

Climate Change Commission Board Meeting (Meeting 5)
Tuesday, 10 March 2020

A meeting of the Climate Change Commission Board Members was held at the Climate Change Commission, Kyoto Board Room, Level 21, Aon Centre, 1 Willis Street, Wellington. The meeting started at 9.40am and finished at 5.15pm

Climate Change Commission Attendees:

Dr Rod Carr - Chairperson
Lisa Tumahai - Deputy Chair – via Zoom teleconference
Dr Harry Clark
Dr Judy Lawrence
Catherine Leining
Professor James Renwick
Professor Nicola Shadbolt

Invited Attendees:

Jo Hendy – Chief Executive, Climate Change Commission
[REDACTED] Executive Assistant and Minute Taker, Climate Change Commission

Guests:

[REDACTED] – Principal Analyst, Climate Change Commission
Astrid Nunns – Director, Strategy & Engagement, Climate Change Commission
[REDACTED] - Principal Analyst, Climate Change Commission
[REDACTED] - Principal Advisor, Climate Change Commission
[REDACTED] – CASS - Treasury
Grant Blackwell - Principal Scientist, Climate Change Commission
[REDACTED] - Principal Advisor, Climate Change Commission
[REDACTED] - Operations Manager, Climate Change Commission
[REDACTED] - Consultant
[REDACTED] - Principal Analyst, Climate Change Commission
Sara Clarke – Director, Emissions Budgets, Climate Change Commission
[REDACTED] - Senior Client Director at Senate SHJ
[REDACTED] - Account Manager at Senate SHJ
[REDACTED] – CASS Treasury
[REDACTED] - Director - ForeConsulting

The meeting started at 9.40am

Lisa Tumahai joined the meeting at 9.40am via Zoom

Agenda Item 1: Board Only time

- 1.1 The Chair welcomed the Commissioners to the fifth Climate Change Commission Board meeting. Lisa Tumahai joined the meeting via Zoom teleconferencing.

- 1.2 Nicola Shadbolt advised the Board that she will teleconference into the Board meeting on 11 March.
- 1.3 The Board discussed the quality assurance of Board papers.

Agreed

- 1.4 The Board to discuss the quality assurance of papers with the Chief Executive that includes the naming conventions of documents for version control and document handling. *(Refer to Action Number 0146/2020)*
- 1.5 The Board discussed public acknowledgement of Jo Hendy as the Chief Executive of the Climate Change Commission.
- 1.6 The Board discussed the Climate Change Commission website.
- 1.7 The Board discussed the wording of the single aggregate budget.

Jo Hendy, Sara Clarke, ██████████ Grant Blackwell, ██████████ and Astrid Nunns joined the meeting at 10.00am

Agenda Item 2: Welcome

- 2.1 The Chair welcomed the Leadership Team to the Climate Change Commission Board meeting.

Introductions

- 2.2 Jo Hendy introduced Astrid Nunns and ██████████ to the Board.

Any additional Agenda Items

- 2.3 The Chair discussed the quality assurance of papers, the Board's expectations, naming conventions of documents for version control and document handling questions with the Chief Executive and Leadership Team.
- 2.4 The Board noted they are to receive SharePoint training on 11 March 2020.
- 2.5 The Board discussed with the Chief Executive and Leadership Team the wording of the two budget targets for the Commission.

Review Interest Register

- 2.6 The Board discussed the Interest Register.
- 2.7 The Board noted that ██████████ will email the Interest Register to Board members for updates and/or amendments. The Interest Register is added to the Board Agenda every three months. *(Refer to Action Number 0147/2020)*

Approval of Minutes from 11 – 12 February 2020 Board Meeting

- 2.8 The Minutes from the 11 – 12 February 2020 meeting were reviewed.
- 2.9 The Board discussed the minutes and agreed to defer the approval of the minutes. The minutes will be reviewed and approved at the next Board meeting on 25 March 2020. *(Refer to Action Number 0148/2020)*
- 2.10 Jo Hendy informed Board members there will be a secondary note-taker for recording of actions at each Board meetings.

