
Te Pūkenga Interim Learner Advisory Committee (ILAC) OPEN Agenda

Meeting Date: Tuesday, 12 April 2022

Meeting Time: 4.30pm – 7.00pm

Meeting Venue: Audio Visual Link

Members: Jordan Gush (Co-Chair)
Dahrian Watene (Co-Chair)
Hamish Duncan
Ezra Tamati
Skyla Flower
Henry Geary
Lupe Kautoke
Nina Lee Griffith
Cecily Zhou

In attendance: Simone Andersen (Kaikōkiri Director Learner & Whānau Engagement)
Becca Brooke (Learner Governance Lead)
Jo Massey (Secretariat)
Katrina Thomas (Principal Advisor)
Aayla Peebles (Learner Partnerships Advisor)
Annie Waterworth (Implementation Lead)

Te Kaupapa o te Komiti Tohutohu mo nga Kaiako | Purpose of Interim Learner Advisory Committee

The Interim Learner Advisory Committee represent the voice of learners in the development and review of key strategic matters with the Council. Its statutory functions are to provide advice to the Council on significant matters relating to the Council’s strategic direction, the Te Pūkenga Charter, and any framework/policies relevant to learners or delegated to the Interim Learner Advisory Committee by the Council.

As part of its functions and as set out in the committee’s terms of reference, the Interim Learner Advisory Committee is required to:

- 1. demonstrate giving effect to Te Tiriti o Waitangi in its deliberations and decision-making*
- 2. develop terms of reference for the Permanent Learner Advisory Committees, including decisions on membership consistent with the prescribed statutory framework and relevant council decisions, (including position descriptions, terms of reference and elections process)*
- 3. consider any specific issues delegated to it or requested by Te Pūkenga Council*
- 4. draft a relationship agreement setting out specific ways of working with Te Pūkenga Council through a co-design process*
- 5. contribute perspectives of the learner voices, without replacing the need for Te Pūkenga to also engage directly with learners on significant proposals*
- 6. deliver Council a report setting out its activities and summarising its advice on the matters referred to it by Te Pūkenga Council quarterly or at least every 6 months.*

As the Interim Advisory Committees are in place for a limited time with a defined scope and purpose as set out in the Terms of Reference, the focus of the Interim Advisory Committees is to be generated towards the key deliverables outlined in its terms of reference and work programme.

Interim Learner Advisory Committee – 2022 Work Programme

AGENDA ITEM	MAR 16	APR 12	JUNE 02	AUG 16	OCT 4	DEC TBC
GOVERNANCE (Council Priorities)						
Develop Interim Advisory Committee Relationship Agreement	●	●				
Develop Interim Advisory Committee Work Programme	●	●				
Develop an operational issues process and provide advice on a communication plan to ensure the Advisory Committees purpose within the wider network is understood and communicated effectively.		●	●			
Develop Permanent Learner Committee Framework (<i>terms of reference, relationship agreement, position descriptions, induction & handover guides</i>) noting statutory framework and Council decisions.		●	●	●	●	
Advise on the development of an Election Process for the 2023 Learner Advisory Committee (in conjunction with Kaimahi elections)		●	●	●	●	
PERFORMANCE MONITORING						
Quarter 1 report to Council		●		●		●
Quarter 2 report to Council						
Quarter 3 report to Council						
Quarter 4 report to Council – Final report from Interim Committee						
STANDING ITEMS						
Komiti Māori report	●	●	●	●	●	●
Te Poari Akoranga report	●	●	●	●	●	●
Co-Chairs report	●	●	●	●	●	●
Council Update Report		●		●		●
ONGOING - Advise on Council Strategic Matters						
Learner Voice (Contribute perspectives of Te Pūkenga Learners, without replacing the need for Te Pūkenga to also engage directly with learners on significant proposals)						

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1) Open meeting with Karakia Timatanga

Whakarongo rā e Rongo ki Te Pūkenga te manawa nei ki te rongo taketake te whiwhia, te rawea te whiwhi-ā-nuku whiwhi-ā-rangi I takea mai i te kāhui o ngā ariki. Kia tūturu ka whakamau ai kia tīnā Tīnā! Hui e? Taīki e!	<i>Listen o Rongo to Te Pūkenga offering gratitude for the peace and harmony that allows us to enjoy, the gifts of the earth and the heavens bequests of a higher order. Firmly! Do we all concur? We concur!</i>
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2) Introductions/Welcome

Welcome to new member Cecily Zhou

3) Apologies

ILAC to receive and note any apologies.

