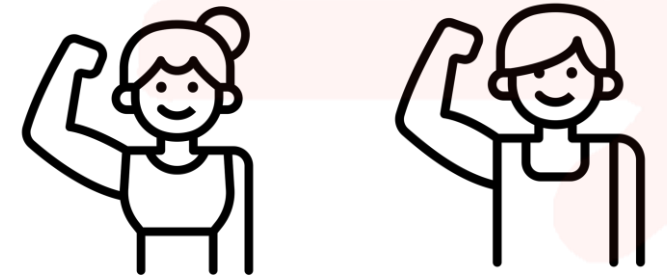


FlexForum Steering Group

Meeting agenda and context

9 May 2024



Agenda: 9 May 2024

1. Welcome

Strategic items (60mins)

2. How FlexForum responds to progress against the Flexibility Plan
3. Amplifying FlexForum's core message
4. AGM preparation and process

Standing items (45mins)

2. Engagement
3. Workplan
4. Finance

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 How FlexForum responds to progress against the Flexibility Plan

Purpose of this item:

- discuss the responses FlexForum could make to the assessment of progress with delivering the Flexibility Plan

A 3 step process for assessing progress with delivering the Flexibility Plan is designed to achieve a Member driven outcome

- 1. initial assessment and description of what is known to be happening or done for each step. This is a fact-based exercise using public information. The results were shared with Members 8 May for checking. See [here](#)
- 2. assessing the impact of progress with each step, ie, does it matter that there has been no or only a little progress?
 - the impact assessment approach will be similar to that used for the 2023 assessment of urgency of each task exercise
 - the key measure is does the progress directly affect how easy it is for humans to make choices about and use their flexible resources?
- 3. deciding how FlexForum responds given the extent of progress and the associated impact humans.

Early indications are that there is some room for improvement

- there is a lot of work underway, though activity is largely focused on things important to the sectoral interests doing the work
 - distribution-related activity, particularly on connections
 - regulatory activity, including relating to connections
 - very little activity on things that are most likely to deliver direct benefits to humans in the near term
- of the activity done/underway, quite a bit is 'commercial' or closely held with limited opportunities for interested parties to contribute or collaborate even though this would produce a better outcome for households, businesses and communities

Action: note the 3-step process and consider possible responses to the early indications

3 Amplifying FlexForum's core message - making the hard things easy

Purpose of this item:

- Discuss how to best communicate the transformational potential of FlexForum's work to stakeholders - soon

A tangible demonstration of the value of flexibility to real people

- FlexForum wants to make it easy for households, businesses and communities to maximise value from flex (future state).
- This means it is important to make it clear and obvious what is making it hard for Hs, Bs and Cs (current state), and how FlexForum's work gets us from the current state (hard) to the future state (easy)
- A lot of FlexForum's work is conceptual and abstract...but will need to be communicated in a way that is **accessible, obvious, tangible**
- The most powerful way to do this is to ensure all of our work is communicated in a way that addresses the question: **what difference does it make to the human?**
- As a steering group, we should be committed to referencing everything back to this question

This commitment has implications for:

- The importance of the current state/future state task
- The importance of connecting all other FlexForum tasks to the current state/future state
- The importance of an honest and accurate appraisal of progress against the Flexibility Plan 1.0
- Our OKRs?
- Numerous pilots, trials and demonstrations already completed or underway that could be mined for the human's perspective
- How we communicate all of the above – comms and engagement planning - the power of getting humans talking about their experience on social media speaks to regulators, industry - case studies of actual humans that have done stuff

Action: affirm this as the primary framing for FlexForum's outputs and communications

4 AGM process and preparation (1)

Purpose of this item:

- to confirm the AGM process and preparation requirements

The constitution says FlexForum will have an AGM

- proposed date is Thursday 22 August. We told the Incorporated Societies Register it would be held in August each year and it must be held by 30 September.
- 30 days notice must be given to all Members specifying the business to be conducted (= 8 July). The AGM can be online, in person or other format decided by the Steering Group
- the business of the AGM will be:

Action: make decisions to:

- confirm the AGM date
- develop a budget for 2024-25
- confirm the role description for the independent chair
- approve the chair and secretariat to make other necessary arrangements to meet the AGM requirements

