

**Climate Change Commission Board Meeting (Meeting 4)
Tuesday, 11 February 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 10.00am and finished at 4.30pm

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
[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] – Principal Analyst, Climate Change Commission
[REDACTED] - Engagement Manager, Climate Change Commission
[REDACTED] - Principal Advisor, Climate Change Commission
[REDACTED] - Operations Manager, Climate Change Commission
[REDACTED] - Principal Analyst, Climate Change Commission
[REDACTED] – Principal Analyst, Climate Change Commission
Sara Clarke – Director, Emissions Budgets, Climate Change Commission

The meeting started at 10.00am

Agenda Item 1: Board Only time

- 1.1 The Chair welcomed the Commissioners to the fourth Climate Change Commission Board meeting. Lisa Tumahai will join the meeting via Zoom teleconferencing.
- 1.2 Judy Lawrence provided her apologies to the Board for not attending this afternoon's Board session. Judy is attending a pre-arranged contracted workshop.

- 1.3 Judy Lawrence asked how Board members could be most effectively updated if they are unable to attend a Board meeting. The Chair noted the importance of timely distribution of draft minutes rather than a commitment to ad hoc updates.
- 1.4 The Chair discussed and noted the recording of minutes and notes from the Board meeting. The minutes are to record the decisions and actions of the Commission as well as keeping track of progress being made. The minutes are kept brief (not verbatim).
- 1.5 The Board discussed the technical papers for gas and forestry from the Board meeting held on 24 January. It was noted that if a Board member raised an issue with a previous Board paper, this will be recorded and actioned in the present minutes and referred to the Chief Executive to follow up. *(Refer to Action Number 0112/2020)*
- 1.6 The Board discussed the procedure for engagement with stakeholders.

Agreed

- 1.7 The Board agreed that the engagement stakeholder list is added to the Board papers each month. The list will include last month's engagements and provide details of upcoming engagements three months' in advance. Subjectivity for Board members as a matter of interest. *(Refer to Action Number 0113/2020)*
- 1.8 The Board discussed OIA requests and archiving requirements. This was recently discussed at the Risk, Audit, Health and Safety Committee meeting. This will be discussed further with the Commission staff regarding a process. *(Refer to Action Number 0114/2020)*
- 1.9 James Renwick reported that he had recently provided a presentation to students on climate change and would have preferred to use a Climate Change Commission's master slide pack.
- 1.10 The Board noted that a CCC presentation master slide pack is being finalised and will be available to Board members on request. *(Refer to Action Number 0115/2020)*

Lisa Tumahai joined the meeting at 10.20am via Zoom

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

Agenda Item 2: Welcome

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

Review Interest Register

- 2.2 The Board discussed the Interest Register. Anne Jonathan will email the Interest Register to Board members for updates and/or amendments. *(Refer to Action Number 0116/2020)*

Approval of Minutes from 24 January 2020

- 2.3 The Minutes from the 24 January 2020 meeting were reviewed. The Minutes were amended to note the change of time that Nicola Shadbolt left the Board meeting. The Minutes are approved by the Climate Change Commission Board.
- 2.4 The Board agreed that the Minutes from 24 January 2020 CCC Board meeting, as amended, were confirmed as a true and accurate record of the meeting and signed off by the Chair.

Review Matters Arising

- 2.5 Jo Hendy informed the Board of the proposed comms plan for the ETR Hearing on Thursday. Senate will be joining the relevant Board members during lunchtime on both days to provide key speaking points.
- 2.6 Jo Hendy updated the Board on actions that are in progress and/or completed. The actions are reviewed at a management level and the status is updated.

Agreed

- 2.7 The Board agreed that completed actions in the Actions Register are shaded to show the distinction that they are completed and will be moved to the "Closed Action Register". *(Refer to Action Number 0117/2020)*
- 2.8 The Board agreed that the Board work programme is updated and tabled at day two Board meeting.

████████████████████ and Sara Clarke joined the meeting at 10.33am

Agenda Item 3: Iwi/Māori Focus

Draft Māori Capability Strategy

- 3.1 ██████████ introduced to the Board the draft Māori Capability Strategy. This paper sets out the strategy for the Commission to build the necessary structure and capability to deliver on the Māori specific requirements of the legislation and uphold our responsibility as a Crown entity to give effect to the principles of the Treaty of Waitangi.
- 3.2 The Board noted the thinking, timing and nature of a more formalised engagement.

