

Climate Change Commission Board Meeting (Meeting 11)
Tuesday, 8 September 2020

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 10.00am and concluded at 5.54pm.

Climate Change Commission Attendees:

Dr Rod Carr - Chairperson
Lisa Tumahai - Deputy Chair
Dr Harry Clark
Dr Judy Lawrence
Catherine Leining
Professor James Renwick
Professor Nicola Shadbolt

Invited Attendees:

Jo Hendy – Chief Executive
[REDACTED] - Executive Assistant
[REDACTED] – Governance Advisor and Minute Taker

Guests:

[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst
Astrid Nunns - General Manager - Strategy, Planning and Engagement
[REDACTED] - Principal Analyst
[REDACTED] - Senior Analyst
[REDACTED] - Advisor
[REDACTED] - Senior Analyst
[REDACTED] - Senior Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Principal Advisor
[REDACTED] - Manager - Communications and Engagement
[REDACTED] - Senior Analyst
Grant Blackwell - Chief Scientist
[REDACTED] - Principal Advisor - Communications and Engagement
[REDACTED] - Analyst
[REDACTED] - Principal Advisor
[REDACTED] - Senior Analyst - HIP
[REDACTED] - Analyst
[REDACTED] – Engagement and Communications Project Co-ordinator
[REDACTED] - Programme Manager
[REDACTED] - Operations Manager
[REDACTED] - Principal Analyst
[REDACTED] - Senior Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst

Guests:

[REDACTED] - Senior Analyst
[REDACTED] - Senior Analyst
Sharon Kerry - General Manager, Corporate Services and Governance
[REDACTED] Analyst
[REDACTED] Business Analyst
[REDACTED] - Principal Analyst

The meeting started at 10.00am

Agenda Item 1: Board Only time

- 1.1 The Chair welcomed the Commissioners to the Climate Change Commission Board meeting.
- 1.2 The Board noted and discussed the agenda items for the Board meeting.
- 1.3 The Board noted and discussed the amount of Board papers for the meeting.
- 1.4 The Board discussed the overall work programme, timetable, drafts and feedback.

Jo Hendy, Astrid Nunns, Grant Blackwell, Sharon Kerry, [REDACTED]

[REDACTED] joined the meeting at 10.40am

Agenda Item 2: Welcome

- 2.1 The Chair welcomed the Leadership Team to the Climate Change Commission Board meeting.
- 2.2 There were no further items to add to the Board agenda for the meeting.

Review Interest Register

- 2.3 No conflicts were identified by Board or Commission staff.
- 2.4 Catherine Leining and Judy Lawrence informed the Board of changes in the Interest Register.
- 2.5 Nicola Shadbolt informed the Board that she has been appointed as to the Oversight Committee for the model Overseer, a widely used online tool that produces farm-level nutrient budgets as well as greenhouse gas emission reports.
- 2.6 All updates were noted by the Board.

Approval of Minutes from 11 and 12 August 2020 Board Meeting

- 2.7 The Minutes from the 11 and 12 August 2020 Board meeting were reviewed by the Board.
- 2.8 Paragraph 15.11 – Natural Disturbance Provision – the third bullet point, the text was agreed upon by the Board and updated with the following:
- Inclusion of a natural disturbances provision, aligned with New Zealand’s first NDC and the 2013 IPCC KP Supplement, with the Commission to include judgements about invoking the provision in its reports on monitoring progress and at the end of an emissions budget period.

Agreed

- 2.9 The Board agreed that the Minutes from 11 and 12 August 2020 Climate Change Commission Board meeting would be confirmed as a true and accurate record of the meeting once the amendment to paragraph 15.11 has been made. *(Refer to Action Number 299/2020). Please note that this wording has been amended from that used in the August 2020 minutes.*

Review Actions Register

- 2.10 The Action Register was taken as read.
- 2.11 Astrid Nunns updated the Board on actions that were in progress and/or completed.
- 2.12 The Board noted the completed actions and thanked Commission staff for managing the Actions Register.

