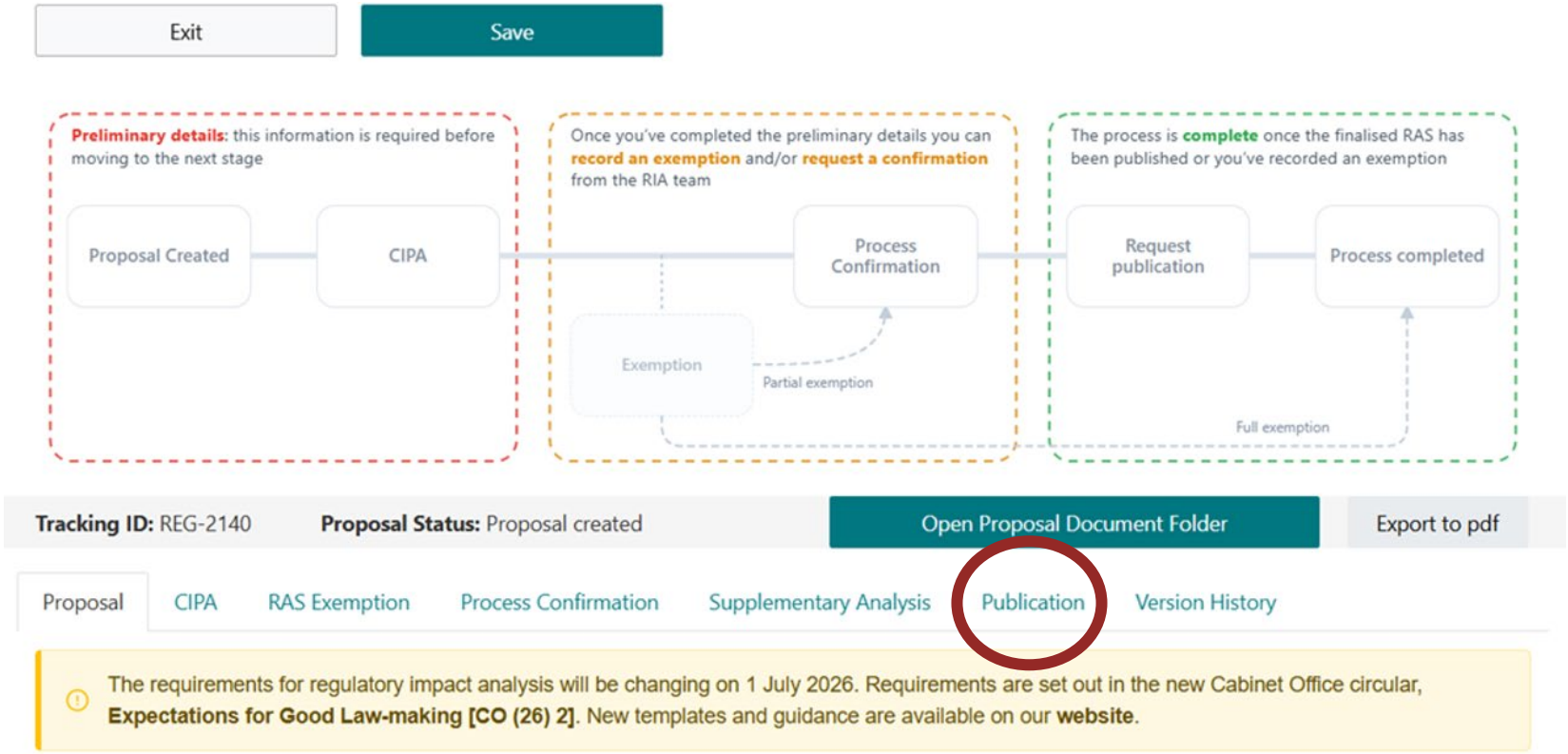


Step 2: Open the Proposal Document Folder and upload the RIA document that you need us to publish.

- The RIA document needs to be published on the Ministry for Regulation website as a standalone document, not as part of a proactive release package (i.e. with Cabinet papers or other documents).
- Upload the same version of the RIA document as you published on your agency's website, including any redactions.
- If there is more than one RIA document for the proposal, upload each document separately.

