

**Climate Change Commission Board Meeting (Meeting 2)**  
**Tuesday, 17 December 2019**

A meeting of the Climate Change Commission Board Members was held at AJ Park, Vienna Meeting Room, Level 22, Aon Centre, 1 Willis Street, Wellington. The meeting started at 10:00am and finished at 5.35pm

**Climate Change Commission Attendees:**

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

**Apologies:**

Dr Judy Lawrence

**Invited Attendees:**

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

**Guest:**

[REDACTED] - Operations Manager, Interim Climate Change Committee Secretariat  
[REDACTED] – LiquidIT

*The meeting started at 2.30pm*

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**Agenda Item 1: Welcome – Board Only**

- 1.1 The Chair welcomed the Commissioners to the second Climate Change Commission Board meeting. Apologies were received from Dr Judy Lawrence.
- 1.2 The Chair discussed the Minister’s Launch and appointment of Commissioners to the Climate Change Commission.

**Any additional Agenda Items**

- 1.3 The Chair reported to the Board that Jo Hendy had accepted their offer to be Chief Executive of the Climate Change Commission.
- 1.4 The Board noted the formal notice of an ordinary meeting of the Commission for 17 and 18 December 2019. The Commissioners agreed to waive any irregularity in the notice of meeting (pursuant to clause 7(5) of Schedule 5 to the CEA.

## **Review Interest Register**

- 1.5 The Board discussed the Interest Declarations.
- 1.6 The Board noted the declarations of interest for Catherine Leining, Judy Lawrence and James Renwick.

## **Agreed**

- 1.7 The Board agreed that [REDACTED] will provide each Board member with their interest register to review. The Register will be emailed by 24 December. *(Refer to Action Number 0045/2019)*

## **Minutes from 11 December 2019 and Matters Arising**

- 1.8 Due to the short timeframes for calling the Initial Meeting in which process agreed by the members in relation to the Initial Meeting, the Board should, for the avoidance of doubt, formally confirm, ratify, authorise and approve the decisions taken by the Board at the Initial Meeting and any acts taken by any member, employee or contractor of the Commission in reliance on such decisions.
- 1.9 The Board discussed the process of the minutes before they are finalised as draft for approval at the next meeting.
- 1.10 The Board discussed the ETS Reform Bill Submission, the Commission's Māori name and the Risk, Audit, Health and Safety Sub-Committee.

## **Agreed**

- 1.11 The Board agreed to confirm, ratify, authorise and approve all matters approved by the Commission at the Initial Meeting and any acts taken by any member, employee or contractor of the Commission in reliance on such decisions. *(Refer to Action Number 0046/2019)*
- 1.12 The Board agreed that the draft minutes are sent to the Chair for review before being circulated to the Board. The Board to feed back their comments to Anne Jonathan. *(Refer to Action Number 0047/2019)*
- 1.13 The Board recommended that the Interim Climate Change Committee to make their own submission by 24 December 2019. *(Refer to Action Number 0048/2019)*
- 1.14 The Board noted that the Clerk of the Environment Committee had given the Commission an extension until the 11<sup>th</sup> of February 2020 for making a submission.
- 1.15 The Board agreed to making an oral submission. Sara Clarke will follow up with the Clerk. *(Refer to Action Number 0049/2019)*

- 1.16 The Board agreed to discuss whether to make a written submission at the January 2020 Board Meeting. *(Refer to Action Number 0050/2019)*
- 1.17 The Board noted an amendment to the process with establishing a Māori name for the Commission. Lisa Tumahai will work with the Māori Language Commission to recommend an appropriate approach to the Commission's relationship with iwi/ Māori and a process for establishing the Māori name for the Commission.
- 1.18 The Board noted that [REDACTED] from the Ministry for the Environment will notify Minister Shaw of the Commission's process with establishing a Māori name for the Commission.
- 1.19 The Board approved the members of the Risk, Audit, Health and Safety Sub-Committee. Lisa Tumahai will Chair the Sub-Committee with Rod Carr, Harry Clark and Catherine Leining as members. Commissioners are invited to attend but under no obligation to do so. *(Refer to Action Number 0051/2019)*

