



Climate Change
CHIEF EXECUTIVES BOARD

Climate Change Chief Executives Board

Meeting papers

Wednesday 27 May 2025
9.30am – 11:00am

**Meeting venue: Room 2.03, MfE Offices, 8 Willis Street
or online via MS Teams**



Karakia

Karakia tīmatanga: opening

Tuia i runga	Unite above
Tuia i raro	Unite below
Tuia i roto	Unite without
Tuia i waho	Unite within
Tuia i te here tangata	Listen to the night
Ka rongo te pō	Listen to the world
Ka rongo te ao	Now we come together
Haumi ē, Hui ē, Tāiki ē	As one.

Karakia whakamutunga: closing

Kia whakairia te tapu	Restrictions are moved aside
Kia wātea ai te ara	So the pathway is clear
Kia turuki whakataha ai	To return to everyday activities.
Haumi ē, hui ē, tāiki ē	



Climate Change Chief Executives Board

MEETING AGENDA

Wednesday 28 May 2025, 9:30–11:00am

Room 2.03 at MfE Offices, 8 Willis Street, Wellington / Online via MS Teams

Attendees	James Palmer (Chair, MfE), Bede Corry (MFAT), Carolyn Tremain (MBIE), Dave Gawn (NEMA), Iain Rennie (TSY), Penny Nelson (DoC), Ray Smith (MPI), Ruth Fairhall (MoT), Aaron Martin (CL)
Delegates	Maree Roberts (DIA)
Invited	Item 1: Ben King, Chief Executive Department of the Prime Minister and Cabinet
In support	Kirsty Flannagan, Jane White, Rachael Church (CCIEB Unit), Nadeine Dommissie, Sam Buckle, Katherine Wilson (MfE)
Apologies	Paul James (DIA)

Previous meeting: 26 March 2025	Current meeting: 28 May 2025	Next meeting: 2 July 2025
- Board only: context sharing 9(2)(f)(iv) and refresh of climate governance layers - Economic growth analysis and climate transition - Update on the National Adaptation Framework - Timing for Target 9 report QE 31 March 2025 - Noting items: 9(2)(f)(iv) - ERP1 progress report - Oral item: Data and modelling quality assurance framework	- CE DPMC – National Hazards Board/CCIEB - Implementing the Board's adaptive management function for New Zealand's next emissions reduction plan - Oral update: National Adaptation Framework Pillar 1 progress - Board's terms of reference and operating procedures	- Board only: context sharing updates - Target 9 report QE 30 June 2025 - Update from Climate Senior Officials Group - COP31 (TBC)

Chair's opening comments / karakia tīmatanga

#	Time	Item	Recommended actions
1	30 mins 09:30-10:00	Ben King, Chief Executive DPMC: The National Hazards Board and the CCIEB In February, the Board considered the roles and functions of the CCIEB and the National Hazards Board (NHB). Ben King will provide an update on the governance review of the NHB and the National Security Board.	
Board-only time			
2	15 mins 10:00-10:15	Context sharing updates Roundtable discussion for sharing any updates on ministerial priorities or climate-related context.	
Meeting business			
3	15 mins 10:15-10:30	Implementing the Board's adaptive management function for New Zealand's second emissions reduction plan Lead: Kirsty Flannagan/Llinos Williams (CCIEB Unit) This item seeks your agreement to the framework and process to undertake the new adaptive management function for monitoring and reporting. This has been refined following discussion at the Climate Senior Officials Group (CSOG) meeting on 14 May. <i>[continued over]</i>	Agree to the adaptive management decision tree and key stages of the adaptive management cycle Agree to delegate to CSOG more detailed design of the adaptive management cycle

		The supporting paper outlines how the three key phases (track, review, respond) of the adaptive management cycle will operate, and seeks agreement for the development and sign-off of the detailed process to underpin the framework to be delegated to the CSOG. The paper also has recommendations on agency and ministerial engagement in the event emissions projections indicate we are off track to meet EB2, or significant risks are identified. Supporting papers: 3.1 <i>Implementing the Board's adaptive management function for New Zealand's next Emissions Reduction Plan</i> 3.2 9(2)(h)	9(2)(f)(iv) - Discuss whether to recommend the Minister of Climate Change has bilaterals with key Ministers rather than a CPMG meeting if there is a need to explore further mitigation options to remain on track for EB2 - Note work on adaptation monitoring and indicators will continue to develop through Adaptation DCEs and CSOG, with an update to the Board due later this year - Note the Board will be provided with the outcomes of delegated decisions taken by CSOG at its July meeting.
4	10 mins 10:30-10:40	Oral update: National Adaptation Framework Pillar 1 progress Lead: Nadeine Dommissie / Katherine Wilson (MfE) 9(2)(f)(iv)	
Other business			
5	5 mins 10:40-10:45	Board's terms of reference and operating procedures Lead: Kirsty Flannagan (CCIEB Unit) The Board's terms of reference and operating procedures have been refreshed to reflect the Board's direction in March on the updated governance structure. These were endorsed by the Climate Senior Officials Group on 16 April and are included for approval, pending any additional feedback. The operating procedures will be published on the Board's web page once approved. Supporting papers: 5.1 <i>Refreshed terms of reference for Board</i> 5.2 <i>Refreshed operating procedures for Board</i>	- Approve the refreshed terms of reference and operating procedures for the Board - Approve the Board's operating procedures be published on the Board's website as required under the Public Service Act 2020

6	5 mins 10:45-10:50	Meeting administration Lead: Kirsty Flannagan (CCIEB Unit) Following the governance refresh, it is intended that Board meetings will move to a quarterly cycle with additional meetings to be scheduled as required. An indicative forward agenda for May to December is provided for feedback. The Board is asked to approve the minutes of the previous meeting and note the register of open actions. Supporting papers: 6.1 <i>Indicative forward agenda</i> 6.2 <i>Minutes of previous meeting</i> 6.3 <i>Actions register</i>	- Note the indicative forward agenda and provide feedback on suggested items - Approve the minutes of the previous meeting held on 26 March 2025 - Note the register of open actions
Chair's closing comments / karakia whakamutunga			



