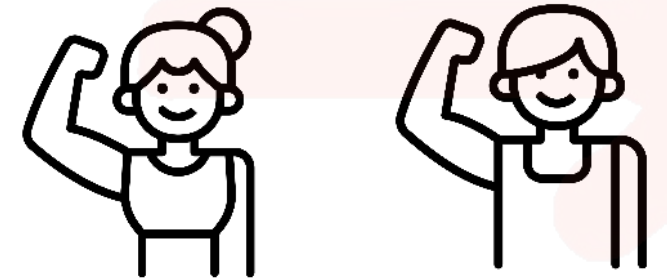


FlexForum Steering Group

Meeting agenda and context

1 August 2024



Agenda: 1 August 2024

1. Welcome

Strategic items

2. AGM agenda materials

Standing items

4. Engagement

5. Workplan - update

6. Finance - update

Procedural items

7. Policies and Procedures

- Member request to document a practice
- Subscription categories and levels

8. Membership requests

9. Actions

10. Next Steering Group meeting

11. 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 AGM materials - the year that was

Purpose of this item:

- to discuss the key points of each item on the AGM agenda (see notes for the agenda shared with Members)

Actions:

1. Provide content suggestions for the chairs report by 5 August

The year that was - a report on FlexForum affairs for 2023-24. Members will be provided ahead of the AGM a 2-page report on FlexForum affairs for 2023-24 from the independent chair. The draft report will be ready around 12 August and will cover what has been done and learned, including:

- established an organisation including financial and corporate governance and 'back office' administrative functions, including setting up the website in 2 weeks
- negotiated a \$250,000 funding agreement with Ara Ake
- grew membership by 50%
- spoke to the Minister for Energy in February 2024 and secured a letter of endorsement [touchwood]
- partnered with eeca which used FF to reality test and shape its priorities, and developed a working relationship with the EA, MBIE and Commission
- had our views sought after and used by others. Our work gets referenced by Members and non-Members. The Sustainable Business Council suggested government use FF etc
- learned about the power of communications and understanding the audience. People read what we have to say [newsletter and linkedin statistics] but we can spread the word further and deeper
- Members kept contributing through workshops and meetings indicating they value what FF is trying to do
- learned about the job we are trying to do and the right type and size of resourcing to do what Members want to see done
- undertook the FIRST ever expert assessment of where things are at with flexibility and electrification

The year that was - annual statement of accounts for 2023-24. The accounts for 2023-24 were prepared by Evolution Business Services and reviewed by the finance committee. You can see the 2023-24 accounts [here](#).

- the constitution requires the SG at the end of each financial year to get a statement from a suitably qualified accountant with the income and expenditure of the financial year (2023-24) and the assets and liabilities of FlexForum
- The financial statement must be filed with the Companies Office any time after being approved by Members at a general meeting and no later than 31 August 2024

2 AGM materials - the year ahead

Actions:

1. Agree to the approach to scoping the Workplan

The year ahead - progress with delivering Flexibility Plan 1.0. Monitoring progress with the Flexibility Plan is a purpose of FlexForum. The first progress assessment will be shared with Members ahead of the AGM. The key points are:

- the majority of the 39 steps in the Flexibility plan are at an early stage
- progress has been made on 11 steps through 7 pilots and trials that publicly reported learnings
- progress on 10 steps is considered to be satisfactory
- progress is focused on steps that align with the needs and interests of market participants, rather than the needs and interests of people
- immediate and tangible progress must be made on 12 steps that align early stages of the customer journey. As with any 'business case', this needs inputs - information and advice - relevant to the customer's own situation. Without easy access to clear advice underpinned by reliable digital information and data about the customer's situation, the likely decision is to not do anything.

The year ahead - FlexForum Workplan and Budget for 2024-25. What FF does and the FF budget go hand in hand.