[REDACTED] joined the meeting at 3.10pm

## Agenda Item 2: Discuss other Establishment Matters

### Commissioner Workloads

- 2.1 The Board discussed the proposed schedule of dates for 2020.
- 2.2 The Board discussed the procedural management for the Commissioners that included recording acceptance of gifts and non-acceptance of gifts in the gift register; and travel and accommodation bookings.
- 2.3 The Board discussed purchasing cards for the Chair, Chief Executive and Secretariat staff in the ordinary course of business. The Chair's purchase card expenses are to be approved by the Chair of the Risk, Audit, Health and Safety Committee.

### Agreed

- 2.4 The Board agreed on the proposed Board dates for 2020. [REDACTED] will send out meeting invites for the Board dates for 2020. The dates are to be noted on the workload schedule for the Secretariat. *(Refer to Action Number 0052/2019)*
- 2.5 The Board noted that [REDACTED] will email the State Services Commission papers to the Board. *(Refer to Action Number 0053/2019)*
- 2.6 The Board noted that the Chair's purchase card expenses are approved by the Chair of the Risk, Audit, Health and Safety Committee. The Chief Executive's purchase card expenses are approved by Chair of the Board. *(Refer to Action Number 0054/2019)*

## **Discussion on how the Commissioners want to work**

- 2.7 [REDACTED] reported to the Board on the recommended processes for invoicing and reimbursements.
- 2.8 The Board discussed the PAYE and GST components for their invoicing. The Board noted they may need to register for GST.
- 2.9 [REDACTED] provided a tabled paper to the Board that outlines the rationale, possible scope and indicative costs, of indemnity insurance for the Climate Change Commission.

### **Agreed**

- 2.10 The Board agreed for [REDACTED] to email a template invoice to the Commissioners. *(Refer to Action Number 0055/2019)*
- 2.11 The Board agreed for [REDACTED] to talk to the Central Agency Shared Services (CASS) concerning PAYE and GST. *(Refer to Action Number 0056/2019)*
- 2.12 The Board agreed for Chapman Tripp to review the papers from the insurance brokers; and the draft Deed of Indemnity for each Commissioner and Chief Executive. *(Refer to Action Number 0057/2019)*

[REDACTED] *joined the meeting 3.20pm*

### **Information Technology needs for the Commission**

- 2.13 [REDACTED] introduced to the Board a tabled paper on IT needs for the Commissioners.
- 2.14 [REDACTED] updated the Board on the use of Diligent as a medium for Board members to receive paper and classified content. The Secretariat are aiming to have this set up in early 2020. This will minimise the need to send papers by email, although not completely avoiding it.
- 2.15 The Board discussed the use of personal devices and email by Commissioners.

### **Agreed**

- 2.16 The Board agreed to conduct Climate Commission business through an official Climate Commission Microsoft Office 365 email account. *(Refer to Action Number 0058/2019)*
- 2.17 The Board noted that LiquidIT will commence with the set-up of the CCC emails for the Board during the lunch break at the Board meeting on 18 December.

[REDACTED] *left the meeting at 3.40pm*

*The Board had a break from the meeting at 3.40pm. The Board reconvened at 4.00pm*

### Agenda Item 3: Schedule of Core Operating Policies

- 2.18 [REDACTED] introduced to the Board the proposed Climate Change Commission Policies for discussion.
- 2.19 [REDACTED] provided a tabled paper on the consulting projects costs from 1 October 2019 – 1 June 2020.

