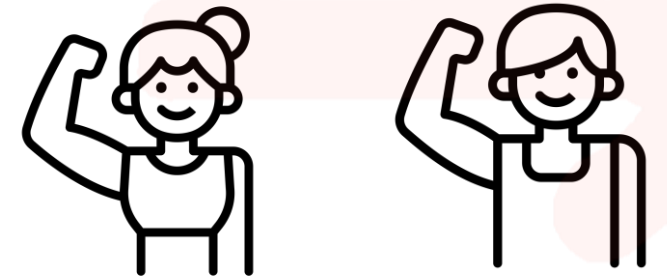


FlexForum Steering Group

Meeting agenda and context

22 November 2023



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.

Draft agenda: 22 November 2023

1. Welcome (1400)
2. Steering Group Planning Session (1405)
3. [break] (1505)
4. Standing items (1515)
 - a) Engagement update
 - b) Workplan update
 - c) Finance update
5. Procedural matters (1545)
 - a) Filling Steering Group vacancy
 - b) Membership Policy
 - c) Membership requests
 - d) Next FlexForum meeting
 - e) Actions
6. AoB/Close (1645)

2 Steering Group Planning Session

Purpose of this item:

Start to identify what the Steering Group needs to do to ensure FlexForum achieves its objective and purpose - a Steering Group Plan

Structure for the session

Backcasting [30 minutes]

... We are in 2030: last year of DPP4; BCG predicts we have spent \$42b in the last 8 years on generation, storage, demand response and networks and we're at 98% renewable!

- What did the country achieve in terms of flexibility, electrification, decarbonisation, the consumer?
- What were they key breakthroughs? Turning points? Things so critical that without them it wouldn't have happened?

Homework [30 minutes]

...What are your 3 things from the homework exercise

- Looking at the collective things, which of them link to the key breakthroughs, turning points and critical choices?
- Looking at the collective things, which of them are we doing now? And which of them should we start doing now?

Homework – everyone to think of 3 things the steering group should do to deliver the three principles underlying the flexibility plan - Accountability, Action and Collaboration.



3a Engagement update

Purpose of this item:

- Note engagement activity since 12 October
- Note upcoming engagement activity

Date	Who	FlexForum	What
13-10-23	Utilities Disputes (Neil Mallon)	Craig	About participation
27-10-23	EECA (Brian Fitzgerald)	Craig	About an EECA and FlexForum partnership on specific issues/tasks
8-11-23	Ara Ake (Briony Bennett)	Steve	Update on Ara Ake board engagement
9-11-13	Nick Wilson / Lucie Drummond	Steve	About the draft Energy Sector and Government Decarbonisation Framework
13-11-23	Alpine (Andy Kerr)	Steve and Craig	About membership and participation
14-11-23	Youdo (Steve Chevallier)	Craig	About membership and participation
14-11-23	Ara Ake (Briony Bennett) and ARENA (Greg Williams)	Steve and Craig	About what ARENA does, focusing on knowledge sharing
14-11-23	Flick Electric (Gareth Brazier)	Craig	About membership and participation
15-11-23	Future Networks Forum (a multitude)	Steve, Terry, Grace, Stuart, Tom and Craig	About FlexForum, the 2024 workplan and collaboration
30-11-23	Consumer Advocacy Council	Steve, Craig and a Member if possible	About FlexForum and how CAC could participate

3b Workplan update (1)

Purpose of this item:

- Note there is a workstream conveners collective to coordinate workplan development and subsequent activities. The interaction between the conveners and the SG can be formalised post 30 November
- Note workplan activity since the previous SG meeting

Workstream conveners

- We have 4 workstream conveners...
 - Grace Burtin = Market Frameworks
 - Terry Paddy = Digitalisation
 - Stuart Johnston = Flexible resource integration and visibility
 - Tom Rose = Consumer information and participation
- The workstream convener collective (+ Steve and Craig) met 10 November and will meet monthly to coordinate workplan activities, consider resourcing, share progress and information, manage demarcation disputes, and other useful activities
 - need to think about formalising the interaction between the workstream convener collective and the Steering Group [do this after 30 November]
- The next convener catchup is 23 November to review the proposed tasks and confirm a proposed 2024 workplan to take to the FlexForum session on 30 November
 - a proposed 2024 workplan and the long list of tasks will be shared with FlexForum Members on 27 November 2023

PTO for an update on progress with scoping the tasks for the 2024 Workplan

3b Workplan update (2)

