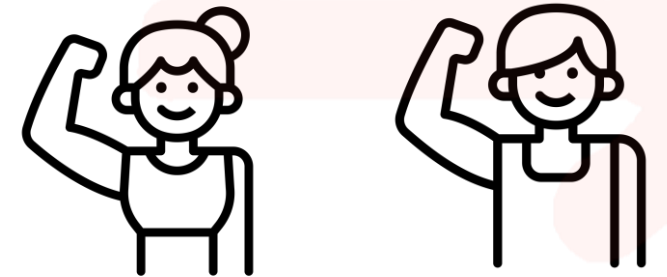


FlexForum Steering Group

Meeting agenda and context

13 December 2023



Draft agenda: 13 December 2023

1. Welcome
2. Standing items
 - a) Engagement update
 - b) Workplan update
 - c) Finance update
3. Procedural matters
 - a) Update on progress to fill the Steering Group vacancy
 - b) Membership requests
 - c) Next Steering Group meeting
 - d) Actions
4. AoB/Close

1 Welcome

Purpose of this item:

- Welcome
- Apologies
- Any interests
- Confirm the agenda

The purpose of the FlexForum is to **support coordinated and collaborative action** to make it easier for households, businesses and communities to maximise the value of consumer and distributed energy resources and flexibility to:

- support affordable and reliable operation of the electricity market and power system
- enable accelerated electrification by households and businesses as part of the transition in Aotearoa New Zealand to zero emissions economy

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

A written record of the discussions today will be available on the FlexForum webpage.

As steering group members you are acting in an individual capacity not as a representative of your organisation.

2a Engagement update

Purpose of this item:

- Note engagement activity since 22 November
- Note upcoming engagement activity

Date	Who	FlexForum	What
30-11-23	Consumer Advocacy Council	Steve, Tom, Craig	About FlexForum and CAC involvement
30-11-23	EEA Executive	Craig	Perspectives as input to the EEA strategy day
07-12-23	EECA	Steve, Craig	EECA priorities and partnership
08-12-23	Rewiring Aotearoa	Craig	FlexForum participation
11-12-23	EECA	Craig	More details on EECA priorities
COMING UP			
	Ministers Brown and Jones	Steve	Letters to Brown and Jones requesting a conversation in early 2024
	Electricity Authority	Steve	Letter following up on conversation in September

2b Workplan update (1)

Purpose of this item:

- Note progress with the workplan process agreed at the 30 November 2023 FlexForum meeting
- Agree the roles, responsibilities and interactions of the workstream conveners collective and the Steering Group
- Note status of response to Commerce Commission DPP 2025 issues paper

Progress with the workplan process

- conveners collective meeting 14 December to agree a consistent approach to the task initiation process, including documentation, and discuss resourcing and coordination options - details of process etc will be shared with SG and FF after this session
- considerations include:
 - SG decision on extra resources to support the task initiation process [see item 2c]
 - outcome of session with EECA on 11 December
- target for completing the task initiation process is Friday 16 February 2024

NO ACTION

2b Workplan update (2)

Roles, responsibilities and interactions of the Workstream conveners collective and Steering Group

- Action # 6.2 (22-11-23) was 'Develop a description of the workstream convener/SG relationship/roles for discussion at next meeting'

Here are proposed responsibilities and roles of the Steering Group and Conveners Collective for workplan governance. These can be formalised by establishing the Conveners Collective as a subcommittee (constitution 6.1(c)) which would act subject to any directions given by the SG

ACTION:

1. Agree the initial responsibilities and roles of the SG and Conveners Collective vis workstreams
2. Decide whether to establish the Conveners Collective as a SG sub-committee

Steering Group responsibilities & roles	Conveners Collective responsibilities & roles
Confirm that the task aligns with the FlexForum objective and purpose and the Flexibility Plan	Confirm the task definitions, timelines and priority
Confirm that Members have agreed to include the task in the Workplan or the task is necessary to achieve a specific FlexForum purpose	Ensure allocated resources are managed within constraints, and optimised between workstreams
Confirm that Conveners (individually and collectively) are satisfied with the task scope/initiation plan	Ensure interconnections are recognised and managed (eg, escalated, prioritised etc)
Confirm the resourcing envelope for the Workstreams (collectively) and communicate current/potential constraints	Ensure overall task set from workstreams are adequately focused on things-that-get-delivered
Monitor progress against timelines and outputs outlined in the task initiation plan	Ensure line of sight to "this is how the human will benefit from this task" for everything
Actively advocate for FlexForum, including resourcing needs, relevance of activities etc	Keep the SG and FF updated on workstream progress, particularly things that will alter timelines or outputs
For clarity, the SG role does not include to confirm/debate a task definition, timeline and priority	

2b Workplan update (3)

Status of response to Commerce Commission DPP 2025 issues paper

- A draft response to the [Commerce Commission, 2025 DPP Issues Paper](#) was shared with Members 11 December. The draft response was prepared with input of people who probably understand the DPP settings
- Comments on the draft response content were requested by 5pm Friday 15 December
- A workshop to discuss the draft response is scheduled for 0900 to 1030 Wednesday 13 December - Members were requested to bring disagreements and additions to this session for everyone to work through
- Responses are due COB Tuesday 19 December. The final check of the response will be completed by the chair on Monday 18 or Tuesday 19

2c Finance update (1)

Purpose of this item:

- note status of payment of 2024 subscriptions
- confirm starting point resourcing given current and forecast budget position

2c Finance update (2)

Starting point resourcing given current and forecast budget position

- Ara Ake funding confirmed
- Finance committee preparing contract and schedule of tasks/responsibilities for Chair and Chief Doer
- Funding situation is sufficient to commit to the following resources as a starting point
 - Chair + Chief Doer
 - extra Doer, communications support, administration, accounting/bookkeeping resource based on the funding envelopes in the initial budget
- the assumptions/funding envelopes will be revisited in early 2024 to confirm these are relevant given experience
 - some starting assumptions are known to not be correct, eg, the chair is spending considerable time on engagement not initially allowed for in the chair position as the resource structure assumed a dedicated expert engagement resource

4 Procedural matters

Purpose of this item:

- a) Fill the Steering Group vacancy
- b) Decide Membership requests
- c) Agree the date for the next FlexForum meeting
- d) Note actions

4a Fill the Steering Group vacancy (1)

Purpose of this item:

- Update on progress to fill the Steering Group vacancy

4b Decide Membership requests

Membership requests received from 2 organisations/people since the November SG meeting to be decided. A recommendation is provided for each based on the draft Membership Policy

- 2 membership requests from people wanting to join as individuals who are consumers.



4c and d) Next meeting and Actions

Purpose of this item:

- c) Agree the date for the next Steering Group meeting
- d) Note actions

Next Steering Group meetings

- Constitution: the Steering Group will meet at least monthly via video or telephone conference, or other format decided by the Steering Group.

Actions

- Actions from FlexForum and Steering Group meetings since 1 July 2023 are documented here: [collated actions from FF and SG meetings at 30-11-23](#)
- Notes and actions of the 22 November meeting are [here](#)