

**Climate Change Commission Board Meeting (Meeting 10)  
Tuesday, 11 August 2020**

A meeting of the Climate Change Commission Board Members was held in the Monarch Meeting Room, Willeston Conference Centre, Level 11, 15 Willeston Street, Wellington. The meeting started at 9.00am and finished at 3.45pm.

**Climate Change Commission Attendees:**

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

**Invited Attendees:**

Jo Hendy – Chief Executive  
[REDACTED] - Executive Assistant and Minute Taker

**Guests:**

Astrid Nunns – General Manager - Strategy, Planning and Engagement  
[REDACTED] – Senior Analyst  
[REDACTED] – Principal Analyst  
[REDACTED] – Principal Analyst  
[REDACTED] – Senior Analyst  
Grant Blackwell – Chief Scientist  
[REDACTED] - Engagement Co-ordinator  
[REDACTED] - Principal Advisor  
[REDACTED] – Project Co-ordinator  
[REDACTED] – Communication and Engagement Manager  
[REDACTED] - Principal Analyst  
[REDACTED] – Programme Manager  
[REDACTED] – Operations Manager  
[REDACTED] – Senior Analyst  
[REDACTED] – Principal Analyst  
[REDACTED] – Principal Analyst  
[REDACTED] – General Manager – Governance and Corporate Services  
[REDACTED] – Business Analyst  
[REDACTED] – Principal Analyst  
Vicky Robertson – Ministry for the Environment  
[REDACTED] – Ministry for the Environment  
Anne Haira – Ministry for the Environment  
[REDACTED] – Ministry for the Environment

*The meeting started at 9.00am*

## **Agenda Item 1: Board Only time**

- 1.1 The Chair welcomed the Commissioners to the Climate Change Commission Board meeting.
- 1.2 The Board noted that Nicola Shadbolt will join today's meeting at 10.30am.
- 1.3 The Board noted and discussed the agenda items for the Board meeting.
- 1.4 The Board discussed the Commission's financial accruals at year end 2020/21 and the Commission's Auditor's proposal.

*Jo Hendy joined the meeting at 9.26am*

- 1.5 The Board discussed the preparation of New Zealand's Low-Emission Development Strategy (LEDS) which countries are encouraged (but not required) to submit in 2020 under the 2015 Paris Agreement. The Ministry for the Environment are taking the lead.
- 1.6 The Board discussed the Commission's MOU with Government agencies and the separate running of sectoral scenarios of modelling for each agency.
- 1.7 The Board discussed the attendance of Vicky Robertson and staff from the Ministry for the Environment at today's Board meeting.
- 1.8 The Board discussed the roles of the Commission Board Advisors for each sector.

*Grant Blackwell, Astrid Nunns, Sharon Kerry, [REDACTED] joined the meeting at 9.44am*

## **Agenda Item 2: Welcome**

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

### **Any additional agenda items**

- 2.2 Jo Hendy informed the Board that new staff will be introduced to the Board at this afternoon's meeting.

### **Review Interest Register**

- 2.3 No conflicts were identified by Board or Commission staff.
- 2.4 The Board noted that Catherine Leining had submitted two updates to the Interest Register by email; these did not relate to decisions at this Board meeting.

## **Approval of Minutes from 14 – 15 July 2020 Board Meeting**

- 2.5 The Minutes from the 14 – 15 July 2020 meeting were reviewed.
- 2.6 The Board agreed that the Minutes from 14 – 15 July 2020 Climate Change Commission Board meeting were confirmed as a true and accurate record of the meeting and signed off by the Chair.

## **Review Actions Register**

- 2.7 Jo Hendy updated the Board on actions that are in progress and/or completed.
- 2.8 The Board noted the completed actions and thanked Commission staff for managing the Actions Register.

## **Agreed**

- 2.9 The Board agreed that Commission staff will highlight the closed Actions rows within the Action Register for easy referral. (*Refer to Action Number 0293/2020*)

## **Agenda Item 3: Draft Board Work Program – 12 month view**

- 3.1 Sharon Kerry introduced the Board to the draft Board work program starting from August 2020 through to May 2021.
- 3.2 Sharon Kerry informed the Board that the work program is in a development phase and is still a working document.
- 3.3 The Board noted and discussed the draft Board work program.