Scoping of tasks to go into the 2024 workplan

- 24 ideas/tasks emerged from the workstream kickoff sessions – roughly grouped according to workstream (this is indicative!), but the scoping process is reorganising/merging tasks
 - 4 digitalisation (4)
 - 6 flexible resource integration (2)
 - 7 market frameworks (7)
 - 7 consumer participation (2)
- Very clear theme is to understand the fundamentals first. Most ideas/tasks focus on Discovery. Some focus on Refinement. A fair way from developing specific solutions and implementation...
- Several tasks have common elements, eg, rest on assumptions about the future state or describing use cases, which will be coordinated through the workstream conveners
- 2 further activities will be recognised as tasks in the workplan
 - Update the Flexibility Plan
 - Responding to regulators, eg, [Commerce Commission, 2025 DPP Issues Paper, submissions due Friday 15 December 2023](#)

3c Finance update (1)

Purpose of this item:

- note status of payment of 2024 subscriptions
- note current and forecast budget position given funding sources
- confirm terms for a fixed term contract for the independent chair and dedicated doer

2024 subscriptions

- 10 subscription payments received by 30 October 2023 (\$66,000)
- 8 payments outstanding at 19-11-23 (\$103,000)

ACTION for Chief doer: follow up Members who have not indicated timing for paying the 2024 subscription

3c Finance update (2)

Current and forecast budget position

- income is expected to exceed minimum necessary outgoings for the period to 29 February and for the period to 31 August 2024
 - assumes Independent Chair + 1 contracted person + basic comms + running costs
 - includes EECA funding as 'committed', ie, contract will be signed when scope of tasks is finalised (expected this week)
 - allowance for website etc only if Ara Ake money lands
- surplus funds are sufficient to buy an indicative 350 hours (to 28/02) up to 1000 hours (to 31/08) of 'extra' workstream support

ACTION: agree to contract extra workstream support up to 350 hours and up to 1000 hours if Ara Ake funding is received

Income	\$ ex GST	Outgoings	\$ ex GST
Cash available at 31-10	43,000	outgoings: current (by 30/11)	32,500
Member subscriptions due now	106,000	estimated outgoings: 01/12 to 29/02	91,333
EECA	30,000		
subtotal	179,000	subtotal	128,833
Ara Ake	220,000	estimated outgoings: 01/03-31/08	137,000
New Members	31,500		
subtotal	251,500	subtotal	137,000
ESTIMATED INCOME	430,500	ESTIMATED OUTGOINGS	260,833

3c Finance update (3)

Confirm terms of fixed term contracts for the independent chair and dedicated doer.

ACTION: SG to confirm terms of a fixed term contract for the independent chair and dedicated doer

4 Procedural matters

Purpose of this item:

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

4a Fill the Steering Group vacancy (1)

Purpose of this item:

- Fill the Steering Group vacancy

The Steering Group needs to appoint at least one new member. You were asked on 20 October to suggest people to fill 1 or 2 vacancies indicating how they met the criteria for SG members and ensured SG membership reflects the diverse and whole-of-ecosystem interests and participation in FlexForum

- any vacancy in the number of members of the Steering Group may be filled by the Steering Group. Any person so appointed will hold office until the conclusion of the next Annual General Meeting.
- to be part of the Steering Group you must be a Member of the FlexForum (or work for a Member). Members will act in their personal capacity and not as representatives of their employer or organisation.

4a Fill the Steering Group vacancy (2)

Criteria

- see extract from the constitution

Implications of suggestions for diversity of SG membership

The interest and availability of the suggestions has not been confirmed

6.4

Steering Group members should be selected based on the following criteria:

- (a) to ensure the Steering Group membership reflects the diverse and whole-of-supply chain interests and participation in the FlexForum and will provide Members with confidence that the Steering Group will act in the best interests of the FlexForum, its objectives and purpose, rather than specific sectoral or organisational interests;
- (b) able to demonstrate a clear commitment to the objective and purpose of the FlexForum and the Flexibility Plan;
- (c) an ability for independent thinking, pragmatism, and a preference for learning by doing;
- (d) an ability to see the big picture and knowing when to get into the detail;
- (e) an ability to collaborate, recognise different perspectives, ask challenging questions and to be challenged
- (f) any other criteria set out in the Policies and Procedures.

ACTION: approve to appoint one or two people to fill a vacancy on the Steering Group until the AGM, subject to them being a Member and confirming they are both interested and available

4b Approve a Membership policy

Purpose of this item:

- to approve adding a Membership policy to FlexForum Policies and Procedures

Action 5.1 from the 10 October SG meeting was ‘Develop guidelines setting out the approach and principles to consistently decide membership requests, ie, a membership policy’.