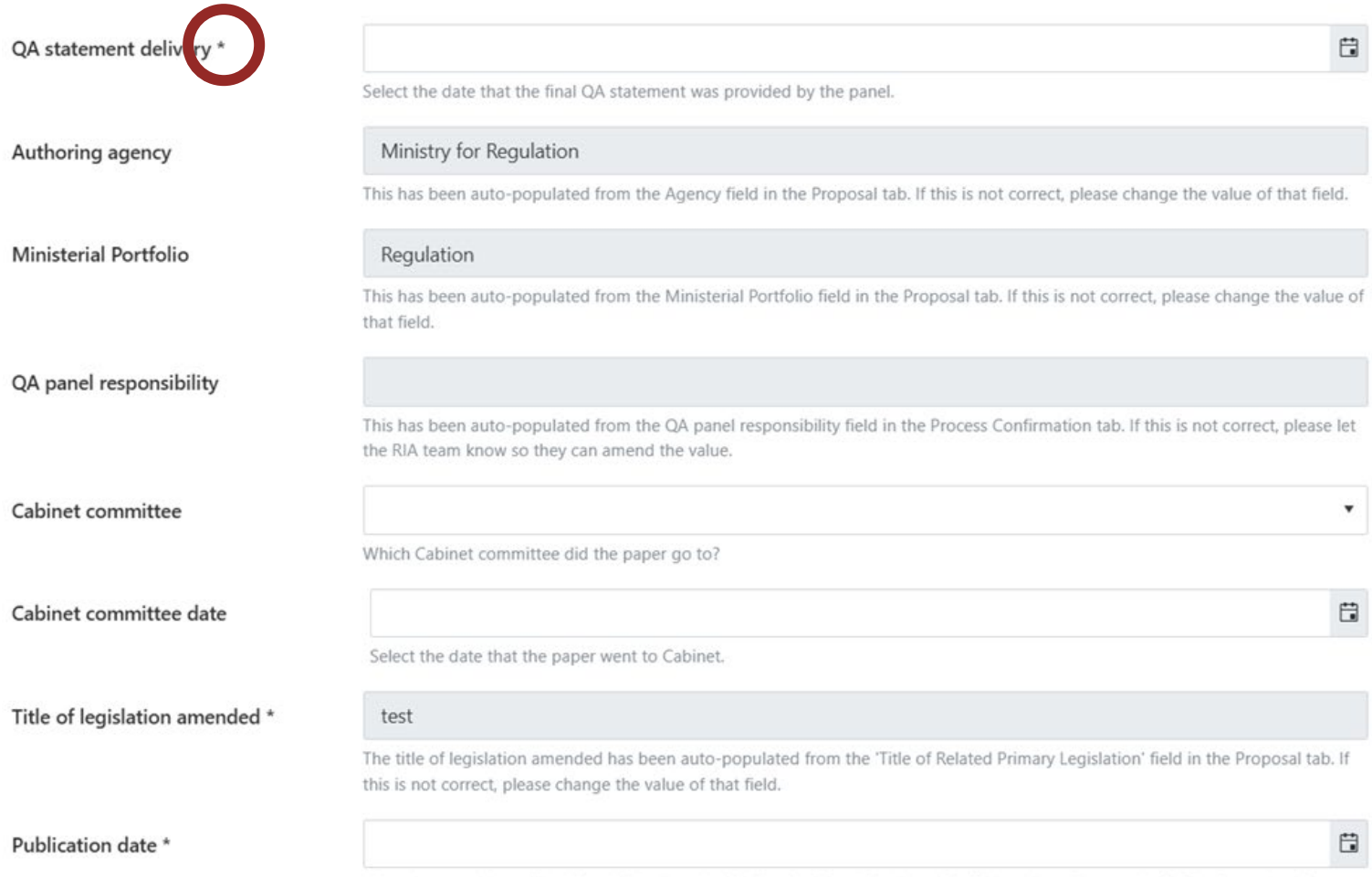


Step 3: Go into the Publication tab. Make sure you're still in "Edit".