## **Agenda Item 4: Report back from the Risk, Audit, Safety and Health (RASH) Committee Meeting**

- 4.1 Lisa Tumahai, Chair of the RASH Committee, provided an update to the Board from the Risk, Audit, Safety and Health (RASH) Committee meeting held on 10 August 2020.
- 4.2 The Board discussed the budget accruals and the budget revision process. The revised budget will be sent to the Board for their consideration.
- 4.3 Lisa Tumahai informed the Board of the annual completion of the Director's Health and Safety checklist and reviewing the risk framework definitions and principals.
- 4.4 Lisa Tumahai informed the Board that the RASH Committee reviewed the proposal from the Commission's appointed Auditor, Chrissie Murray. The RASH Committee have asked Ms Murray to provide a revised proposal to be approved by the Committee.

*Nicola Shadbolt joined the meeting at 10.15am*

████████████████████ left the meeting at 10.18am

████████████████████ joined the meeting at 10.19am

#### Agenda Item 5: Chief Executive's Report – July 2020

- 5.1 Jo Hendy provided an update to the Board that noted the handover to Minister Shaw of the Statement of Intent (SOI) and Statement of Performance Expectations (SPE).
- 5.2 The Board noted that Anne Jonathan will add a copy of the Commission's Statement of Intent and Statement of Performance Expectations into the Diligent Resource Library.
- 5.3 Jo Hendy also provided an update to the Board on the wellbeing, health and safety of Commission staff.
- 5.4 Sharon Kerry informed the Board of the latest out of cycle budget bid to Minister Shaw to fund resourcing for work the Commission is now required to do but hasn't been funded for.
- 5.5 The Board noted the concern over the out years funding and financing an unfunded mandate.
- 5.6 Sharon Kerry provided an update to the Board on Toitu who are measuring the Commission's carbon footprint.

*Sharon Kerry left the meeting at 10.35am*

- 5.7 The Board acknowledged and thanked Commission staff for providing informative updates from the Chief Executive's Report.
- 5.8 The Board noted and discussed the Chief Executive's Report.

#### Agenda Item 6: Stakeholder Engagement Log

- 6.1 ██████████ provided an update to the Board on stakeholder engagement.
- 6.2 ██████████ informed the Board that specific workshops are being held with technical stakeholders to test our initial thinking on specific mitigation options or issues, policy considerations, barriers and interventions, and different pathways that take into consideration the mitigation options identified.

6.3 [REDACTED] also informed the Board of the increase in requests coming through. The Engagement Team are in the process of setting up workshops to talk with stakeholders on themes including behaviour change, equitable transitions and urban design. These workshops are to start week beginning 17 August 2020.

[REDACTED] *joined the meeting at 10.52am*

[REDACTED] *joined the meeting at 10.57am*

6.4 The Board noted and discussed the Stakeholder Engagement log.

*Sharon Kerry re-joined the meeting at 10.59am*

**Agreed**

6.5 The Board agreed that stakeholder names within the Stakeholder Engagement Log are to be used in full and not abbreviated.

[REDACTED] *left the meeting at 11.13am*

*The meeting adjourned at 11.14am. The meeting reconvened at 11.18am.*

**Agenda Item 7: Approach for Biogenic Methane and NDC work**

7.1 [REDACTED] presented to the Board the outline approach that Commission staff are taking for pulling together research and analysis on the two extra tasks requested by the Minister on biogenic methane and New Zealand's Nationally Determined Contribution (NDC).

7.2 The Board noted the approach for biogenic methane and the NDC.

7.3 The Board agreed to defer the discussion on the approach for biogenic methane and the NDC until this afternoon session of the Board meeting.

[REDACTED] *left the meeting at 11.40am*

*Vicky Robertson, [REDACTED] Anne Haira and [REDACTED] joined the meeting at 11.45am*

**Agenda Item 8: Monitoring Agreement Principles: Vicky Robertson, Secretary for the Environment and Chief Executive at the Ministry for the Environment**

8.1 The Chair welcomed Vicky Robertson, [REDACTED] Anne Haira, and [REDACTED] from the Ministry for the Environment to the Climate Change Commission Board meeting.

8.2 The Board and MfE discussed the opportunities for setting the foundation for a trusted, productive relationship that will be very important to both parties over the coming years.

8.3 The Board thanked the Ministry for the Environment for attending the Board meeting.

*The meeting adjourned at 12.45pm for lunch.*

Vicky Robertson, [REDACTED] Anne Haira and [REDACTED] joined the Board for lunch.

Vicky Robertson, [REDACTED] Anne Haira and [REDACTED] left the meeting at 1.12pm

*The meeting reconvened at 1.13pm*

[REDACTED]

[REDACTED] joined the meeting at 1.13pm

8.4 Astrid Nunns introduced [REDACTED] to the Board. [REDACTED] had recently joined the Commission.

[REDACTED] left the meeting at 1.16pm

#### Agenda Item 7: Approach for Biogenic Methane and NDC work (Continued)

7.4 The Board noted and discussed the feedback on the research and analysis that staff are carrying out for the biogenic methane and NDC advice.