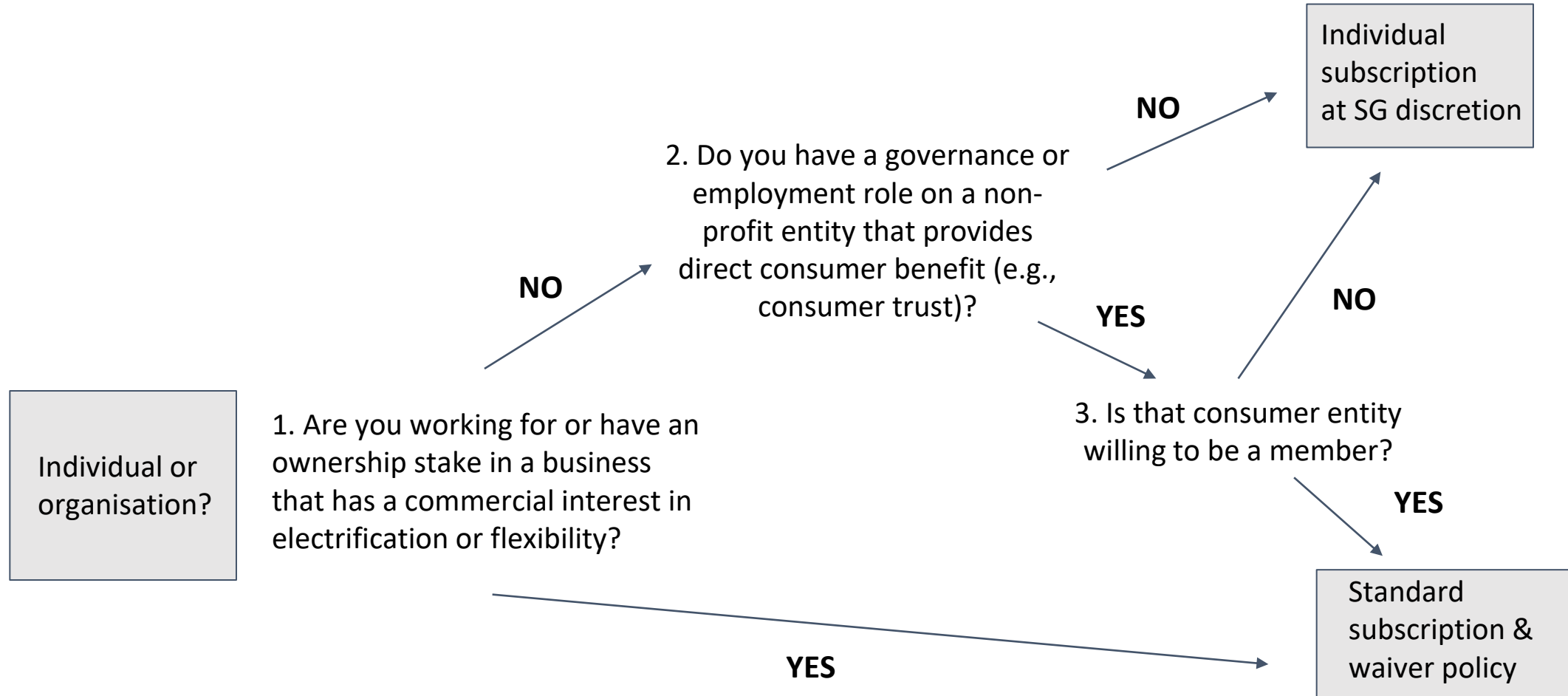
- see next page for overview of approach

The key elements of the Membership Policy are:

- provide guidance about the requirements to apply as ‘an individual who is a consumer’ (see over)
- the Membership application process
- enabling the independent chair to approve Membership requests on behalf of the Steering Group in some cases

ACTION: approve Policies and Procedures version 2 including a Membership Policy

4b Proposed Membership Policy - Individual or organisation?



4b Subscription waiver considerations

Inclusivity and diversity of members is consistent with the FlexForum's purpose (Constitution 3.2). While the marginal cost of adding members is very low, there are pragmatic limits (some financial) to the extent we can admit members without subscriptions:

- It dishonours the contribution of subscription-paying members;
- It will challenge the financial viability of the FlexForum where the lost subscription fees is material

As a result, the subscription policy allows the SG complete discretion to reduce or waive subscriptions in some circumstances (essentially trying to deal with the opportunity cost)

- Some reductions/waivers will be granted on a clear quid pro quo basis (e.g., Universities) - the FlexForum would be poorer as a result of not having this material contribution.
- But there are also situations where small entities simply cannot afford to join - as they are in the startup phase with low or zero operating surpluses. These entities would add to the diversity of the FlexForum.
- In these situations, the SG should consider granting a first-year reduction or waiver.

4c Decide Membership requests (1)

Membership requests received from 6 organisations/people since September which need to be decided. A recommendation is provided for each based on the draft Membership Policy

- 3 membership requests from organisations seeking a waiver/reduction to the annual subscription
- 2 membership requests from people wanting to join as individuals who are consumers.

ACTION: decide whether to allow the applicants to become a Member

4d and e) Next meeting and Actions

Purpose of this item:

- d) Agree the date for the next FlexForum meeting
- e) Note actions

Next Steering Group meetings

- next meeting is scheduled for Thursday 7 December 0930-1200
- no further meetings are scheduled, ie, none in 2024
- 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 19-11-23](#)