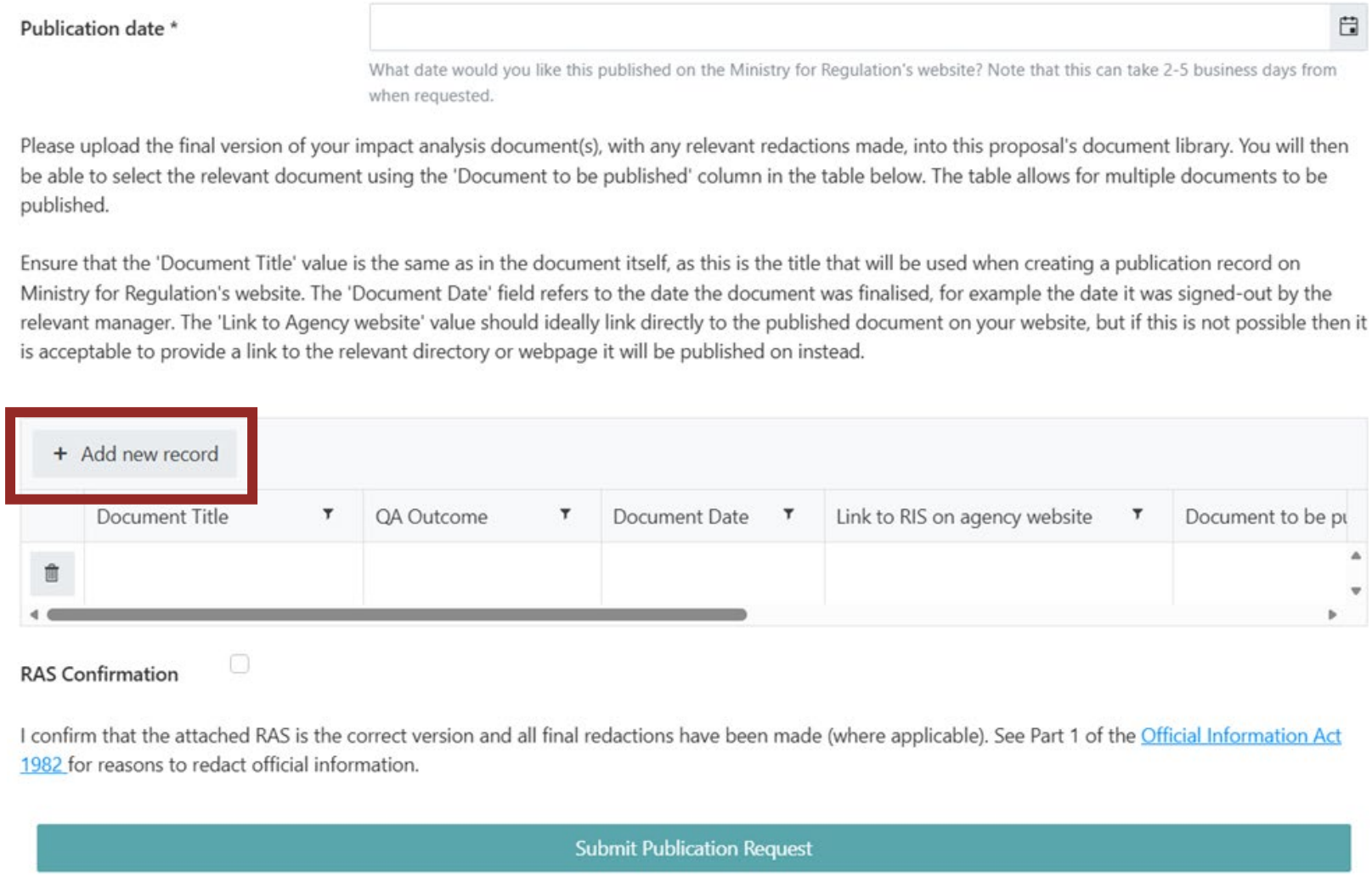


Step 4: Fill out the mandatory fields. Mandatory fields are denoted with an Asterisk: *

- We usually publish RIA documents on Thursdays. Submit your request by close of business Tuesday.
- If you request publication for a future date and the document is sensitive, let the RIA Team know.



