

**Climate Change Commission Board Meeting (Meeting 12)
Tuesday, 13 October 2020**

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 10.00am and concluded at 4.49pm.

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:

[REDACTED] - Principal Analyst
[REDACTED] - General Manager - Strategy, Planning and Engagement
[REDACTED] - Senior Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Principal Advisor
[REDACTED] - Manager - Communications and Engagement
[REDACTED] - Chief Scientist
[REDACTED] - Principal Advisor - Communications and Engagement
[REDACTED] - Principal Advisor
[REDACTED] - Analyst
[REDACTED] - Engagement and Communications Project Co-ordinator
[REDACTED] - Principal
[REDACTED] - Programme Manager
[REDACTED] - Operations Manager
[REDACTED] - Principal Analyst
[REDACTED] - General Manager, Governance and Corporate Services
[REDACTED] - Principal Analyst

The meeting started at 10.00am

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 and discussed the agenda items for the Board meeting.

- 1.3 The Board noted and discussed the programme status report.
- 1.4 The Board discussed the overall work programme, timetable, drafts and feedback.
- 1.5 The Board discussed the format of the agenda for future Climate Change Commission meetings. The Board will provide feedback to Commission staff.
- 1.6 The Board discussed the frequency of reporting of the Wellness Survey for Commission staff. The Board will provide feedback to Commission staff.
- 1.7 Lisa Tumahai informed the Board that she will leave today's Board meeting at 2.45pm.

Jo Hendy, [REDACTED] and [REDACTED] joined the meeting at 10.29am

Agenda Item 2: Welcome

- 2.1 The Chair welcomed the Leadership Team to the Climate Change Commission Board meeting.
- 2.2 The Board and Commission staff discussed the format of the Board agenda. It was agreed that strategic issues will be top items on the agenda. The governance issues will be placed at the end of the agenda.
- 2.3 Jo Hendy informed the Board that new staff will be introduced at tomorrow's meeting.

Review Interest Register

- 2.4 No conflicts were identified by Board or Commission staff.
- 2.5 Catherine Leining informed the Board of Motu's contracts for trading of mitigation between countries that were developed by [REDACTED]. This did not relate to decisions at this Board meeting.
- 2.6 All updates were noted by the Board.

Approval of Minutes from 26 August 2020 Board Meeting

- 2.7 The Minutes from the 26 August 2020 meeting were reviewed.
- 2.8 The Board agreed that the minutes from 26 August 2020 Climate Change Commission Board stand-up meeting were a true and accurate record of the meeting. The minutes were signed off by the Chair.

Approval of Minutes from 8 – 9 September 2020 Board Meeting

- 2.9 The Minutes from the 8 – 9 September 2020 meeting were reviewed.
- 2.10 The Board agreed that the Minutes from 8 – 9 September 2020 Climate Change Commission Board meeting were a true and accurate record of the meeting. The minutes were signed off by the Chair.

Approval of Minutes from 23 September 2020 Board Meeting

- 2.11 The Minutes from the 23 September 2020 meeting were reviewed.
- 2.12 The Board agreed that the Minutes from 23 September 2020 Climate Change Commission Board Stand-up meeting were a true and accurate record of the meeting. The minutes were signed off by the Chair.

Review Actions Register

- 2.13 The Action Register was taken as read.
- 2.14 Jo Hendy updated the Board on actions that were in progress and/or completed.
- 2.15 The Board discussed Action 001/2019 and the frequency for releasing the redacted minutes on the Climate Change Commission website from 1 February 2021.

Agreed

- 2.16 The Board agreed that all approved and appropriately redacted minutes from Climate Change Commission Board meetings will be published on the Commission's website on 1 February 2021. The next release will be April 2021 and to include the redacted minutes up to 31 March 2021 and quarterly thereafter. *(Refer to Action number 0001/2019)*

██████████ *joined the meeting at 10.35am*

- 2.17 The Board noted the completed actions and thanked Commission staff for managing the Actions Register.

Position Statement

- 2.18 The Chair informed the Board that the Board's Position Statement (titled "Position Statement No. 1") has been updated and re-published on the website.

Agenda Item 3: Chief Executive's Report

- 3.1 The Chief Executive's Report was taken as read.
- 3.2 The Board noted and discussed the Chief Executive's Report.

