

**Climate Change Commission Board Meeting Minutes (Meeting 34)
Tuesday, 17 May & Wednesday, 18 May 2022**

A meeting of the Climate Change Commission Board Members was held via Teams Teleconference Facility. The meeting started on Tuesday 17 May at 1.05pm and adjourned at 5.31pm. The meeting reconvened on Wednesday 18 May at 9.04am and concluded at 4.24pm.

Climate Change Commission Attendees:

Dr Rod Carr – Chair
Lisa Tumahai – Deputy Chair
Dr Judy Lawrence
Catherine Leining
Professor James Renwick
Dr Andy Reisinger
Dr Tanira Kingi
Professor Nicola Shadbolt

Invited Attendees:

Jo Hendy – Chief Executive
Anne Jonathan – Executive Assistant and Minute Taker
Judy Williams – Executive Assistant and Minute Taker
Steph McKinlay – Executive Assistant and Minute Taker

Guests:

Anita King – Principal Analyst
Antonia Burbidge – Principal Analyst
Ashleigh Grenfell – Corporate Governance Advisor
Astrid Nunns – General Manager, Strategy, Engagement and Corporate Services
Barry Anderson – General Manager, Sector Analysis
Ben Abraham – Senior Analyst
Briana Yee – Senior Analyst
Christopher Holland – Principal Analyst
Damian Ryan – Manager, Strategy and Performance
Danny Eyre – Principal Analyst
Emily Laing – Senior Advisor
Eva Murray – Principal Analyst
Fran Lovell – Manager, Communications and Engagement
Gemma Seddon – Manager, Government Services
Grant Blackwell – Chief Scientist
Hans Landon-Lane – Senior Advisor

Hugh Marshall-Tate – Senior Analyst
Janelle Anselmi – Senior Advisor
Karen Lavin – Principal Analyst
Katie Osborne - Analyst
Kristeene Parkes – Project Coordinator
Lara Wood – Corporate Services Manager
Matt de Boer – Acting Manager, Land, Agriculture and Waste
Marcus Stickley – Principal Advisor, Comms and Engagement
Mel Rae – Manager, Emissions Budgets
Paul Young – Senior Analyst
Olivia Prior - Analyst
Sally Garden – Principal Analyst
Sandra Velarde – Senior Analyst
Sam King – Manager, Land Agriculture and Waste
Sapna Rana - Analyst
Sarah Bassett – Analyst
Sean Buchanan – Senior Analyst
Simon Neale - Manager, Markets
Stephen Walter – General Manager, Emissions Budgets, Adaptation, and Markets
Tom Pettit – Senior Analyst
Vanessa Chalk – Analyst
Zoe Mack – Senior Analyst

External Guests:

Alastair Cameron – Ministry for Primary Industries
Antonia Reid – Ministry of Business, Innovation and Employment
Charlotte Denny – Ministry for Primary Industries
Craig Elvidge – Ministry for Primary Industries
Ewan Delany – Ministry of Transport
Jamie Kerr – Ministry of Business, Innovation and Employment
Glenn Wigley – Ministry for the Environment
Jennie Marks – Ministry for Primary Industries
Katherine Wilson – Ministry for the Environment
Kay Shapland – Ministry for Primary Industries
Kirsty Flannagan – Ministry of Business, Innovation and Employment
Lucy Husband – Ministry of Social Development
Matthew Everett – Ministry for the Environment
Melody Guy – Ministry for the Environment
Nicky Lynch – Treasury
Sharon Corbett – Ministry of Business, Innovation and Employment
Allan Freeth, Chief Executive – Environment Protection Authority (EPA)
Susanne Frances – Environment Protection Authority (EPA)
Janet Humphris – Ministry of Business, Innovation and Employment
Cassandra Moll – Ministry for the Environment
Roderick Boys – Ministry for the Environment
Joshua Southee - Ministry for Primary Industries

Shannon Tyler – Ministry for Primary Industries

The meeting started at 1.05pm on Tuesday 17 May.

Rod Carr, Judy Lawrence, Andy Reisinger, Tanira Kingi, Catherine Leining, Lisa Tumahai, James Renwick, Nicola Shadbolt and Anne Jonathan joined the meeting at 1.05pm.

Agenda Item 1: Board only time

1.0 Board only items

- 1.1 The Board Chair informed the Board that he had a commitment at 10.15am on 18 May and would leave the Board meeting for a short period of time. During the Chair's absence, Lisa Tumahai would Chair the meeting.
- 1.2 The Board discussed Commissioner interest disclosures and the Commission's interest management process.
- 1.3 Lisa Tumahai informed the Board of a disclosure announcement for Ngai Tahu's participation with the Minister's Resources Management Advisory Group on treaty settlement breaches, in particular with policy settings for the RMA. Ngai Tahu are to receive the Terms of Reference from the Advisory Group.
- 1.4 The Board discussed the Agriculture Assistance advice process.

