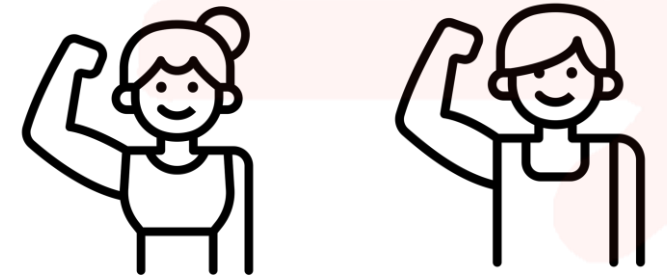


FlexForum Steering Group

Meeting agenda and context

4 April 2024



Agenda: 4 April 2024

1. Welcome

Strategic items (60mins)

2. Objectives and key results
3. A 3 year endeavour

Standing items (45mins)

2. Engagement update
3. Workplan update
4. Finance update

Procedural items (30mins)

2. Membership requests
3. Actions
4. Next Steering Group meeting
5. AoB/Close

1 Welcome

Purpose of this item:

- Welcome
- Apologies
- 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.

2 Proposed objectives and key results

Purpose of this item:

- Discuss the [proposed objectives and key results](#) [follow link]

The Steering Group started the process to develop objectives and key results in November

- The SG discussed individual perspectives of the electricity experience in 2030 as a starting point to identify objectives and key results. The discussion is summarised here: [Steering Group meeting notes 22 November 2023](#)
- These are things identified that the SG could do to deliver the Accountability, Action and Collaboration principles underpinning the Flexibility Plan 1.0. The list summarises points on pages 3 and 4 of the meeting notes

Engagement and comms

- **Talk to people regularly** - both Members and the wider ecosystem, including 'consumer' perspectives
 - **Publish an annual workplan** with regular progress updates to demonstrate progress and raise key messages (ie, the so what of this)
 - **Be transparent** and make sure all FF actions and activities are disclosed and publicly available
- **Align with appropriate industry groups**, eg, FNF to have a distributor lens and an ecosystem lens
- **Contribute to regulatory processes** as they shape conversations and demonstrate value of FF
- **Be non-partisan** and engage with people on why they should care.
- **Regular communication with people doing the work**, eg, workstream conveners, ENA, EEA etc to hear what things are being done and discuss what FF is doing

Assurance

- **Connect advice/discussion to practical outcomes**, eg a use case, to show how FF is working to realise an end state and not just writing reports
- **Always check that advice/outputs describe how it serves the human**, aligns with the objective, and how it can lead to practical action
- **Highlight good and less good examples of collaboration**, eg, highlight what the ecosystem should be doing more of/less of

Action: decide how to finalise objectives and key results for FlexForum

3 value of thinking about FlexForum as a 3 year endeavour

Purpose of this item:

- to discuss the opportunities and implications of setting a 3 year lifespan for FlexForum

What are the opportunities and implications of saying FlexForum wants to shut up shop in 3 years

- What would FlexForum do if it had just 3 full calendar years to achieve the objective and purpose?
- What would good look like in December 2027?
- What would be needed to make that happen?

No action requested

4 Engagement update (1)

Purpose of this item:

- Note engagement activity since 7 March
- Note upcoming engagement activity
- Note March newsletter statistics

No action requested

Date	Who	FlexForum	What
08-03-24	Consumer Advocacy Council	Secretariat	FF workplan + CAC input
11-03-24	Ara Ake, Transpower, Aurora	Chair	Discuss a Queenstown flexibility accelerator
15-03-24	Otago University	Secretariat	Research/collaboration opportunities
25-03-24	Electricity Authority	Conveners + Secretariat	Discuss FF workplan and opportunities to coordinate
27-03-24	Not Members	Chair + others	A Workplan Q&A to provide transparency about the workplan
28-03-24	EECA	Chair and Secretariat	Discuss a potential new task for EECA
2-04-24	Basis	Secretariat	About FF and membership
COMING UP			
TBC	Potential Members	Chair/Secretariat	Membership
TBC	MBIE	Chair/Secretariat	FF intro and workplan
TBC	Future Networks Forum project leads	Conveners	Discuss tasks/activities to identify interactions/collaboration opportunities
16-05-24	Alpine Energy Board	Chair + Secretariat	FF intro + workplan
20-05-24	Electricity Authority	Conveners	Discuss draft EA workplan

5 Workplan update (1)

Purpose of this item:

- Update on progress with the workplan
- Update on progress with the deliverables listed in the funding agreement
- Note a potential new workplan task to provide EECA advice
- Note a breakdown of workplan resources and budget by workstream

Update on progress with the Workplan - A [Workplan Tracker](#) has been developed to provide a monthly update on progress for each task. The tracker will be completed by Doers and confirmed by Conveners.

