



SECRETARIAT + PROGRAMMES

ALLEN+CLARKE

At Allen + Clarke we give a damn – about people, each other, our clients, and about our community, our planet and society.

We are trusted advisors to the public sector, businesses and NGOs.

Secretariat + Programme Services

Our secretariat and programme services are about much more than helping you manage meetings – although we do that brilliantly! We also provide expert advice on the right governance model and how to plan and implement projects to get the results you want. Let us take care of the details so you can focus on leading and delivering.

How we can help...

- + Secretariat and board support – Making sure your meetings run seamlessly: from logistical arrangements to minutes and managing fees and payments, preparing board papers and technical reports, advice and recommendations.
- + Governance advice – We provide governance policies and procedures, risk management advice, manage appointments to roles, and prepare corporate documents.
- + Inquiries, tribunals, and reviews – We are experts in the establishment, operation and close-down of government inquiries and royal commissions.
- + Project management and coordination – We will project manage the whole initiative or provide support and advice at any stage.
- + Programme management – We can implement complex programmes of work, while keeping stakeholders informed and engaged.
- + Complaints systems – We will design complaints systems and processes and manage complaints.
- + Smart change – We will help you design operating models, frameworks and ways of working to successfully implement change.



Partnership for change

We work with you to understand your organisation, your staff, your clients and your needs. We work with government organisations, NGOs, Māori and Pacific populations, and community groups to find out what really matters.



Trusted advisors

Allen + Clarke was founded in 2000 and has offices in Wellington and Melbourne. We work with people across Aotearoa New Zealand, Australia, the Pacific and Asia.

Our consultants specialise in strategic planning, policy development and regulation design, change and business optimisation, research and evaluation, governance, secretariat and programme management and international development.

It's about people

- + We place people at the centre – staff, consumers, whānau/family and communities.
- + We are inclusive. Partnership and genuine engagement are important to us.
- + We blend smart and innovative thinking with down-to-earth pragmatism.
- + We are collaborative. We leverage the insights, ability, energy and ideas of many.

Our company purpose is to mobilise passionate and capable people to tackle the challenges facing our society.



STRATEGY + GOVERNANCE



EVALUATION + RESEARCH



PARTNERSHIP + ENGAGEMENT



POLICY + REGULATION



CHANGE + OPTIMISATION



SECRETARIAT + PROGRAMMES



INTERNATIONAL DEVELOPMENT



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