Jo Hendy joined the meeting at 1.26pm.

- 1.5 Jo Hendy updated the Board on the process for signing-off the Agricultural Assistance report.
- 1.6 Nicola Shadbolt informed the Board of a new interest that relates to the free-trade agreement and related climate issues with the High Commissioner in England.

Stephen Walter, Steph McKinlay, Judy Williams, Astrid Nunns, Hans Landon-Lane, Mel Rae, Damian Ryan, Simon Neale, Kristeene Parkes, Grant Blackwell, Gemma Seddon, Barry Anderson, Lara Wood, Vanessa Chalk, Zoe Mack, Phil Wiles and Tom Pettit joined the meeting at 1:42pm.

Agenda Item 2: Welcome and Introductions

2.0 Opening Karakia

The meeting opened with a karakia by Stephen Walter.

2.1 Apologies

- 2.1.1 There were no apologies.

2.2 New Staff Introductions

- 2.2.1 The General Manager, Strategy, Engagement and Corporate Services introduced Judy Williams to the Board. Judy had not been introduced when she started with the Commission in 2021.
- 2.2.2 The General Manager, Strategy, Engagement and Corporate Services introduced the Commission's new staff to the Board:
Hans Landon-Lane – Senior Digital Advisor
Lara Wood – Corporate Services Manager

- 2.2.3 The General Manager, Emissions Budgets, Adaptation, and Markets introduced the Commission's new staff to the Board:
Kristeene Parkes – Project Coordinator
Zoe Mack – Senior Advisor
- 2.2.4 The Board welcomed new staff to the Commission.

2.3 Call for Additional Items

- 2.3.1 No additional items were raised.

2.4 Review of Interests Register/Conflicts of Interest

- 2.4.1 The Board noted receipt of the Interests Agenda Memo.
- 2.4.2 The Board noted the Permissions Letter dated 10 May 2022 – signed by Chair.
- 2.4.3 The Board noted the Permissions Letter dated 10 May 2022 – signed by Deputy Chair.
- 2.4.4 The Board noted the Public Interests Register.
- 2.4.5 Catherine Leining disclosed two new interests: one is a contract with Toha for advice on climate and environmental solutions, and one is involvement in a Motu-led proposal to MBIE to do work on just transition issues.
- 2.4.6 Ms Leining requested an amendment is made to the Conflicts of Interest register. *(Refer to Action number 414/2022)*
- 2.4.7 Andy Reisinger queried an omission relating to his secretariat position of the ICCG which was not listed on the historic register. The General Manager, Strategy, Engagement and Corporate Services to follow up. *(Refer to Action number 415/2022)*
- 2.4.8 Tanira Kingi queried an omission to his interests and would email the General Manager, Strategy, Engagement and Corporate Services to provide further detail.
- 2.4.9 The Board noted there were no conflicts of interest on the meeting agenda.

2.5 Approve Draft Board Meeting Minutes

- 2.5.1 The Board reviewed the draft Board meeting minutes from 12 April 2022.
- 2.5.2 The Board agreed that the minutes from 12 April 2022 are confirmed as a true and accurate record of the meeting.

2.6 Correspondence from the Minister of Climate Change to Climate Change Commission Board Chair re: Feedback on Statement of Performance Expectations 2022/23 dated 10 May 2022 – for noting

- 2.6.1 The Board noted the Correspondence from the Minister of Climate Change to Climate Change Commission Board Chair re: Feedback on Statement of Performance Expectations 2022/23 dated 10 May 2022.

Briana Yee joined the meeting at 1.48pm.

Philip Rossiter joined the meeting at 1.51 pm.

Kristeene Parkes and Philip Rossiter left the meeting at 1.53pm.

2.7 QA Process for 2022 Deliverables

- 2.7.1 The Board were informed of changes made to the quality assurance and quality

control approach for 2022 deliverables, in light of feedback the Board provided on the first draft of the approach.

2.7.2 The Board noted the Initial QA/QC Paper.

2.7.3 The Board noted that staff have updated the interim approach in light of the Board's comments and have supplied the updated draft for the Board's information.

2.7.4 The Board noted that the Board's feedback on the development of an enduring approach to quality assurance for the Commission's deliverables in 2023-24 had been recorded and would feed into the enduring approach workstream.