Recommendation:

That the apologies from xxx are received and accepted.

4) Confirmation of Agenda

ILAC to confirm the agenda and note any changes/additions.

Recommendation:

That the agenda is confirmed.

5) Declarations of Interest

ILAC Members to declare any conflicts of interest.

(Members are reminded of the need to be vigilant in declaring whether they may have any private or external interests relating to any matters being discussed in this agenda).

6) Confirmation of 16 March 2022 OPEN Interim Learner Advisory Committee Meeting Minutes

- Committee to confirm the open minutes of the last Interim Learner Advisory Committee meeting (**Attachment 1**)
- Opportunity to discuss any matters arising from the minutes.

Recommendation:

That ILAC confirm the open minutes of the interim Learner Advisory Committee meeting that took place on 16 March 2022 as a true and correct record.

Item 6 - Attachment 1

Te Pūkenga Interim Learner Advisory Committee (ILAC) Open Minutes

Minutes of a meeting of the Interim Learner Advisory Committee held via audio visual link on 16 March 2022 at 4.30pm.

PRESENT

Co- Chair Jordan Gush
Co-Chair Dahrian Watene

Members Hamish Duncan
 Skyla Flower
 Lupe Kautoke
 Henry Geary
 Ezra Tamati
 Nina Lee Griffith

In Attendance Simone Andersen (*Kaikōkiri Director Learner & Whānau Engagement*)
 Jo Massey (*Governance Committee Co-ordinator*)
 Becca Brooke (*Learner Governance Lead*)
 Aayla Peebles (*Learner Partnership Advisor*)
 Katrina Thomas (*Principal Advisor*)
 Annie Waterworth (*Senior Implementation Leader*)
 Aroha Treacher (*Treacherous Media*)

- 1. Welcome/Karakia**
The meeting was opened with Karakia by Dahrian Watene (Co-Chair). Jordan Gush (Co-Chair) welcomed members to the meeting.
- 2. Introductions**
ILAC members and attendees at the meeting introduced themselves.
- 3. Apologies**
No apologies were noted.
- 4. Confirmation of Agenda**

Resolved: (Jordan Gush/Dahrian Watene)
That the agenda is confirmed.

5. **Declarations of Interest**

No members of ILAC declared any interests. The Learner Governance Lead provided a summary of the types of scenarios that may constitute a conflict of interest and undertook to circulate some further information and resources on this topic.

Staff Action: Learner Governance Lead to circulate some information about conflicts of interest.

6. **Confirmation of 2 December 2021 OPEN ILAC Meeting Minutes**

Resolved: (Jordan Gush/Hamish Duncan)

That ILAC approve the open minutes from the 2 December 2021 ILAC meeting as a true and correct record.

7. **Council/Committee/Representative Group Updates - OPEN**

- **Council Meeting (15 March 2022) Verbal update from Jordan Gush**
Jordan Gush, provided an update on the recent Council meeting, noting there had been good progress around the development of the ILAC relationship agreement and work programme which helping to clarify the purpose of ILAC. He also noted there had been some discussions around updates to the Operating Model. Further information would be coming to ILAC about this with an opportunity for feedback and input in the coming weeks.
- **Komiti Māori Verbal update from Dahrian Watene**
Dahrian Watene noted that the komiti had been discussing how their relationship works with each advisory committee and how they could work with them. Dahrian noted that the calibre of the komiti was high and that there are several experienced komiti members representing various iwis.
- **Disability Action Plan Steering Group Verbal update from Henry Geary**
Henry Geary noted that the steering group was on version three of the draft Disability Action Plan, and feedback is being sought on metrics to determine how they can measure success within the plan. Subsidiaries were also working through their own disability action plans, and this should come together as a cohesive unit before it is formally released.
- **Te Poari Akoranga**
It was noted that the appointment of Hamish Duncan and Skyla Flowers to Te Poari Akoranga as agreed via email in February 2022 by members was put forward to Te Poari Akoranga who were currently in the process of formalising these appointments.