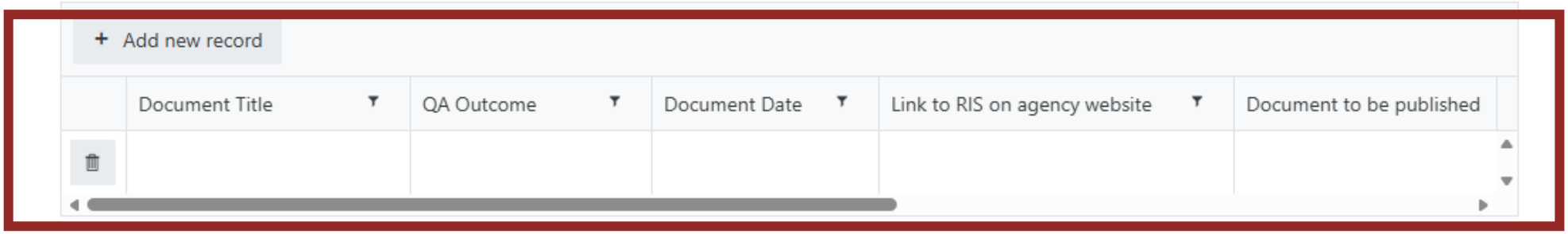
Step 5: Click on “Add new record” …



Step 6: …and complete all columns in the table.

- In the “Document to be published” select the RIA document you uploaded from the drop-down list.
- If you have more than one RIA document to publish, repeat steps 5 and 6 for each.

Ensure that the 'Document Title' value is the same as in the document itself, as this is the title that will be used when creating a publication record on Ministry for Regulation's website. The 'Document Date' field refers to the date the document was finalised, for example the date it was signed-out by the relevant manager. The 'Link to Agency website' value should ideally link directly to the published document on your website, but if this is not possible then it is acceptable to provide a link to the relevant directory or webpage it will be published on instead.



