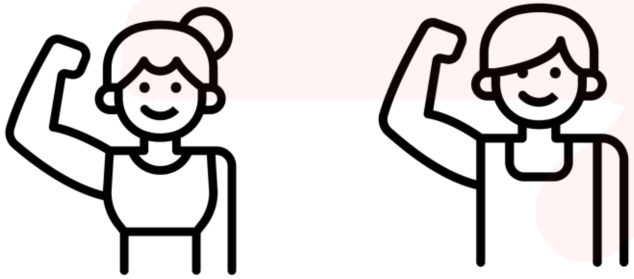
FlexForum Steering Group

Meeting agenda and context

09 April 2026



Agenda: 09 April 2026

1. Welcome

Strategic items

2. AGM 2026 arrangements

Standing items

2. Engagement
3. Workplan
4. Finance

Procedural items

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

1 Welcome

Purpose of this item:

- Welcome
- Apologies
- Reminders
- 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 2026 AGM arrangements

Actions:

1. Confirm the AGM process
2. Confirm the proposed AGM date

Purpose of this item:

- confirm the process and arrangements for the 2026 AGM

FF must hold its 2026 AGM by 30 September. Business must include:

- present a report from the independent chair on FF affairs for 2025-26. ***This will be prepared by the chair/secretariat.***
- present the 2025-26 statement of accounts. ***The accountant was asked to prepare the accounts on the 7th April*** .
- decide appointments to the Steering Group. ***There are 2 vacancies to fill - the Chair and a SG Member***. T***he nomination and voting process must start 45 days before the AGM***.
  - Malcolm Cleland was appointed in September 2025 on a temporary basis until the 2026 AGM.
  - Toby has completed his 2 year term but may be appointed for a further two year term.
- review progress against the Flexibility Plan. ***This will involve discussing the 2026 progress report.***
- review the workplan and approve the annual budget. ***To be prepared***.
- if necessary, changes to the Flexibility Plan. ***No changes anticipated***.
- if necessary, changes to the constitution. ***No changes anticipated.***
- any other business included in the notice of meeting. Members can request other business by notifying the SG.

More details on the key dates and agenda are provided on pages 14-16

Proposed AGM date = Thursday 30 July 0930-1100.

- 28 May June = the meeting notice would be sent and SG appointment process started

3 Engagement (1)

Actions: For noting. No actions requested.

Purpose of this item:

- conversations had and upcoming
- advice to regulators
- update on who is listening to FlexForum through its website, newsletter and linkedin channels

Conversations had and upcoming

- 6 May 1200-1330 = BEC event on enabling demand flexibility through digitalisation. Note clash with monthly lunchtime session.
- 8 April was an inperson and online event… a conversation with Dr Gabrielle Kuiper.
- 23 March, Craig met with the Electricity Authority for an update on its flex workplan and digitalisation system (road)map.
- 23 March, Toby and Craig met with ENA (Tracey) to discuss FF activities and support for pricing deep dive. Outputs = scheduled a quarterly meeting and Tracey indicating in-principle support for support, and agreeing to make arrangements with ENA members.

Advice to regulators

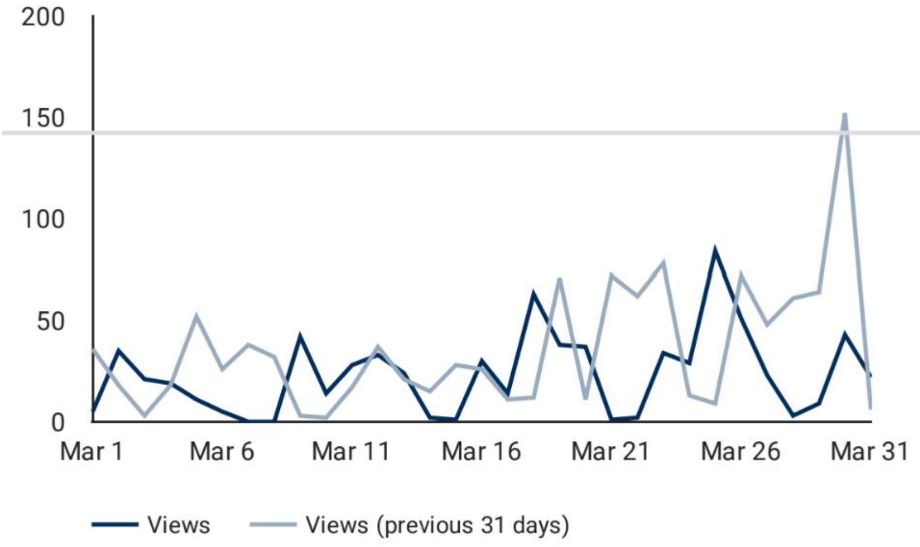
- no responses to regulatory consultations are being prepared.

3 Engagement (2)

Website traffic in March 2026 was down across most of our key metrics this month. This appears to be driven primarily by the spike we saw at the end of February around the newsletter delivery which was not repeated last month. We will look at the time and day we send out newsletters etc.