COVERSHEET: Item 3				
To	Climate Change Chief Executives Board			
Meeting date	28 May 2025			
Agenda item name	Implementing the Board's adaptive management function for New Zealand's second emissions reduction plan			
Item lead	Kirsty Flannagan			
Lead agency	CCIEB Unit			
Verbal update	Yes ☐	No ☒	Supporting paper	Yes ☒ No ☐
Reason for Board's consideration	In February, the Board agreed to a revised monitoring and reporting approach focused on impact-based reporting as well as progress reporting. This included embedding an 'adaptive management' approach to monitoring towards meeting emissions budgets, as set out in the second emissions reduction plan (ERP2). This paper outlines how the three phases of the adaptive management cycle (track, review, respond) will operate, with the proposals reflecting agency feedback from 2x Manager workshops and the May Climate Senior Officials Group (CSOG). It seeks agreement to the key steps and processes to execute the Board's adaptive management function, and for development and sign-off of the detailed design of the approach to be delegated to the CSOG.			
Key focus areas	The inaugural adaptive management advice will be provided to Cabinet in early October. The CCIEB Unit is currently setting up the processes and frameworks, ahead of analysis commencing in June. Key areas in the paper for the Board's consideration and comment include: - the proposed key stages and processes required to carry out the adaptive management function, including the approach to risk management - the avenues for Ministerial engagement should projections or risk assessment process indicate that further intervention is warranted 9(2)(h)			

Recommendations	Agree the adaptive management decision tree and key stages of the adaptive management cycle Agree to delegate to CSOG more detailed design of the adaptive management cycle, including the indicator framework, a risk assessment framework, and an approach to undertaking the "respond" phase 9(2)(f)(iv) Discuss whether to recommend the Minister of Climate Change has bilateral meetings with key Ministers rather than a CPMG meeting, if there is a need to explore further mitigation options to keep New Zealand on track to meeting EB2 Note work on adaptation monitoring and indicators will continue to develop through Adaptation DCEs and CSOG, with an update to the Board due later this year
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	Note that the Board will be provided with the outcomes of the delegated decisions taken by CSOG at its July meeting for visibility		
Has the Board previously considered this item, if so, when?	Yes ☒	No ☐	Date 26/02/2025
	In February, the Board agreed to a revised monitoring and reporting function to: - embed an 'adaptive management' approach to meeting emissions budgets, as set out in ERP2; - enable a parallel shift, over time, to a similar 'course-correction' approach to managing adaptation risk; and - support the Board and CPMG with the right information to make strategic decisions that are consistent with New Zealand's climate change commitments.		
Has this item been considered/endorsed by CSOG?	Yes ☒	No ☐	Date 14/05/2025
	On 14 May, CSOG endorsed the proposed implementation approach and noted the importance of advising Ministers on risk assessment to support ministerial decision making.		
Will this item be going to CPMG or Cabinet?	Yes ☒	No ☐	Date 13/10/2025
	The adaptive management advice generated through this process will be considered by Cabinet in October, in parallel with the Government's response to the Climate Change Commission's emissions reduction monitoring report.		

Implementing the Board's adaptive management function for New Zealand's second Emissions Reduction Plan

To Climate Change Chief Executives Board

From Kirsty Flannagan, Executive Director, Climate Change IEB Unit/IEB Unit kaimahi

Date 28 May 2025

Purpose

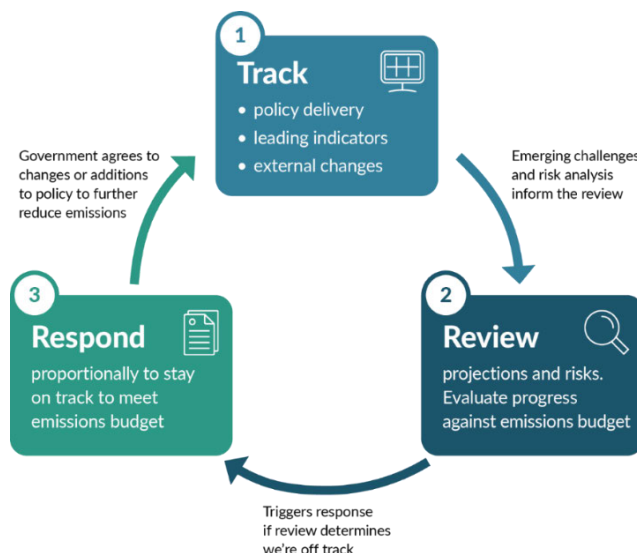
1. This paper seeks the Board's agreement to the key steps and processes to successfully execute the Board's adaptive management function to ensure the second emissions budget (EB2) is not exceeded.
2. This function aims to support the Government to respond effectively to changing conditions and emerging challenges through an annual process of continuous tracking and evidence-informed decision making.

Context

3. Chapter three of the second Emissions Reduction Plan (ERP2) calls for an adaptive management cycle to be embedded into the monitoring and reporting approach, which:
 - o **tracks** policy delivery and leading indicators;
 - o **reviews** projections and risks, and evaluates progress against the emissions budget; and
 - o **responds** when necessary to stay on track for EB2.
4. The adaptive management cycle is intended to be an enduring process to provide an annual assessment of whether we remain on track to meet EB2.
5. To effectively perform its adaptive management function, the Board agreed in February to shift its approach to monitoring and reporting to one that:
 - o situates the Government's climate action and progress within the wider national and international context;
 - o monitors the *impact* as well as the *implementation* of the actions the Government is taking to progress emissions reduction and adaptation goals; and
 - o produces strategic reporting that supports a cycle of course-correction decision-making.

6. This paper builds on the February advice to the Board and provides further recommendations for how the Board can perform its adaptive management function.

Objectives of the adaptive management cycle



7. Appendices 1 and 2 outline a proposed decision tree for the adaptive management cycle, indicating four key stages for decisions by the Board and ultimately Cabinet. These are:
- Stage 1: Are we on track for EB2?
 - Stage 2: What foreseeable risks are there to EB2?
 - Stage 3: Are the risks substantive enough to require action?
 - Stage 4: If so, what could we do? (ranging from more active monitoring to policy responses (ETS or non-ETS intervention))
8. The outcome of this process is advice to Cabinet on:
- whether we are on track to meet EB2;
 - the most material risks to achieving EB2 (and potentially EB3);
 - whether corrective action is required;
 - options to address risks and help ensure we remain on track (if required).
9. Cabinet agreement to the Government's response to the Climate Change Commission's (CCC) annual Emissions Reduction Monitoring report (ERM report) will be sought at the same time.
10. The next sections of the paper outline each phase of the adaptive management cycle. We have tried to strike the right balance in providing a robust process to support evidence-based decision-making without being overly bureaucratic. We will continue to carefully weigh the associated transaction cost for the system as we refine our approach, including in light of potential CCRA efficiency amendments.