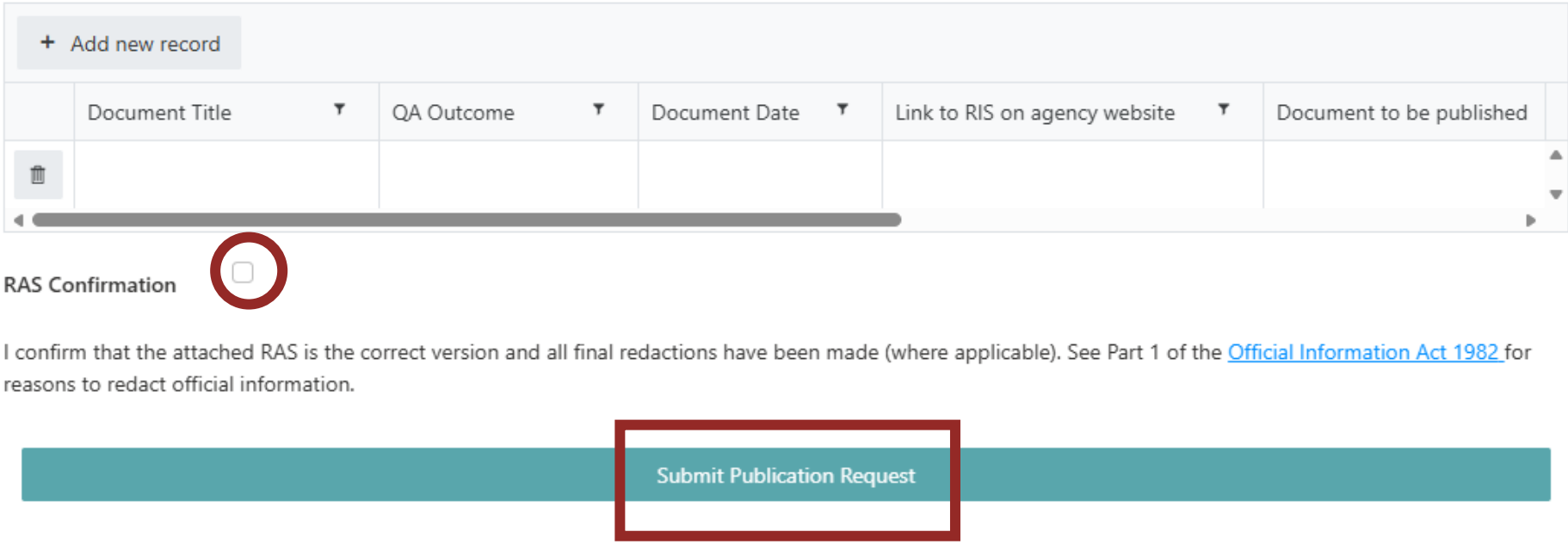
RAS Confirmation ☐

I confirm that the attached RAS is the correct version and all final redactions have been made (where applicable). See Part 1 of the Official Information Act 1982 for reasons to redact official information.

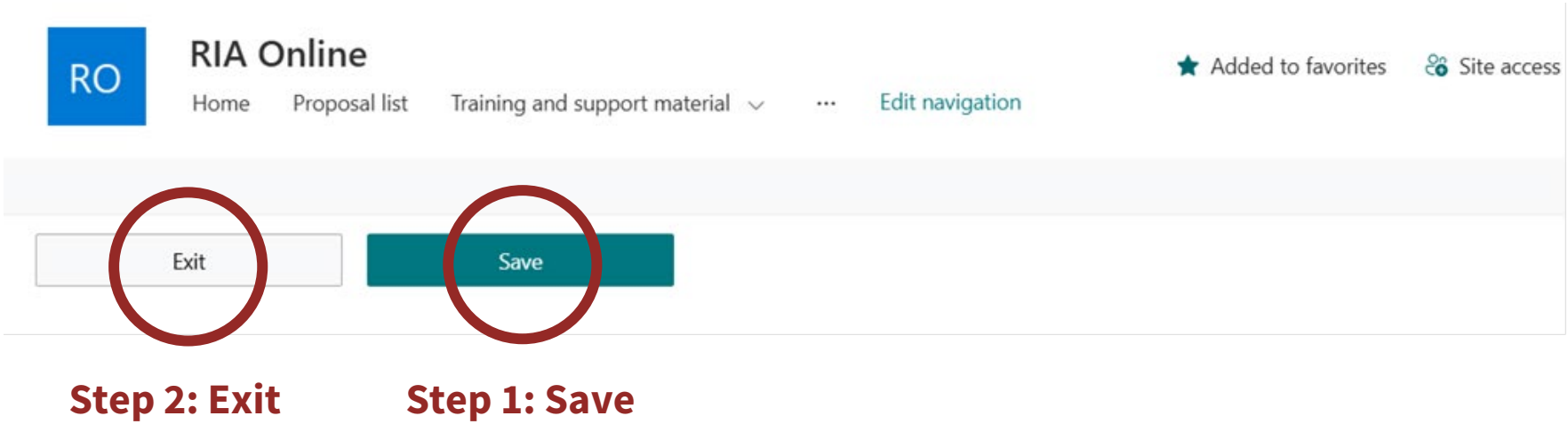
Submit Publication Request

Step 7: Select "RAS Confirmation" and "Submit Publication Request".

Ensure that the 'Document Title' value is the same as in the document itself, as this is the title that will be used when creating a publication record on Ministry for Regulation's website. The 'Document Date' field refers to the date the document was finalised, for example the date it was signed-out by the relevant manager. The 'Link to Agency website' value should ideally link directly to the published document on your website, but if this is not possible then it is acceptable to provide a link to the relevant directory or webpage it will be published on instead.



Step 8: IMPORTANT: Click "Save" before you "Exit" to ensure you don't lose your changes.



Step 9: The RIA Team will send you a publication confirmation via RIA Online once the document is published on our website.

- Your RIA Online entry will be marked "Complete" when we send you the publication confirmation.
  - We usually complete this step within two working days of the document being published.