

Climate Change Commission Board Meeting (Meeting 6)
Tuesday, 14 April 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 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:

[REDACTED] – Principal Analyst
[REDACTED] – Principal Analyst
Astrid Nunns – Director, Strategy & Engagement
[REDACTED] - Principal Analyst
[REDACTED] - Principal Advisor
Grant Blackwell - Principal Scientist
[REDACTED] - Principal Advisor
[REDACTED] – Consultant
[REDACTED] - Operations Manager
[REDACTED] – Consultant
[REDACTED] - Principal Analyst
[REDACTED] – Principal Analyst
Sara Clarke – Director, Emissions Budgets

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 that Lisa Tumahai will join the meeting at 11am.
- 1.3 The Board discussed the changes to the Resource Management Act relating to climate change and how it will affect decisions made by Local Government.

- 1.4 The Board discussed the recent Environment Select Committee report that links into Local Government.
- 1.5 The Board discussed the Forestry Sector paper and identified risks that are not in the paper.
- 1.6 The Board discussed the distributional impacts, social assistance programmes and how they interact with climate change.
- 1.7 The Board asked if the PSA had approached the Commission for membership.
- 1.8 The Board discussed the Minister's probable response to our letters relating to Principles to guide Covid-19 economic stimulus investment and the terms of reference for advice on methane and on New Zealand's NDC.

Jo Hendy, Sara Clarke, ██████████ Grant Blackwell, ██████████ and Astrid Nunns joined the meeting at 10.23am

Agenda Item 2: Welcome

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

Any additional Agenda Items

- 2.2 The Board noted that the paper for Agenda Item 11 - Engaging with He Waka Eke Noa has been moved to this afternoon's meeting.

Review Interest Register

- 2.3 The Board discussed and noted the Interest Register.
- 2.4 The Board noted that Dr Rod Carr and Professor Nicola Shadbolt declared their conflict of interest in forestry that relates to Agenda Item 10 – Forestry Technical Briefing paper.

Approval of Minutes from 11 – 12 February 2020 Board Meeting

- 2.5 The draft Minutes from the 11 – 12 February 2020 Board meeting were amended as follows:

Amendment to 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 0210/2020)*

- 2.6 The Board agreed that the Minutes from 11 – 12 February 2020 CCC Board meeting, as amended, were confirmed as a true and accurate record of the meeting and signed off by the Chair.

Approval of Minutes from 10 - 11 March 2020 Board Meeting

- 2.7 The draft Minutes from the 10 – 11 March 2020 meeting were amended as follows:

Amendment to 15.9 The Board noted the work that the Commission staff are doing to understand the options to reduce emissions or advance removal of emissions in each sector. *(Refer to Action Number 0211/2020)*

- 2.8 The Board agreed that the Minutes from 10 -11 March 2020 CCC Board meeting, as amended, were confirmed as a true and accurate record of the meeting and signed off by the Chair.
- 2.9 The Board discussed the minuting of formal meetings of the Board, both the monthly meetings and the weekly stand ups that are occurring during COVID-19. The weekly stand ups are to focus on operational matters so the Board agreed that the minutes need only record attendance, and note matters discussed and actions agreed. All minutes will require a subsequent review and approval by the Board.

Review Matters Arising

- 2.10 The Board agreed to defer the approval of actions until the Board Stand-up meeting on 22 April. Additional detail to be added to the Actions Register to ensure relevant context is recorded for each Action. *(Refer to Action Number 0212/2020)*

Agenda Item 3: Chief Executive's Report

- 3.1 Jo Hendy reported to the Board on the organisational priorities since the last Board meeting.
- 3.2 Jo Hendy informed the Board that [REDACTED] has been seconded to the National Crisis Management Centre to help with the COVID-19 pandemic response. [REDACTED] Commission role is re-assigned temporarily within the HIP and Transport Teams.
- 3.3 Jo Hendy provided an update to the Board on processes in place for the Commission during the COVID-19 pandemic.
- 3.4 The Board noted the contents of the Chief Executive's Report.

Agreed

- 3.5 The Board agreed that the Commission's Business Continuity Plan is placed into Diligent for the Board's information and reviewed every six months by the Commission. *(Refer to Action Number 0213/2020)*

Engagement

- 3.6 [REDACTED] provided an update to the Board on engagement for the Commission.
- 3.7 The Board noted that a reformatted version of past and upcoming engagement for the Commission will be presented at the next Board Stand-up meeting. (*Refer to Action Number 0214/2020*)
- 3.8 [REDACTED] informed the Board that there are three new staff members at the Commission. They will be introduced to the Board at the meeting tomorrow.
- 3.9 The Board discussed the membership of the Technical Reference Groups.
- 3.10 The Board acknowledged the Chief Executive and Commission staff on their achievements during the COVID-19 pandemic.

