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# 2008 BUSINESS PLAN

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## **ACCOMPLISHMENTS FOR 2007**

The Energy Federation had a full programme of energy events and activities in 2007. It pursued its membership drive, actively participated in the WEC programme, and promoted sustainable energy in New Zealand.

Its well-attended lunchtime seminars, workshops, and conferences were conducted solely or in cooperation with other organizations and with generous sponsorships from EFNZ member and other companies. These events are as follows:

- a) 2 one-day Seminars/Conferences/Workshops (Government Energy and Climate Change Policies and NZ Energy Strategy to 2050) with 188 participants, various speakers and sponsors.
- b) 7 luncheon seminars (**3 more than the 4 regular/budgeted events for 2007**) - with Kurt Yeager (WEC), AGM with Murray Jackson (Genesis Energy, Peter Cook (CO<sub>2</sub>CRC-Australia), Don Elder (Solid Energy), Geoff Morrison (IEA-CCC-UK), David Sweet (WADE-Scotland) and Ted Montague (Contact Energy) – with 385 participants.
- c) 2007 National Power Conference in Auckland (organised by Terrapinn) – EFNZ endorsement and participation as speakers and exhibitors

The Federation was an active participant in the distribution of the draft NZ Energy and Climate Change Strategy released to its members and other energy stakeholders in the early part of 2007. The Federation, together with the Sustainable Energy Forum (SEF) held a workshop on 16<sup>th</sup> of February 2007 in Wellington to discuss, debate, review and comment on the said policies.

Later on, the Federation was among those who made submissions to the said government strategy. This culminated in the year-end workshop held in Wellington which discussed/debated the NZ Energy Strategy to 2050 document issued by the government.

The Federation had experienced considerable changes in its membership with the entries of the Electricity Commission and the Ministry of Transport and cancellations of Chevron NZ, Contact Energy, and Pacific Clean Energy. Before the end of 2007, the Energy Efficiency and Conservation Authority (EECA) had joined as a new Associate Level 1 member.

CRL Energy Ltd has continued to provide the Secretariat functions of the Federation, with Mr. Cito Gazo as Executive Officer. The CRL Energy Secretariat continues to update and maintain the Energy Federation website ([www.energyfed.org.nz](http://www.energyfed.org.nz)), particularly the early publications of conference and seminar proceedings. It continuously updates the EFNZ database (with more than 700 email addresses), brochures and other information materials of the Federation to respond to the EFNZ programme of increasing awareness and promoting its goals and visions.

The Management Committee had an excellent task of overseeing the day-to-day operations of the Federation and acknowledgements are due to the following:

1. Robert Whitney (CRL Energy) - Chair
2. Matthew Jansen (Meridian Energy) – Deputy Chair (up to 31 December 2007)
3. Barry Blackett (BP Oil NZ)
4. Trevor Burling (MTA)

5. Peter Calderwood (Trustpower)
6. John Carnegie (Genesis Energy)
7. Brian Cox (Energy Library)
8. David Jacobson (Shell NZ)
9. Alison Little (Transpower)
10. Alan Seay (Meridian Energy)
11. Cito Gazo (CRL Energy)- Secretariat

The Federation's membership subscription to WEC was again paid early to take advantage of the 5% discount in membership charges. Exchange rate changes also cancelled out the inflation increase in the subscriptions.

The Federation had continued its involvement in various WEC Programmes and Studies. As part of its endorsement of the 2007 National Power Conference in Auckland, the Federation has facilitated the participation of Kurt Yeager, WEC Leader on Energy and Climate Change Studies and Robert Whitney as speakers to the said event.

The Federation has continued to take the lead in the WEC Asia Pacific Cross Border (GHG Reduction) Projects research programme. This is a series of studies funded by potential project investors and developers in the Asia Pacific region. The 3<sup>rd</sup> Cross Border Project study (CBP-3) is being completed and examined the applicability of the CDM to an Integrated Coal Gasification Combined Cycle power generation (IGCC) project in Yantai China.

