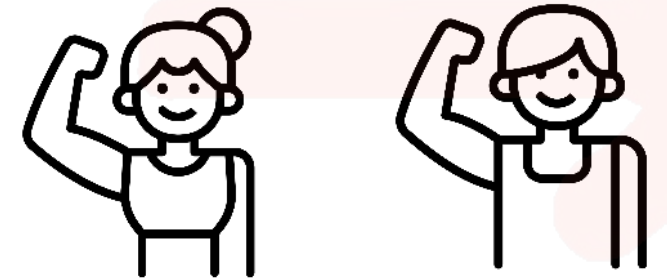


FlexForum Steering Group

Meeting agenda and context

12 September 2024



Agenda: 12 September 2024

1. Welcome

Strategic items

2. Membership renewals
3. The next 6 months

Standing items

4. Engagement - update
5. Workplan - update
6. Finance - update

Procedural items

7. Agreeing financial arrangements with Members
8. Updates to the Policies and Procedures
9. Membership requests
10. Actions
11. Next Steering Group meeting
12. 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 Membership and renewals

Purpose of this item:

- discuss Membership and renewals for 2025

The year for each annual subscription starts on the date of the subscription invoice

- 19 September is the the first Membership anniversary and renewal date for 17 Members . Each Member will get a letter asking them to participate for another year
 - the letter is [here](#). It was prepared by Heft
- 4 further Members have anniversaries in October and November.
 - 3 were approved waivers. They will be asked to confirm their ongoing participation and associated contributions
- the Member register records each anniversary. A letter will be sent when it is time
- 1 Member has advised they will not be renewing Membership because, though a keen supporter, FF is not moving fast enough on key issues and they see value in pushing ahead alone. They are happy to share data and collaborate
- no other Member has said they do not intend to renew membership and continue participating

New Membership - membership enquiries have been organic through word of mouth

- item 3 (The next 3 months) and item 4 (Engagement) suggest ways to take a more active approach

Actions:

1. Provide comments on the renewal letter by Monday 16 September
2. Agree membership renewal letters will be sent on their anniversary date

3 The next 6 months (1)

Purpose of this item:

- to discuss the to do list of the next 6 months given what Members agreed at the AGM and the lay of the land

The lay of the land - the effects of wholesale market conditions are driving the conversation and action

- Government policy priorities and timing
- EA/Commission [Taskforce](#) focus and timing
- regulatory programmes and priorities (EA, Commission and EECA)
- other key players and doers: the Framework, Future Networks Forum

The to do list reflects what Members agreed at the AGM about the 2025 workplan. The list sets the direction for engagement and workplan activity and the financial position

- **produce plans/project groups for [4] learning-by-doing activities.** The draft plan is [here](#). The first step is Flex Day on 17 October 2024
- **update the Flexibility Plan** - the draft plan is [here](#)
- decide what **deep dives** are best to do - each involves a 3-4 month effort...there is the option of trimmed down versions depending on the topic
- launch and **maintain the Knowledge Hub** to make it easier to share learning (possibly in September - IT work should start 09/09)
- **provide expert advice** to regulators and policy bodies on things relevant to the Flexibility Plan
- ...plus **communicating really well (or better)**
 - we can keep packaging up and sharing our insights, eg, the linkedin posts building on the holes in the value stack insights
 - key decision-makers do not know what we are and can do. We need to tell them face to face to outline the FF value proposition and opportunity
 - we can strengthen our voice by coordinating more closely with like-minded parties (eg, Rewiring Aotearoa)
 - we can tell our story more effectively by having solutions focused messages based on our insights, eg, snapshots of the cause for each hole in the value stack and/or how to fill them (or identify where the cause is disputed...which in itself points to a solution)

Note: **assessing progress against Flexibility Plan v2.0** would start around March 2025 which is outside the 6 month window of this to do list.

3 The next 6 months (2)

Things influencing the to do list for the next 6 months...

- decision-makers are under pressure to quickly provide solutions, despite the root cause not always being agreed or understood
- there are no credible easy or quick solutions, though flexibility is credibly the easiest and fastest solution to stand up relative to building stuff
- coordination remains really poor within and across key actors
- FF has limited capacity to do more/faster without extra support
- other things...

What can FlexForum do... resourcing to deliver the to do list

- AGM approved an approach where we planned for a “Resourced” approach, but operated at “Core” budget until more clarity on member subscriptions, additional funding etc (see chart)
- 100% renewal of current member subscriptions would fund the “Core” budget.
- We also currently have an operating surplus from 23/24 year (from additional member subscriptions over and above Ara Ake 1:1). We can now choose how we use that...
- Based on learning from last year we know it is better to be excellent and effective at a smaller number of things, than to try and do a lot.