7.5 The Board noted that a portion of the analysis will inform the emissions budgets advice, as well as the biogenic methane and NDC advice.

#### Agreed

7.6 The Board agreed for staff to proceed with the research and analysis for informing the judgement on what New Zealand's contribution to the global 1.5 degree goal should be, and what this means for the biogenic methane and NDC advice. This analysis and judgement will be brought to the Board as part of a workshop. (Refer to Action Number 0294/2020)

[REDACTED] left the meeting at 1.23pm

#### Agenda Item 9: Work Programme Plan and Reporting Structure

9.1 [REDACTED] introduced to the Board to the new Commission's work programme status report and plan. The status report will be provided to the Board each month.

9.2 The Board noted and discussed the contents of the draft 2020-2021 Work Programme Plan as well as the role of the Board in providing governance oversight over the work programme to approve key outputs.

9.3 The Board noted that a refined version of the Programme Plan will be tabled at the September Board Meeting for the Board's high-level review and endorsement.

██████████ joined the meeting at 1.53pm.

██ left the meeting at 1.53pm

#### Agenda Item 10: Chief Executive Key Performance Indicators (KPIs)

10.1 Astrid Nunns provided the quarterly update to the Board on progress made to date against the Chief Executive's draft key performance indicators (CE KPIs). Work is underway to integrate the CE KPIs within the Commission's approved Performance Framework.

10.2 The Board noted the progress towards achieving the existing CE KPIs as at 31 July 2020 and the future reporting timeframes for the CE KPIs.

*Sharon Kerry and Grant Blackwell left the meeting at 2.04pm*

10.3 The Board noted and discussed the existing CE KPIs that require amendments.

██████████ left the meeting at 2.13pm

██████████ joined the meeting at 2.13pm

*Sharon Kerry re-joined the meeting at 2.14pm*

#### Agenda Item 11: Finance Update

11.1 Sharon Kerry provided an update to the Board on the financial position of the Commission to 31 July 2020 and the year-end accruals.

11.2 Sharon Kerry informed the Board that a Cabinet paper will be lodged by Minister Shaw to bring \$880k forward from 2023/24 to 2020/2021.

11.3 The Board noted and discussed the approach outlined in the Cabinet paper.

#### **Agreed**

11.4 The Board agreed that the revised budget is circulated to the Board and formally adopted at the next Board meeting in September. (Refer to Action Number 0295/2020)

██████████ left the meeting at 2.20pm

*The meeting adjourned at 2.20pm. The meeting reconvened at 2.30pm*

████████████████████ joined the meeting at 2.30pm

**Agenda Item 12: Waste Sector Chapter Review – Chapter 2**

12.1 ██████████ introduced the Board to Chapter 2 of the Waste Sector Chapter Review.

12.2 ██████████ informed the Board that Chapter 2 gives an overview of waste emissions, including where they come from and why they are growing; and introduces the ways in which emissions from waste can be reduced.

*Astrid Nunns and Sharon Kerry left the meeting at 2.40pm*

12.3 The Board noted and discussed Chapter 2 of the Waste Sector Chapter 2 Review.

*Jo Hendy left the meeting at 2.57pm*

*Jo Hendy re-joined the meeting at 3.09pm*

**Agenda Item 13: Recap and discuss needs for 12 August 2020 Board Meeting**

13.1 The Board recapped the day's meeting and discussed the agenda for 12 August.

13.2 The Board noted that the 12 August Board meeting will reconvene at 9.15am after the Zoom meeting with Mike Thompson at 8.00am.

*The meeting finished at 3.45pm*



**Climate Change Commission Board Meeting (Meeting 10)**  
**Wednesday, 12 August 2020**

A meeting of the Climate Change Commission Board Members was held in the Monarch Meeting Room, Willeston Conference Centre, Level 11, 15 Willeston Street, Wellington. The meeting started at 8.00am and finished at 3.39pm.