Dr. Rob Whitney, EFNZ Chairman, has continued to be involved as a member of the WEC Energy Scenarios for 2050 Drivers Study. In September 2007, he was designated by WEC to speak on the said Study in a conference in China.

In November 2007, Dr. Whitney, Murray Jackson (Genesis Energy) and Alan Seay (Meridian Energy) represented New Zealand in the 2008 WEC World Energy Congress in Rome, Italy.

At the same time, 5 New Zealand Youth delegates (Matthew Gnad and Hugh Mace of Transpower, Nicholas Byron of Genesis Energy, Kent Hammond of the Ministry of Economic Development, and Marcos Pelenur of Enermet) attended the WEC Youth Congress and presented papers on various energy topics.

The Federation is projected to continue its positive growth for 2008. Its 2008 business plan will continue with its strategic programs delineating involvement in various energy activities, services, and studies that will realize its vision to be the independent pan energy industry association supporting New Zealand's economic well-being through sustainable energy use.

It will continue to be the New Zealand Member Committee of the World Energy Council and share the vision and support the goals and work programme of the WEC. It will promote greater participation in WEC activities and use of WEC services by its members.

The Energy Federation will continue promoting a comprehensive and active membership and strengthen its position in the energy industry with more members from the academe, the professional and corporate associations and organizations. It will help New Zealand achieve direction and value from its research investments and provide sound information and consensus membership views to central, regional and local government.

It will support and be actively involved with its members in the academe and educational institutions in the operation of National Educational Research Institutes (NERI) and Technology Educational Centres (TEC) and organize/participate in the energy master classes for EFNZ member companies, the public and other interested parties.

**2008 MEMBERSHIP**

<b>Company</b>	<b>Membership</b>	<b>Representative</b>
1. BP Oil NZ	Full	Barry Blackett
2. CRL Energy/National Centre for Climate-Energy Solutions	Full	Rob Whitney Dennis Jamieson
3. Energy Library & Information Services Ltd	Full	Brian Cox
4. Genesis Energy	Full	John Carnegie
5. Meridian Energy	Full	Alan Seay
6. Mighty River Power	Full	Stuart Lush
7. Shell Oil NZ	Full	David Jacobson
8. Solid Energy	Full	Andy Matheson
9. Transpower	Full	Alison Little
10. Trustpower	Full	Peter Calderwood
11. Energy Efficiency and Conservation Authority	Associate 1	Ian Horne
12. Electricity Commission	Associate 1	Kevin Lampen-Smith
13. Energy and Technical Services	Associate 1	Geoff Bennett
14. GNS Science	Associate 1	Dr. Mike Isaac Rob Johnston
15. Industrial Research Ltd	Associate 1	Dr. Alister Gardiner Dr. Ian Brown Dr. Robert Buckley
16. Ministry of Economic Development	Associate 1	Ralph Samuelson
17. Ministry for the Environment	Associate 1	Robin Brasell Paul Irving
18. Ministry of Transport	Associate 1	Amy Greig
19. Motor Trade Association Inc	Associate 1	Trevor Burling
20. WEL Energy Ltd	Associate 1	Mike Underhill
21. Coal Association of New Zealand	Associate 2	Chris Baker Trevor Matheson
22. Energy Modeling Consultants Ltd	Associate 2	Tom Halliburton
23. Enermet Ltd	Associate 2	David Waugh Geoff Nevill
24. Gas Association of NZ Inc	Associate 2	Stephen Parker
25. Frazer Lindstrom Ltd	Associate 2	Stuart Frazer Kerstin Frazer
26. Hale & Twomey Ltd	Associate 2	Richard Hale Ian Twomey
27. University of Auckland, Institute of Earth Science and Engineering	Associate 2	Dr. Peter Malin
28. University of Otago, Department of Physics	Associate 2	C. G. Carrington C. R. Lloyd
29. Unitec - Sustainable Energy Initiatives Research Group	Associate 2	Jonathan Leaver John Blakeley
30. Energy Centre University of Auckland Business School	Associate 2	Bart Van Campen Robert Kirkpatrick
31. Gavin Adlam	Individual	
32. Hon. Douglas Kidd	Individual	
33. Jonathan Lermitt	Individual	
34. Peter Read	Individual	
35. Stuart Young	Individual	