#### **Agreed**

- 2.20 The Board agreed that the Secretariat to draft and bring forward policies for the Commission. *(Refer to Action Number 0059/2019)*
- 2.21 The Board agreed for the Secretariat to consider a Standing Committee for the Iwi/Māori partnership. This was further discussed on day two and agreed not to establish a Committee but to engage with advisory group being established by the Ministry for the Environment. *(Refer to Action Number 0060/2019)*
- 2.22 The Board agreed for the Secretariat to provide a draft reciprocal Memorandum of Understanding template to the Board for discussion at the February Board Meeting. The MOU will be between the Climate Change Commission and Agencies for data and information sharing. *(Refer to Action Number 0061/2019)*

### Agenda Item 4: Traveller Profile Forms

- 2.23 [REDACTED] provided the traveller profile form to each Board member. Once the form is completed, this is to be returned to Anne Jonathan for processing purposes with the travel provider.

[REDACTED] *left the meeting at 5.00pm*

### Agenda Item 5: Process for Establishment of the Secretariat Structure

- 2.24 Jo Hendy reported on the proposed process for the establishment of the Secretariat structure. An external consultant has been engaged to start the process of the design for a permanent structure. This will be finalised towards the end of February 2020.
- 2.25 The Board discussed the process for establishment of the Secretariat structure.

#### **Agreed**

- 2.26 The Board agreed that the organisational design of the structure is to come back to the Board meeting in February 2020. *(Refer to Action Number 0062/2019)*

## **KPI's for the Chief Executive of the Climate Change Commission**

- 2.27 Jo Hendy introduced the Key Performance Indicators (KPI's) for the Chief Executive to the Board.
- 2.28 The Board discussed the Key Performance Indicators.
- 2.29 The Board noted that the Price Waterhouse Cooper's report on the establishment of the Climate Change Commission will available in the New Year.

*James Renwick left the meeting at 5.10pm*

### **Agreed**

- 2.30 The Board agreed that the Chair and Chief Executive to consolidate the KPI's with amendments and come back to the Board for discussion in February 2020. *(Refer to Action Number 0063/2019)*

*The meeting finished at 5.35pm*

*The Climate Change Commission meeting will reconvene at 9.00am on 18 December 2019.*

**Climate Change Commission Board Meeting (Meeting 2)**  
**Wednesday, 18 December 2019**

A meeting of the Climate Change Commission Board Members was held at AJ Park, Vienna Meeting Room, Level 22, Aon Centre, 1 Willis Street, Wellington. The meeting started at 9.00am and finished at 4.40pm.

**Climate Change Commission Attendees:**

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

**Apologies:**

Dr Judy Lawrence

**Invited Attendees:**

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

**Guests:**

Sara Clarke - Director, Interim Climate Change Committee Secretariat  
[REDACTED] - Operations Manager, Interim Climate Change Committee Secretariat  
Grant Blackwell, Principal Scientist, Interim Climate Change Committee Secretariat  
[REDACTED] - Engagement Manager, Interim Climate Change Committee Secretariat  
[REDACTED] – Incorporating Māori Perspectives, Interim Climate Change Committee Secretariat  
[REDACTED] – Principal Advisor, Interim Climate Change Committee Secretariat  
[REDACTED] – Principal Advisor, Interim Climate Change Committee Secretariat  
[REDACTED] – Principal Advisor, Interim Climate Change Committee Secretariat  
[REDACTED] - Principal Analyst, Interim Climate Change Committee Secretariat

*The meeting started at 9.00am*

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Welcome, recap and run through of the Agenda

The Chair welcomed the Commissioners to the reconvened meeting of the second Climate Change Commission Board meeting. Apologies were received from Dr Judy Lawrence.

The Board discussed the agenda items for consideration from the previous day's Board meeting.

████████████████████ joined the meeting at 9.15am

#### Agenda Item 6: Vision and Mission for the Climate Change Commission

6.1 ██████████ introduced the tabled draft Strategy on a Page to the Board. The draft working document is intended to kick-start the Commission's high level strategic development process.

*Lisa Tumahai joined the meeting at 9.20am*

6.2 The Board discussed the draft Strategy working document.

████████████████████ joined the meeting at 9.55am.