2.7.5 The Board approved the ongoing use, on that basis, of the Existing QA/ QC approach, subject to amendments as noted above.

Melody Guy, Cassandra Moll, Charlotte Denny, Nicky Lynch, Lucy Husband, Sharon Corbett, Roderick Boys, Matthew Everett, Ewan Delany, Shannon Tyler, Kirsty Flannagan, Antonia Reid, Alastair Cameron, Jennie Marks, Jamie Kerr, Kay Shapland, Craig Elvidge, Glenn Wigley, Joshua Southee and Janet Humphris joined at 2.00pm.

Fran Lovell, Hugh Marshall-Tate, Antonia Burbidge, Sapna Rana, Marcus Stickley, Katie Osborne, Ben Abraham, Emily Laing, Karen Lavin, Sarah Bassett, Anita King, Ashleigh Grenfell, Paul Young, Sean Buchanan, Danny Eyre, Eva Murray joined at 2.00pm.

Agenda Item 3: ERP Discussion from Ministry Officials

3.1 The Board were introduced to Ministry officials from the Ministry for the Environment, Ministry for Primary Industries, Ministry of Business, Innovation and Employment, Treasury, Ministry of Transport and Ministry of Social Development.

3.2 The Board heard a presentation on the setting of emissions budgets and content of the Government's emissions reduction plan. Ministry officials responded to questions from the Board.

3.3 The Board thanked Ministry officials for their informative presentation.

Astrid Nunns and Gemma Seddon left the meeting at 2.05pm.

Sally Garden, Sandra Velarde, Sam King joined the meeting at 2.08pm.

Matthew Smith joined the meeting at 2:37 pm.

Katherine Wilson joined at 2.47pm.

Matthew Smith and Hans Landon-Lane left the meeting at 2:49 pm.

Sapna Rana left the meeting at the meeting at 3.03pm.

Matt de Boer joined the meeting at 3.10pm

Melody Guy, Cassandra Moll, Charlotte Denny, Nicky Lynch, Lucy Husband, Sharon Corbett, Roderick Boys, Matthew Everett, Ewan Delany, Shannon Tyler, Kirsty Flannagan, Antonia Reid, Alastair Cameron, Jennie Marks, Jamie Kerr, Kay Shapland, Craig Elvidge, Katherine Wilson, Janet Humphris, Joshua Southee and Glenn Wigley left the meeting at 3.32pm.

Agenda Item 4: Approval of Board owned content for Agricultural Assistance Project – PART ONE

4.1 The Board formally adopted paragraphs 1-8 of Annex 1: Key Judgements and advice for

- Agricultural Assistance as amended in the meeting.
- 4.2 The Board confirmed the actions recorded by staff.

The meeting adjourned for the day at 5.31pm.

The meeting reconvened on Wednesday, 18 May at 9.04am.

Rod Carr, Tanira Kingi, Andy Reisinger, Lisa Tumahai, Catherine Leining, James Renwick, Judy Lawrence, Nicola Shadbolt, Jo Hendy, Lara Wood, Barry Anderson, Stephen Walter, Grant Blackwell, Christopher Holland, Anne Jonathan, Steph McKinlay and Simon Neale joined the meeting at 9.04am.

The Chair and Chief Executive informed the Board and Staff of changes to the Agenda order for today's Board meeting.

Agenda Item 5: Approval of Board owned content for Agricultural Assistance Project – PART TWO

- 5.1 The Board discussed paragraphs 6-27 of Annex 1: Key Judgements and advice for Agricultural Assistance.

Fran Lovell joined the meeting at 9:10am.

Simon Neale left the meeting at 9:29am.

Olivia Prior joined the meeting at 9:40am.

Simon Neale joined the meeting at 9:54am.

This item was paused and would be readdressed after Item 7.

Rod Carr left the meeting at 10.12am. Lisa Tumahai was acting Chair during Dr Carr's absence.

Damian Ryan and Astrid Nunns joined the meeting at 10:13am.

Gemma Seddon and Janelle Anselmi joined the meeting at 10:16am.

Christopher Holland left the meeting at 10:17am.

Agenda Item 6: Statement of Performance Expectations 2022/23: Final feedback on content

- 6.1 The General Manager, Strategy, Engagement and Corporate Services provided an update to the Board on the development of the Statement of Performance Expectations 2022/23 (SPE).
- 6.2 The Board provided feedback on the content and structure of the SPE to be considered by staff.
- 6.3 The Board noted that the final SPE would be tabled for approval at the June board meeting.

Fran Lovell left the meeting at 10:19am.

Barry Anderson and Janelle Anselmi left the meeting at 10:23am.