Track phase

11. In the track phase, the CCIEB Unit will monitor New Zealand's progress towards meeting the second emissions budget, using:
 - qualitative and quantitative indicators (including ERP2 policy implementation progress and whether these policies are achieving intended outcomes);
 - horizon scanning;
 - the annual projections.
12. The CCIEB Unit will undertake regular tracking and monitoring through the quarterly Target 9 process, along with the CCC's annual ERM report. Progress of ERP2 actions will be monitored every six months.
13. The CCIEB Unit is working with agencies to develop an indicator framework that includes key analytical questions to consider, and a range of quantitative and qualitative indicators for each sector (with an emphasis on the 8 key policies set out in ERP2). It is recommended that the Board delegate sign-off of the final indicator framework to the Climate Senior Officials Group (CSOG) due to the detailed nature of this content.

Review phase

14. The review phase of the adaptive management cycle is about determining whether we are on track to meet EB2 or not, identifying the main drivers of change, and assessing any emerging risks or opportunities.
15. 9(2)(h)
16. An important part of the review phase will be identifying material risks to EB2 that fall out of the tracking inputs and the CCC's ERM report. The CCIEB Unit is working with Deloitte to develop a risk assessment framework. We propose to come back to CSOG in June with recommendations on how to undertake the risk assessment process, including the role of CSOG and the Board in providing advice to Ministers on risk.
17. 9(2)(h)
18. However, the Government will still need to monitor progress towards longer term targets to respond to the CCC's ERM report, which do fall into scope of that report and response, and our emissions projections will enable us to do this.

Respond phase

19. For this phase, the Board will consider how best to respond to the findings of the review stage and whether action is required. This may include considering what a proportionate response would be based on an assessment of risks. The decision on what advice is proposed to the Minister of Climate Change and Cabinet ultimately sits with the Board, with CSOG proposing initial recommendations.
20. 9(2)(h)
21. If action is needed, CSOG and the Board will need to decide what options to recommend to Ministers. We also suggest Ministers should be engaged with ahead of the October Cabinet meeting, given the risk of any Cabinet delays posing a risk to meeting the CCRA timeframes for responding to the CCC ERM Report. In terms of timing, this means developing high-level options with agencies in August, and the Minister of Climate Change engaging with Ministers in early September.
22. CSOG has recommended bilaterals with key Ministers rather than a CPMG meeting, 9(2)(g)(i) We propose to advise the Minister of Climate Change to have bilaterals rather than a CPMG if there is a need to explore additional options to keep us on track.
23. We will only consider additional options if we are no longer on track or there are significant risks to meeting the budget. 9(2)(f)(iv)
24. The CCIEB Unit is confirming the process for responding to any significant risks and will report back to CSOG in June. This will include looking at different response scenarios and what would be required. We will keep the Board informed of any decisions.

Implementing the adaptive management cycle

25. This year, we are working to an October Cabinet meeting, aligned with the mid-October deadline for the Government response to the CCC's July ERM report. See Appendix 3 for the timeline of the annual adaptive management cycle for 2025.

26.

9(2)(f)(iv)

9(2)(f)(iv)

This may mean that in future years, the timing of Cabinet adaptive management decisions may shift slightly, but ultimately adaptive management Cabinet decisions will come shortly after the annual emissions projections are finalised.

ETS settings decisions and adaptive management advice

9(2)(f)(iv)

29.

9(2)(f)(iv)

9(2)(f)(iv)

In the interim, we are aligning the modelling underpinning both sets of decisions to the extent practicable, and ensuring that each assessment informs the other as appropriate to avoid any inconsistencies.

Progressing work on adaptation indicators and monitoring

30. In parallel to developing the indicator framework for adaptive management, the CCIEB Unit is working with MfE on options for monitoring progress with delivering the National Adaptation Framework, as well as potential adaptation indicators, as discussed by the Board in February this year. This will be worked through with the Climate Adaptation DCEs group.
31. CSOG will be provided with options for monitoring progress against the wider National Adaptation Plan at its July meeting and we will provide an update to the Board at a subsequent meeting.

Recommendations

It is recommended that the Board:

1. **Agree** to the adaptive management decision tree (Appendix 1) and key stages of the adaptive management cycle (Appendix 2).

Agree | **Disagree**

2. **Agree** to delegate to the Climate Senior Officials Group (CSOG) more detailed design of the adaptive management cycle, including the indicator framework, a risk assessment framework, and an approach to undertaking the “respond” phase.

Agree | **Disagree**

9(2)(f)(iv)

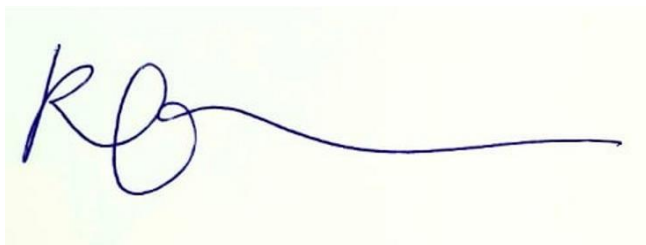
Agree | Disagree

4. **Discuss** whether to recommend that the Minister of Climate Change has bilateral meetings with key Ministers, rather than a Climate Priorities Ministerial Group meeting, if there is a need to explore further mitigation options to keep New Zealand on track to meeting EB2.

Agree | Disagree

5. **Note** work on adaptation monitoring and indicators will continue to develop through Adaptation DCEs and CSOG, with an update to the Board due later this year.
6. **Note** that the Board will be provided with the outcomes of the delegated decisions taken by CSOG at its July meeting for visibility.