## REPORT ON EVENTS FOR 2007

### REPORT ON EVENTS - 2007 (exclusive of GST)

<i>Event</i>	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
Title	Seminar on Government Energy and Climate Change Policies	National Power Conference 2007	Luncheon Seminar	AGM & Luncheon Seminar	Luncheon Seminar	Luncheon Seminar	Luncheon Seminar	Lunchtime Seminar on Decentralized Energy	Lunchtime Seminar on NZ Geothermal Energy Development	Workshop on NZ Energy Strategy to 2050	Total
Speaker(s)	Various	Various	Kurt Yeager (WEC)	Murray Jackson (Genesis Energy)	Peter Cook (CO2CRC-Australia)	Don Elder (Solid Energy)	Geoff Morrison (IEA-CCC-UK)	David Sweet (WADE-UK)	Ted Montague (Contact Energy)	26 Panel Members, 5 Chair and Sessions	
Date	16 Feb 2007	26-28 Feb 2007	1 Mar 2007	14 June 2007	28 June 2007	14 Sep 2007	24 Sep 2007	23 Oct 2007	31 Oct 2007	6 Dec 2007	
Organized for	EFNZ and SEF		EFNZ	EFNZ	CANZ	EFNZ	CANZ	EFNZ	EFNZ	EFNZ	
Organized by	CRL Energy Ltd	Terrapinn	CRL Energy	CRL Energy	CRL Energy	CRL Energy	CRL Energy	CRL Energy	CRL Energy	CRL Energy	
Sponsor	Transpower	Terrapinn (EFNZ-Endorsee)	None	None	Coal Association of New Zealand (CANZ)	Solid Energy	Coal Association of New Zealand (CANZ)	IRL, CRL-NIWA(National Centre for Climate Energy Solutions)	Contact Energy	Meridian Energy, Ministry of Economic Development, Solid Energy, Transpower	
Venue	GBLT-1, VUW, Wellington	SkyCity Convention Centre, Auckland	InterCon-Wellington	InterCon-Wellington	InterCon-Wellington	GF Theatre BP House	InterCon-Wellington	InterCon-Wellington	InterCon-Wellington	Rutherford House, VUW Pipitea Campus	
Attendance	105	n.a.	30	52	53	86	31	36	97	83	573
Total Sales	10505	\$6,000.00	\$1,584.47	\$2,280.00	\$3,840.00	\$4,000.00	\$2,453.00	\$2,707.00	\$4,511.00	\$14,900.00	\$52,780.47
Total Expenses	8482	\$4,019.54	\$3,532.40	\$1,918.09	\$1,638.22	\$3,620.00	\$2,255.00	\$1,902.00	\$3,034.00	\$11,208.00	\$41,609.25
Profit/Surplus	\$2,023.00	\$1,980.46	-\$1,947.93	\$361.91	\$2,201.78	\$380.00	\$198.00	\$805.00	\$1,477.00	\$3,692.00	\$11,171.22