Jo Hendy left the meeting at 10:25am.

Gemma Seddon left the meeting at 10:53am.

Olivia Prior and Damian Ryan left the meeting at 10:57am.

Allan Freeth and Susanne Frances joined the meeting at 11.10am.

Lara Wood and Simon Neale left the meeting at 11:11am.

Agenda Item 7: External Visitor – Dr Allan Freeth, Chief Executive – Environment Protection Authority (EPA)

- 7.1 The Board were introduced to Dr Allan Freeth and Susanne Frances from the EPA.
- 7.2 Dr Freeth presented on the EPA's recent strategy refresh process.
- 7.3 The Board thanked Dr Freeth for his time and presentation.

Rod Carr joined the meeting at 11.40am.

Grant Blackwell left the meeting at 11:43am.

Jo Hendy and Barry Anderson joined the meeting at 11:56am.

Barry Anderson joined the meeting at 11:58am.

Astrid Nunns, Allan Freeth and Susanne Frances left the meeting at 12.10pm.

Christopher Holland joined the meeting at 12:15pm.

The meeting moved back to relook at Agenda Item 5.

Agenda Item 5: Approval of Board owned content for Agricultural Assistance Project – PART TWO

- 5.1 The Board formally adopted paragraphs 6-27 of Annex 1: Key Judgements and advice for Agricultural Assistance as amended in the meeting.
- 5.2 The Board confirmed the actions recorded by staff.

The meeting adjourned at 12.56pm and reconvened at 1.13pm.

Agenda Item 8: Approval of Board owned content for Agricultural Assistance Project – PART THREE

Steph McKinlay left the meeting at 1:39pm.

Grant Blackwell joined the meeting at 1:41pm.

Charli Keeling joined the meeting at 2:05pm.

Steph McKinlay joined the meeting at 2.17pm.

Charli Keeling left the meeting at 2:18pm.

- 8.1 The Board formally adopted paragraphs 28-31 of Annex 1: Key Judgements and advice for Agricultural Assistance as amended in the meeting.
- 8.2 The Board confirmed the actions recorded by staff.

Agenda Item 9: - Approval of Board owned content for Agricultural Assistance Project – PART FOUR (to approve framing messages for the conclusion)

- 9.1 The Board noted that the Chief Executive, Chair, and Deputy Chair have delegated authority to finalise and sign-out the final report and associated materials with the provision that:
 - the Board key judgements and advice are incorporated
 - the key messages for framing the conclusion of the work are incorporated
 - the work had been completed to scope

- agreed quality assurance and quality control processes have been followed

Karen Lavin, Paul Crozier, Sapna Rana, Phil Wiles, Briana Yee, Simon Neale and Fran Lovell joined the meeting at 2:53pm.

Matt de Boer joined the meeting at 3:03pm and left the meeting at 3:20pm.

The meeting adjourned at 3.20pm and reconvened at 3.30pm

Tanira Kingi left the meeting at 3:28pm.

Matthew Smith joined the meeting at 3:40pm.

Briana Yee left the meeting at 3:43pm.

Sally Garden joined the meeting at 3:45 pm.

Matt de Boer joined the meeting at 3.54pm.

Lisa Tumahai left the meeting at 4.00pm.

Sarah Bassett left the meeting at 4.21pm.

Agenda Item 10: Approach to submitting on the National Adaption Plan

- 10.1 The Board agreed to respond to the Government's adaptation consultation by writing a letter to the Minister of Climate Change and Secretary for the Environment.
- 10.2 The Board agreed that Staff will seek written feedback from Board members on the key areas to address in the letter. They key areas are outlined in the Board paper.
- 10.3 The Board agreed that Staff would work with Board members in their "expert" role ahead of finalising the letter.
- 10.4 The Board agreed to delegate sign-off of the letter to the Chair which has a due date for submission of 3 June 2022.
- 10.5 The Board requested Staff to investigate dates for all Board members to discuss the forward adaptation work programme (after the submission date of 3 June 2022). (*Refer to Action number 416/2022*)

Agenda Item 11: Progress Update on Statutory Deliverables

- 11.1 The Board noted the attached dashboard report for the 2022 statutory deliverables.

Agenda Item 12: General Business

- 12.1. The Board agreed that the next Board meeting scheduled for Tuesday 14 June 2022 would be held in-person at the Climate Change Commission offices.

Stephen Walter closed the meeting with a karakia.

The meeting finished at 4.24pm.

These minutes have been accepted as a true and accurate record by the Board of the Climate Change Commission.

Signed: _____

Date: 14/6/2022