██████████ *joined the meeting at 11.02am*

Board Horizon

- 2.13 The Board Horizon document was taken as read.
- 2.14 Sharon Kerry provided an update to the Board on the paper. The process is designed to provide visibility for the Board around the upcoming agenda items.
- 2.15 ██████████ provided an update to the Board on the key judgement’s workshops. Workshops have been added into the Board Horizon document.
- 2.16 The Board noted and discussed the Board Horizon.

██████████ *joined the meeting at 11.14am*

Agreed:

- 2.17 The Board agreed that Commission staff are to include in the monthly Board Horizon report a week-by-week update to December 2020 for the Board activities and Board meetings. (*Refer to Action Number 300/2020*)
- 2.18 The Chair thanked Commission staff for putting the Board Horizons document together.

Update from the Chair

- 2.19 The Chair and the CE met with Minister Shaw on 1 September 2020. Topics discussed included:
- Noted that Cabinet has approved bringing forward \$880,000 from 2023/2024 to 2020/2021.
 - An update on the current work program.
 - Whether the Commission was planning to establish standing committees.
 - Commission's policy regarding not commenting on party political climate policies in the lead up to the election.
 - Update from the Minister on the proposed fund for climate change initiatives.
 - Noting that the Commission's leadership team were working with Deputy Secretaries from the Ministry for the Environment to avoid doubling-up of work and to ensure alignment around consultation.

██████████ joined the meeting at 11.25am

██████████ joined the meeting at 11.30am

Agenda Item 3: Chief Executive's Report

- 3.1 The Chief Executives report was taken as read.
- 3.2 The Board noted and discussed the Chief Executive's Report.
- 3.3 The Board acknowledged Commission new starters – Kate Townsend and Andrew Thomson.
- 3.4 Astrid Nunns updated the Board on the process for creating the Commission's Annual Report 2019/20 in advance of the Board receiving a draft on 18 September for review.
- 3.5 Astrid Nunns provided an update to the Board on Comms and Engagement Team:
- ██████████ has left the Commission.
 - ██████████ has taken up the Manager role.
 - Vacancies have been filled for fixed term senior advisors.
 - ██████████ is now the Comms and Engagement Principal Analyst.

3.8 Sharon Kerry asked the Board if they would approve the appointment of Baker Tilly Staples Rodway as the Commission's Auditor. This is on the basis that they had provided the Commission with fees charged to similar organisations which showed the fees were comparable and that if the number of hours to complete the Commission's audit were lower than in the proposal then we would only be charged for the hours used.

Agreed:

3.9 The Board agreed to formally appoint Baker Tilly Staples Rodway as the Commission's Auditor. *(Refer to Action Number 301/2020)*

3.10 It was agreed that the Chair and Deputy Chair would approve the draft annual report ahead of sending it to the Auditor and the monitoring department, to ensure Commissioners' respective feedback had been addressed. *(Refer to Action Number 302/2020)*

3.11 The Board acknowledged and thanked Commission staff for providing informative updates from the Chief Executive's Report.

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joined the meeting at 12.15pm

Agenda Item 4: Budget Scenarios – Initial Modelling

4.1 The Budget Scenarios paper was taken as read.

4.2 ██████████ presented to the Board the initial draft baseline and scenario modelling results.

████████████████████
joined the meeting at 12.53pm

The meeting adjourned at 1.00pm for lunch. The meeting reconvened at 1.30pm

4.3 The Board continued to discuss the paper and provided feedback.

████████████████████
joined the meeting at 1.49pm

4.4 The Chair thanked the Commission team for their paper.

The meeting adjourned at 2.55pm. The meeting reconvened at 3.00pm

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████████████████████
left the meeting at 2.55pm

██
joined the meeting at 3.00pm

Agenda Item 5: Comms and Engagement

- 5.1 The Stakeholder Engagement Log was taken as read.
- 5.2 The Board noted and discussed the Stakeholder Engagement Log Report.
- 5.3 It was highlighted that the November Board meeting clashes with the EDS Conference. The Board agreed to reschedule the November Board meeting. Staff will provide Board options for new dates. (*Refer to Action Number 303/2020*)
- 5.4 The Board discussed what success looks like during consultation what are the “must haves” and what are the “nice to haves”.
- 5.5 The Chair raised the question: What is the role of the Board members from 1 February 2021 during the formal consultation period? The Comms & Engagement Team will address this in the paper on the consultation strategy scheduled to be tabled at the November meeting. (*Refer to Action Number 304/2020*)
- 5.6 The Board discussed webinars would work well to answer any questions and answers during the consultation process, if that was their role during this period.
- 5.7 The Chair thanked the Commission staff for their work on the paper.