Signature

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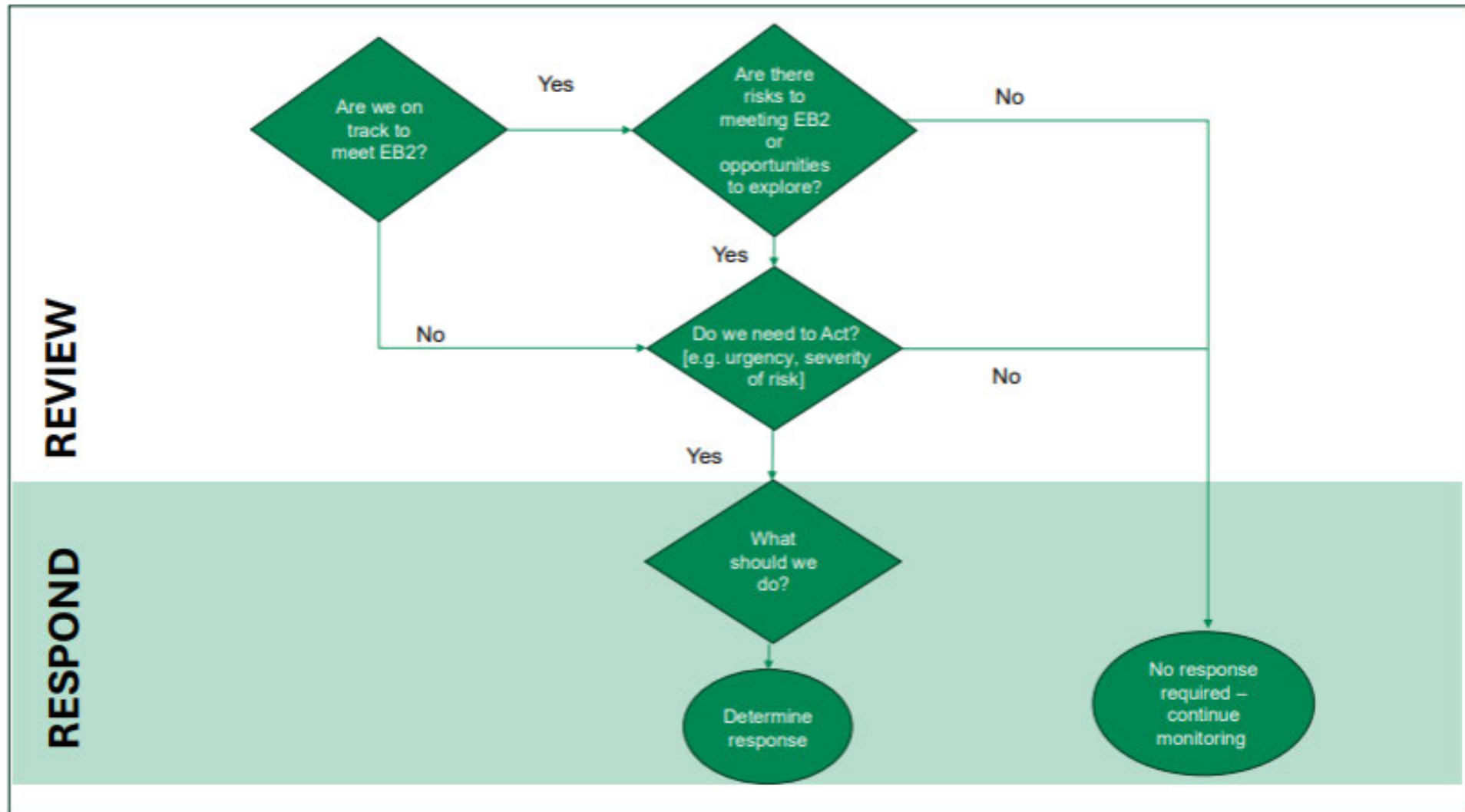
Kirsty Flannagan
Executive Director, CCIEB Unit

28 May 2025

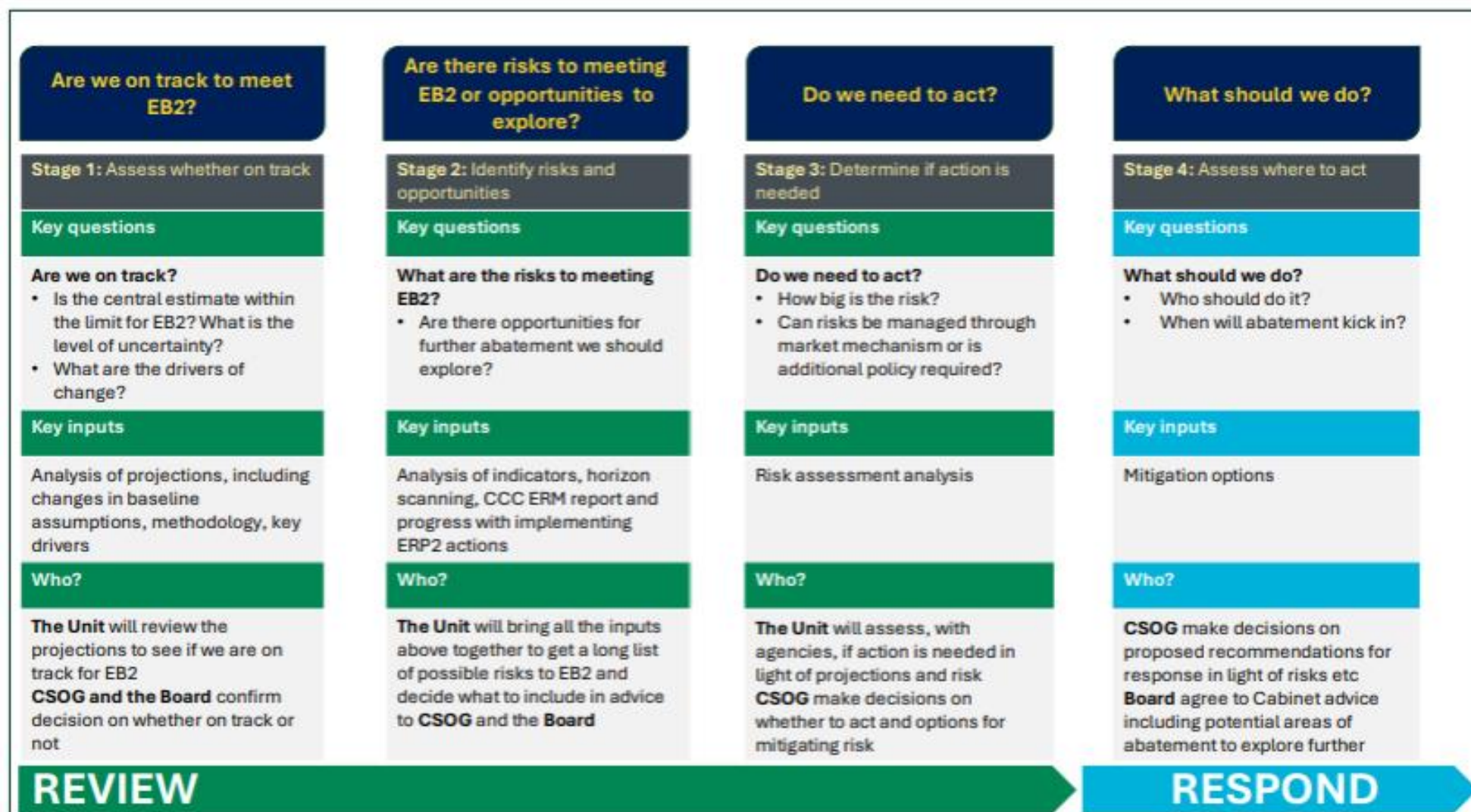
Appendices

- **Appendix 1:** Adaptive management decision tree
- **Appendix 2:** Key stages of the adaptive management cycle
- **Appendix 3:** Timeline of adaptive management cycle