- the 2025 budget needs to pay for FF to do stuff - this involves operating and delivering its workplan
 - the draft 2025 budget has been developed based on envelopes for 3 types of costs: **operating, doing and communicating really well**. The envelopes have been forecast based on what we learned in 2023-24 (see next page)
- the 2025 workplan specifics need to be decided by Members. We will do this through a process starting after the AGM taking account of the progress report, but these are the activities and areas we are likely to want to play in
 - update the Flexibility Plan
 - develop the blueprint of what good looks like with 3, 5, 10 year goals (continue the work started in May)
 - the people-focused priorities coming from the progress report and workstream work this year
 - people need the ability to get personalised information and advice either directly or from advisers. Particularly, people need data inputs (consumption and pricing data) for their flexibility business cases and advisers need to be able to advise
 - the holes in the value stack need to be filled to signal efficient investments to enable people and the electricity system to maximise value and optimise outcomes

2 AGM materials (3) - the year ahead (budget)

Actions:

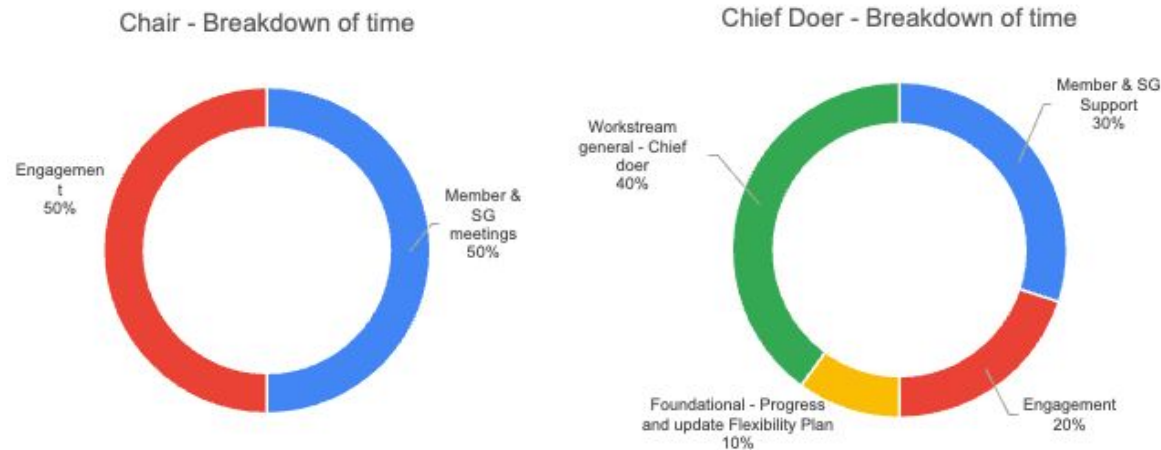
1. Agree to the proposed budget to take to the AGM

Budget for 2024-25.

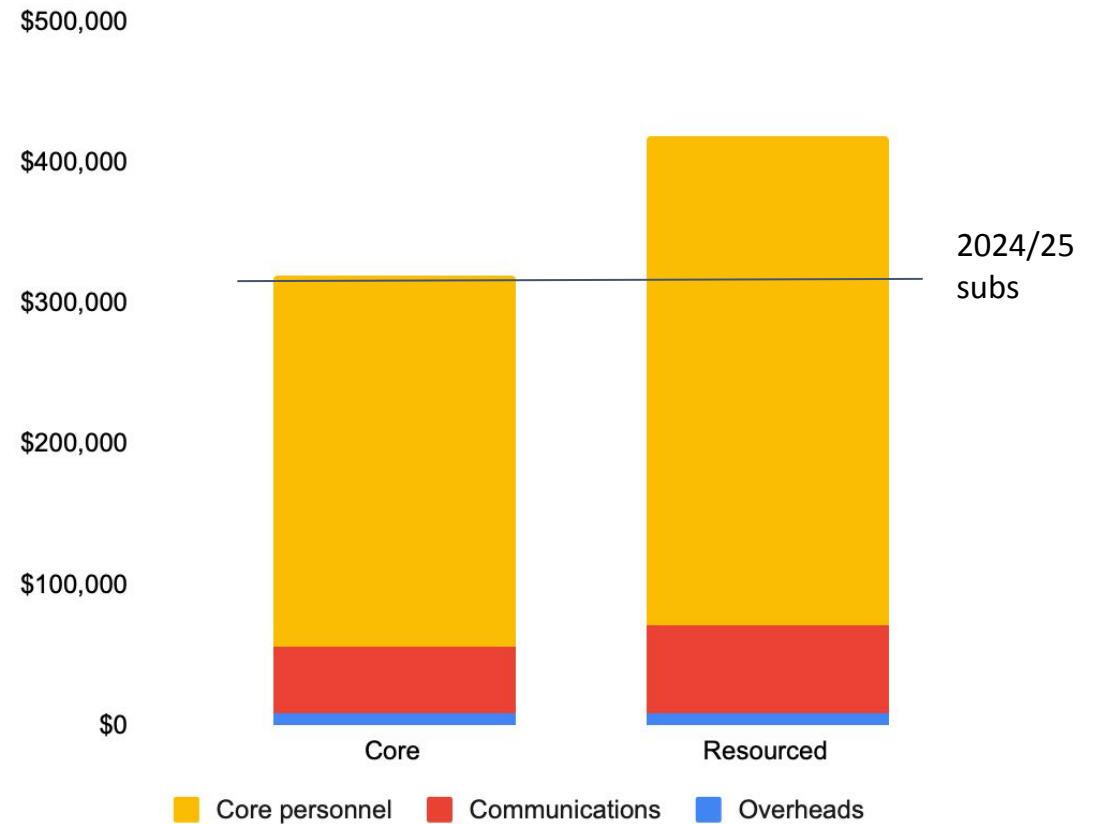
Two components:

- **Core delivery:** Core FF functions (Chair (new scope), Chief Doer - see estimated time breakdown below), comms & engagement with members, observers, industry, Flex plan update & progress, completion of blueprint.
- **Resourced delivery (+\$100,000pa)** - core functions plus delivery of one major piece of work (e.g., delivery of a step in the Flexibility Plan), plus enhanced communications and engagement.

More funding will allow for more delivery.



Core vs Resourced



2 AGM materials - the year ahead (update the Flexibility Plan)

Updating the Flexibility Plan. Maintaining the Flexibility Plan is a core FlexForum purpose

- the progress report exercise and finding the holes in the value stack highlighted opportunities to evolve how several steps are described and missing steps, eg, relating to monetising and rewarding value
- instead of an ad hoc updating exercise, it will be productive for Members and policy/regulatory bodies to get Members to again take the journey of a household to develop version 2.0

2 AGM materials - filling steering group vacancies

Filling Steering Group vacancies - there are 4 SG vacancies to fill

- 1 x independent Chair;
- 3 x steering Group members (2 of these vacancies must be filled to meet the requirements of the constitution)

The nomination process resulted in 3 nominations. All nominees met the requirements and criteria outlined in the constitution

- 1 x nomination for independent chair. Toby Stevenson, Sapere Research Group.
- 2 x nominations for the steering group
 - Rebecca Osborne, Head of Market Services, Operations Division, Transpower.
 - Ryan Kuggeleijn, Head of Energy Innovation, Meridian Energy

Members were advised 22 July that as the number of nominations matches the number of vacancies, no voting process is required and nominations will be confirmed at the AGM (this does not mean voting).

Nominee for Chair (Toby) has advised uncertain/limited availability prior to Christmas. The SG in place after the AGM has options for managing this situation, including appoint a deputy etc.

Actions: Confirm comfort with proceeding with the nomination of the independent chair based on the new information about availability.

3 Engagement (1)

Actions: No action requested

Purpose of this item:

- review communication activities taking account of the [Strategic Communications Plan \(final draft\)](#) provided by Heft and some learning-by-doing

Strategic communications plan

- the strategic communications plan complements the engagement plan. It's focus is who to talk to and how to achieve:
 - the short-term goal: In the immediate term, we are demonstrating the value of FlexForum and its 'thought leadership' on the topic of flexibility.
 - The long-term goal: In the long-term, we want to be part of creating a "reliable, resilient electricity system that is affordable for consumers" (letter to Hon. Simeon Brown, Dec 2023).