- 3.3 Jo Hendy updated the Board on the progress of the Advice 21 Programme delivery.
- 3.4 The Board discussed the reporting of information from the Wellbeing survey. The Board agreed that this would now be reported every three months to the Risk Audit Safety and Health Committee.
- 3.5 The Board discussed the level of security for the Climate Change Commission's new website and asked staff update the Board on the security measures in place.

██████████ joined the meeting at 10.46am

██████████ joined the meeting at 10.50am

██████████ joined the meeting at 10.55am

- 3.6 The Board noted and discussed the Commission's engagement with He Waka eka Noa. The Board asked how we are including He Waka eka Noa into our advice and also requested the latest terms of reference and six-monthly update be provided (*refer to Action number 305/2020*).
- 3.7 ██████████ updated the Board on issues regarding the support from CASS. A regular meeting has been set up with the Chief Financial Officer to maintain regular contact and manage these issues.
- 3.8 ██████████ updated the Board on the recent recruitment for a Senior Analyst in the HIP Team. A secondee from MBIE has been recruited and will start on 27 October.

██████████ joined the meeting at 11.11am

- 3.9 The Board acknowledged and thanked Commission staff for the informative updates provided in the Chief Executive's Report.

██████████ left the meeting at 11.18am

Agenda Item 4: Board Horizon

- 4.1 The Board Horizon paper was taken as read.
- 4.2 ██████████ provided an update to the Board on the Board Horizon for the 12-month view from October 2020 until September 2021 as well as the week-by-week update to December 2020 for Board activities.
- 4.3 The Board noted and discussed the Board Horizon.

██████████ joined the meeting at 11.23am

██████████ joined the meeting at 11.25am

██████████ joined the meeting at 11.40am

- 4.4 The Board noted that an outline of the delivery dates of the work will be emailed to the Board when it becomes available.
- 4.5 The Chair thanked Commission staff for the Board Horizon paper.

Agenda Item 5: Advice 21 Programme Status Report

- 5.1 The Programme Status Report was taken as read.
- 5.2 ██████████ presented to the Board the Work Programme Status Report as at 30 September 2020.
- 5.3 The Board noted and discussed the contents of Advice 21 Programme Status Report and asked that staff forward a copy of the Jans and Piers science review paper to the Board (*refer to Action number 306/2020*).
- 5.4 The Board noted 'budget' PRAG status line had been removed from the report as the budget tracking against this programme is contained in the monthly Finance Report.
- 5.5 The Board noted the status of the Programme and the risks/issues that have been escalated for resolution at Governance level.

The meeting adjourned at 11.51am. The meeting reconvened at 11.58am

██ joined the meeting at 11.58am

Agenda Item 6: Advice 2021 Pre-consultation Strategy

- 6.1 The Advice 2021 Pre-consultation Strategy paper was taken as read.
- 6.2 ██████████ introduced to the Board the strategic framework for pre-consultation engagement that lays the foundations for the Commission's formal consultation period, commencing 1 February 2021.
- 6.3 The Board noted and discussed the Advice 2021 pre-consultation engagement strategy and that a 'Position Statement Number 2' be developed that describes what consultation means for the Commission (*refer to Action number 307/2020*).

██ left the meeting at 12.53pm

Agenda Item 7: Stakeholder Engagement Log

- 7.1 The Stakeholder Engagement Log paper was taken as read.

7.2 [REDACTED] informed the Board that the focus for engagement over September 2020 has moved from listening and discovering to a focus on detail and testing stakeholder views on the evidence and thinking to date. This was the first month where the Commission had used the approach of minimising reactive speaking engagements, as tabled at the September Board meeting.

7.3 The Board noted and discussed the Stakeholder Engagement Log.

[REDACTED] left the meeting at 1.00pm

The meeting adjourned at 1.00pm for lunch. The meeting reconvened at 1.30pm

[REDACTED] joined the meeting at 1.30pm

Agenda Item 8: Finance Report

8.1 The Finance Report was taken as read.

8.2 [REDACTED] updated the Board of the Commission's financial situation to 30 September 2020 and for the year to 30 June 2021.

8.3 The Board noted and discussed the Finance Report.

Agenda Item 9: Recast 2020/2021 Budget

9.1 The recast 2020/2021 operating budget was taken as read.

9.2 [REDACTED] introduced to the Board the revised operating budget for the 2020/21 financial year.