Iwi/Māori Focus

- 3.11 The Board was informed that [REDACTED] has joined the Commission on a fixed term contract for 12 months. Bevan will specifically be contributing to the Māori focused work programme and will be working with [REDACTED].
- 3.12 The Board noted that a paper will be on the agenda for 12 - 13 May Board meeting that will bring an overview of the workstream'. (*Refer to Action Number 0215/2020*)

Strategic Planning

- 3.13 Jo Hendy provided an update to the Board on extending the timeframes for delivery of the first emissions budget and emissions reduction plan advice.
- 3.14 Jo Hendy informed the Board that the SOE and SOPE are to be provided to the Minister by changing the context for testing COVID-19.

Analysis Work Program

- 3.15 Sara Clarke provided an update to the Board that staff are continuing to work on the mitigation analysis.

- 3.16 Grant Blackwell reported to the Board on how the implications of COVID-19 may impact the development and use of the models we have commissioned.
- 3.17 The Board discussed the impact of COVID-19 on the modelling work.

Engagement and Media

- 3.18 [REDACTED] provided an update to the Board that work has progressed for building the Commission's brand, website design, media, Board engagement, stakeholder engagement and the adjustments for engagement during COVID-19.
- 3.19 The Board discussed the Commission's engagement plan.

Lisa Tumahai joined the meeting at 11.30am

Agenda Item 4: Corporate Services

Financial Update

- 4.1 [REDACTED] provided an update to the Board on the current financial state of the Commission.
- 4.2 [REDACTED] also provided an update to the Board on the work the Commission is developing with CASS on how to structure the accounts to be able to extract meaningful information for reporting and future budgeting.
- 4.3 The Board discussed the Commission's financials.
- 4.4 [REDACTED] informed the Board on the lease and state of the Commission's workspace on Level 21 Aon Centre during COVID-19.

Agreed

- 4.5 The Board agreed that [REDACTED] will work with the Risk, Audit, Safety and Health Committee (RASH) to go through 2019/20 YTD and planning for 2020/21 budget. *(Refer to Action Number 0216/2020)*
- 4.6 The Board agreed that the financial reporting to the Board needs to align with outputs, and that Board expenses are to be integrated into the report. *(Refer to Action Number 0217/2020)*
- 4.7 The Board agreed that Jo Hendy will follow up with [REDACTED] regarding the transfer of outstanding money to the Commission from MfE. *(Refer to Action Number 0218/2020)*

- 4.8 The Board agreed that [REDACTED] will follow up accordingly with the Aon Centre Building Security during lockdown and request if they could observe any risks on Level 21 for the Commission. *(Refer to Action Number 0219/2020)*

The meeting adjourned at 12.00pm for lunch. The meeting reconvened at 1.03pm

Sara Clarke, [REDACTED] Grant Blackwell, [REDACTED] Astrid Nunns, [REDACTED] [REDACTED] joined the meeting at 1.03pm

Agenda Item 5: COVID-19 Response

- 5.1 Jo Hendy presented to the Board on the internal stress-testing of the Commission's work programme, given impacts of COVID-19. This will also include reviewing our strategic objectives in the draft Statement of Intent to ensure they are fit for purpose, and the potential re-alignment of the Commission's focus towards supporting the country's recovery.
- 5.2 Jo Hendy also reported to the Board on the next steps to scope risk-mitigation options.
- 5.3 The Board discussed the wellbeing of staff, stress-testing our work programmes and consideration of new opportunities within the role as the Climate Change Commission.
- 5.4 The Board thanked the Commission staff for their informative discussion.

Agreed

- 5.5 The Board agreed that COVID-19 response agenda item and resourcing for "green stimulus" work will be further discussed at next week's Board Stand-up meeting on 22 April. *(Refer to Action Number 0220/2020)*
- 5.6 The Board noted that Commission staff will follow up with Judy Lawrence to discuss the international framework for climate change. *(Refer to Action Number 0221/2020)*

[REDACTED] left the meeting at 2.22pm

[REDACTED] joined the meeting at 2.22pm

Agenda Item 6: Indemnity Insurance

- 6.1 Sara Clarke provided an update to the Board on the Deed of Indemnity between the Climate Change Commission and individual Commissioners; and Insurance cover for the Commission related to professional indemnity.
- 6.2 The Board discussed the indemnity insurance.

Rod Carr, Jo Hendy and [REDACTED] left the meeting at 2.56pm.