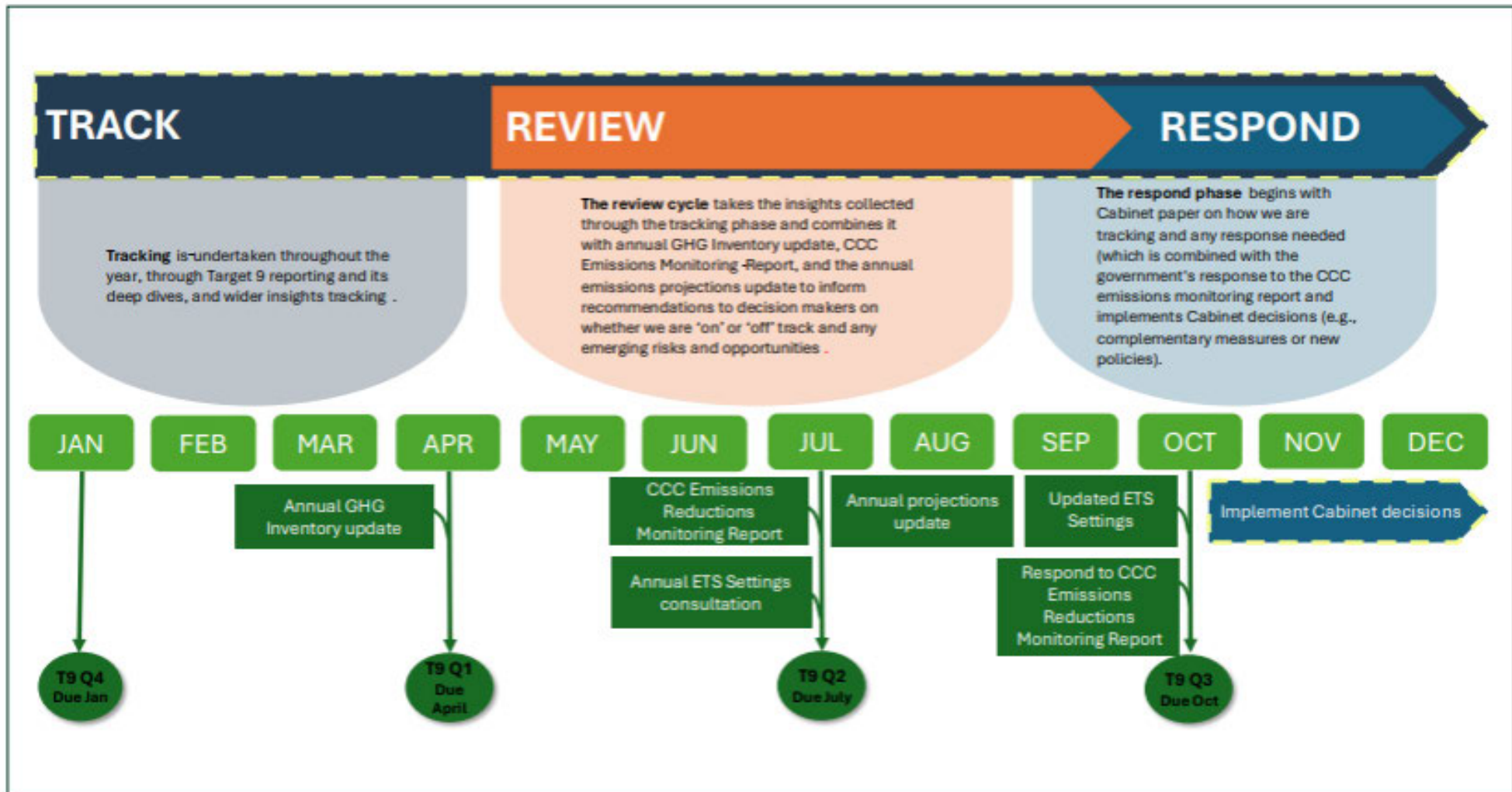
Appendix 1: Adaptive management decision tree



Appendix 2: Key stages of the adaptive management cycle



Appendix 3: Timeline of adaptive management cycle





COVERSHEET: Item 4					
To	Climate Change Chief Executives Board				
Meeting date	28 May 2025				
Agenda item name	Oral update: National Adaptation Framework Pillar 1 progress				
Item lead	Nadeine Dommissie / Katherine Wilson				
Lead agency	MfE				
Verbal update	Yes ☒	No ☐	Supporting paper	Yes ☒	No ☐
Reason for Board's consideration	9(2)(f)(iv)				
Recommendations					
Has the Board previously considered this item, if so, when?					
Has this item been considered/endorsed by DCEs?					
Will this item be going to CPMG or Cabinet?					
Relevant Cabinet decisions and dates					



COVERSHEET: Item 5

To	Climate Change Chief Executives Board			
Meeting date	28 May 2025			
Agenda item name	Board's terms of reference and operating procedures			
Item lead	Kirsty Flannagan			
Lead agency	CCIEB Unit			
Verbal update	Yes ☐	No ☒	Supporting paper	Yes ☒ No ☐
Reason for Board's consideration	The Board's terms of reference and operating procedures have been refreshed to reflect the Board's direction in March 2025 on the updated governance structure.			