Staff Action: Learner Governance Lead to follow up on progress for Te Poari Akoranga appointments.

Staff Action: Learner Governance Lead to send out to member a list of Komiti Māori members and the iwi they represent.

Resolved: (Nina Lee Griffith/Henry Geary)

That ILAC:

- a) receive the verbal updates concerning OPEN Council/committees/representative groups; and
- b) note the previously approved appointment of Hamish Duncan and Skyla Flower as ILAC representatives on Te Poari Akoranga.

8. Learner Leader Videos

Aroha Treacher from Treacherous Media provided an overview of the project she is collaborating on with Te Pūkenga Communications Team. Aroha asked members if they would be interested in being filmed about their learner journey experiences. Nina Lee Griffiths stated that she will be glad to participate as she was in the process of moving to an exclusively female building company for her employment. The other members of the committee also expressed interest, with Ezra and Skyla noting that they were not interested.

It was noted that Aroha Treacher would be in further contact with the team on next steps.

Resolved: (Dahrian Watene/Hamish Duncan)

That ILAC receive the verbal update concerning Learner Leader Video.

9. ILAC Relationship Agreement and Work Programme

The Learner Governance Lead provided a summary of the process undertaken to develop the draft ILAC relationship agreement and work programme (attachments 1 & 2 of the agenda). She noted that the draft documents had previously been circulated to members for feedback and had been approved by Council but that there was an opportunity for ILAC to discuss any further changes at this meeting.

The Governance Lead provided an overview on the following points:

- Development of an operational issues process to assist with managing and re-directing operational issues that are brought to the attention of ILAC but sit outside of the scope of the committee.
- Staff would be asking ILAC members to start thinking about representation arrangements and framework for the permanent committees at the next ILAC meeting.
- The relationship agreement provides a good foundation around ILAC and the council's roles and responsibilities. Going forward, staff would be working to align the Council's work programme with ILAC so that advice was being sought from ILAC on strategic matters at the right time.
- ILACs work programme and the relationship agreement addresses the need for communication around the purpose of ILAC with the wider network.
- Whether there was interest in holding some shorter workshops as required as we progress through this year, particularly around the operating model and other time sensitive topics. Members noted that they are eager to consider any workshops needed.

Jordan Gush noted that now was the time for ILAC members to express any concerns or thoughts around the relationship agreement and work programme.

Resolved: (Hamish Duncan/Skyla Flowers)

That ILAC:

- a) receive the verbal overview and update concerning the ILAC relationship agreement and work programme; and
- b) approve the final ILAC relationship agreement and work programme, and delegate authority to the ILAC Co-Chairs to sign the final documents

10. Learner Engagement Framework

Kaikōkiri Director Learner & Whānau Engagement provided an overview and presentation on the learner engagement framework, noting the primary focus of the framework was ensure learner voice was at the centre and embedded in all Te Pūkenga mahi.

She also noted the following:

- a stocktake into the Work-Based Learning (WBL) space was currently being undertaken to get a better understanding of how best to partner and engage with WBL learners.
- a Learner Payment Policy is in place which means learners (outside of ILAC) that were involved with various Te Pūkenga workstreams would be compensated for their time and would receive reimbursement for expenses they may incur.

Staff Action: Learner Governance Lead to send the learner engagement framework presentation to members with questions to prompt some thinking around learner partnership and engagement.

Resolved: (Hamish Duncan/Nina Lee Griffiths)

That ILAC receive the overview and presentation on the Learner Engagement Framework.