## **HIGHLIGHTS OF 2008 BUSINESS PLAN**

1. Conduct the following energy events:
  - a. Energy Master Class on Renewable Energy in New Zealand – with NERI and VUW
  - b. National Power New Zealand 2008, Auckland, 25-29 February 2008 (Organised by Terrapinn) - endorsement/marketing and participation. (Conference 1)
  - c. Carbon Credits Seminar (Conference 2)
  - d. Energy Policy Forum (Conference 3)
  - e. Luncheon Seminar 1 (featuring Gerald Doucet, WEC Secretary General) and Youth Delegates to 2007 WEC Congress (Rome, Italy)
  - f. 2008 AGM and Board Meeting (Luncheon Seminar 2 – featuring Mike Underhill, EECA)
  - g. Luncheon Seminar 3 (featuring Dr. Patrick Strange, Transpower)
  - h. Luncheon Seminar 4 (featuring David Caygill, Electricity Commission)
  - i. Roundtable energy meetings with Gerald Doucet
2. Promote a comprehensive and active membership base for the Federation and strength its position as the premier pan energy industry NGO in New Zealand.
3. Write submissions to central, regional and local government., as deemed appropriate by the Management Committee, with sound information and a consensus membership views focusing on timely and topical NZ energy issues (climate change policies, emissions charge, sustainable development, others).
4. Help New Zealand achieve direction and value from its research investments by:
  - a. Promoting EFNZ energy research publications;
  - b. Encouraging research consortium and collaborative research studies on sustainable energy use and programme involving members, energy industry sector, and government agencies;
  - c. Developing and promoting a good review and communication strategy on research studies/activities and implementing the review process for EFNZ research studies.
5. Perform and manage day-to-day administrative and secretariat functions of the Energy Federation.
6. Promote and add value of WEC activities, programs, services, and activities to EFNZ members. Facilitate NZ involvement and participation in various WEC events, studies and activities.

## **BUSINESS PLAN FOR 2008**

### **VISION**

1. To be the independent pan energy industry association supporting NZ's economic well-being through sustainable energy use.
2. To be the New Zealand Member Committee of the World Energy Council (WEC.<sup>1</sup>), share its vision and support its goals and work programmes.

### **STRATEGIC AIMS**

1. To champion the development of sustainable energy solutions to support the economic well being of New Zealanders and New Zealand business.
2. To be the developer and conduit of energy research and information of interest to the NZ energy sector and policy makers and the WEC.
3. To promote and champion a shared understanding of NZ's long-term energy options.
4. To promote coordination and collaboration within the Energy Industry.
5. To organise a continuing programme of activities for its members and a wider audience.
6. To undertake and coordinate collaborative studies.
7. To establish a strong value proposition for membership.
8. To provide sound technical information and represent consensus industry views to government.
9. To promote widespread recognition of the EFNZ within the energy sector and government.
10. To participate and give support to WEC activities and programmes.
11. To disseminate and add value to WEC information.
12. To act with independence and integrity.

### **STRATEGIC GOALS**

1. To be the premier New Zealand pan-energy industry non-governmental organization (NGO).
2. To have 100% full/corporate membership from the major energy companies and associations.
3. To have a high level of associate membership.
4. To be recognised by the Government as the key organisation representing the Energy Sector.
5. To be an active participant in the WEC.

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<sup>1</sup> The World Energy Council is the leading global multi-energy organization with committees and activities in approximately 100 countries, including most of the largest energy producing and consuming countries in the world.

The Mission of the World Energy Council (known as the WEC) is to promote the sustainable supply and use of all forms of energy for the greatest benefit of all.

## **ACHIEVING ITS STRATEGIC AIMS AND GOALS**

1. Share information on energy-related issues;
2. Communicate and represent energy industry views;
3. Provide a forum for discussions and networking through conferences/seminars/workshops on energy issues;
4. Prepare and disseminate clear and readable reports on matters of general interest to the energy industry;
5. Coordinate and assist other organisations in the energy field;
6. Assist the government to develop policies that support and encourage the sustainable use of energy for economic growth and well-being in New Zealand;
7. Encourage and support research projects that will promote the sustainable use of energy for economic growth and well-being in New Zealand;
8. Promote the economic, environmental and social benefits of efficient energy production and use;
9. Encourage the development of sustainable energy technologies;
10. Active membership in the World Energy Council (WEC) by:
  - a) Liaising with similar international organisations,
  - b) Participating in WEC Studies, Technical and Regional Programmes,
  - c) Participating in international task group projects on energy issues,
  - d) Disseminating WEC information within New Zealand,
  - e) Representing New Zealand at plenary, sectional and other meetings, congresses, symposia, of the WEC,
  - f) Supplying information on WEC activities;
11. Gathering and disseminating information that will assist members to be at the forefront of technology and innovative energy developments.