**Climate Change Commission Attendees:**

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

**Invited Attendees:**

Jo Hendy – Chief Executive  
[REDACTED] - Executive Assistant and Minute Taker

**Guests:**

[REDACTED] – Principal Analyst – joined the meeting via Zoom  
[REDACTED] - Principal Analyst – joined the meeting via Zoom  
Astrid Nunns – General Manager - Strategy, Planning and Engagement  
[REDACTED] - Senior Analyst – joined the meeting via Zoom  
[REDACTED] – Senior Analyst – joined the meeting via Zoom  
[REDACTED] - Principal Analyst  
Grant Blackwell - Chief Scientist  
[REDACTED] - Principal Analyst – joined the meeting via Zoom  
[REDACTED] – Principal Analyst – joined the meeting via Zoom  
[REDACTED] – Programme Manager  
[REDACTED] - Senior Analyst – joined the meeting via Zoom  
[REDACTED] - Principal Analyst  
[REDACTED] – Principal Analyst – joined the meeting via Zoom  
Sharon Kerry – General Manager – Governance and Corporate Services  
Mike Thompson – Head of Carbon Budgets at the UK Committee on Climate Change – joined the meeting via Zoom

*The meeting started at 8.00am*

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Jo Hendy, [REDACTED] Sharon Kerry, Grant Blackwell and [REDACTED]  
[REDACTED] joined the meeting at 8.00am



- 15.3 The Board provided a number of suggestions for improving the wording and explanations relating to the objective and principles for accounting. In particular, the Board requested that it be reflected that the Commission would monitor the evolution of alternative metrics and remain open to their potential for use in accounting. The paper noted that the potential application of alternative metrics would also be explored in the Commission's work related to advice on targets.
- 15.4 [REDACTED] introduced to the Board the second half of the paper that related to accounting for land emissions.
- 15.5 [REDACTED] outlined that the main decision for this part of the paper was on a broad framework for land emissions accounting, between one based on the GHG Inventory approach and one based on the NDC target accounting.

The Board discussed the implications of the land emissions accounting proposals. Feedback included that if *forest management* was not included in accounting, care should be taken to emphasise in the Commission's advice that the Commission still valued pre-1990 forests and supported efforts to improve their health and carbon stocks. A question was also raised about the extent to which New Zealand should be able to avoid the consequences of losing forest carbon due to climate change-related events through the use of a natural disturbance provision.

#### **Agreed**

- 15.6 The Board agreed subject to the incorporation of its feedback and minor iterations as analysis proceeds, to the proposed objective and principles to guide the Commission's approach to the rules for measuring progress towards emissions budgets and the 2050 target.
- 15.7 The Board agreed that the production-based emissions estimates from New Zealand's GHG Inventory should be the basis of the rules for measuring progress towards emissions budgets and the 2050 target.
- 15.8 The Board agreed that if consumption-based emissions estimates for New Zealand become available that these could also be presented and monitored in the Commission's advice and monitoring reports on emissions budgets and the 2050 target, separate from the formal rules for measuring progress, to provide additional insights about New Zealand's broader impacts on emissions and policies to reduce emissions.
- 15.9 The Board agreed that GWP<sub>100</sub> was the necessary metric for reporting progress on emission budgets in accordance with the Act, but that the Commission should also present quantities of individual gases directly in tonnes alongside tonnes CO<sub>2e</sub> in its advice and monitoring reports.
- 15.10 The Board agreed that Commission staff will use an "activity-based" framework for land emissions accounting that uses a 1990 base year and "averaging" for post-1989 planted forests, substantially aligning with the New Zealand's NDC accounting approach.

15.11 The Board agreed the following details of the land emissions accounting framework for the first three emissions budgets and 2050 target, subject to review in 2024 for the second emissions budget onward:

- Inclusion of only those activities that have already been confirmed as being included in the accounting for New Zealand's first NDC (i.e. afforestation, reforestation, and deforestation), with the exception of forest management, which will be excluded.
- Inclusion of harvested wood products (HWPs) from post-1989 forests incorporated through averaging, but exclusion of HWPs from pre-1990 forests as their inclusion depends on the inclusion of forest management.
- Inclusion of a natural disturbances provision, aligned with New Zealand's first NDC and the 2013 IPCC KP Supplement, with the Commission to include judgements about invoking the provision in its reports on monitoring progress and at the end of an emissions budget period.

15.12 The Board agreed that exclusion of forest management from emissions budgets does not preclude consideration of forest management in the emissions reduction plan.

*Astrid Nunns joined the meeting at 12.17pm*

██ left the meeting at 12.45pm

*The meeting adjourned at 12.45pm for lunch. The meeting reconvened at 1.15pm*

**Agenda Item 16: Briefing to the incoming Minister (BIM)**

The Board agreed to delay Agenda Item 16 to a later time in the afternoon.