*James Renwick joined the meeting at 10.00am*

#### **Agreed**

6.3 The Board agreed to have a joint Strategic Values Planning Workshop with the Commissioners and Secretariat to develop the strategy. This workshop will be added to the February 2020 agenda. *(Refer to Action Number 0064/2019)*

6.4 The Board agreed that the Vision and Mission on a Page is updated and brought back to the Board in February 2020. *(Refer to Action Number 0065/2019)*

6.5 The Board agreed for the Chief Executive to deliberate on renaming the Secretariat. *(Refer to Action Number 0066/2019)*

#### Agenda Item 7: Incorporating Māori Perspectives

7.1 ██████████ introduced the tabled paper that discusses the Commission's requirement to have the necessary skills, experience, and expertise to incorporate Iwi/Māori perspectives as part of its work, and makes initial recommendations for how this could be achieved.

7.2 The Board discussed the Iwi/Māori specific competencies and to consider Iwi/Māori perspectives in its work.

#### **Agreed**

7.3 The Board agreed that the Secretariat develop an Iwi/Māori Capability Strategy for the Commission to set out how it will achieve the required competencies and build the appropriate knowledge and systems to carry out their duties under the Act and structure for long-term success. *(Refer to Action Number 0067/2019)*



- 7.4 The Board agreed that the Secretariat are to report back in February with a draft strategy for the Board to consider. *(Refer to Action Number 0068/2019)*
- 7.5 The Board agreed that the Chair is to meet with Mike Smith, Chair of the Iwi Climate Change Action Group. *(Refer to Action Number 0069/2019)*
- 7.6 The Board agreed that the Chief Executive is to contact Vicky Robertson regarding the Māori Climate Change Group and the Māori Environment Group, instead of the Commission setting up its own group. *(Refer to Action Number 0070/2019)*
- 7.7 The Board agreed that Incorporating Iwi/Māori perspectives is added as a standing item to the Board's agenda. *(Refer to Action Number 0071/2019)*

*The Board had a break from the meeting from 10.30am and reconvened at 10.40am*

#### **Agenda Item 8: Engagement Work Program**

##### **Adopt a Strategy, Principles and Plan (engagement, communication and media)**

- 8.1 [REDACTED] provided the Board with the draft Engagement and Communication Strategy and high level work program for discussion.
- 8.2 The Board discussed the draft Engagement and Communication Strategy.

##### **Agreed**

- 8.3 The Board adopted the Engagement and Communication Strategy. *(Refer to Action Number 0072/2019)*

[REDACTED] *left the meeting at 11.00am*

[REDACTED] *joined the meeting at 11.00am*

Jo Hendy introduced [REDACTED] to the Board

##### **Key issues by sector and suggested perspective**

- 8.4 [REDACTED] updated the Board with background analytical information on key issues which may arise as part of early engagement. These are questions that are often asked, are potentially controversial, and require careful consideration in answering.
- 8.5 The Board noted the information and suggested perspectives.

##### **Agreed**

- 8.6 That the Board agreed that five media issues of the month for specific sectors are added to the Board's meeting agenda. *(Refer to Action Number 0073/2019)*

- 8.7 The Board agreed for [REDACTED] to update and recirculate the media content of the engagement work program to the Board. *(Refer to Action Number 0074/2019)*

[REDACTED] left the meeting at 12.40pm

*The Board left the meeting at 12.40pm for lunch*

*The meeting reconvened at 1.30pm*

*Grant Blackwell, Sara Clarke, [REDACTED] arrived at 1.30pm.*

#### **Agenda Item 9: Analytical Work Program**

##### **New Zealand's Emission Profile**

- 9.1 [REDACTED] provided a presentation to the Board on the current plan for delivering advice on the emissions budgets and the emissions reduction plan.