Recommendations	• Approve the refreshed terms of reference and operating procedures for the Board • Approve the Board's operating procedures be published on the Board's website as required under the Public Service Act 2020.
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Has the Board previously considered this item, if so, when?	Yes ☒ No ☐	Date	20 March 2025
	The Board provided direction for the refreshed roles and functions for cross agency climate governance as part of integrating the new adaptive management function and in line with the work to improve performance and reduce administrative burden in the public service system.		
Has this item been considered/endorsed by CSOG?	Yes ☒ No ☐	Date	16 April 2025
	On 16 April, the Climate Senior Officials Group considered and provided feedback on the refreshed terms of reference and operating procedures for the Board.		
Will this item be going to CPMG or Cabinet?	Yes ☒ No ☐	Date	13 October 2025
	As the Board's functions were agreed by Cabinet, we propose using the Cabinet paper on adaptive management in October to also confirm the Board's revised functions.		

Comments	The updated operating procedures will be published on the Board's web page following the Board's approval, as required under the Public Service Act 2020.
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Climate Change Chief Executives Board Terms of reference

Purpose of the Board

1. The Climate Change Chief Executives Board (the Board) provides oversight of the Government's response to climate change. This includes tracking progress on the implementation and effectiveness of actions in emissions reduction plans (ERP) and national adaptation plans (NAP), providing collective advice on the effectiveness of the plans overall, as well as any corrective action needed. It also includes advising on the direction of future ERPs and NAPs.

Background

2. In 2022 Cabinet agreed to formalise the Climate Change Chief Executives Board as an interdepartmental executive board (IEB) under the Public Service Act 2020. Cabinet agreed to the Board's climate mitigation functions in March 2022 [CAB-22-MIN-0055.01 refers]. The Board's climate adaptation functions were agreed by Cabinet in August 2022 [CAB-22-MIN-0287 refers].
3. The Board was established to provide collective and strategic leadership to progress climate change outcomes through the public sector. The formalised cross-agency governance and accountability arrangements also ensure the effective implementation of the zero-carbon framework.
4. In the context of a public service review of the IEB model, the Board agreed that collective governance of the climate change response is still beneficial and committed to its ongoing role and functions in March 2025.

Scope of the Board's responsibilities

5. The Board provides collective advice to Ministers on the overall progress towards climate goals, and how to manage 'unders and overs'. It takes an adaptive management approach to ensuring ERPs and NAPs are effectively implemented.
6. The Board's functions are to:
 - coordinate the implementation of cross-agency actions and strategies in an ERP;
 - advise Ministers on progress across sectors as provided for in an ERP, and coordinate the implementation of the ERP across portfolios;
 - monitor and report on overall progress towards achieving the ERP (including sector progress, data and information);
 - advise on how to respond to results of monitoring and reporting, including how to manage 'overs and unders';
 - publish monitoring reports on the plan, sector progress, and implementation;
 - report to the Appropriate Minister annually on the implementation of the NAP as a whole;
 - report to the Appropriate Minister every two years on the overall sufficiency of the actions in addressing the risks within the scope of the NAP.

7. The Board discharges its role by being accountable for:
- reporting quarterly on progress towards emissions budgets 1 and 2 through the Target 9 reports to the Prime Minister;
 - annual adaptive management advice to Cabinet on implementation progress and any decisions needed to manage ‘unders and overs’, and/or to inform the direction of future ERPs and NAPs;
 - the results of ERP and NAP monitoring;
 - Climate Priorities Ministerial Group meeting papers and key messages/positioning;
 - having strategic/shaping conversations from time to time, including looking ahead to future ERPs and NAPs.
8. The Board may assign cross-cutting work to individual agencies if there is no agency responsible for the work. The Board may produce its own overarching frameworks and/or strategies to manage competing priorities across departments. The Board may assign work to the Climate Change Interdepartmental Executive Board Unit (CCIEB Unit), as the secretariat that supports the Board in its functions and duties.
9. The Board produces an annual work programme, including areas for priority focus, to be approved by the Appropriate Minister for the Board. The Board will seek approval from the Appropriate Minister to address issues that may arise outside the agreed work programme.
10. The Board will facilitate engagement with system partners who play a significant role in supporting climate mitigation and adaptation, and/or who have a broad interest in climate issues at the system level, such as local government and the private sector. The Board’s engagement function complements the sector-specific engagements undertaken by individual agencies but does not replace them.
11. The Board also plays a supporting role in managing climate change capability across New Zealand’s public sector, to ensure there is sufficient capacity for consideration of climate change in the day-to-day operations of departments.

Membership and decision-making

12. The Public Service Commissioner determines the membership of the Board from the Chief Executives of the agencies within its remit. The remit agencies for the Board are listed below. The current active members are listed in bold:
- **Department of Conservation;**
 - **Department of Internal Affairs;**
 - **Ministry of Business, Innovation and Employment;**
 - **Ministry for the Environment;**
 - **Ministry of Foreign Affairs and Trade;**
 - Ministry of Housing and Urban Development;
 - **Ministry for Primary Industries;**
 - Ministry of Social Development;
 - **Ministry of Transport;**
 - **National Emergency Management Agency;**
 - **The Treasury.**

13. The Public Service Commissioner also selects a Chair from the members of the Board. The Board is chaired by the Secretary for the Environment.
14. Members are expected to attend all meetings of the Board, as far as possible. If a member cannot attend a meeting, they may send a delegate in their place, provided the request is approved by the Chairperson or Executive Director of the CCIEB Unit. A delegate must be given full authority for decision-making on behalf of the member. Meetings are held quarterly, or thereabouts, to ensure timely engagement on the areas of responsibility.
15. The Board is responsible for appointing a Deputy Chairperson to chair Board meetings if the Chairperson is unable to attend. The Deputy Chairperson will have the same responsibilities as the Chairperson.
16. Where urgent matters need to be considered between meetings, papers will be circulated by email for response at the agreement of the Chairperson. The response will be reported to the following meeting for formal confirmation.
17. While decision-making authority remains with the Board, the Board may commission the Climate Senior Officials Group or bespoke cross-agency or technical groups of senior officials to progress work as needed.
18. The Board may include independent advisors with specific expertise to be appointed on an as-needed basis.
19. The Board must aim to make decisions by consensus. In circumstances where unanimous decisions are not possible, the Board may make decisions by a majority. Where advice to the Appropriate Minister is based on a majority decision, it should be made clear this is a majority (not unanimous) decision, and the minority view must also be included. Dissenting members are discouraged from briefing their Ministers on a minority view without this being expressed in the advice to the Appropriate Minister.