## **PROGRAMME 2008**

### **A. MAJOR EVENTS FOR MEMBERS AND OTHERS**

*Provide programme of activities for members and wider audience and establish EFNZ's position as the premier pan energy industry NGO in New Zealand (Conferences – At least 34).*

1. Energy Master Class on Renewable Energy in New Zealand – with NERI and VUW
2. National Power New Zealand 2008, Auckland, 25-29 February 2008 (Organised by Terrapinn) - endorsement/marketing and participation. (Conference 1).
3. Carbon Credits Seminar (Conference 2)
4. Energy Policy Forum (Conference 3)

### **B. EXECUTIVE OFFICER AND SECRETARIAT ACTIVITIES**

#### **1. Membership, Promotion, and International Programme**

*Promote a comprehensive and active membership base for the Federation and strengthening the EFNZ's position as the premier pan energy industry NGO.*

*Promote greater participation in WEC activities and use of WEC services by its members.*

- a. Retain memberships of 33 companies and individuals. Recruit at least 1 new corporate member, 1 new Associate Level 1, and 2 new Associate Level 2 members.
- b. Promote EFNZ ideals, activities, programs and services through updated EFNZ website, increased e-mail contacts database, timely review on governance, operational structure, future growth of the Federation, greater involvement from all members, strong working relationship with appropriate government departments and other Energy Industry sector associations and organizations and provide a fair mechanism for them to participate in the EFNZ activities.
- c. Promotion and dissemination of WEC activities, programs, services, and activities.
- d. Promote and add value of WEC services to EFNZ members, through case studies and Technical and Regional research programmes, Executive Assembly Asia Pacific Regional Committee Meetings, and information dissemination.
  - 1) Facilitate NZ involvement in various WEC events, studies and activities for 2008

#### **2. Government Policy**

*Provide sound information and a consensus membership views to central, regional and local government.*

- a. Write submissions, as deemed appropriate by the Management Committee, focusing on timely and topical NZ energy issues (climate change policies, emissions charge, sustainable development, others).

### **3. Research Programme**

*Help New Zealand achieve direction and value from its research investments.*

- a. Promote EFNZ energy research publications.
- b. Encourage Research consortium and/or collaborative research studies that will promote sustainable energy use and programme involving members, energy industry sector, and government agencies.
- c. Develop a good communication strategy with emphasis on research studies/activities and implement the review process for EFNZ research studies.

### **4. Lunchtime Seminar Organiser**

*Provide continuing programme of activities for members and wider audience and establish EFNZ's position as the premier pan energy industry NGO in New Zealand.*

- a. Conduct luncheon seminars with a target attendance of 60+ per event (**Target: At least 4**).
  - 1) Luncheon Seminar 1 (featuring Gerald Doucet, WEC Secretary General) and Youth Delegates to 2007 WEC Congress (Rome, Italy)
  - 2) 2008 AGM and Board Meeting (Luncheon Seminar 2 – featuring Mike Underhill, EECA)
  - 3) Luncheon Seminar 3 (featuring Dr. Patrick Strange, Transpower)
  - 4) Luncheon Seminar 4 (featuring David Caygill, Electricity Commission)
  - 5) Roundtable energy meetings with Gerald Doucet

### **5. Administrative and Secretariat Services**

*Perform and manage day-to-day administrative and secretariat functions of the Energy Federation.*

- a. Organize timely Board and Management Committee meetings.
- b. Minute taking at Board meetings (2 per annum) and AGM.
- c. Minute taking at Management Committee meetings (6 per annum).
- d. Handling all incoming calls, facsimiles, emails and clearance of Post Office Box.
- e. Design, update, and maintain the Energy Federation website ([www.energyfed.org.nz](http://www.energyfed.org.nz)).
- f. Developing and maintaining database for records management.
- g. Management of subscription and membership information, including regular reports to Management Committee, and liaison with member organisations.
- h. Maintaining a full set of financial accounts, including invoicing, banking, receipting, GST returns, financial reports for Management Committee and Board, and annual audit.
- i. Preparing a draft Business Plan and Budget for the Energy Federation.
- j. Working with the Energy Federation management committee to undertake the Business Plan within Budget.