##### **Agreed**

- 9.2 The Board agreed for [REDACTED] to provide the Board with a paper that compares the previous emissions forecast. *(Refer to Action Number 0075/2019)*

[REDACTED] left the meeting at 2.03pm

##### **History of the Commission and its functions under the Climate Change Response Act (CCRA)**

- 9.3 [REDACTED] provided a presentation to the Board on the history of the Commission and its functions under the CCRA.
- 9.4 The Board noted the Commission's functions under the CCRA.

##### **Overview of the work program including timelines and milestones**

- 9.5 Sara Clarke introduced to the Board the proposed analytical principals for guiding analysis conducted by the Climate Change Commission.
- 9.6 The Board discussed the work program including timelines and milestones.

##### **Agreed**

- 9.7 The Board agreed that the timelines and milestones are provided in a GANTT chart as a reference document. *(Refer to Action Number 0076/2019)*

### **Briefing on analytical strategy and principles**

- 9.8 Grant Blackwell provided a presentation to the Board on the proposed analytical principles for guiding analysis.
- 9.9 The Board discussed the next steps on analytical strategy and principles.

### **Agreed**

- 9.10 The Board agreed that a paper be drafted that outlines the Climate Change Commission's analytical principles. The paper to be presented to the Board for feedback, refinement and adoption in February 2020. *(Refer to Action Number 0077/2019)*

██████████ *left the meeting at 3.05pm*

### **Briefing on modelling, scenarios, sectoral analysis and impacts analysis**

- 9.11 ██████████ provided a presentation to the Board on the modelling, scenarios, sectoral analysis and impact analysis.
- 9.12 The Board noted the Secretariat are to provide the Commission with a detailed list of considerations in the Act. *(Refer to Action Number 0078/2019)*

Sara Clarke, ██████████ *left the meeting 3.55pm*

*Nicola Shadbolt (via Zoom) left the Board meeting at 3.55pm*

*The Board had a break from the meeting from 3.55pm and reconvened at 4.10pm*

### **Agenda Item 10: Recap and discuss future needs for meetings**

- 10.1 Grant Blackwell provided an update to the Board on the Call for Evidence and the Technical Reference Groups

*Grant Blackwell left the meeting at 4.25pm*

- 10.2 The Board noted that the Chair and the Chief Executive will have a ministerial engagement meeting with Minister James Shaw once every six weeks. *(Refer to Action Number 0079/2019)*
- 10.3 The Chair informed the Board that the State Services Commission are to come back and meet with the Board in the first quarter of 2020. *(Refer to Action Number 0080/2019)*
- 10.4 The Chair informed the Board that the proposed Induction Plan will become a work plan for the Climate Change Commission.

10.5 The Board confirmed 24 January 2020 is to be the first CCC meeting for the year. [REDACTED] [REDACTED] will send out meeting invites for this date. (Refer to Action Number 0081/2019)

**Any other business**

10.6 Catherine Leining expressed her thanks to the Secretariat for their work for the ICCC and CCC.

10.7 The Board discussed the daily media clippings.

**Agreed**

10.8 The Board agreed that the daily media clippings are to be emailed to the Commissioners. (Refer to Action Number 0082/2019)

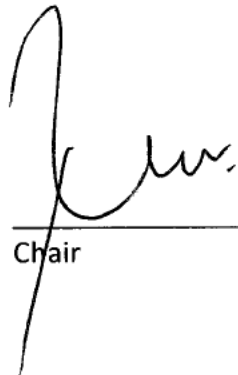
10.9 The Board noted that if they do not receive a response by the end of January for the PAYE and GST components for their invoicing, they are to individually work out their own PAYE. (Refer to Action Number 0083/2019)

**Next meeting:** The next meeting of the Climate Change Commission Board will be held on 24 January 2020, Climate Change Commission Board Meeting Room, Level 21, Aon Centre, 1 Willis Street, Wellington.

The meeting finished at 4.42pm

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

Signed:

  
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Chair

Date: 10/2/20