Rod Carr and Jo Hendy joined the meeting at 3.05pm

6.3 The Board thanked Sara for clarifying the issues with Indemnity Insurance.

Agreed

6.4 The Board agreed to proceed with seeking advice from [REDACTED] of Chapman Tripp to finalise the Deed of Indemnity for the Chief Executive. The Deed of Indemnity will come back to the Board for approval. *(Refer to Action Number 0222/2020)*

6.5 The Board agreed that the Commission is to proceed with seeking advice from Duncan Cotterill and Chapman Tripp to finalise the Deed of Indemnity for Commissioners. *(Refer to Action Number 0223/2020)*

6.6 The Board agreed for Sara Clarke to obtain the package of indemnity insurance cover through Vero Liability which includes cover for Directors' and Officers' Liability cover; and for Professional Indemnity. *(Refer to Action Number 0224/2020)*

Agenda Item 7: Quality Assurance and Quality Control

7.1 [REDACTED] presented to the Board the proposed approach to quality assurance and quality control (QA/QC) of data, analysis and modelling, and written material. In doing so, it expands on the analytical approach presented to the Board in December 2019 [0077/2019 refers].

7.2 [REDACTED] informed the Board that the paper also considers the role of Commissioners for ensuring the quality of advice.

7.3 The Board discussed quality assurance and quality control as the Commission develops documents and processes to guide staff in their analysis.

Agreed

7.4 The Board agreed with the proposed approach to Quality Assurance and Quality Control, and for the Commission to come back to the Board with a final proposal. *(Refer to Action Number 0225/2020)*

[REDACTED] *left the meeting at 3.16pm*

[REDACTED] *joined the meeting at 3.16pm*

Agenda Item 11: Engaging with He Waka Eke Noa

11.1 The agenda item was moved to today's meeting to allow the Board additional time to discuss papers on day two.

11.2 [REDACTED] reported to the Board on how the Commission interacts with He Waka Eke Noa to maintain the independence of the Commission while understanding He Waka Eke Noa's workplan and progress. Government and industry agreed to a plan, He Waka Eke Noa, to facilitate a transition to the pricing of agricultural emissions on farm.

11.3 The Board discussed the Commission's collaboration with He Waka Eke Noa.

Agreed:

11.4 The Board agreed that Commission staff are to clarify and document which areas the Climate Change Commission and He Waka Eke Noa will discuss with each other before consulting the public (agriculture-related issues only). *(Refer to Action Number 0226/2020)*

11.5 The Board agreed that Commission staff are to formalise agreement with an exchange of letters with He Waka Eke Noa. Once their Steering Group has met, staff will address any differences in view. If there are no substantive changes to the agreement, the Chair will sign off without going back to the Board. If there are substantive changes, the Chair will bring it back to the Board for their approval. *(Refer to Action Number 0227/2020)*

Liz Cossar joined the meeting at 3.29pm

Agenda Item 8: Recap and discuss needs for 15 April meeting

8.1 The Board discussed the agenda for 15 April.

8.2 The Board discussed the Climate Response Act and Resource Management Act.

8.3 The Board discussed Covid-19 and the impact it will have on social policy response and distributional impacts.

The meeting finished at 3.45pm

The Climate Change Commission meeting will reconvene at 10.00am on 15 April 2020.

**Climate Change Commission Board Meeting (Meeting 6)
Wednesday, 15 April 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 4.13pm.

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
Astrid Nunns – Director, Strategy & Engagement
[REDACTED] – Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Principal Advisor
[REDACTED] – Senior Analyst
Grant Blackwell - Principal Scientist
[REDACTED] - Principal Advisor
[REDACTED] – Project Co-Ordinator
[REDACTED] – Engagement Manager
[REDACTED] – Consultant
[REDACTED] - Operations Manager
[REDACTED] – Consultant
[REDACTED] - Principal Analyst
[REDACTED] – Principal Analyst
Sara Clarke – Director, Emissions Budgets
[REDACTED] - Strategic Advice Team - Office of the Ombudsman
[REDACTED] - Strategic Advice Team - Office of the Ombudsman
[REDACTED] Consultant – Information Leadership

The meeting started at 10.00am

[REDACTED] Grant Blackwell, Astrid Nunns, [REDACTED]
[REDACTED] joined the meeting at 10.00am

Agenda Item 9: Presentation – Introduction to the Official Information Act (OIA)

- 9.1 Astrid Nunns introduced [REDACTED] from the Office of the Chief Ombudsman to the Board.
- 9.2 [REDACTED] provided a presentation to the Board on the purpose of the OIA and understanding the obligations under the OIA for Commissioners in their role.
- 9.3 The Board discussed their obligations under the OIA.
- 9.4 The Board thanked [REDACTED] for a very informative presentation and requested a follow-up session be scheduled over the next couple of months. *(Refer to Action Number 0228/2020)*
- 9.5 The Board noted that Commission staff will continue to work with the Office of the Ombudsman on guidance and training for practitioners and decision makers, and with Information Leadership on procedures for information management. *(Refer to Action Number 0229/2020)*
- 9.6 The Board noted that the Office of the Ombudsman has recommended the Commission creates a Proactive Release Policy and creates a disclosure log for the Commission. *(Refer to Action Number 0230/2020)*

[REDACTED] left the meeting at 10.50am.