9.3 The Board noted and discussed the recast 2020/2021 operating budget.

9.4 The Board adopted the revised 2020/2021 operating budget for the Climate Change Commission. The budget will be reviewed by Commission staff each quarter or more often if significant changes are required.

Agenda Item 10: Public Sector Standards of Integrity and Conduct

10.1 The Public Sector Standards of Integrity and Conduct paper was taken as read.

10.2 [REDACTED] introduced to the Board the Public Service Commission's Standards of Integrity and Conduct

10.3 The Board adopted the Public Service Commission's Standards of Integrity and Conduct. Commission staff will notify the Public Service Commissioner of this adoption. (Refer to Action number 308/2020).

Agenda Item 11: Dealing with Non-public Information When People Have Interests

11.1 The Dealing with Non-public Information Where People Have Interests paper was taken as read.

11.2

[REDACTED]

11.3

[REDACTED]

11.4

[REDACTED]

Agreed

11.5 The Board noted [REDACTED] (Refer to Action number 0091/2020)

Agenda Item 12: Information Release Protocols (formally Agenda Item 17)

12.1 The Information Release Protocols paper was taken as read.

12.2 [REDACTED] informed the Board of the approach Commission staff intend to take to sharing information and analysis in advance of consultation, in line with the Pre-Consultation Strategy.

12.3 The Board noted that that this paper acknowledges the benefit of releasing some information in advance of public consultation and describes the objectives and constraints around how Commission staff will do that.

12.4 The Board noted and discussed the Information Release Protocols in advance of consultation (i.e. up to 1 February 2021); the type of information the Commission are aiming to share, and the type of information the Commission will not share; the consideration given to market sensitive information; and the mechanisms for keeping staff informed.

Lisa Tumahai left the meeting at 2.45pm

12.5 The Chair thanked the Commission staff for their work on the paper.

[REDACTED] and [REDACTED] left the meeting at 2.48pm

Agenda Item 13: Draft Briefing to the Incoming Minister for Climate Change

13.1 The Draft Briefing to the Incoming Minister (BIM) for Climate Change was taken as read.

13.2 The Board noted and discussed the Draft BIM.

Agreed

13.3 The Board agreed that the Climate Change Commission would provide a BIM to the incoming Minister for Climate Change and that a revised version of it would be circulated to the Board after it has been updated. *(Refer to Action number 309/2020)*

13.4 The Chair thanked the Commission staff for their work on the paper.

The meeting adjourned at 3.20pm. The meeting reconvened at 3.27pm

[REDACTED] joined the meeting at 3.27pm

Agenda Item 14: Offshore Mitigation

14.1 The Offshore Mitigation paper was taken as read.

14.2 [REDACTED] introduced the Board to the Commission's position on the use of offshore mitigation for meeting emissions budgets and the 2050 target and to provide context about prospects for access to offshore mitigation, to inform the Commission's approach to its review of New Zealand's first Nationally Determined Contribution.

14.3 The Board noted and provided feedback to Commission staff.

[REDACTED] left the meeting at 4.11pm

Agreed

14.4 The Board agreed on the following recommendations:

- That, subject to Board feedback, an explanation of the differences and the relationship between emissions budgets and NDCs should be included in the Commission's advice, based on the text in this paper.

Offshore mitigation and emissions budgets

- In light of other flexibilities available to help ensure emissions budgets can be met, that at this point in time the use of offshore mitigation should be a last resort to be used only in exceptional circumstances beyond the Government's control such as force majeure events where the emissions impacts cannot be compensated for by other domestic measures or flexibilities.
- To proposing a limit on offshore mitigation of zero for the first three emissions budgets, as we consider it infeasible to forecast the offshore mitigation that would be needed in such circumstances now.

Offshore mitigation and the NDC

- That in its advice on the NDC, the Commission should highlight the role of offshore mitigation and the need for the Government to actively pursue the development of international carbon markets with strong environmental integrity.
- That the Commission should encourage the Government to hold itself accountable for meeting the NDC through regular and transparent reporting, including disclosure of fiscal risks related to purchasing offshore mitigation and its strategy for managing such risks.

████████████████████ left the meeting at 4.43pm

Agenda Item 15: Recap and discuss needs for 14 October 2020 Board Meeting (formally Agenda item 14)

- 15.1 The Board recapped the day's meeting and discussed the agenda for 14 October.
- 15.2 The Chair informed the Board that Jo Hendy will act as Facilitator at the Policies and actions to meet Emissions Budgets workshop.
- 15.3 ██████████ informed the Board that the Risk Audit Health and Safety meeting will move from 9 November to a proposed new date on 25 November 2020.