**ANNEX A – 2008 EFNZ BUDGET****Energy Federation of New Zealand (Inc.)****2008 BUDGET**

2006 Audited (\$)	2007 Audited (\$)	Particulars	2008 Budget (\$)
		<b>REVENUE</b>	
59,525	54,785	Subscriptions & Levies	56,625
278	1,033	Interest Income	1,720
		Events/Seminars sales:	
73,983	58,865	Conferences/Seminars	67,000
		<i>National Power NZ-Terrapin (Conference 1)</i>	6,000
		<i>Conference 2</i>	16,000
		<i>Conference 3</i>	16,000
		<i>Energy Masterclass 1</i>	11,000
		<i>Lunch Seminar 1</i>	4,500
		<i>AGM (Lunch Seminar 2)</i>	4,500
		<i>Lunch Seminar 3</i>	4,500
		<i>Lunch Seminar 4</i>	4,500
<b>133,786</b>	<b>114,683</b>	<b>Total operating revenue</b>	<b>125,345</b>
		<b>EXPENDITURE</b>	
1,160	1,305	Accountancy Fees	1,270
23,700	26,100	Administration	27,900
1,080	0	Advertising	0
1,752	1,843	Audit Fees	2,212
709	133	Office Expenses	146
53	50	Bank charges	44
131	111	Postage & Telephone	120
20,923	23,672	World Energy Council Subscription	21,639
3,150	3,325	Energy Library Subscription	3,325
665	267	Website costs	300
3,451	3,309	Membership Share Premium	3,199
		Events costs	
83,280	46,659	Conferences/Seminars	55,130
		<i>National Power NZ-Terrapin (Conference 1)</i>	5,830
		<i>Conference 2</i>	12,475
		<i>Conference 3</i>	12,475
		<i>Energy Masterclass 1</i>	8,570
		<i>Lunch Seminar 1</i>	3,945
		<i>AGM (Lunch Seminar 2)</i>	3,945
		<i>Lunch Seminar 3</i>	3,945
		<i>Lunch Seminar 4</i>	3,945
0	0	Other Projects expenses	6,580
		<i>WEC's Sec-Gen Activities &amp; Events</i>	4,000
		<i>Promotion 1</i>	1,290
		<i>Promotion 2</i>	1,290
<b>140,054</b>	<b>106,774</b>	<b>Total expenditure</b>	<b>121,865</b>
-6,268	7,909	Net operating surplus/(deficit) before tax	3,480
0	0	Tax expense	0
<b>-6,268</b>	<b>7,909</b>	<b>Net operating surplus/(deficit) after tax</b>	<b>3,480</b>