AGM business	Requirements	Meeting these requirements
receive the SG report on the FF affairs during the preceding year (to 31 March 2024) together with the annual statement of accounts and other reports of the FF	<ol style="list-style-type: none"> Present a report on FF affairs for 2023-24 Present the annual statement of accounts: <ul style="list-style-type: none"> with income and expenditure for that financial year with assets and liabilities of the FlexForum as at the end of that financial year that is examined by a qualified accountant, who is not associated with a Member. 	<ol style="list-style-type: none"> The Chair will report on FF affairs. This report will be ready by 11 July for review by the SG The accountant has been asked to prepare the annual statement of accounts.
to decide the appointment of the Steering Group members and the independent chair (if there are vacancies)	<ol style="list-style-type: none"> Member vacancies are filled at the AGM by Members voting on a slate of candidates prepared by the chair taking account of the votes received prior to the AGM <ul style="list-style-type: none"> the process to nominate and vote on member vacancies must start 45 days before the AGM (= 20 June) at this time there will be 2 vacancies to fill (for a term of 2 years) the chair vacancy is filled at the AGM by Members voting on the nominated candidates <ul style="list-style-type: none"> the process to nominate the chair must start 45 days before the AGM note: the first Chair will hold office until the conclusion of the first Annual General Meeting but may be reappointed at that meeting 	<ol style="list-style-type: none"> Before 20 June, the SG must advise Members <ul style="list-style-type: none"> the number of vacancies to be filled, the nomination form and selection process the person selected to be the receiving officer for nominations and votes By 8 July, Members may submit a nomination for each vacancy 30 days By 22 July the SG will provide Members a shortlist of candidates for vacancies including the Chair By 5 August Members may vote on each vacancy except the Chair

4 AGM process and preparation (2)

- the business of the AGM continued:

AGM business	Requirements	Process and timing
to review of progress against the Flexibility Plan	1. No specific requirements.	Members will have considered progress against the Plan ahead of the AGM
to review the FlexForum Workplan and approve the budget for next year	<ol style="list-style-type: none"> 1. Present to Members the FlexForum workplan setting out the tasks and activities for the next financial year(s) 2. Members to approve the budget for the next year 	<ol style="list-style-type: none"> 1. Update the workplan for 2024 and beyond (approved 30-11-23) according to the workplan development process 2. A budget for the coming year needs to be developed, at the same time as reviewing subscription categories and levels
to approve changes or additions to the Flexibility Plan	1. No specific requirements, except that changes will be approved by 60% of Members at the meeting	1. The process to update the Flexibility Plan will begin once the progress report and blueprint are finalised. These should be done by 30 June, which does not leave much time for a robust process.
to consider, discuss and deal with any business included in the notice of meeting.	1. Members wishing to put a motion in the AGM must notify the SG 30 days before the AGM (= 8 July)	NA

Dependencies

- before requesting nominations to be independent chair, we need to confirm the role description drawing on experience of the incumbent over the previous 6 months
- Anything else?

5 Engagement (1)

Purpose of this item:

- Obtain Steering Group endorsement to engage Heft to assist with comms & engagement

Context

- FlexForum has significant engagement requirements (e.g., membership renewal 27x, new members, working with officials/regulators, Minister)
- FlexForum has significant communications requirements (critical outputs of workstreams imminent)
- An engagement plan was agreed as an Ara Ake deliverable (May 31st)
- Steve/Evie/Fiona have met twice to review previous FF work around comms & engagement; determined a need for assistance

Proposal from Heft

- Heft was invited to provide a proposal.
- Heft provided two proposals:
 - Engagement Plan (May 31st) and Strategic Comms Plan (June 30th). Includes key messaging handbook and key message development for workstreams
 - Option 1 plus thought leadership demonstration, managed government relations, comms workshop for SG/workstream convenors and social media plan
- Funded by recent new member fees (ERANZ+Rewiring+Basis).
- Social media strategy would be a worthy add-on - need to understand value-add

Action: Approve recommendation to engage

5 Engagement (2)

Purpose of this item:

- agree how to finalise the Engagement plan
- update on engagement activity

Finalising the Engagement plan

- An engagement plan needs to be finalised by 31 May and a copy sent to Ara Ake
- The process proposed for finalising the plan is:
 - Engage Heft to draft the engagement plan guided by Chair and SG members, delivering to Ara Ake per above deadline
 - Development of the plan will be overseen by Chair and SG members.
 - Meeting with Heft next week to agree specific timeline and assess opportunity for SG to review a draft,

Action: decide how to finalise the Engagement Plan

5 Engagement (3)

No action requested

Update on engagement activity since 4 April

Date	Who	FlexForum	What
05-04-24	Electricity Authority	Secretariat	FF activities and coordination with EA project
05-04-24	Thundergrid	Secretariat	FF activities and participation
09-04-24	Future Networks Forum leads	Conveners	Discuss FF workplan and opportunities to coordinate
16-04-24	MBIE	Chair and Secretariat	Intro and discussion of FF/MBIE activities
30-03-24	ERANZ/ENA event	Secretariat	Spoke with several prospective Members and partners about FF
01-05-24	EECA	Secretariat	Follow up discussion of the potential new task for EECA
03-05-24	Consumer Advocacy Council	Secretariat	Blueprint and future state task
03-05-24	Framework	Secretariat	Share insights on running FF
07-05-24	IEGA	Secretariat	FF activities and opportunities to participate
08-05-24	EA	Secretariat	Coordination and collaboration
COMING UP			
20-05-24	Electricity Authority	Conveners	Discuss draft EA workplan

6 Workplan

Purpose of this item:

- Update on progress with the workplan and other FlexForum tasks

Update on progress with the Workplan and other FlexForum tasks

- the [Workplan and task Tracker](#) sets out progress for workplan and FlexForum tasks [this document remains a work in progress]
- other FlexForum tasks due this month are
 - 2.3 Develop and maintain a list of priorities that help navigate alignment and divergence between members' views as follows: 1. Consensus areas where the FlexForum agrees immediate action is required and what form that action should take; and 2. Critical uncertainties – i.e. areas of uncertainty where perspectives are not aligned currently but further work to gather the evidence to further advance these issues is required including via pilots, workshops etc. The outcomes of this area might take the form of presenting contrasting views to a regulator to consider in its decision making process. Due by 31 May 2024.

The current list of actions and extent of consensus was developed between March and August 2023 [refer assessment of the urgency of each task]. The progress report process and developing the future state will inform an update to this list.
 - 3.3 Develop a FlexForum engagement plan. By 31 May 2024. See earlier item.

Action: confirm the Assessment of the urgency of each task, dated 23 August 2023 meets the requirements of deliverable 2.3 to develop and maintain a list of priorities, noting that the list will be updated through the progress reporting and future state tasks

8 Finance update (1)

Purpose of this item:

- note status of payment of 2024 subscriptions
- note cashflow projection

8 Finance update (2)

Cashflow projection

- Revised approach to budget - once income drops below \$50k, adjust expenses to match income. This allows all workstreams to complete their first tranche of work and then operate to ~120h/month (total)
- Assume all existing member fees are rolled over as they expire (~6 months)
- On this basis, FlexForum could continue to operate and produce outputs until March next year

Status of 2024 subscriptions (28 Members)

- paid and pending subscriptions = \$225,000
- payment of 1 pending subscription payment (\$1500) expected soon [or paid?]
- 1 subscription (\$1500) invoiced
- ERANZ notified they wish to join FlexForum, as at end of June.

Action: SG members to test their organisation's intentions re: next year subscriptions.

9 Membership requests

Purpose of this item:

- note Membership requests since previous meeting

Membership requests

- ERANZ requested Membership on 30 April and agreed to pay the relevant subscription
- Axos/Tenco asked for information on membership on 30 April
- several calls / conversations have occurred with interested parties/prospective Members
 - Solarzero, Electra, Ideal Electrical, DETA

No action requested

10 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](#)

- actions from the 4 April 2024 SG meeting are listed, but are not yet finalised
- all time-bound and time-critical actions are complete or underway

No action requested

11 Next meeting

Purpose of this item:

- Confirm the date for the next Steering Group meeting

Next Steering Group meeting

- SG meetings are scheduled for the 2nd Thursday of the month. The next meeting is 13 June

ACTION: confirm the 13 June SG meeting