Ministerial responsibilities and reporting relationships

20. The members of the Board are jointly responsible to the Appropriate Minister for the Board. The Appropriate Minister is assigned by the Prime Minister.
21. All advice and reports produced by the Board are presented to the Appropriate Minister and copied to the Minister of Climate Change (if different from the Appropriate Minister). It is intended that the Appropriate Minister will share these documents with the members of any cross-portfolio Ministerial Group, or relevant portfolio Ministers, to support its work and to ensure accountability of the Board members.

Support and administration

22. The Secretariat of the Board – the CCIEB Unit - provides secretariat and policy support (research capability, technical analysis and policy advice) to the Board. The Executive Director of the CCIEB Unit advises the Board of ongoing resourcing needs.
23. The CCIEB Unit is responsible for completing all reasonable requests made by the Chairperson of the Board on behalf of the Board. This includes setting agendas, taking minutes of meetings, maintaining an actions register, coordinating meeting schedules and meeting logistics, and coordination across

departmental policy areas. Meeting papers and agendas will be circulated five working days ahead of the Board's meetings, unless there is a delay in receiving meeting papers that has been discussed and agreed with the Executive Director of the CCIEB Unit.

24. These terms of reference may change over time and be reviewed annually, or earlier by agreement of the members. The CCIEB Unit will facilitate an annual review to consider the effectiveness of interagency collaboration, strengths to build on, and areas for improvement.

Appropriation and funding

25. The Board and the CCIEB Unit operate under an appropriation titled 'Climate Change Chief Executives Board' which falls within Vote Environment. It is classified as a departmental output expense for the Ministry for the Environment and is overseen by the Minister of Climate Change. This appropriation is limited to activities that enable the Board to carry out its functions effectively. This includes funding for coordination efforts, monitoring and reporting mechanisms, advisory services to Ministers, and other related tasks essential for implementing and overseeing New Zealand's climate change strategies in pursuit of goals and targets.



COVERSHEET: Item 6

To	Climate Change Chief Executives Board
Meeting date	28 May 2025
Agenda item name	Meeting administration
Item lead	Kirsty Flannagan (CCIEB Unit)
Recommendations	• Note the indicative forward agenda and provide feedback on suggested items • Approve the minutes of the previous meeting held on 26 March 2025 • Note the register of open actions

Climate governance meetings: indicative forward calendar May to December 2025

Month	CSOG	CE Board	CPMG
May	Wed 14 May - Adaptive management framework 9(2)(f)(iv) - Oral updates: Target settings; 9(2)(f)(iv)	Wed 28 May 9(2)(f)(iv) - Adaptive management framework - NAF progress report (one pager) - Approval of TOR/OP - Forward agenda for 2025	
June	Wed 18 June - Adaptive management implementation cycle 9(2)(f)(iv) 9(2)(f)(iv) - ERGG/Modelling Directors monthly update		
July	Wed 16 July - Response to CCC recommendations on 2050 target* 9(2)(f)(iv) - ERGG/Modelling Directors monthly update 9(2)(f)(iv)	Wed 2 July - Target 9 report - Update from CSOG including adaptive management 9(2)(f)(iv) - COP 31 (TBC)	
August	Wed 20 August - Advice/projections - Adaptive management – testing early findings (analysis) - Emissions budget 4 - ERGG/Modelling Directors monthly update		
September	Wed 17 September - Adaptive management (approval for Cab material to go to ministerial consultation) - ERGG/Modelling Directors monthly update	Tue 2 September - Target 9 report - ERM/Adaptive management (shape advice and key messages for Cabinet package) - Adaptation 9(2)(f)(iv) 9(2)(f)(iv) Wed 24 September (virtual) - CPMG debrief (TBC) - Update on Target 9 - Update on ERM/Adaptive management Cabinet package (Board give James authority to sign-out to MCC)	Thu 18 September (TBC) - Adaptive management - CCC ERM response (outline shape of advice and key messages for discussion – not Cab package)
October	Wed 15 October - Target 9 sign out on behalf of Board - Response to CCC advice on EB4 - ERGG/Modelling Directors monthly update		
November	Wed 19 November - Adaptive management (reflections from Cabinet) - Stocktake of 9(2)(f)(iv) whole of government advice, BIM prep		

	• ERGG/Modelling Directors monthly update		
December		Wed 10 December • (possible)approach to ERP1 close out report • (possible) Target 9 for quarter ending December	
January 2026	Meeting mid Jan (date tbc) • Target 9 • ERGG/Modelling Directors monthly update	Date tbc (2nd week) • Target 9 if it can’t go in December	

Climate Change Chief Executives Board

MEETING MINUTES

Wednesday 26 March 2025, 2:00-3:15pm

Online via MS Teams

Attendees	James Palmer (Chair, MfE), Carolyn Tremain (MBIE), James Beard (TSY), Jenna Rogers (NEMA), Julie Collins (MPI), Penny Nelson (DoC), Ruth Fairhall (MOT), Aaron Martin (CL)	
In support	Kirsty Flannagan, Jane White, Amy Tisdall, Rachael Church (CCIEB Unit); Nadeine Dommissie, Katherine Wilson, Bryan Smith (MfE)	
Apologies	Bede Corry (MFAT), Dave Gawn (NEMA), Iain Rennie (TSY), Paul James (DIA), Penny Nelson (DOC), Ray Smith (MPI)	
#	Item	Actions
Chair's opening comments / karakia tīmatanga		
1	Board-only time / context sharing The Chair welcomed meeting attendees and noted the apologies received and delegates attending. Roundtable discussion and context updates were provided. No minutes were taken for this item.	
	9(2)(f)(iv) refresh of climate governance layers Lead: Chair / All The Board discussed governance arrangements for cross-agency climate work, 9(2)(f)(iv) 9(2)(f)(iv) The Board discussed its mandate and agreed the updated Terms of Reference should include a specific responsibility to have strategic conversations on climate change. Oversight of future emissions reduction plans and adaptation plans should also be included. The Chair highlighted the Board's role to provide oversight of the cross-agency effort on the national adaptation framework. The Chair noted he would test the proposed refreshed governance structure with Board Chief Executives who were not present at the meeting, prior to the Climate IEB Unit communicating changes to agencies. The Board: 1.1 discussed the ongoing governance role the Board has in order to discharge the duties and functions of the Board 1.2 agreed to the preferred option of a single layer of governance supporting the Board, for the refreshed governance structure for the cross-agency climate work programme 1.3 noted that the agreed governance structure will be implemented across April and May, subject to confirmation being received from Chief Executives who were not present for the discussion that they are comfortable with the proposed approach.	Climate DCEs and Directors groups to be combined into a single governance layer, with meeting attendees to be decided by each agency Lead: CCIEB Unit
Meeting business		
2	Economic growth analysis and climate transition Lead: Kirsty Flannagan (CCIEB Unit) The Board commissioned this advice in January; the Minister of Climate Change has asked for similar advice to support key messages at the energy summit.	