3 Making smart choices...(3)

Core budget gives us Chair, Chief Doer and administrator who deliver:

- Constitutional requirements
- Prep for Flex Day (assumes followup MVP scoping funded externally)

And a variable resource who could support either:

- Communications FF-side (translation between FF and Heft/Gecko); OR
- Targeted advice to regulators

BUT 2023/24 operational funds could be deployed to:

1. Beef up the variable resource above to support comms FF-side and targeted advice [**recommended**]; OR
2. Support workplan delivery (speed), eg,
 - a. A further deep dive (could be deferred 4-6 months, but needed to feed the hungry hippo of comms and advice)
 - b. Extra help for updating FP, OR
3. Hold in reserve to manage funding risks.

Actions:

1. Approve deploying funds from 2023-24 above forecast Member subscriptions to support delivering the to do list, focusing on communicating better and producing advice for regulators/policy bodies

4 Engagement (1)

Purpose of this item:

- Update on people we have or will speak with

Key interactions since the previous SG meeting

- 08-08, Secretariat and SG volunteer - with ANU regarding communications protocols. SG Volunteer is being inducted into DERIAITWG and will provide a connection back to FF
- 20-08, Secretariat met with Transpower, Solarzero, WMAC, Commerce Commission, and EA about use of flexibility for transmission capacity management
- 28-08, SG member met multiple people at the Energy Excellence Awards
- 10-09, Secretariat spoke at the EEA/EECA workshop on what next for FlexTalk

Note: these interactions were responsive with people coming to us or chance meetings. We have not actively scheduled anything for a while due to availability and lack of a 'who to catch up with' plan.

Actions:

1. Chair, secretariat and a SG volunteer to coordinate to develop a who to catch up with plan

4 Engagement (2)

Website interaction

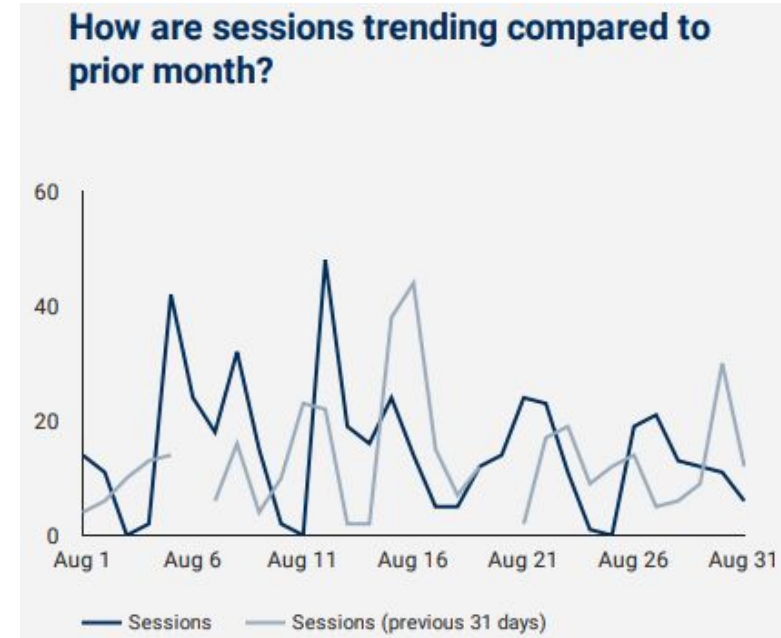
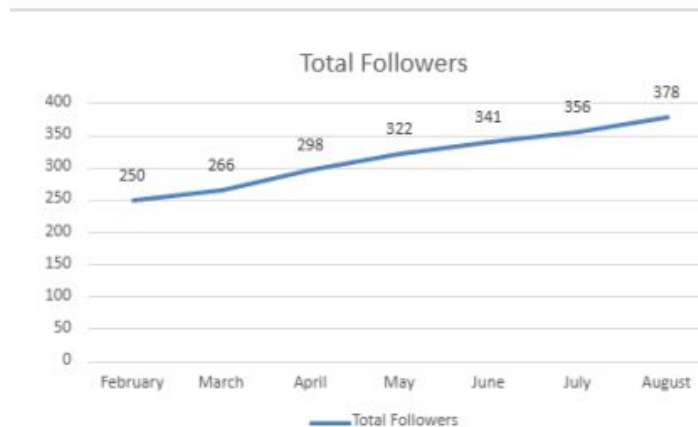
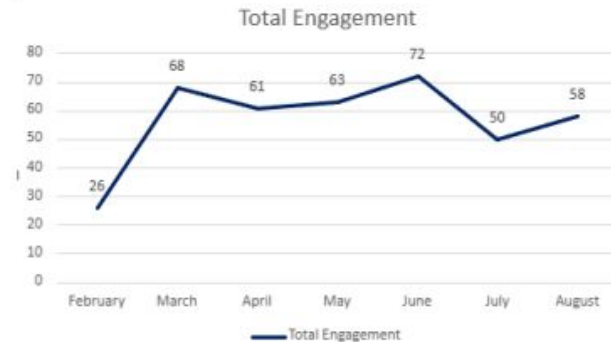
- Total users in August = 283 (up 61) with 458 sessions
- Session peaks correlate with linkedIn posts and and the newsletter

Newsletter

- August edition sent 23-08-24 to 353 people = 41% open rate
- special AGM edition sent 29-08-24 = 39% open rate. Progress report got 30 opens