[REDACTED] joined the meeting at 10.50am

Agenda Item 10: Technical Briefing Paper - Forestry

- 10.1 [REDACTED] reported to the Board on the major existing forestry regimes in New Zealand and emerging forestry rules which may create opportunities to increase environmental benefits or economic returns.
- 10.2 The Board discussed the mitigation options and the emissions plan.

Agreed

- 10.3 The Board noted and agreed that any methodology used or drawn on in a paper is added as a footnote. *(Refer to Action Number 0231/2020)*
- 10.4 The Board agreed that Commission staff are to create a table and record feedback from Board members in relation to the analysis. The Commission staff will then report back to the Board how they have responded to the feedback at subsequent meetings. *(Refer to Action Number 0232/2020)*

Agreed

14.4 The Board agreed that [REDACTED] will check with the Board on any amendments to the Managing the Commission policies and the Board Manual, and then and provide a new marked up version to a Board stand-up session. *(Refer to Action Number 0233/2020)*

14.5 The Board agreed that the Board Manual and Managing the Commission policies are reviewed yearly by the Commission. *(Refer to Action Number 0234/2020)*

[REDACTED] left meeting at 1.56pm

Sara Clarke, [REDACTED] joined the meeting at 2.04pm

Agenda Item 15: Technical Briefing Paper - Transport

15.1 [REDACTED] reported to the Board on the proposed outline for the transport report, approach to international aviation and shipping.

15.2 [REDACTED] also reported to the Board that there is some variance in transport emissions projections from different agencies.

15.3 The Board discussed the proposed outline for the transport report and the approach to international aviation and shipping.

15.4 The Chair thanked the staff for their informative Transport paper and thanked the Board for their constructive comments.

Agreed:

15.5 The Board agreed that the preferred option for the approach to international aviation and shipping is Option 3: "Include in our report the growing significance of international emissions and signal its potential inclusion following our further advice in 2024." *(Refer to Action Number 0235/2020)*

[REDACTED] left the meeting at 3.25pm

The meeting adjourned at 3.25pm. The meeting reconvened at 3.32pm

[REDACTED] joined the meeting at 3.32pm

Agenda Item 12: Technical Briefing Paper – Waste

- 12.1 [REDACTED] provided background on the Waste sector to the Board.
- 12.2 The Board discussed the quality of the data, opportunities to reduce the sources of waste, New Zealand's clean green image and waste levies.

Agreed:

- 12.3 The Board agreed that Commission staff are to provide information to the Board on how farm dumps are defined, how their emissions calculated and our confidence in these. *(Refer to Action Number 0237/2020)*
- 12.4 The Board noted that Commission staff are to contact [REDACTED] (Tonkin and Taylor) and consider her as a member of the Waste Technical Reference Group. *(Refer to Action Number 0238/2020)*
- 12.5 The Board agreed that Commission staff are to clarify the proportion of total emissions that come from waste. *(Refer to Action Number 0239/2020)*
- 12.6 The Board noted that Commission staff will link in with the Ministry for Environment's work programme on waste.

Agenda Item 16: Any Other Business

- 16.1 The Board discussed the issues that the Chair and Chief Executive will convey to Minister Shaw on Friday.
- 16.2 The Chair provided a debrief on the Terms of Reference for the advice requested by the Minister for Climate Change on biogenic methane and New Zealand's Nationally Determined Contribution under the Paris Agreement.
- 16.3 The Board discussed the technical issues with Diligent.
- 16.4 The Board noted that the engagement log, using an updated template, will be presented to the Board on either the 22 April or 29 April Board meeting. *(Refer to Action Number 0240/2020)*

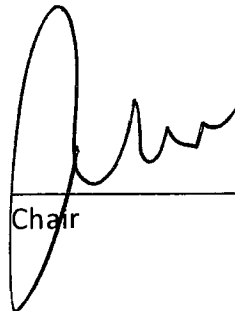
Next meeting Date

The next meeting of the Climate Change Commission Board will be held on 12 and 13 May 2020 via Zoom Teleconferencing.

The meeting finished at 4.13pm

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

Signed:



Chair

Date: 12/5/2020