## ANNEX B – 2008 ACTION PLAN

TASK	ACTIONS	OUTPUT	Date or No.	Led by	Sec. Hours	% of Time
<b>A. MAJOR EVENTS FOR MEMBERS AND OTHERS</b>						
a) Energy Master Class on renewable energy	Events management (organization, invitations, proceedings) for VUW and NERI	At least 100 attendees. Published proceedings in EFNZ webpage	22 Feb. 2008	C Gazo & others	60	12%
b) National Power New Zealand 2008, Auckland	Endorsement/Marketing of event organized by Terrapin	Participation and endorsement by EFNZ	25-29 February 2008	R Whitney, C Gazo & others	30	6%
c) Carbon Credits Seminar (Conference 2)	Events management (organization, invitations, sponsorships, speakers, proceedings)	At least 100 attendees. Published proceedings in EFNZ Webpage	1	R Whitney, C Gazo & others	60	12%
d) Energy Policy Forum (Conference 3)	Events management (organization, invitations, sponsorships, speakers, proceedings)	At least 100 attendees. Published proceedings in EFNZ Webpage	1	R Whitney, C Gazo & others	60	12%
			Total		150	31%
<b>B. EXECUTIVE OFFICER &amp; SECRETARIAT PROGRAMMES</b>						
<b>1. Administrative &amp; Secretariat Services*</b>						
	Perform and manage day-to-day administrative and secretariat functions of the Federation	Performed and efficient and effective administrative and secretariat services	EO 2008	C Gazo	106	22%
<b>2. Membership, Promotion &amp; International Programme</b>						
a) EFNZ membership	Retain existing members. Seek new members.	100% retention of members. Recruit at least 1 new corporate member & 1 new Associate 1 and 2 new Associate 2 members.	EO 2008	C Gazo	20	4%
b) Promotion of EFNZ activities, programs & services	Maintain & update website. Produce EFNZ brochures & Other information materials. Disseminate EFNZ information. Increase and update email lists	Full website availability & exposure. EFNZ brochures. At least 600 email contacts.	Regular. EO 2008	C Gazo	30	6%
c) Promotion of WEC activities, programs & services	WEC					
1) WEC studies and research programmes**	Information dissemination, Identify and organize projects. Prepare reports for WEC GEIS.	Full awareness and knowledge about WEC for members and others. Study Reports	At least 1	C Gazo/ Mgmt Comm.	10	2%
2) WEC Business Plan	Information dissemination to Members	Full information to EFNZ members	EO 2007	C Gazo	5	1%
3) WEC Energy Scenarios to 2050 Study	NZ participation to study	Full information to EFNZ members	EO 2007	R Whitney	5	1%
			Sub-total		70	14%
<b>3. Government Policy</b>						
a) Submissions on current New Zealand energy future issues and options	Prepare studies for submission to government and other agencies.	Study reports and industry submissions.	At least 1	Mgmt Comm	14	3%

<b>4. Research Programmes</b>						
a) CBP-3 Study (China) through WEC	Research Review Process. Report review and Dissemination Report review and Dissemination	Assessment report	1	Barry, Peter, Brian, & Cito	5	1%
b) Other EFNZ studies	Research Review Process. Report review and Dissemination Report review and Dissemination	Assessment report	1	R Whitney /Mgmt Comm	5	1%
			Sub-total		10	2%
<b>5. Events for Members and others</b>						
a) Luncheon Seminar 1 (G Doucet)	Events management (organization, invitations, sponsorships, speakers, proceedings)	At least 60 attendees. Published proceedings in EFNZ Webpage.	1	R Whitney /Mgmt Comm	35	7%
b) AGM/Lunch Seminar 2 (M Underhill, EECA)	Events management (organization, invitations, sponsorships, speakers, proceedings)	At least 60 attendees. Published proceedings in EFNZ Webpage.	1	R Whitney /Mgmt Comm	35	7%
c) Lunch Seminar 3 (P Strange, Transpower)	Events management (organization, invitations, sponsorships, speakers, proceedings)	At least 60 attendees. Published proceedings in EFNZ Webpage.	1	R Whitney /Mgmt Comm	35	7%
d) Lunch Seminar 4 (D Caygill, Electricity Commission)	Events management (organization, invitations, sponsorships, speakers, proceedings)	At least 60 attendees. Published proceedings in EFNZ Webpage.	1	R Whitney /Mgmt Comm	35	7%
			Sub-total		140	29%
			Total		340	69%
			Grand Total		490	100%
*Note: Duties: Organize timely Board and Management Committee meetings. Minute taking at Board meetings (2 per annum) and AGM. Minute taking at Management Committee meetings (6 per annum). Handling all incoming calls, facsimiles, emails and clearance of Post Office Box. Developing and maintaining database for records management. Management of subscription and membership information, including regular reports to Management Committee, and liaison with member organisations. Maintaining a full set of financial accounts, including invoicing, banking, receipting, GST returns, financial reports for Management Committee and Board, and annual audit. Preparing a draft Business Plan and Budget for the Energy Federation. Working with the Energy Federation management committee to undertake the Business Plan within Budget.						
** - Various WEC Studies, Research Programmes, and Projects						