

Steering Group

Agenda and meeting materials

Meeting date: 7 September 2023

Shared: 4 September 2023

FLEXFORUM | 

Draft agenda – meeting 7 September 2023

1. Welcome
2. Engagement update
3. Workplan Workshop – outcomes and next steps
4. Establishing a strategic approach to delivery
 - Effective workstreams that deliver what stakeholders need
 - Identifying the resources required for effective workstreams and FlexForum
 - Funding for success
5. Response to MBIE Electricity Market Measures consultation
6. FlexForum and Future Networks Forum MOU/MOC
7. Workplan update
8. Finance update
9. Procedural matters
 - a) Actions
 - b) Financial matters
 - c) Next FlexForum meeting
 - d) Next Progress Report
 - e) Approve policy on subscriptions

You should all be familiar with the requirements of the Commerce Act 1986, prohibiting anti-competitive conduct. You should not discuss commercially sensitive areas of competitive activity, including (but not limited to) relating to agreements to fix, control or maintain prices, restrict output or capacity, or allocate markets or customers.

The agenda and a written record of the session will be available.

1. Welcome

1. apologies
2. confirm agenda

2. Workplan Workshop – outcomes and next steps

Outcomes of the Workplan Workshop

- 34 people attended with 17 Members represented = 70% (+ 5 apologies = 90%). Also had observers from EA, ComCom, EECA and MBIE
- agreed to establish workstreams based on the four proposed themes
- each new workstream to meet to discuss potential scope and outputs before checking back in with the wider group
- develop a starter pack to frame the initial discussions and achieve some consistency across workstreams
- each workstreams is responsible for identifying a workstream lead or co-lead. These people should consider how to coordinate activities/sharing of information across the workstreams.

Next steps

- call for expressions of interest for each workstream and schedule the initial session
- develop an agenda and starter pack for the initial workstream sessions
 - starter pack should include details of existing/planned activities, including regulators and the ENA Future Networks Forum

Actions

1. identify options to assist with scoping/preparing the starter pack
2. obtain details of FNF activities under the three workstreams
3. schedule the initial Workstream sessions

3. Establishing a strategic approach to delivery

1. Workstreams need to deliver what stakeholders need, when they need it

- the Flexibility Plan is the reference point for what Workstreams do/deliver
- the main 'clients' of the Workstreams are: participants and the electricity ecosystem, MBIE, Electricity Authority, Commerce Commission and EECA – need to identify key milestones/timing of delivery to be useful across this spectrum

2. Workstreams (and FlexForum more broadly) need to be resourced for success

- Over and above 'attendance' by FF members, what formal functions are required (e.g., workstream Chair; workstream coordinator) to ensure success in timely delivery?
- What is the skill level required for these functions?
- What is the likely time/effort required (over and above what people signed up to as a FF member)?
- Can we realistically rely on volunteer time or will part/all of this have to be 'funded'?

3. Resourcing for success

- \$\$\$ from members
- \$\$\$ from clients
- guaranteed in-kind support from members
- Secondees and in-kind

The Workstreams are likely to look, feel and operate like mini versions of the FlexForum during 2022. Each workstream is analogous, in essence, to an EA advisory group – which tend to be well resourced with chair and secretariat.

4. Response to MBIE Electricity Market Measures consultation

We have been directly asked by MBIE and Minister for Energy to respond to the MBIE EMM consultation

- responses are due Thursday 2 November
- the paper is available [here](#) and the questions are available [here](#).

The consultation

- the paper covers 5 areas, but with overlaps. The purpose of the consultation is to identify gaps in policy by asking what is missing/not working
- there are two challenges to manage which provide an opportunity for the FlexForum to demonstrate its value
 - the approach will have many submitters each advocating for their own wish lists of hobby horses and positions. There is a material likelihood the responses will require considerable time and effort to assess from a whole-of-system perspective, but will not be very useful
 - the areas being considered, particularly the part on responsive demand and smarter systems, still require considerable pre-policy thinking and learning-by-doing to build understanding and capability needed to make informed policy choices

A process to develop a useful response – a suggestion:

1. organise the areas/issues into a more friendly framework which identifies the building blocks
2. draw on the Flexibility Plan and FlexForum expertise to identify the current state / desired future state for each of the issues
3. draw on the Flexibility Plan and FlexForum expertise to suggest priorities for action
4. agree overarching points, eg, the FlexForum is an ideal mechanism for 'testing' the various issues and disseminating experience, particularly as relative to other 'entities' the FlexForum brings a diverse and whole-of-system view.