11. General Business (Open)

The Learner Governance Lead asked members whether they were happy with the current format of meetings, specifically dates, times, communication methods. Members expressed the following in relation to this:

- there was a preference for evening meetings and agreed that meeting times would be moved to 4.30pm.
- Members expressed that they would like to have an in person meeting soon. Staff undertook to look into options and timing for when this could occur, noting there were still restrictions in place due to covid.
- Members noted that their preferred means of communication/notification of information was via email.

Staff Action: To change the time of meetings to 4.30pm and to look at options for an in-person meeting.

12. Resolution to Exclude the Public

Resolved: (Jordan Gush/Hamish Duncan)

That the meeting moves into public excluded session from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings ACT 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The meeting moved into the public excluded session at 5.30pm.

The meeting was closed with a Karakia by Dahrian Watene at 6.10pm.

Dated: DATE

Signed as a correct record

Jordan Gush
Co-Chair

Dahrian Watene
Co-Chair

7) Learner with Whanau Success Strategy Presentation and Engagement (*presentation to be circulated separately*)

A presentation on the Learner and Whanau Success Strategy will be provided by Warwick Pitts (Director Learner Strategy and Experience). ILAC will be asked to provide their input and advice to inform the development of the strategy.

Recommendation:

That ILAC receive the overview and presentation on the Learner with Whanau Success Strategy (and note any feedback from the committee).

8) Equity Strategy Presentation and Engagement (*presentation to be circulated separately*)

A presentation on the draft Equity Strategy will be provided by the Partnerships and Equity team. ILAC will be asked to provide their input and advice to inform the development of the strategy.

Recommendation:

That ILAC receive the overview and presentation on the Equity Strategy (and note any feedback from the committee).

9) Permanent Advisory Committee Framework Discussion

Learner with Whanau Engagement team will provide some guidance to inform and facilitate an initial discussion around permanent advisory committee framework, focussing on the following key considerations:

- what the composition of a permanent committee should look like?
- what factors should be considered and prioritised for fair and effective representation.

Recommendation:

That staff note any feedback from the committee.

10) Learner Engagement Framework Discussion - 'What does good learner engagement look like?'

The Learner with Whanau Engagement team will facilitate a discussion on 'what does good engagement look like?' focussing on the following questions:

- What does 'learner centred' mean to you?
- What does a commitment to te Tiriti o Waitangi look like to you?
- How does learner engagement happen in your institutions? Do you have some examples of good engagement that you can share?

Recommendation:

That staff note any feedback from the committee.

11) OPEN Council/Committee/Representative Group Updates

- **Council**
 - Verbal update from Jordan Gush.
 - A summary report outlining the Council's key activities for March 2022 is provided in **Attachment 1**

- **Komiti Māori**
Verbal update from Dahrian Watene

- **Disability Action Plan Steering Group**
Verbal update from Henry Geary

- **Te Poari Akoranga**
Verbal update from Hamish Duncan and Skyla Flowers

Recommendation:

*That ILAC receive the March 2022 Council Summary (**Attachment 1**) and the verbal updates concerning OPEN Council/committees/representative groups.*

Item 11 - Attachment 1

Report from Council to Advisory Committees

March 2022

Summary

Key highlights:

- Council approved the Relationship Agreements and 2022 work plans for the Learner and Kaimahi Committees as well as the appointment of an international learner to the Interim Learner Advisory Committee.
- Council approved the 2022 work plan for Komiti Māori, and learner representatives (Co-Chair Māori of Te Pūkenga Learner Advisory Committee) were appointed.
- The most recent round of Aromātai Kaimahi, our network wide employee survey showed strong awareness of our reasons for change as well as increased desire for change within subsidiaries.

Learner Journey and Experience

Te Pūkenga Outcomes Framework

A future Te Pūkenga outcomes framework is being developed for the network. This is a key opportunity to make sure Te Pūkenga is oriented towards Te Tiriti excellence and generating equity, as well as the responsibilities outlined in the Charter. Currently facilitating a series of wānanga with a team of leaders from across Te Pūkenga to co-design and engage with our partners and broader stakeholders around the framework.