Review Matters Arising

- 2.12 The Board agreed to defer the approval of actions until the minutes from 11 - 12 February have been reviewed and approved. *(Refer to Action Number 0149/2020)*

Agenda Item 3: Chief Executive's Report

- 3.1 Jo Hendy reported to the Board on key issues, risks and opportunities relevant to the Commission's work.
- 3.2 Jo Hendy provided an update to the Board on processes in place for the Commission for the Covid-19 pandemic.
- 3.3 The Board noted that this is the first update report from the Chief Executive. Once the Statement of Intent and Statement of Performance Expectations is finalised, the format will be amended to reflect the strategic goals of the organisation. *(Refer to Action Number 0150/2020)*
- 3.4 The Board noted the contents of the Chief Executive's Report.
- 3.5 Sara Clarke provided an update to the Board on the progress with the Deed of Indemnity. Duncan Cotterill Lawyers were selected and will take the lead on the professional indemnity for the Commissioners. Sara will work with Duncan Cotterill Lawyers to prepare a brief. A paper on insurance coverage will come to the next Board meeting on 14/15 April 2020. *(Refer to Action Number 0151/2020)*
- 3.6 Jo Hendy and ██████████ provided an update to the Board on the Memorandum of Understanding (MOU) with Government Agencies and thanked the Board for their feedback.
- 3.7 Jo Hendy will discuss the draft MOU at the next Chief Executive's meeting in April. *(Refer to Action Number 0152/2020)*

Agreed

- 3.8 The Board agreed that Commission staff will send talking points for the ETS submission to the Board members for their information. *(Refer to Action Number 0153/2020)*

- 3.9 The Board agreed that Commission staff are to hold a key message folder within SharePoint for the Commissioners to access as and when required. *(Refer to Action Number 0154/2020)*

Engagement

- 3.10 Jo Hendy provided an update to the Board on engagement for the Commission. A tabled paper was provided to the Board on past and upcoming engagements.
- 3.11 The Board discussed engagement for the Commission.

Agreed

- 3.12 The Board agreed that the Chief Executive will notify the Select Committee if we are not going to report on who we are meeting on our website. *(Refer to Action Number 0155/2020)*
- 3.13 The Board agreed for the Engagement team to include innovators in the Stakeholder list. *(Refer to Action Number 0156/2020)*
- 3.14 The Board agreed that staff are to create a template for reporting on engagement to the Board. *(Refer to Action Number 0157/2020)*
- 3.15 The Board agreed that Jo Hendy to meet with the Board of Science NZ to inform them about the Commission, demonstrate the Commission's interest in their climate change-related research programmes and generate goodwill around collaboration and information sharing. *(Refer to Action Number 0158/2020)*
- 3.16 The Chair and Jo Hendy provided an update to the Board on the recent meeting with Minister Shaw. Items discussed were the engagement and Terms of Reference with the Ministry for the Environment, establishment of a nominating committee for the Commission, progress on the Memorandum of Understanding with government agencies, energy rebate scheme and COP.

Astrid Nunns left the meeting at 10.50am

- 3.17 The Board discussed the effect of Covid-19 for the Government.

 *left at 11.00am*

Dashboard

3.18 Sara Clarke provided a tabled copy of the fortnightly Dashboard report to the Board and provided an update on the progress of work.

3.19 The Board discussed and noted the key risks and work in progress for the Commission.

Board Work Plan

3.20 Sara Clarke introduced the tabled Work Plan to the Board.

3.21 The Board discussed and noted the structure and prioritisation of the work plan.

The meeting adjourned at 11.25am. The Board reconvened at 11.35am

██ and Astrid Nunns joined the meeting at 11.35am

Agenda Item 4: Engagement and Communications

Presentation on Media Presence and Social Media

4.1 ██████████ introduced ██████████ and ██████████ from Senate to the Board.

4.2 ██████████ provided a presentation on media space awareness and the success of social media.

4.3 The Board thanked ██████████ for a very informative presentation.

Agreed

4.4 The Board agreed for staff to consider a social media presence for the Climate Change Commission that will support consultation and engagement. *(Refer to Action Number 0159/2020)*

██ left the meeting at 1.00pm

Media 90-Day Plan

4.5 ██████████ reported to the Board on the Commission's approach to media. The Commission are holding a series of regional engagements with sector and community organisations to hear their views on what a net zero future looks like.