- Milestones are currently being met, noting that the initial delivery schedule assumed a 1 March start versus the actual mid to late March start because workplan sign off did not happen until 7 March and there was a further delay waiting to confirm the EECA task
- Looking forward, it is unlikely The plausible future state + Many ways... tasks will be completed by 30 April due to the later start and challenges obtaining Member input to help develop the initial outcomes scenarios

The workplan 'to do' list (at 27-03-34) is on the next page.

No action requested

5 Workplan update (2): workplan to do list

This to do list will be updated and shared weekly to give Members a heads-up on what is coming

Task	Activity	Status
The many ways a household, business or community can benefit from distributed flexibility	Now: Member expert input on circumstances and scenarios Mid-late April: Members Workshop to test plausibility of outcomes and associated system/market arrangements	<ul style="list-style-type: none">● Framework developed● Members asked for input 18-03. Have some household info. Waiting on other input● Workshop timing depends on timing of Member input
A plausible future state for distributed flexibility	Part of 1 above.	As above
Designing a smart EV charging workplan	17 April: Sector workshop to review and agree facts about the current and future state for EV charging	<ul style="list-style-type: none">● Workshop materials being developed● FF and EECA informing potential attendees
A stocktake of the existing flexible resources, their opportunities and beneficiaries	10 April: Members Workshop to review facts about flexibility resources, opportunities and incentives	<ul style="list-style-type: none">● Workshop materials being developed)
Set the scene for digitalising the electricity ecosystem	During April: Desktop exercise to map existing data flows. Member input may be sought to prepare for the workshop in [target] late April	<ul style="list-style-type: none">● Initial mapping to occur in early April.● Workshop will be scheduled once outputs of the Many ways and Plausible future state tasks are available
Track progress with delivering the Flexibility Plan	During April: Requests for Member input on activities which inform/deliver steps	<ul style="list-style-type: none">● Template developed. Member input will be sought during early April

At 27-03-24

No action requested

5 Workplan update (3): progress with funding agreement deliverables

Update on progress with the deliverables listed in the funding agreement.

No action requested

Thing	Due date	Current state and expected delivery
Deliver an operating Knowledge Hub		
1.1 Deliver a set of criteria and specifications for a knowledge hub...	31 March 2024	This is done. Criteria and specifications received from EEA 14/03. Sent to AA 27-03-24
1.2 Provide content and/or outputs to populate the knowledge hub	See 3.2	Underway. Existing FF content is being loaded to the website. The knowledge hub will provide a more functional option to load new content coming from workstreams, plus from other learning-by-doing, eg, FlexTalk, FNF
1.3 Commission the development of the knowledge hub. A condition of final payment.	30 June 2024	Follows 1.1. Once the criteria/specifications are settled, we will <ul style="list-style-type: none"> document the relationship between the EEA and FF re: knowledge hub confirm implementation timeframe.
Monitor and update the Flexibility Plan		
2.1 Maintain and update the Flexibility Plan...	ongoing	There is a dedicated workplan task to update the Flexibility Plan. Updates are decided by Members at the AGM (or a SGM) and v2.0 will be available by about September 2024
2.2 Deliver 6-monthly progress reports...A condition of the final payment	30 June 2024	FF has committed to regular public progress reports and there is a dedicated workplan task. Timing is not decided, but likely to be sooner than July 2024. A review of progress is underway.
2.3 Develop and maintain a list of priorities....[outlining actions with consensus and critical uncertainties]. A condition of 3rd payment	31 May 2024	The list of priorities is a function of the FlexForum workplan and workstream activities. A list of priorities will be in the next public progress report

5 Workplan update (4): progress with funding agreement deliverables

Update on progress with the deliverables listed in the funding agreement continued

- 3.3 to develop a FlexForum engagement plan needs focus/resources to ensure the 31 May delivery date is achieved