- 3.3 The Board thanked [REDACTED] for the significant amount of work she has done on the strategy.

Agreed

- 3.4 The Board adopted the draft Māori Capability Strategy. *(Refer to Action Number 0118/2020)*
- 3.5 The Board agreed that a workshop be organised for Board members to build capabilities and develop competencies to assist them with adhering to the principles of the Treaty of Waitangi. *(Refer to Action Number 0119/2020)*

[REDACTED] left the meeting at 11.04am

[REDACTED] joined at 11.05am

Agenda Item 4: Analysis Work Program

Updated work plan

- 4.1 Sara Clarke provided an update to the Board on the work plan, the proposed approach to planning and managing the work, dashboard work template and the work breakdown structure.
- 4.2 Sara Clarke provided an overview to the Board on the ongoing management of the advice on the first three emissions budgets and emissions reduction plan.
- 4.3 The Board discussed the proposed plan and noted the proposed approach to project reporting.
- 4.4 A Board member noted the importance of commencing drafting the emissions budgets and reduction plan advice paper in the near future.
- 4.5 The Board thanked Sara and the team for their commendable work program.

Agreed

- 4.6 The Board agreed with the recommended fortnightly project reporting approach. *(Refer to Action Number 0120/2020)*
- 4.7 The Board agreed that amendments are made to the GANTT chart as recommended by the Board and bring back to the Board meeting in March. *(Refer to Action Number 0121/2020)*

[REDACTED] left the meeting at 11.47am.

[REDACTED] joined the meeting at 11.50am

Agenda Item 5: Update on MoU with Government Agencies

- 5.1 Jo Hendy provided an update to the Board on developing the Commission's relationship with its monitoring agency, Ministry for the Environment (MfE). The proposed next steps are to engage with the State Services Commission as they also have a role and could advise on the relationships. Jo also plans to engage with two or three other independent Crown Entities to learn from their experience. Dr Rod Carr noted that there may be value in codifying the nature of the monitoring relationship in some protocols or a document, so that there is a common understanding between MfE and the Commission on roles and boundaries.
- 5.2 Sara Clarke reminded the Board of the Minister's expectations that the Commission develop a memorandum of understanding (MOU) with relevant central government agencies to facilitate productive working relationships and an accepted evidence base.
- 5.3 [REDACTED] updated the Board that a draft MOU on developing a shared evidence base was under preparation. It used as a starting point a similar MOU that exists between the UK Climate Change Commission and UK government departments. At this stage the intention was for the MOU to be between the Commission and relevant government agencies collectively, rather than individual agreements with each Ministry. However, this and other matters would have to be discussed when the draft MOU was proposed to the government agencies.
- 5.4 The Board thanked [REDACTED] for providing an informative update.

Agreed

- 5.5 The Board agreed that Jo Hendy would discuss developing agreed principles or approaches on the monitoring relationship with MfE. *(Refer to Action Number 0122/2020)*
- 5.6 The Board agreed that the draft MOU on developing a shared evidence base should be circulated to the Board for their comment, before it is proposed to the relevant government agencies. Once the Board had provided this input, the Chief Executive will take this forward in terms of negotiation with the with the Chief Executives of relevant agencies. *(Refer to Action Number 0123/2020).*

[REDACTED] and Sara Clarke left the meeting at 12.20pm

[REDACTED] joined the meeting at 12.20pm

Agenda Item 6: Technical Briefing Paper

████████████████████ introduced themselves to the Board.

Transport Sector Overview

- 6.1 ██████████ provided an overview to the Board on the Transport sector. The briefing paper provides a background context and information on New Zealand's transport emissions. It outlines the main sources, trends and drivers of emissions growth, and highlights some of the key challenges and opportunities posed by transport emissions in New Zealand.
- 6.2 Ralph Samuelson provided an update to the Board on transport energy.
- 6.3 The Board acknowledged and thanked the team for their efforts in providing an informative paper.
- 6.4 The Board noted and discussed the information contained in the paper.

████████████████████ left the meeting at 12.56pm.

Judy Lawrence left the meeting at 12.57pm.

The meeting adjourned at 1.00pm for lunch. Relevant Board members met with Senate in preparation for the Select Committee meeting.

The meeting reconvened at 1.45pm

████████████████████ Sara Clarke, Grant Blackwell and ██████████
joined the meeting at 1.45pm

Jo Hendy introduced ██████████ to the Board. ██████ is the Commission's shared service HR Advisor from Treasury.