The meeting concluded at 4.49pm

Climate Change Commission Board Meeting (Meeting 12)
Wednesday, 14 October 2020

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 10.00am and finished at 4.00pm.

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:

[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst
[REDACTED] - General Manager - Strategy, Planning and Engagement
[REDACTED] - Senior Analyst
[REDACTED] - Advisor
[REDACTED] - Senior Analyst
[REDACTED] - Principal Advisor
[REDACTED] - Manager, Communications and Engagement
[REDACTED] - Chief Scientist
[REDACTED] - Principal Advisor
[REDACTED] - Analyst
[REDACTED] - Programme Manager
[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Senior Analyst
[REDACTED] - General Manager, Governance and Corporate Services
[REDACTED] - Principal Analyst

The meeting started at 10.00am

Jo Hendy, [REDACTED]
[REDACTED]
[REDACTED] *joined the meeting at 10.00am.*

The Deputy Chair led a karakia at the start of the meeting.

██████████ introduced ██████████ to the Board. Both ██████████ have recently joined the Communications and Engagement Team as Senior Advisors.

██████████ left the meeting at 10.06am

Agenda Item 16: Draft Māori Sector Report

- 16.1 The Draft Māori Sector report was taken as read.
- 16.2 ██████████ introduced to the Board the draft Māori Sector report. The report summarises the Commission's first phase of work to build an understanding of potential impacts of climate change mitigation options for iwi/Māori.
- 16.3 The Board noted the report is still in development and will be addressed and refined throughout October and November for the final report.
- 16.4 The Board discussed the draft Māori Sector report.
- 16.5 The Board noted and gave feedback on the draft Māori Sector report.
- 16.6 The Board thanked the Commission staff for their work on the paper.

██████████ closed the agenda item with a *karakia whakamutunga*.

██████████ left the meeting at 12.00pm.

The meeting adjourned at 12.00pm for lunch. The meeting reconvened at 12.30pm

██████████ joined the meeting at 12.30pm

Agenda Item 17: Advice on Policies Direction and Actions to Meet Emissions Budgets

- 17.1 Jo Hendy informed the Board that Commission staff are seeking feedback and direction from this afternoon's session on the development of the Commission's advice on policy direction of the emissions reduction plan.
- 17.2 The Board noted the Act allows the Commission the flexibility to choose how best to structure and present its policy advice.
- 17.3 The Board noted the Board's decision at the July meeting to focus on the "direction of policy", and to keep the Commission's advice at the high level.
- 17.4 The Board noted the updated policy framework, which incorporates feedback from the board following the July Board meeting.

17.5 The Board noted the updated policy framework is being used to guide the Commission's advice on policy direction for the emissions reduction plan, and that it will continue to evolve over time.

17.6 The Board noted and gave feedback on the advice on policies direction and actions to meet emissions budgets.

██████████ joined at 2.30pm

The meeting adjourned at 2.42pm. The meeting reconvened at 2.53pm

██████████ left the meeting at 3.20pm

Nicola Shadbolt left the meeting at 3.30pm

██████████ left the meeting at 3.41pm

17.7 The Board agreed that Commission staff are to circulate to the Board a copy of the revised version of the initial list of cross-cutting and sector specific outcomes in Table 1. (Refer to Action number 310/2020)

17.8 The Chair thanked the Commission staff for their work on the paper.

██████████ left the meeting at 4.00pm

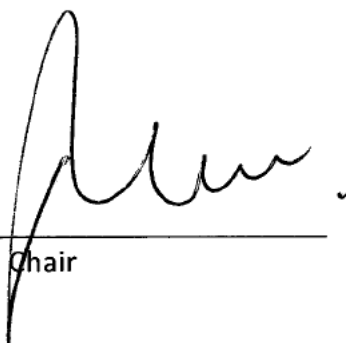
Agenda Item 18: Any other business and next meeting dates

18.1 The Board discussed the meeting dates for October, November and December.

18.2 The Board noted that the Risk, Audit, Safety and Health Committee meeting is to be moved from 9 November 2020 to 25 November 2020.

The meeting finished at 4.04pm

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

Signed:  _____
Chair

Date: 8/12/20