Equity minded approach to co-design for Te Pūkenga

ELT has agreed an approach to co-design for Te Pūkenga, authored by co-design experts across the organisation. The approach will enable attention on the greatest inequities in the system, or projects that have the highest potential impact. It will be used as a collaboration tool with the network.

Disability Action Plans (DAP)

ELT has committed to adopt the Accessibility Charter as part of its Strategic Disability Action Plan (in development) which will be submitted to TEC in July 2022. On 8 March, 30 Te Pūkenga Executive and Senior Leadership Team members completed the Accessibility Charter training delivered by the Ministry of Social Development.

Holistic Support Services Stocktake

To establish a baseline understanding of investment and resourcing for learner services across the network, Tribal Education completed a Student Services stocktake report on behalf of Te Pūkenga. This information will be used to inform the Learner Wellbeing plan and five-year road map for more holistic services across our network.

Pastoral Care Code (PCC)

A workshop was held with Code contacts across the network including WBL to gather qualitative feedback and develop deeper understandings of support, resources, key challenges, and priorities to support compliance with the new code. ITP feedback analysis will be completed by March 31. Needs analysis to support WBL in Code compliance will be complete by the end of April 2022.

Partnerships and Equity

Komiti Māori

The 2022 work plan was approved by Council and the learner representatives (Co-Chair Māori of Te Pūkenga Learner Advisory Committee) were appointed to Komiti Māori. These internal cross-appointees enhance the connection between the Council advisory committees.

Te Pae Tawhiti Impact Reporting

The Q4 2021 report presented to Council (Appendix 1) this week shows Te Pae Tawhiti (TPT) continues to have positive impact in transforming practice, specifically:

- A significant improvement in the way subsidiaries are working with Te Tiriti partners to effect positive change that activates inclusivity and equity for ākonga Māori, with their whānau, hapū, iwi, and wider hāpori.
- Our once highly competitive sector is now reflecting on itself in the pursuit of Te Tiriti excellence, sharing information, data, practices, initiatives, and new innovations, and working together to improve outcomes for Māori.
- There are positive shifts in the network's 'Confident' rating (Te Arawhiti standards used) for both TPT outcomes – demonstrable Te Tiriti o Waitangi partnerships, and inclusivity and equity for Māori.

Equity Strategy Development

Discovery phase of strategy development is underway, and Council will participate in a workshop on 26 April 2022. March report to Council provided at Appendix 2 provides a record of the starting point of discussions.

Delivery and Academic

Kaimahi Contribution

Over the last 12 months, a significant number of working and steering groups have been established as a way to progress academic delivery and innovation mahi with input and knowledge from across our network. There are now over 1000 people contributing to this mahi (and growing) - 800 supporting Programme Unification work, 150 involved in future planning and process activity, 130 who contributed to Quality Assurance and Regulatory Framework mahi and over 80 involved in the initial workshops to establish our Ako Teaching and Learning Framework.

Operations

Sustainability

An initial sustainability stocktake has been completed of the network, informing our sustainability programme over the next few years. The main workstreams are:

- Sustainability strategy (completion June 2022)
- Carbon footprint assessment and reporting (completion December 2022)
- Carbon and energy reduction plan (completion June 2023)
- Fleet transition stage 1: optimisation plan (completion December 2022)

2022 Financial Forecasting

Council was briefed on network enrolment trends, inflationary pressures, Covid impacts and financial forecast. The network will be engaged with as to maintaining cost controls.

Council approved the acceleration of the programme review and unification workstream.

Risk and Compliance

A review of key financial and related policies to address recommendations from Te Pūkenga external auditors has been undertaken to ensure currency and relevance. These were endorsed by our Risk and Audit Committee in February 2022 and approved by Council on 15 March 2022.

Information & Communication Technology

The Digital Strategy was approved by Council on 15 March and will now underpin the development of the Information System Strategic Plan ('ISSP'). The ISSP will provide a mechanism for implementing digital solutions that mobilise new ideas and strategies emerging from organisational plans in alignment with Te Pūkenga objectives and goals. The first stage of the project will involve a series of workshops and discussions through March and April to understand the needs of each operational area of Te Pūkenga. This process will include engagement with key stakeholders including representatives from priority learner groups and for Te Tiriti oversight.