Agreed

4.6 The Board agreed to approve the 90 day media plan for the Commission. *(Refer to Action Number 0160/2020)*

Sara Clarke, ██████████ and Astrid Nunns left the meeting at 1.30pm

6.3 The Board noted as a first step for Jo Hendy to alert the Minister's office that Board discussions have surfaced raising concerns about the timeframe for the work, particularly in relation to the methane-related task, and so there would likely be a need for further discussion about the Terms of Reference. *(Refer to Action Number 0165/2020)*

Agreed

6.4 The Board agreed for the Chair and Chief Executive to formulate a plan on how the methane-related task would be discussed with the Minister. *(Refer to Action Number 0166/2020)*

6.5 The Board agreed that when issues arise, that a special Board meeting is organised to enable all Commissioners to have input at an early stage. *(Refer to Action Number 0167/2020)*

Market Sensitive Information

6.6 [REDACTED] provided an update to the Board with further context to the Board's discussions around the treatment of market sensitive information.

6.7 [REDACTED] informed the Board on the relevance to the Commission's work of the Financial Markets Conduct Act 2013 regime for inside information and market manipulation; and the status of the Government's NZ ETS market governance work programme.

Agreed

6.8 The Board agreed for Commission staff to arrange for MfE and MBIE officials to provide an update on the Government's NZ ETS market governance work programme. *(Refer to Action Number 0168/2020)*

6.9 The Board agreed that staff are to seek external advice on the processes and disclosure requirements that should be put in place to manage perception risks around insider trading of NZUs. *(Refer to Action Number 0169/2020)*

[REDACTED] left the meeting at 3.20pm

Agenda Item 7: Analytical Work Program

Presentation - Analytical Approach – Baselines and Scenarios

7.1 [REDACTED] presented to the Board on baselines and scenarios for the Commission's analysis.

7.2 The Board discussed and noted the baselines and scenarios presented.

Nicola Shadbolt left the meeting at 4.27pm

Assessment of further analytical needs

- 7.3 [REDACTED] reported to the Board on the process that the Commission staff have used to assess the gaps in the current and anticipated evidence base.
- 7.4 [REDACTED] provided to the Board the identified priority areas for further analysis in order to enhance the evidence base and are seeking the Board's approval because of the time constraint involved in filling the identified evidence gaps.
- 7.5 The Board discussed the proposed priorities noting particular priorities around factoring in qualitative evidence and behaviour change.

Agreed

- 7.6 The Board noted that the Commission staff are already building a substantial evidence base to support the Commission's advice on emissions budgets. These will continue to be refined and tested as the Commission progresses its work. *(Refer to Action Number 0170/2020)*
- 7.7 The Board noted that Commission staff have reviewed this evidence base against the considerations in the Climate Change Response Act to ensure it allows the Commission to be in the best position to provide advice on emissions budgets. *(Refer to Action Number 0171/2020)*
- 7.8 The Board noted that for each relevant consideration in the Climate Change Response Act, Commission staff have assessed the evidence base against:
- 7.8.1 The ability of the existing and anticipated evidence base to allow the Commission to advise on the issue by February 2021. *(Refer to Action Number 0172/2020)*
- 7.8.2 The likelihood of being able to materially improve on the evidence base before the Commission provides advice by February 2021. *(Refer to Action Number 0173/2020)*
- 7.9 The Board noted that, following the assessment, the Commission staff conclude that:
- 7.9.1 The work underway to develop and refine the evidence base is expected to incorporate the best currently available evidence to support the Commission's advice on emissions budgets. *(Refer to Action Number 0174/2020)*

- 7.9.2 There are few areas where the Commission staff consider that the further improvements to the evidence base in the future will not be necessary to support the Commission's ongoing advice. *(Refer to Action Number 0175/2020)*
- 7.9.3 There are limited areas in the further effort to gather evidence are likely to result in materially improving the evidence base for the Commissions first advice on emissions budgets. *(Refer to Action Number 0176/2020)*
- 7.10 The Board noted that Commission staff have identified a number of priority areas for further analysis to improve the evidence base. *(Refer to Action Number 0177/2020)*
- 7.11 The Board agreed with the priority areas that require further analysis as presented and that the others could be dropped with the exception of finance (not to be dropped), and behavioural economics to be explored also. *(Refer to Action Number 0178/2020)*

Grant Blackwell, [REDACTED] left the meeting at 5.05pm

Agenda Item 8: Recap and discuss needs for 11 March meeting

- 8.1 The Board discussed the agenda for 11 March.
- 8.2 The Board agreed that the two-day Board meeting will continue for 2020. Anne Jonathan will schedule the meetings in the Board's and Commission staff calendars. *(Refer to Action Number 0179/2020)*
- 8.3 The Board discussed the endorsement of research proposals.
- 8.4 The Board discussed the MEUG Executive Committee invitation to Commissioners.