Action: agree how and who will finalise the engagement plan

Thing	Due date	Current state and expected delivery
Produce advice and insights which assist to deliver the Flexibility Plan		
3.1 Develop and maintain a 24-month workplan...A condition of 3rd payment	31 May 2024	This is done. The FlexForum Workplan approved by Members on 30 November 2023 sets out tasks to be delivered in 2024 and beyond. Further tasks will be added to the workplan as they are identified.
3.2 Coordinate delivery of 4-8 outputs....A condition of final payment	30 June 2024	This requires delivering the workplan. The FF Workplan will result in at least 4 outputs by 30 June 2024, noting that the initial workplan tasks each include several outputs.
3.3 Develop a FlexForum engagement plan....A condition of 3rd payment	31 May 2024	Underway. The engagement plan will build on work done in 2022 and will be right-sized.
Establish and maintain Member-driven workstreams		
4.1 Establish workstreams	NA	This is done.
4.2 Workstreams to identify workstream outputs and timelines....A condition of the 2nd payment	31 March 2024	This is done.
4.3 Provide....with advice on key questions that would best be answered through pilots and trials. A condition of 3rd payment	30 June 2024	Issues requiring learning-by-doing will be identified through delivering the FlexForum workplan, workstream activities and by other parties, eg, Future Networks Forum. The issues will be collated in the next public progress report.

5 Workplan update (5): potential new workplan task to provide EECA advice

Purpose of this item:

- Note a potential new workplan task to provide EECA advice

EECA is considering asking FlexForum to provide another piece of advice

- EECA wants to provide businesses with energy intensive activities that could be decarbonised with information/tools they can use to explore the full potential of flexibility offerings, including quantifying additional financial (capital or operational) and non-financial benefits available from flexibility
- RETA insights indicate commercial/business electrification/decarbonisation investments will not be economically viable for decades even with a >\$200/t CO₂e ETS, particularly in the North Island. Reasons include: lower gas costs relative to overall electricity costs, and the novelty of using DER to manage electricity costs without impacting production (eg, not shutting down)
- using DER is not the easy and obvious solution, particularly for established businesses with site/activity specific situations, scarce time and capital, and commercial priorities.

Assisting eecca would help to deliver step #1 of the Flexibility Plan 1.0

- an initial conversation about scope and approach occurred 28 March. An indicative proposed approach is being prepared for a further conversation with EECA
- EECA would fully fund the task. This would ensure the capability
- EECA wants FlexForum to do this because it has diverse participation and expertise and is commercially neutral

No action requested

5 Workplan update (6): breakdown of workplan resources and budget

Purpose of this item:

- Note a breakdown of workplan resources and budget by workstream

Workplan resources and budget for the initial phase of activity March to July 2024 were allocated to tasks and workstreams according to the Member and Convener assessment of priorities

- 3 tasks are Foundational
 - A Plausible future state. This task will produce necessary inputs for other initial and future tasks
 - Tracking progress with the Flexibility Plan and Updating the Flexibility Plan. These are core activities required to meet the objective and purpose
- 2 tasks are in the Consumer information and participation stream
 - The Many ways a human can benefit from flexibility. This task will produce necessary inputs for other initial and future tasks
 - Designing an EV charging workplan. EECA asked for this to happen now
- 1 task is in the Digitalisation stream. This is a baseline task for the stream and relates to a priority issue for Members and regulators
- 1 task is in the Market frameworks stream. This is a baseline task for the stream and relates to a priority issue for Members and regulators
- No Flexible resource integration stream tasks were included in the initial set because the first task will be easier to complete once work underway by the FNF and others is complete

Note:

1. The initial tasks to 31 July are funded and resourced. Workplan activity after 31 July is not fully funded or resources.
2. Figures shown for all workplan tasks to 30 September are cumulative
3. Project reporting template being finalised to track progress

No action requested

6 Finance update

Purpose of this item:

- note status of payment of 2024 subscriptions
- note cashflow projection
- discuss Knowledge Hub options and costs

No action requested

7 Membership requests

Purpose of this item:

- note Membership requests since previous meeting

Membership requests

- 2 prospective Members attended the Member update on 27 March, with 1 arranging a follow up meeting to better understand the requirements of participation
- Basis (wearebasis.com) asked to join FlexForum on 2 April 2024

No action requested

8 Actions

Purpose of this item:

- Note actions

Actions from FlexForum and Steering Group meetings from 1 July 2023 to 7 March 2024 are documented here: [FF collated actions - FF and SG meetings 2023-24](#)

- all time-bound / time critical actions are complete or underway

No action requested

9 Next meeting

Purpose of this item:

- Confirm the date for the next Steering Group meeting

Next Steering Group meeting

- SG meetings have been scheduled for 1st Thursday of the month from 7 March to 5 December 2024 (0930-1200). The next meeting is 2 May

ACTION: confirm the 2 May SG meeting