Agenda Item 7: Values Workshop

- 7.1 ██████████ introduced the ninety-minute format of the Values Workshop to the Board. The Board will work on the purpose, objectives, organisational values, establish our culture and guide to our behaviour.
- 7.2 ██████████ provided to the Board a set of value themes, mission and purpose of our deliverables.
- 7.3 The Board participated in the Values Workshop.

Lisa Tumahai left the meeting at 3pm

7.4 The Board thanked [REDACTED] for leading an engaging Values Workshop.

Agreed

7.5 The Board agreed a set of organisational values that the Commission discussed. This will represent and support the type of organisation, culture and reputation we want to create; and provide the foundational underpinnings that are reflected in our culture and our work. *(Refer to Action Number 0123/2020)*

7.6 The Board noted that the draft SOI will be shared with MfE ahead of the March Board meeting.

7.7 The Board agreed that a time is scheduled to discuss the draft Statement of Intent before approval by the Board at the March Board Meeting. *(Refer to Action Number 0124/2020)*

[REDACTED] left the meeting at 3.13pm

The meeting adjourned at 3.13pm. The Board reconvened at 3.20pm

Agenda Item 8: Strategic Planning

Strategy on a page

8.1 [REDACTED] presented to the Board the amended Strategy on a page.

8.2 The Board discussed the Strategy and provided their feedback.

8.3 The Board noted that changes will be made to the Strategy following on from the Values Workshop and draft Statement of Intent. *(Refer to Action Number 0125/2020)*

Draft Statement of Intent

8.4 [REDACTED] provided an update to the Board on the draft Statement of Intent (SOI). To ensure alignment, the SOI is being developed iteratively alongside the Statement of Performance Expectations and the Chief Executive's Key Performance Indicators.

8.6 The Board discussed the SOI outline and its three proposed strategic objectives.

8.7 The Board noted that the final SOI will be presented to the March 2020 Board Meeting for agreement, alongside related documents. *(Refer to Action Number 0126/2020)*

Amended Chief Executive's KPIs

- 8.8 [REDACTED] presented to the Board a revised draft of the key performance indicators (KPIs) for the Chief Executive (CE) of the Climate Change Commission (the Commission).
- 8.9 The Board discussed and provided feedback for the Chief Executive's KPIs.
- 8.10 The Board noted that final Chief Executive's KPIs will be presented to the March Board meeting for agreement. *(Refer to Action Number 0127/2020)*

[REDACTED] left the meeting at 4.06pm

Grant Blackwell, [REDACTED] joined the meeting at 4.06pm

Agenda Item 9: Analysis Work Program

Analytical Framework and Process Map for Emissions Budgets

- 9.1 [REDACTED] presented to the Board the proposed draft analytical framework for the Commission's work, and the draft process for applying the framework to generating advice on emissions budgets and the emissions reduction plan.

Agreed

- 9.2 The Board agreed to endorse the analytical framework and analytical process maps. *(Refer to Action Number 0128/2020)*
- 9.3 The Board agreed to support the Commission staff to test the amended analytical framework with stakeholders and Treaty partners during the first phase public engagement. *(Refer to Action Number 0129/2020)*

[REDACTED], Sara Clarke, Grant Blackwell, [REDACTED]
[REDACTED] left the meeting at 4.28pm

Agenda Item 10: Recap and discuss needs for 12 February meeting

- 10.1 The Board noted the Commissioner photoshoot starting at 8am in the morning. This will take place before the Board meeting begins.
- 10.2 The Board noted they will meet with new Commission staff during the Analytical Work Program agenda item on 12 February.

The meeting finished at 4.30pm

The Climate Change Commission meeting will reconvene at 9.00am on 12 February 2020

Climate Change Commission Board Meeting (Meeting 4)
Wednesday, 12 February 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 9.00am and finished at 4.15pm

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, Climate Change Commission Secretariat
[REDACTED] - Executive Assistant and Minute Taker, Climate Change Commission Secretariat

Guests:

[REDACTED] - Principal Analyst, Climate Change Commission
[REDACTED] - Principal Analyst, Climate Change Commission
[REDACTED] - Principal Advisor, Climate Change Commission
Grant Blackwell - Principal Scientist, Climate Change Commission
[REDACTED] - Principal Advisor, Climate Change Commission
[REDACTED] - Engagement Manager, Climate Change Commission
[REDACTED] - Operations Manager, Climate Change Commission
[REDACTED] - Principal Analyst, Climate Change Commission
Sara Clarke - Director – Emissions Budgets, Climate Change Commission
Frank Jotzo - Australian National University
Kevin Rennert - Resources for the Future
Frank Convery - Irish Climate Commission

The meeting started at 9.00am

Agenda Item 11: Welcome, recap and run through of the Agenda

- 11.1 The Chair welcomed the Commissioners to the reconvened meeting of the fourth Climate Change Commission Board meeting. All Board members were present.
- 11.2 The Board recapped on the notes from yesterday's Board meeting.
- 11.3 The Board discussed the strategic priorities and adding the adaptation role of the Commission within the Statement of Intent.

- 12.7 The Board noted that the regulations as proposed could be improved.
- 12.8 The Board noted that the existing evidence base underpinning the Government's proposals could be improved, and that this is a concern for the Commission given that according to the ETR Bill from 2022 the Commission will have a role in advising on NZ ETS settings.
- 12.9 The Board agreed that a submission by the Commission could be used to highlight where the Government's methodology and evidence base for NZ ETS settings could be improved and to inform stakeholders about some of the issues and evidence which the Commission will consider when developing its future advice to Government on NZ ETS settings. *(Refer to Action Number 0133/2020)*
- 12.10 The Board noted that [REDACTED] would try to set up a meeting for next week with the MfE officials working on the NZ ETS settings consultation. This is to get a better understanding of the proposals and help inform the Commission's submission. Interested Commissioners can attend the meeting. *(Refer to Action Number 0134/2020)*
- 12.11 The Board noted a sign-off process.

[REDACTED] left the meeting at 11.17am

The Board had a break from the meeting at 11.17am. The Board reconvened at 11.25am

Grant Blackwell, [REDACTED]
[REDACTED] joined the meeting at 11.25am

Jo Hendy introduced [REDACTED] to the Board. [REDACTED] re-introduced themselves.

Agenda Item 13: Analysis Work Program

UK CCC 5th Budget Approach

- 13.1 [REDACTED] provided a presentation to the Board on the UK's CCC's 5th Carbon Budget and learnings from the UK experience.

Ministry for the Environment's Marginal Abatement Cost Curves work

- 13.2 [REDACTED] provided a presentation to the Board on analysis work completed by MfE for the marginal abatement cost curves work.
- 13.3 The Board thanked [REDACTED] for the good work on the two presentations.
- 13.4 The Board noted that [REDACTED] will obtain an update from MfE on the next stage of work planned. *(Refer to Action Number 0135/2020)*

- 13.5 The Board noted the open issue with relevance to the understanding of MfE influence with our analysis.

*Jo Hendy, Grant Blackwell, [REDACTED]
[REDACTED] left the meeting at 1.00pm*

The meeting was adjourned at 1.00pm for lunch. Relevant Board members met with Senate in preparation for the Select Committee

The meeting reconvened at 1.30pm

Agenda Item 14: Guest Speaker – Frank Convery – Irish Climate Commission

- 14.1 Frank Convery provided a presentation to the Board and Commission on Climate Policy for Ruminant Farming in Ireland in the context of the New Zealand-Ireland collaboration.

- 14.2 The Board and Commission thanked Frank Convery for his informative presentation.

*[REDACTED] Sara Clarke and Grant Blackwell
joined the meeting at 2.30pm*

Agenda Item 15: Engagement Work Program

- 15.1 [REDACTED] provided an update to the Board on engagements, Māori engagement, call for evidence, the Commission's website, digital strategy, te reo name for the Commission and brand development. [REDACTED] will be starting with Commission and will work on the external engagements. Senate have provided media support for the Commission.

Agreed

- 15.2 The Board agreed to have a relook at their biographies and update if necessary, to be only 150 words. Once reviewed, they are to be sent to [REDACTED] (Refer to Action Number 0136/2020)

Agenda Item 16: Corporate Services

Dr Rod Carr left the meeting at 3.12pm. Lisa Tumahai took over the role as Board Chair.

Budget and Finance

- 16.1 [REDACTED] informed the Board that a Finance update had been provided in the tabled Risk, Audit, Safety and Health papers.