- **On a positive note, we are seeing some good volume come through from organic social and referral sources. Interesting also to see some significant growth in traffic to our contact page. This is a good indicator of quality traffic to the website.**

Total users	Bounce rate	Sessions	Engaged sessions	Views
195	42.86%	336	192	723.0
-52	-4.76%	-63	-17	-391



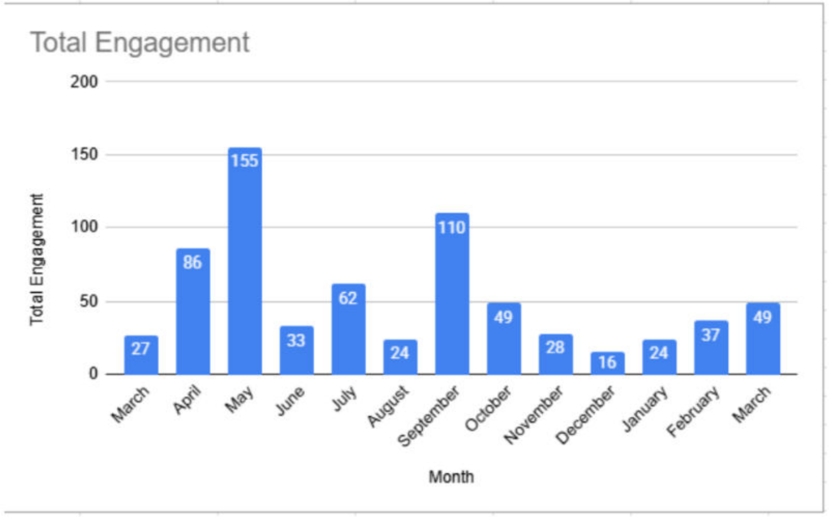
March newsletter was published 27 March. The audience keeps growing, and while te unique open rate fell, 31% is pleasing.

Recipients	Unique Open Rate	Total Opens	Unique Click Rate	Total Clicks
455 ↑ 4	31.7% ↓ 11.3%	257 ↑ 109	5% ↓ 0.7%	71 ↓ 27

FF fortnightly flashes to Members were sent 13/3 and 27/3. The unique open rates were 36% and 28% respectively

FF made 4 linkedin posts in March, but it seems to have been more interesting content with a spike in engagement compared to February. Post of the month was 'ENA Future Networks Forum'.

Total Number of posts	Total Engagements	Reactions/Likes	Comments	Shares
4 no change	49 ↑ 12	42 ↑ 8	1 ↑ 1	6 ↑ 2



4 Workplan (1)

Actions: No actions requested.

Purpose of this item: an update on progress with FlexForum tasks/activities across 4 areas.

1. Flexibility Plan progress assessment
2. Deep dives to provide a FF view ('vision') on foundational issues/topics
3. Knowledge sharing
4. Support for learning-by-doing

Flexibility plan progress assessment. This is a must-do task required by the FF constitution. The 2026 focus is assessing and reporting progress. ...the (3rd) progress report must be ready early July ahead of the 2026 AGM on 31 July.

- A desk top scan of practical activity relevant to each step is intended during April. FF Members will be asked to review offline and via several small workshops in May/June. These workshops will be used to get Members to rate progress.

Quantitative measures will be included to the extent possible... the EA holds extensive flex data, but has not indicated when it will be available:

- Data includes: # resources/providers (contracts); source of flex (EV, water cylinder, battery, C&I etc), purpose (reserves, congestion or outage management, spot/network charge avoidance); capacity (MW); and flex used.

Deep dives. These provide the foundation for FF advice about priorities/dead-ends etc for learning-by-doing and regulatory action for critical topics/issues by filling obvious gaps in understanding of the problems/opportunities. FF Members have decided that the two most pressing gaps are Digitalisation and Pricing/orchestration.

Deep dive into the 'digitalisation and data' snake pit. Write up of a FF Insights is 50% done.

- The FF Insights draws on Member input and extensive thinking/experience captured in the UK digitalisation plan etc.

Deep dive on pricing and orchestration mechanisms is underway.

- The ERGANZ task exploring flexible customer propositions (focusing on those reducing the energy burden) addresses a key aspect of the deep dive, and is the starting point for the deep dive. The international scan is complete. The insights are being digested by ERGANZ ahead of a follow up conversation in May.
- A kickoff workshop will be scheduled for late April focusing on the customer proposition and the factors determining how (and when etc) retailers construct flexibility propositions. The sequence of subsequent sessions will be developed in preparing for that workshop
- Moral/emotional/financial support is being discussed with: Electricity Authority, EECA, Commerce Commission, Ara Ake, Transpower, Vector, Mercury and ENA, with ERGANZ already providing support. The extent of support available determines resourcing options/pace of progress.