The meeting finished at 5.12pm

The Climate Change Commission meeting will reconvene at 10.00am on 11 March 2020

Climate Change Commission Board Meeting (Meeting 5)
Wednesday, 11 March 2020

A meeting of the Climate Change Commission Board Members was held at the Climate Change Commission, Kyoto Board Room, Level 21, Aon Centre, 1 Willis Street, Wellington. The meeting started at 10.10am and finished at 5.00pm

Climate Change Commission Attendees:

Dr Rod Carr - Chairperson
Lisa Tumahai - Deputy Chair – via Zoom teleconference
Dr Harry Clark
Dr Judy Lawrence
Catherine Leining
Professor James Renwick
Professor Nicola Shadbolt – via Zoom teleconference

Invited Attendees:

Jo Hendy – Chief Executive, Climate Change Commission Secretariat
[REDACTED] - Executive Assistant and Minute Taker, Climate Change Commission Secretariat

Guests:

[REDACTED] - Principal Analyst, Climate Change Commission
[REDACTED] - Communications Advisor
Grant Blackwell - Principal Scientist, Climate Change Commission
[REDACTED] - Principal Advisor, Climate Change Commission
[REDACTED] - Operations Manager, Climate Change Commission
[REDACTED] - Principal Analyst, Climate Change Commission
Sara Clarke - Director – Emissions Budgets, Climate Change Commission
[REDACTED] – Principal Advisor - Incorporating Māori Perspectives, Climate Change Commission
[REDACTED] – Toitu, Enviromark
[REDACTED] - Toitu, Enviromark
[REDACTED] - Toitu, Enviromark
[REDACTED] - Co-Director, The Workshop

The meeting started at 10.10am

Agenda Item 9: Welcome, recap and run through the Agenda

- 9.1 The Chair welcomed the Commissioners to the reconvened meeting of the 5th Climate Change Commission Board meeting. Lisa Tumahai and Nicola Shadbolt joined the meeting via Zoom teleconferencing.
- 9.2 The Board recapped on the meeting notes from yesterday's Board meeting.

- 9.3 The Chair and the Chief Executive provided an update on this morning's meeting with Minister David Parker.
- 9.4 Harry Clark informed the Board of his scheduled skype meeting at 12.30pm with MPI.
- 9.5 The Board discussed the wellbeing of Commission staff with preparation of papers for the Board meetings.
- 9.6 Jo Hendy informed the Board that the ETS paper will be used in the drafting of the Climate Change Commission consultation document.
- 9.7 The Board noted that [REDACTED] will add past Climate Change Commission Board meeting papers into Diligent. *(Refer to Action Number 0180/2020)*

Agreed

- 9.8 The Board agreed that they are to be kept updated on the impact of Commission staff resource when managing the Board work plan. *(Refer to Action Number 0181/2020)*
- 9.9 The Board discussed the analytical priorities from the baselines and scenarios presentation.

[REDACTED] Sara Clarke, [REDACTED] and Grant Blackwell joined the meeting at 10.30am

Agenda Item 10: The Commission's Sustainability Strategy and Emissions Profile – Presentation from Toitū

- 10.1 Sara Clarke introduced [REDACTED] from Toitū (formerly Enviromark) to the Board.
- 10.2 Toitū provided a presentation to the Board on the Toitū Enviromark programme. The programme provides a system of environmental programmes, based on science and evidence. They assist businesses to realise efficiencies, reduce their carbon footprint, and be more sustainable.
- 10.3 The Board discussed the Toitū Enviromark programme and how it would enable the Commission to have a credible environmental certification.

Agreed

- 10.4 The Board agreed that the Chief Executive will request Toitū Enviromark to provide a proposal to the Commission. The Chief Executive will keep the Board informed of developments with the programme. *(Refer to Action Number 0182/2020)*
- 10.5 The Board thanked Toitū for their informative presentation.

[REDACTED] left the meeting at 11.20am

Agenda Item 11: Corporate Services

Policies for Ratification

- 11.1 [REDACTED] provided an update to the Board on the draft Board Manual and the draft operational policies for the Commission.
- 11.2 The Board discussed the Board Manual and draft operational policies.
- 11.3 The Board noted the progress on employment-related policies and procedures.