16.2 ██████████ reported to the Board on the transitioning phase of the Commission including the CASS finance system, budgeting and technology including Sharepoint and Diligent.

16.3 The Board noted the transitioning phase of the Commission.

Agreed

16.4 The Board agreed for ██████████ to organise training for using Diligent and Sharepoint. *(Refer to Action Number 0137/2020)*

Update on Policies

16.5 ██████████ updated the Board of the process for developing appropriate policies and procedures for the Commission. The Commission will bring the 'Framework and Governance' and 'Managing the Commission' documents to the next Board meeting in March for approval. *(Refer to Action Number 0138/2020)*

16.6 The Board noted that the 'Employees of the Commission' policies and procedures will be approved by the Chief Executive as part of her delegated authority and implemented as soon as possible and no later than 13 March. *(Refer to Action Number 0139/2020)*

Update on Indemnity Deed and Indemnity Insurance

16.7 Sara Clarke provided an update to the Board on the process for agreeing the Deed of Indemnity and obtaining indemnity insurance. The draft Deed of Indemnity has been prepared for the Climate Change Commission by Chapman Tripp.

16.8 Sara Clarke informed the Commissioners (as individuals) should take their own, independent legal advice (from one lawyer acting for all seven individuals). We recommend Commissioners nominate a Board member to lead this process. The Commission will pay for the independent legal advice.

16.9 The Board discussed the process for finalising the Deed of Indemnity.

Agreed

16.10 The Board agreed that Dr Rod Carr will lead the legal review of the Deed of Indemnity on behalf of the Commissioners, including the identification of a legal representative. *(Refer to Action Number 0140/2020)*

16.11 The Board agreed for Sara Clarke to assist Dr Rod Carr with providing names of five legal representatives. *(Refer to Action Number 0141/2020)*

16.12 The Board agreed that once legal advice on the indemnity document has been obtained, the Commission will negotiate and ask for amendments to the Deed for the disputes provision. *(Refer to Action Number 0142/2020)*

Dr Rod Carr joined the meeting at 3.40pm

Agenda Item 17: Report of Risk, Audit, Safety and Health (RASH) Committee

- 17.1 [REDACTED] provided to the Board a tabled overview report from the Risk, Audit, Safety and Health (RASH) Committee meeting held on 10 February 2020.

Agenda Item 18: Any Other Business

- 18.1 The Board discussed the process for invoicing their hours to the Commission.
- 18.2 [REDACTED] informed the Board that they are to send two separate invoices for the month - one invoice for their Commission hours and the second invoice for expenditure spent with scanned receipts attached. These are to be sent as a PDF file.
- 18.3 [REDACTED] updated the Board on the process for withholding tax.
- 18.4 The Board discussed the work program.

Agreed

- 18.5 The Board agreed for Sara Clarke to make further changes to the work program. The changes will be reflected in the work program agenda item for the Board meeting in March. *(Refer to Action Number 0143/2020)*

Agenda Item 19: Any Other Business

Recap, and discuss future needs for meetings

- 19.1 The Board discussed the content for the next Board meeting in March.
- 19.2 The Board discussed an additional Board meeting for each month.

Agreed

- 19.3 The Board agreed that a Chief Executive's report is added to the monthly Board agenda as a standing item. *(Refer to Action Number 0144/2020)*
- 19.4 The Board agreed that an additional meeting is scheduled for Commissioners every month. The meeting will be scheduled every two weeks after the Board meeting and kept as a single agenda item. The Board will Zoom in for the meeting. *(Refer to Action Number 0145/2020)*

Next meeting Date

The next meeting of the Climate Change Commission Board will be held on 10 and 11 March 2020, Climate Change Commission Kyoto Meeting Room, Level 21, Aon Centre, 1 Willis Street, Wellington.

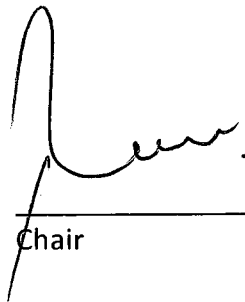
The meeting finished at 4.26pm

Agenda Item 20: External Presentations to the Board and Staff

- 20.1 Frank Jotzo from the Australia National University provided a presentation to the Board and Commission staff on his work for Australia's long-term emissions strategy.
- 20.2 Kevin Rennert from Resources for the Future (Washington, DC) provided a presentation to the Board and Commission staff on the US climate policy.

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

Signed:



Chair

Date: 14 April 2020