████████████████████ left the meeting at 4.32pm

The meeting adjourned at 4.32pm. The meeting reconvened at 4.35pm

████████████████████ joined the meeting at 4.38pm

Agenda Item 6: 2020 – 2021 Work Programme and Work Programme Status report

- 6.1 This agenda item was deferred until Wednesday 9 September 2020.

Agenda Item 7: Waste Chapters: Chapters 3 - Waste Emissions Projects and Chapter 4 – Reducing Emissions from Waste

- 7.1 The Waster Chapter papers were taken as read.
- 7.2 ██████████ introduced the Chapters. For Chapter 3, ██████████ noted the Ministry for the Environment are in the process of updating their methodology and data, and this will be incorporated in a later draft.
- 7.3 The Board gave feedback there should be a style guide. Staff noted that a style guide was already under development by the new contract writing staff.
- 7.4 The Board noted and gave feedback on Chapter 3.

7.5 [REDACTED] introduced Chapter 4.

Lisa Tumahai left the meeting at 5pm and re-joined the meeting at 5.10pm

7.7 The Board noted and gave feedback on Chapter 4.

7.8 The Chair thanked the Commission staff for their work on Chapters 3 and 4.

Catherine Leining left the meeting at 5.14pm

[REDACTED] left the meeting at 5.38pm

Agenda Item 8: Corporate Services

8.1 The Finance Report was taken as read.

8.2 Sharon Kerry provided an update to the Board that a revised budget will be presented to the Board in October (as per action 295/2020).

8.3 The Chair thanked the Commission staff for their work on the paper.

Approach for Budget 2021

8.4 Sharon Kerry introduced the Approach to Budget 21 paper to the Board.

8.5 The Board discussed the paper. The Board would like to see the Commission's financial strategy cover a period of up to 10 years.

8.6 The Chair thanked the Commission staff for their work on the paper.

The meeting concluded at 5.54pm

**Climate Change Commission Board Meeting (Meeting 11)
Wednesday, 9 September 2020**

A meeting of the Climate Change Commission Board Members was held via Zoom Teleconference Facility. The meeting started at 10.00am and finished at 5.41pm.

Climate Change Commission Attendees:

Dr Rod Carr - Chairperson
Lisa Tumahai - Deputy Chair
Dr Harry Clark
Dr Judy Lawrence
Catherine Leining
Professor James Renwick
Professor Nicola Shadbolt

Invited Attendees:

Jo Hendy – Chief Executive
[REDACTED] - Executive Assistant
[REDACTED] – Governance Advisor and Minute Taker

Guests:

[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst
Astrid Nunns - General Manager - Strategy, Planning and Engagement
[REDACTED] Senior Analyst
[REDACTED] - Advisor
[REDACTED] - Senior Analyst
[REDACTED] - Senior Analyst
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[REDACTED] - Operations Manager
[REDACTED] - Principal Analyst
[REDACTED] - Senior Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Principal Analyst
[REDACTED] - Senior Analyst
[REDACTED] - Senior Analyst

Sharon Kerry - General Manager, Corporate Services and Governance

[REDACTED] - Business Analyst

[REDACTED] - Principal Analyst

[REDACTED] - Commercial Advisor

The meeting started at 10.00am

Jo Hendy,

[REDACTED] *Astrid Nunns, Grant Blackwell,*

[REDACTED] *joined the meeting at 10.00am*

Agenda Item 9: Rules for Measuring Progress (Second Instalment) (formally Agenda Item 10)

9.1 The Rules for Measuring Progress paper was taken as read.

9.2 [REDACTED] introduced the paper.