COVID-19

The network has responded constructively to the changing Covid-19 climate and regulations. There are high absences across learners as well as kaimahi, but most are progressing positively with response plans being activated (such as split schedules on site). There has been a need shared with

government agencies for increased assistance to enable learners to continue learning without detrimental effect.

Access to RATs has been a welcome relief and the network are collaborating on procedure to support consistency in application – such as, access to sites, continuity of learning and operations.

The network is also collaborating on what policy change may be needed in readiness for when Aotearoa moves to the Orange Protection Setting.

Network-wide communications

On 11 March, Te Pūkenga's regular fortnightly newsletter was sent directly to all kaimahi in the network for the first time. A total of 12,809 emails were sent, with an open rate of 25 percent and click rates of 16 percent. These rates sit at the high end of 'normal' for electronic communications. We will look at how we can grow these numbers through variety of content and optimal timing.

Network transition survey results endorsed by ELT

On 14 March, ELT endorsed results from the third round of Aromātai Kaimahi, a short survey to assess how the network is feeling about the transition. 54% of the network completed the survey.

Key insights from the results were:

- There is a strong awareness of our reasons for change
- Subsidiary desire to embrace change is up from last year
- Kaimahi are wanting to know more detail about the future change
- There is a strong desire to engage with Te Pūkenga leadership more
- As we move closer to 1 January 2023, the expectation of detail at an individual level increases

Survey results and actionable feedback will be shared back with the network in coming weeks. A number of focus areas and key actions identified in the previous survey are in final stages of implementation and will assist with the response and attention being called for. One particular focus this year is to support our kaimahi to see themselves in the future of Te Pūkenga, and continue to connect kaimahi with the possibilities we have in a stronger, united network.

Recruitment

CFO and CDO recruitment in process.

Appendix 1: Te Pae Tawhiti Q4 Report (*provided separately*)

Appendix 2: Equity Strategy Report (*provided separately*)

12) General Business

Opportunity provided for ILAC to raise any general business items.

Staff will provide updates on the following matters:

- Operating Model
- Advisory committee communications
- ILAC meeting summary document
- In person meeting – June in Kirikiriroa

Recommendation:

That ILAC receive verbal updates provided by staff and note any matters of general business.

13) Action List

Staff Action	Update
1. Learner Governance Lead to circulate some information about conflicts of interest.	Quick guide around conflicts of interests can be found here
2. Learner Governance Lead to follow up on progress for Te Poari Akoranga appointments.	Recommended appointments are going to Council in April for approval. Te Poari Akoranga governance staff have confirmed they have been in contact with Skyla and Hamish.
3. Learner Governance Lead to circulate a list of Komiti Māori members and the iwi they represent.	Information about Komiti Māori membership and their whakapapa can be found here .
4. Learner Governance Lead to send the learner engagement framework presentation to members with questions to prompt some thinking around learner partnership and engagement.	The Learner Engagement Framework presentation can be found here . Questions were pre-circulated to members.
5. To change the time of meetings to 4.30pm and to look into options for an in-person meeting.	Meeting times have been updated. Staff are looking into options for an in-person meeting in June.
6. Learner Governance Lead to supply a copy of the ILAC member selection criteria to committee members to help inform them with the membership of the permanent committee.	The ILAC selection matrix can be found here .

Recommendation:

That ILAC note the actions and updates listed above.

14) Resolution to exclude the public

Recommendation:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows:

General subject of matter to be considered	Reasons for passing this resolution	Ground(s) founder section 48(1) for the passing of this resolution
Confirmation of 16 March 2022 Public Excluded Interim Learner Advisory Committee Meeting Minutes	Good reasons to withhold information exists under Section 7 Local Government and Official Information and Meetings Act 1987	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Confirmation of 16 March 2022 Public Excluded Interim Learner Advisory Committee Meeting Minutes	To prevent the disclosure or use of official information for improper gain or improper advantage.	Section 7 (2) (j)
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