Agreed

- 11.4 The Board agreed that [REDACTED] note the Board's discussion on the policies and adopt the policies pro forma. The final version of the policies to come back to the Board for approval. *(Refer to Action Number 0183/2020)*
- 11.5 The Board agreed that [REDACTED] from Treasury will attend the next Board meeting to discuss policies on Managing the Commission document. *(Refer to Action Number 0184/2020)*
- 11.6 The Board noted that the Chair and one Board Member will approve the appointment, structure and remuneration of a Tier 2 GM to the Commission.

Harry Clark left the meeting at 12.30pm.

Endorsements

- 11.7 Grant Blackwell provided an update to the Board on the draft guidelines for responding to requests for Endorsements from the Climate Change Commission.
- 11.8 The Board discussed the guidelines for endorsements and involvement in external projects and programs.

Agreed

- 11.9 The Board noted and agreed that individual Commission Board members may act in their own professional capacity other than speaking as a Board Member, to state their views are not those of the Commission. *(Refer to Action Number 0185/2020)*
- 11.10 The Board agreed to manage any potential conflicts through the Commission's Conflicts of Interest process and lodge any potential conflicts on the Conflict of Interests Register. *(Refer to Action Number 0186/2020)*

Harry Clark joined the meeting at 12.42pm

[REDACTED] and Grant Blackwell left the meeting at 12.44pm

The meeting adjourned at 12.44pm for lunch. The meeting reconvened at 1.00pm

████████████████████ left the meeting at 3.15pm

Grant Blackwell joined the meeting at 3.16pm

Agenda Item 14: Analytical work program

Report Structure

- 14.1 ██████████ informed the Board on the list of final analytical reports and their scope and structure for the Commission's advice due to the Minister in February 2021.
- 14.2 The Board discussed the list of final reports and each report's structure for advice due February 2021.

Agreed

- 14.3 The Board agreed that the list of final reports and each report's scope for advice due February 2021 is adopted. *(Refer to Action Number 0188/2020)*
- 14.4 The Board agreed, in principle, with the structure of the reports and noted the need for flexibility in structure and content as the analysis forms and takes shape. *(Refer to Action Number 0189/2020)*
- 14.5 The Board noted the indicative process for sign-off of draft chapters. *(Refer to Action Number 0190/2020)*
- 14.6 The Board agreed that if the Board members are asked to peer review papers, they must first notify the Chief Executive instead of approaching staff directly. *(Refer to Action Number 0191/2020)*

Scene setting Mitigations – analytical approach based on the template

- 14.7 ██████████ reported to the Board on the context as to the approach that Commission staff are taking to the bottom-up analysis of the options for reducing emissions in each sector. This work is called 'mitigations analysis'.
- 14.8 The Board discussed the approach to mitigations analysis.
- 14.9 The Board noted the work that the Commission staff are doing to understand the options to remove or offset emissions in each sector. *(Refer to Action Number 0192/2020)*
- 14.10 The Board noted that further information on the mitigation options in each sector will be brought to the Board in subsequent meetings. *(Refer to Action Number 0193/2020)*
- 14.11 The Board noted that if they want to provide further input on this paper, they can email their comments to the Chief Executive. *(Refer to Action Number 0194/2020)*

Lisa Tumahai left the meeting at 4.52pm

Agenda Item 15: Any Other Business

- 15.1 The Technical Briefing papers for HIP and Land Use were not discussed at the Board Meeting. If the Board wish to provide written comments on the two briefing papers, they are to send these to the Chief Executive. *(Refer to Action Number 0195/2020)*
- 15.2 The Board were informed that Sharepoint training for the Board will be added to the agenda for next month's Board meeting.
- 15.3 Nicola Shadbolt informed the Board on her travel arrangements for future Board meetings.
- 15.4 The Board discussed the next teleconference Board meeting on 25 March.

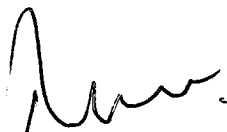
Next meeting Date

The next meeting of the Climate Change Commission Board will be held on 14 and 15 April 2020, Climate Change Commission, Kyoto Meeting Room, Level 21, Aon Centre, 1 Willis Street, Wellington.

The meeting finished at 5.00pm

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

Signed:



Chair

Date: 15/4/2020