9.4 The Board noted that the Commission's advice on these matters will be contained in a chapter on accounting in the overarching report on emissions budgets, which will be brought to a future Board meeting for approval.

Agreed:

9.5 The Board agreed:

- to the proposed approach for managing methodological inconsistencies between emissions budgets and emissions estimates that may arise due to GHG Inventory updates.
- to use GWP100 values without climate-carbon feedbacks from the IPCC's Fifth Assessment Report for the first three emissions budgets, and in principle, for the NDC in the case that the Commission recommends changes to the NDC.
- in principle, that the Commission should be mindful of the New Zealand-Tokelau relationship and be guided by Tokelau's wishes in any consideration that it may give to Tokelau's emissions in the Commission's work.

Sharon Kerry joined the meeting at 10.18am

[REDACTED] *joined the meeting at 10.45am*

[REDACTED] *left the meeting at 10.55am*

The meeting adjourned at 10.55am. The meeting reconvened at 11.00am

Agenda Item 10: Land Chapter 3 (Baseline) (formally Agenda Item 11)

10.1 The Land Chapter 3 (Baseline) paper was taken as read.

10.2 [REDACTED] introduced the Board to the draft Chapter 3 of the Land Sector report.

10.5 The Board discussed the natural disturbances provision.

[REDACTED] *joined the meeting at 11.09am*

10.7 The Board noted and gave feedback on the draft Land Chapter 3.

Nicola Shadbolt left the meeting at 12.00pm

10.8 The Board thanked the Commission team for their work on the paper

The meeting adjourned at 12.30pm for lunch. The meeting reconvened at 12.45pm

[REDACTED] *joined the meeting at 12.47pm*

Agenda Item 11: Te Mahere Whakamua: Case Studies Report – First Draft (formally Agenda Item 12)

[REDACTED] *led a karakia at the start of Agenda Item 11*

11.1 Te Mahere Whakamua: Case Studies Report was taken as read.

11.2 [REDACTED] presented to the Board the first draft of the case studies.

Nicola Shadbolt joined the meeting at 1.00pm

11.3 The Board noted and gave feedback on the draft.

11.4 The Board noted the importance of building enduring relationships and taking a partnership approach and that this will be an ongoing process.

11.5 The Chair thanked the team for the progressing, writing and engaging with the Board.

[REDACTED] *closed the agenda item with a karakia whakamutunga*

[REDACTED] *left the meeting at 1.50pm*

The meeting adjourned at 1.50pm. The meeting reconvened at 2.00pm.

[REDACTED] *joined the meeting at 2.00pm*

Agenda Item 15: 2020 – 2021 Work Programme Plan and Status Report (formally Agenda item 6)

- 15.1 The 2020–2021 Work Programme Plan paper was taken as read.
- 15.2 [REDACTED] provided an update to the Board for the 2020-2021 Work Programme plan for the first package of advice.
- 15.3 The Board noted and discussed the 2020-2021 Work Programme plan.

Work Programme Status Report – as at 31 August 2020

- 15.4 [REDACTED] presented to the Board the Work Programme Status Report as at 31 August 2020. The status report provided the Board the monthly progress updates on the Commission’s core Work Programme against the deadline of 31 May 2021 for delivery of the first package of advice to Government.
- 15.5 The Board noted and discussed the status report.
- 15.6 The Chair thanked the Programme Manager for both the 2020-2021 Work Programme Plan and the Work Programme Status Report.

Agenda Item 16: Any other business

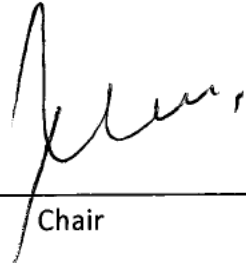
- 16.1 No additional business was discussed.

Next meeting Date

The next Board meeting of the Climate Change Commission Board will be held on 13 and 14 October 2020.

The meeting finished at 5.41pm

These minutes have been accepted as a true and accurate record by the Board of the Climate Change Commission.

Signed: 
Chair

Date: 13/10/2020