4 Workplan (2)

Knowledge sharing. Information and updates on flex-y activity are: not regularly shared (if at all); scattered across many websites; and provide varying levels of detail. FF Members very much want more current information on who is doing what.

- content for 7 flex project updates is being collected.
  - Update on Building a future-proof Queenstown through flexibility collating Queenstown electrification accelerator and Energising Queenstown projects …feedback requested from project leads on 24 March. Aurora responded with extra content (and is updating its website material based on observations provided).
  - Update on Mangawhai Hills a community first energy system was shared with project lead (Shay) on 30 March.
  - Scaled DF pilot projects - All distributors were asked by EECA to complete a template by 21 March. Vector and Orion have provided Lisa with content.
- monthly lunchtime sessions are underway… next up: 6 Mayl… Clive Pinfold and the Heatr team will share their activity [note clash with BEC event]
- Flex Day 2026… initial thinking on time, place and theme = September or October in Wellington or Auckland focusing on practical experience (field trips?).

Support for learning-by-doing. FF is uniquely placed to enhance collaboration/synergies by joining dots between the diverse range of actors undertaking learning-by-doing. Activities currently underway:

- the eeca scaled DF pilots, Transpower WBOP flex programme, and Local Flex all are exploring questions noted in the pricing and orchestration deep dive. The series of structured workshops for the deep dive will collate the questions, and the findings will provide boundaries for the project assessment. Discussions are happening with eeca on the FF role in supporting the scaled DF project.
- supporting research coordination/collaboration to achieve: a standard research data set; more data sharing (for related/follow on research); greater sharing of research expertise; and minimising research duplication (and research gaps). Initial discussions had with Ara Ake, university Members and EECA.

5 Finance update

Purpose of this item:

- financial situation
- status of membership renewals

Status of membership renewals…invoiced and outstanding…

- no membership anniversaries in April
- 2 subscriptions outstanding

6 Membership requests

Purpose of this item:

- note Membership enquiries, requests and decisions since previous meeting

Actions: confirm membership of Nexbe

7 Actions

Purpose of this item:

- Note actions

Actions from FlexForum and Steering Group meetings from 1 July 2023 to 31 March 2026 are documented here: FF collated actions - FF and SG meetings

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

Actions: No action requested

8 Next meeting

Purpose of this item:

- confirm the date for the next Steering Group meeting

Next Steering Group meeting. The next SG meeting is Thursday 14 May 2026. Need to reschedule as Toby cannot make it. Would Thursday 21 May suit everyone.

Next Member meeting is 14 April (34 attending at 5 April).

ACTION: confirm the date for the next SG meeting.

9 Other business

Purpose of this item:

- Other business

2026 AGM - key dates

AGM - Thursday 30th July 2026		
What needs to be done before AGM date	**By When**	**Time line of tasks**
Steering group to provide members with: • Advice regarding the number of vacancies on the Steering Group which are to be filled at the next Annual General Meeting • The nomination form template • Advice about the selection process • The person appointed by the Steering Group to be the receiving officer for nominations and votes	**45 days** before the AGM - Toby Stevenson Chairs term is ending Malcolm Cleland Steering Group member Term is ending	**Thursday 28th May 2026:** Send everything out to members
Members may each submit to the receiving officer a single nomination for each vacancy. Each nomination must be accepted by the nominee.	30 days before the AGM	**Thursday 18th June:** Due date for nominations
Members wishing to put a motion in the AGM	Need to notify Steering group 30 days prior to AGM. Secretary to include copy of motion in notice of meeting	**Thursday 18th June 2026**
The Steering Group will then prepare a shortlist of candidates for vacancies on the Steering Group, including Chair.	The shortlist of candidates will be provided to Members No more than 10 days after the specified due date for receiving nominations.	**Thursday 2nd July:** Shortlist must be provided to members no later than 2 July
Members may each submit to the receiving officer a single vote for each vacancy other than for the Chair.	Within 10 days of receiving the shortlist of candidates	**Thursday 16th July-** Last day to submit vote for each vacancy

2026 AGM - more agenda details

AGM business	Requirements	Meeting these requirements
receive the SG report on the FF affairs during the preceding year (to 31 March 2026) together with the annual statement of accounts and other reports of the FF	1. Present a report on FF affairs for 2025-26 2. Present the annual statement of accounts: ● 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.	1. The Chair will report on FF affairs. 2. 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)	1. 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 ● the process to nominate and vote on member vacancies must start 45 days before the AGM (= 28th May) ● at this time there will be 1 vacancies to fill (for a term of 2 years) 1. the chair vacancy is filled at the AGM by Members voting on the nominated candidates ● 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	1. By 28th May, the SG must advise Members ● 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 1. By 18th June, Members may submit a nomination for each vacancy 30 days 2. By 2nd July the SG will provide Members a shortlist of candidates for vacancies including the Chair 3. By 16th July Members may vote on each vacancy except the Chair

2026 AGM - more agenda details

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	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	1. Update the workplan 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. No changes/additional currently planned.
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 (= 18 June)	NA