The CCIEB Unit has been working with climate DCEs and Directors on the product. The Board's approval is sought before providing the advice to the Minister of Climate Change as a Board-endorsed product, and circulating to agencies for their use when preparing advice for Ministers.

[Carolyn Tremain and Jenna Rogers joined the meeting at 2:29pm]

The Board provided feedback on the narrative and A3, noting the following key points:

- More emphasis could be added to energy, including gas production and geothermal energy.
- MOT to provide additional wording for transport references, also highlighting the cost of the transition.
- Suggested some rewording and moving some items in *'Developing voluntary carbon and biodiversity markets', afforestation on Crown Land, and agricultural mitigation tools*.
- Useful to draw from the Government's climate strategy and how the Government is thinking about climate action, with the ETS at the centre of the economic response, taking a least cost approach.
- Climate adaptation positioning needs to include broader perspective of our reliance on fresh water, energy, and the primary sector.
- Helpful to think about the advice from a public-facing perspective.

Further refinements will be made to the economic growth analysis and climate transition advice to reflect the Board's feedback before it is provided to the Minister of Climate Change.

The Board:

- 2.1 **noted** that the Board requested a narrative on economic growth and climate change in the January meeting
- 2.2 **noted** the Minister of Climate Change has subsequently requested this advice
- 2.3 **noted** the CCIEB Unit will update the advice on *economic growth analysis and climate transition* to reflect the Board's feedback before it is provided to the Minister of Climate Change.

MOT to provide wording on EV chargers to include in the 'Infrastructure for growth' column of the A3

Lead: MOT / CCIEB Unit

Board's feedback to be incorporated in the economic growth analysis and climate transition advice before it is provided to the Minister of Climate Change

Lead: CCIEB Unit

3 Update on the National Adaptation Framework

Lead: Katherine Wilson (MfE)

9(2)(f)(iv)

9(2)(f)(iv)

	9(2)(f)(iv)	9(2)(f)(iv)
4	Timing for Target 9 report QE 31 March 2025.Lead: Kirsty Flannagan (CCIEB Unit) Due to timing of the Greenhouse Gas (GHG) Inventory release on 15 April and the deadline for the Q1 Target 9 report going to DPMC 9(2)(f)(iv), it is proposed that DCEs endorse the Target 9 report for the quarter ending 31 March at their meeting 9(2)(f)(iv), on behalf of the Board. This will allow GHG Inventory data to be included in the Target 9 report provided to DPMC 9(2)(f)(iv) The Q1 Target 9 report will be the first report to include a sector deep dive, which has been provided by Ministry of Transport. The Board: 4.1 noted the timelines for the Target 9 report for the quarter ending 31 March 4.2 agreed to DCEs endorsing the report on behalf of the Board.	Target 9 report for quarter ending 31 March 2025 to be endorsed by DCEs on behalf of the Board 9(2)(f)(iv) Lead: CCIEB Unit
Noting items / meeting administration		
5	2050 target and related advice The Government is required to review the 2050 net zero long-lived gas target, and the methane target. The Climate Change Commission has recommended an increase in the current 2050 target. 9(2)(f)(iv) The Board: 5.1 9(2)(f)(iv)	

6	ERP1 progress report The progress report provided is the first report on the amended ERP1 and will be the last progress report on ERP1 in 2025; future reports will focus on ERP2 readiness. There will be one final close-out report on ERP1 in 2026. The sufficiency of ERP1 is assessed to be acceptable; 9(2)(h) 9(2)(h) The report's appendix notes there are over 100 actions expected to continue beyond ERP1 and the majority of these will be carried out within existing work programmes. A future discussion will be added to the Board's forward agenda regarding foundational actions across emissions budgets, in relation to the transition from ERP1 to ERP2. The Board: 6.1 noted the progress report on the amended ERP1 for the period to 31 December 2024 6.2 noted that a Board discussion on how to support foundational actions across emissions budget periods will be added to the forward agenda.	Discussion to be added to Board's forward agenda regarding how to support foundational actions across emissions budget periods Lead: CCIEB Unit
7	Oral update: Data and modelling quality assurance framework Lead: Kirsty Flannagan (CCIEB Unit) In 2024 the Board asked DCEs to oversee work on improvements to the data and modelling system. Progress on a data and modelling quality assurance framework is continuing, with improved projections and better quality modelling being seen as a result. The Board: 7.1 noted the update.	
8	Meeting administration The Board: 8.1 approved the minutes of the previous meeting, held on 26 February 2025 8.2 noted the updated register of open actions, as at 28 February 2025.	
Chair's closing comments / karakia whakamutunga		
The Chair thanked attendees for their constructive feedback. The meeting closed at 3:16pm.		

Climate Change Chief Executives Board - actions register

Paper 6.3

Action #	Meeting Date	Discussion item	Minutes	Action	Responsible	Status
24-23	18/10/2024	2 - Adaptation Framework update	2.1 noted the proposal for MfE's Adaptation team to work with climate agencies to compile an evidence base on the long-term economic benefits from near-term investment in resilience, with a particular focus on infrastructure, including hazard protection infrastructure 2.2 noted the Climate DCEs will coordinate the work to collate data across agencies and will undertake a scoping exercise before providing a report back to the Board.	MfE Adaptation team to work with Climate DCEs to collate data to help build economic case for investment, particularly around infrastructure and investment in risk reduction, with report back to Board to follow	MfE Adaptation team (with agencies)	Open
25-4	29/01/2025	5 - Budget 2025 CIPA update	The Board noted the CCIEB Unit will report back to the Board on deliverables and timeframes for a wider look at the CIPA mechanism and its efficiency in providing meaningful information to assist ministerial decision-making.	CCIEB Unit to report back to the Board on the deliverables and timeframes for a review of the CIPA mechanism.	CCIEB Unit	Proposing to add this work to longer term work programme given current resourcing and priorities
25-8	26/02/2025	9(2)(f)(iv)				