██ joined the 1.15pm

**Agenda Item 17: Scenario Structure for Budget Analysis**

17.1 ██████████ introduced the Board to the scenario structure for budget analysis paper. Commission staff are seeking the Board's approval to the proposed structure of the scenarios.

17.2 ██████████ informed the Board of the next steps, subject to the Board's feedback, Commission Staff will begin to develop the assumptions which sit behind each of the scenarios. These will be tested through discussions with the Technical Reference Groups. Initial results of the scenarios will be presented to the Board at the next Board meeting for feedback.

17.3 The Board noted and discussed the proposed structure of the scenarios.

██ and Astrid Nunns left the meeting at 1.08pm

██████████ re-joined the meeting at 1.23pm

Astrid Nunns re-joined the meeting at 1.29pm

**Agreed**

17.3 The Board agreed that Commission staff develop and model, in addition to the baseline, four scenarios for pathways which test combinations of technology change and behaviour change. (Refer to Action Number 0296/2020)

████████████████████ left the meeting at 1.45pm

The meeting adjourned at 1.45pm. The meeting reconvened at 1.58pm

**Agenda Item 18: (HIP) Heat, Industry and Power Sector Chapter Review 2, 3 and 4**

The Board agreed to defer the (HIP) Heat, Industry and Power Sector Chapter Review 2, 3 and 4 to the Climate Change Commission Board Stand-up meeting on 26 August 2020.

████████████████████ joined the meeting at 1.50pm

**Agenda Item 19: Draft Transport Report - Chapter 4 - Mitigation Opportunities**

- 19.1 ██████████ introduced the Board to the first draft Transport Report Chapter 4 for mitigations.
- 19.2 ██████████ informed the Board that the chapter outlines the mitigations that offer the greatest potential to reduce emissions in the first three emissions budgets or are likely to be needed to achieve our 2050 targets under unconstrained conditions.
- 19.3 ██████████ informed the Board they are anticipating on bringing the draft chapters for the pathways for the first three emissions budgets to the Climate Change Commission Board meeting in September. The Policy direction alongside the draft conclusions and recommendations will be presented at the October Board meeting.
- 19.4 The Board noted and discussed the first draft Transport Report Chapter 4 for mitigations.

████████████████████ left the meeting at 3.00pm

#### Agenda Item 16: Briefing to the incoming Minister (BIM)

- 16.1 Astrid Nunns informed the Board of the opportunity for the Commission to provide a Briefing to the Incoming Minister (BIM). This could inform the Minister of the strategic challenges and opportunities for the Commission, particularly in the first 100 days of a new government.
- 16.2 The Board noted that due to Covid-19, the election date has been postponed to 19 October 2020.
- 16.3 The Board noted and discussed the approach to the BIM.
- 16.4 The Board noted that they are to send any further proposals for the Briefing to the Incoming Minister (BIM) to the Chief Executive by 31 August 2020. *(Refer to Action Number 297/2020)*

*Astrid Nunns left the meeting at 3.31pm*

#### Agenda Item 20: Any other business

- 20.1 The Chair presented the Board members with a schedule of proposed meeting dates for Board meetings in 2021. Meetings scheduled from January 2021 – May 2021 are to be two-day Board meetings per month and meetings scheduled from June 2021 – December 2021 are to be one-day Board meetings per month.
- 20.2 The Board noted that [REDACTED] will email the Board members with a copy of the proposed schedule for meeting dates in 2021. *(Refer to Action Number 298/2020)*
- 20.3 The Board agreed to extend the time of the Climate Change Commission stand-up meeting on 26 August 2020 to cover the HIP Chapters and a Judgements workshop.

*Lisa Tumahai left the meeting at 3.37pm*

- 20.4 Catherine Leining and Judy Lawrence informed the Board of Suzi Kerr's presentation at the Motu Research Round Table forum on 14 August. Judy is a panellist at the session. Board members and Commission staff are welcome to attend the forum via Zoom. [REDACTED] will forward the registration to join the forum to the Board and Commission staff.

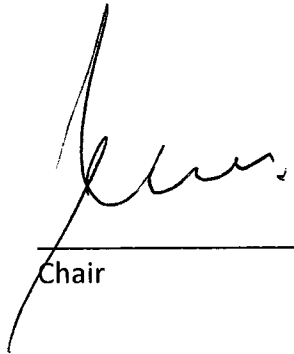
**Next meeting Date**

The next monthly meeting of the Climate Change Commission Board will be held on 8 and 9 September 2020.

*The meeting finished at 3.39pm*

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

Signed:

  
\_\_\_\_\_  
Chair

Date:

9/9/2020