Whatever process adopted, there will be dedicated effort needed to facilitate a constructive discussion (ie, 1 above) and to synthesis the results in a reasonable timeframe.

Actions

1. Agree to responding and confirm the process

5. FlexForum and Future Networks Forum MOU

A formal relationship between the FlexForum and Future Networks Forum is proposed

- Chair met with FNF co-chairs to discuss how the FF and FNF effectively work together. They agreed to prepare a draft MOU ahead of a follow up discussion on Friday 22 September
- A formalised relationship would assist lines of communication and coordination, eg, the FF Workstreams will need visibility of FNF work to inform thinking about priorities

The proposed MOU/MOC will cover

- Shared objectives
- Areas of cooperation (e.g., flexibility, decarbonisation, electrification, learning by doing)
- Specific cooperative activities (e.g., regular meetings between Chairs, providing regular updates to each forum, public statements)
- Question for Steering Group - other matters?

Actions:

1. Agree to formalising the relationship with the FNF
2. Endorse what the proposed MOU will cover

6. Engagement update

Since last meeting

- EECA – chair intro. 10.08.23
- ComCom - chair intro 14.08.23
- Future Networks Forum. 18-08-23.
- Green Building Council. 21/08/23.
- Megan Woods. 22/08/23.
- [Distributed Energy Integration Program](#). 22/08 and 29/08
- ANU and various FF people on meter unbundling work and MTR. 31/08/23
- EECA re: EV charging project. 05-09-23.
- Ara Ake. 05-09-23.

Coming up

- Future Networks Forum. 22-09-23.
- Electricity Authority. 14.09.23

7. Workplan update

New workplan under development

Work underway

- FF Insights: Agile regulatory change is needed to enable flexibility and accelerate electrification
 - provided to EA and ComCom on an fyi basis
 - publication pending

8. Finance update

Financial position at 31 August 2023

9. Procedural matters

- Actions
- Next FlexForum meeting
 - purpose is to check in on workstream outcomes, about end October or early November
- Next Progress Report
 - the initial FlexForum Progress Report was published in February 2023. A 6-monthly cycle was indicated, ie, another in August-ish.
 - Propose deferring finalising the next Progress Report until November to include the intentions of the Workstreams
- Financial matters – agree to a sub-group of 2 SG members and the independent chair identifying arrangements relating to:
 - financial controls policies and financial delegations
 - accounting services
 - contracts and contract terms

Actions

1. agree that a sub-group of 2 SG members and the independent chair identify arrangements relating to financial matters and bring these back to the SG for decision

8. Finances and records

8.1 The Steering Group must:

- (A) keep proper records of all Steering Group meetings and General Meetings;
- (B) keep proper books of account and financial records of the FlexForum;
- (C) keep all other documents and records, connected with the FlexForum;
- (D) have control of all funds of the FlexForum and operate all bank accounts in the manner determined by the Steering Group;
- (E) have control of the Common Seal, which may only be affixed to a document by a resolution of the Steering Group.

8.2 As soon as practicable following the end of each financial year the Steering Group will arrange for the preparation of a statement containing particulars of:

- (A) the income and expenditure for that financial year; and
- (B) the assets and liabilities of the FlexForum as at the end of that financial year.

8.3 The Steering Group will cause the statements referred to in clause 8.2 to be examined by a suitably qualified accountant, who is not associated with a [Member](#). The accountant may request the production of any documents relating to the affairs of the FlexForum and will, if requested by the Steering Group, present a report to the Steering Group prior to the Annual General Meeting following the relevant financial year.