Social Media Engagement Summary				Data From, LinkedIn
Reactions	Impressions	Clicks	CTR	Shares
11	506	220	43.48%	3

The hard part is translating FlexForum content for our various audiences - a delivery guide should help

- Heft prepared a set of 5 linkedin posts to communicate the recent FlexForum Insights. The first was published 23 July and saw high engagement relative to previous posts (see the snapshot)
- the post did not write itself. Heft developed the messages before having them checked. Effort was also needed for the graphics.
- A delivery guide has been developed to operationalise the communications plan by providing criteria to help convert our content into messages for the different audiences. This should reduce the reliance on subject matter experts to translate content, but actively communicating our story requires someone to focus on it as a BAU job.
 - identifying, translating and publishing FF content
 - liking, reposting, commenting on content relevant to FF (see this [example](#))

4 Workplan

Purpose of this item:

- 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]

Workplan tasks

- the Market frameworks stream task on [Maximising the value of flexibility](#) was delivered 12 July 2024
- the Consumer participation stream task to develop an EV charging workplan was delivered 31 July 2024
- the Progress report task - a nearly final draft report exists...it will be provided to Members ahead of the AGM
- other tasks are in varying states of development. The next closest to delivery is the task to set the scene for digitalisation

FlexForum tasks due now under the agreement with Ara Ake are

- 2.2 Deliver 6-monthly progress reports.
 - A detailed assessment of progress against the Flexibility Plan since August 2022 is nearly complete and will be shared with Members ahead of the AGM.
 - A separate update on progress with FF activities generally since September 2023 will be provided to Members ahead of the AGM.
- 2.3 Develop and maintain a list of priorities [outlining actions with consensus and critical understanding]. We provided AA the priorities and associated level of consensus that came from the March 2023 urgency assessment exercise, but AA wanted updated version post Flexibility Plan progress report (imminent)
- 3.2 Coordinate delivery of 4-8 outputs. This year FF has delivered:
 - 7+ workshops for various workstream tasks (ie, the EV charging workplan, market frameworks, future state tasks)
 - 1 x [advice to the Electricity Authority](#), 1 x [advice to the Commerce Commission](#) and 1 x advice (verbal) to MBIE on consumer data right
 - 1 x list of flexibility-related data requirements (not published)
 - 2 x FF Insights
- 4.3 Provide advice on key questions that would best be answered through pilots and trials - the issues have been collated through the progress report process and will be discussed/shared with Members at the AGM

5 Finance update (1)

Purpose of this item:

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

6 Updates to the Policies and Procedures

Purpose of this item:

- Agree to two updates to the Policies and Procedures
 - to include a policy about how to update policies 1 and 2 to

A Member requested a formal policy describing how dissenting views of members, should they arise, can be recorded, and reflected in the documents and materials produced by FlexForum.

- the request formalises existing practice when FF gives advice - submissions include a qualification that the advice is the view of FlexForum and individual Members may have a different view
- recognising differing views on topics is desirable and should be supported
- a new policy will be drafted to describe how the views of Members will be qualified in documents, eg, insights and advice and provide a process to enable Members to explicitly record a dissenting view without slowing release of materials.
- the Steering Group will need to approve the new policy.

Update the Membership application process policy (1) and Annual subscriptions policy (2) to introduce new membership categories and update the annual subscription amounts

- the proposed charges are documented in [Policies and Procedures v3.0](#) (changes in yellow highlight) and reflect the membership types and subscription amounts discussed at the June SG meeting
 - a NEW category for organisations with up to 2 people whether employees, contractors or owners = \$500
 - a NEW category for organisations with annual revenue of more than \$5M and up to \$10M = \$5,000
 - increasing the subscription for specified organisations (generator/retailers and distributors with >100,000 connections from \$20,000 to \$30,000

Action:

1. Agree to a new policy being drafted to describe how the views of Members will be qualified in documents and provide a process to enable Members to explicitly record a dissenting view without slowing release of materials.
2. Approve the updated version of the Policies and Procedures with the revisions to policies 1 and 2

8 Membership requests

Purpose of this item:

- note Membership requests since previous meeting

No action requested

9 Actions

Purpose of this item:

- Note actions

Actions from FlexForum and Steering Group meetings from 1 July 2023 to 13 June 2024 are documented here: [FF collated actions - FF and SG meetings](#)

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

No action requested

10 Next meeting

Purpose of this item:

- Confirm the date for the next Steering Group meeting

Next Steering Group meeting

- the AGM is 22 August 2024
- the next two SG meetings are scheduled (diarised) for 8 August and 12 September. The 8 August session can be cancelled

ACTION: confirm the 12 September SG meeting