LinkedIn

- 8 posts in August
- Follower numbers continue to grow



5 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, and needs updating to reflect AGM direction]

Members agreed in March 2024 to take on 7 initial tasks - 3 have been started and 3 delivered

- 3 have been delivered - [EV charging workplan](#) (for EECA), [flagging holes in the value stack](#), and the [Progress assessment](#)
- 3 have been started, but we didn't have resources or Member bandwidth to complete them - future state (the blueprint), Setting the scene for digitalisation and the Ways people can benefit from flexibility (ie, a detailed description of flexibility outcomes)
- Updating the Flexibility Plan was always scheduled to start after the Progress assessment
 - the approach for updating the Plan is documented [\[here\]](#). The approach includes exercises to identify and agree a [plausible future state](#) and to connect the resulting [flexibility outcomes](#) to the relevant steps following the discussion at the AGM to include priorities, goals and timelines in the Plan. The priority and timing of activity needs to be anchored to people realising tangible flexibility outcomes

The to do list for the coming 6 months (to 28 February 2025) will determine the next round of workplan tasks, but we know the list includes:

- Updating the Flexibility Plan
- Developing [4] scopes for demonstration projects

fyi, all tasks required by the agreement with Ara Ake are delivered

- Ara Ake confirmed on 26 August that all tasks are delivered and remaining funds will be paid

6 Finance update

Action: No action requested

Purpose of this item:

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

7 companies have paid their memberships in October.

We are waiting on 10 invoices to be paid 3 due in November and 7 are pending.

7 Agreeing financial arrangements with Members

Purpose of this item:

- Approve the payment of reasonable and proper remuneration for services provided to FlexForum by a Member

The constitution says FF may reimburse Members for expenses incurred or services provided to FF if approved by the SG

- If the SG agrees
 - a Member may receive full reimbursement for all expenses properly incurred by the Member in connection with the affairs of the FlexForum, as approved by the Steering Group;
 - the FlexForum may pay reasonable and proper remuneration to any person in return for services provided to the FlexForum
 - a Member may be paid all usual professional, business or trade charges for services provided, time spent and acts done in connection with the affairs of the FlexForum by the Member.
- Subject to the decision made at item 3 about allocation of operational funds, FF member is a compelling option to provide assistance with communications and responses to regulators due to deep understanding of, and involvement in FF work

Action:

1. Approve FF member being paid reasonable and proper remuneration for services provided and expenses incurred on behalf of FF subject to the activities being related to his activities as chair or agreed with the Chair/Chief Doer and providing a valid invoice

8 Updates to the Policies and Procedures

Purpose of this item:

- A first look and opportunity to comment on two proposed updates to the Policies and Procedures to include financial transaction procedures and a delegated authority policy (refer [Policies and Procedures \[v4.0 DRAFT\]](#))

The proposed policies and procedures document existing practices

- the Financial transaction and banking procedures have been developed to document the banking and bill paying processes.
- the Decision-making responsibilities and policy for delivering those responsibilities have been developed to improve the efficiency and transparency of operational and financial decisions. The policy documents the requirements of the Constitution and operating practices which have been refined over the past year.

Two further policies are being developed:

- A policy agreed in-principle at the SG meeting on 1 August 2024 to describe how FF will reflect the option for individual Members to disagree with a FF view, and outlining how dissenting views of members, should they arise, can be recorded, and reflected in documents and materials produced by FlexForum.
- A policy will be developed to document how FF Members decide when to provide advice to regulators. This was discussed at the SG meeting on 04-04-24. The policy will reflect Member feedback to criteria outlined on Slack on 04-09-24
 - Members want FF to say something. That is, one or more Members ask that FF respond to the consultation, eg, by posting on Slack.
 - the consultation covers a topic FF has agreed is a priority, eg, Flexibility Plan steps in the Discover and Assess phases of the flexibility journey and the issues raised through the various Deep Dives.

Action:

1. Give feedback on the proposed updates to the Policies and Procedures.

9 Membership requests

Purpose of this item:

- note Membership enquiries, requests and decisions since previous meeting

No action requested

10 Actions

Purpose of this item:

- Note actions

Actions from FlexForum and Steering Group meetings from 1 July 2023 to 1 August 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

11 Next meeting

Purpose of this item:

- Confirm the date for the next Steering Group meeting

Next Steering Group meeting

- the next SG meeting is scheduled (diarised) for 10 October

ACTION: confirm the 10 October SG meeting

12 Other business

Purpose of this item:

- Any other business

Change of bank account signatories

- We need to update the bank account signatories.

A request to respond to EA consultation Omnibus 4 proposal to change in the timing and how the customer can access consumption data or their agent.

- a Member requested FF respond to this proposal. It relates to step #2 and is a priority topic for improving outcomes at the discovery stage of the flexibility journey - this step was assessed as having no progress.
- responses are wanted by Tuesday 15 October 2024.

ACTION:

1. finance subcommittee will update the bank account signatories
2. secretariat to work with interested Members to develop a FF response