

OC240898

11 September 2024

Tēnā koe

I refer to your email dated 31 July 2024, requesting the following under the Official Information Act 1982 (the Act):

“My request relates to the establishment of Sustainable Aviation Aotearoa in November 2022. Please identify the members of the group, list all occasions SAA, or any sub-groups, such as an executive, have met, and provide copies of meeting minutes, and advice it has produced (and notification of who the advice was provided to).”

Information falling within the scope of your request is detailed in the attached annexes.

Certain information is withheld under the following sections of the Act:

- | | |
|--------------|--|
| 9(2)(ba)(i) | to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied. |
| 9(2)(ba)(ii) | to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where making available of the information would be likely to otherwise damage the public interest. |

With regard to the part of your request for “*advice that [Sustainable Aviation Aotearoa] has produced*”, such advice does not exist and cannot therefore be provided. This part of your request is refused under section 18(e) of the Act.

- | | |
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| 18(e) | that the document alleged to contain the information requested does not exist or, despite reasonable efforts to locate it, cannot be found. |
|-------|---|

Where information has been withheld under 9(2)(ba)(i) this because the:

- information is subject to obligation of confidence (as per the terms of reference for the Sustainable Aviation Aotearoa and the confidentiality agreements for the Sustainable Aviation Aotearoa working groups); and
- I consider the release of the information would likely mean that groups involved in Sustainable Aviation Aotearoa would no longer be able to be supplied with similar information, or information from the same source; and
- if Sustainable Aviation Aotearoa was no longer supplied with similar information, or information from the same source, I consider it would likely mean that Sustainable Aviation Aotearoa would be unable to continue its work to support the decarbonisation of New Zealand aviation; and
- I consider that it is in the public interest that Sustainable Aviation Aotearoa is able to continue its work to support the decarbonisation of New Zealand aviation.

Where information has been withheld under 9(2)(ba)(ii) this because the:

- information is subject to obligation of confidence (as per the terms of reference for Sustainable Aviation Aotearoa and the confidentiality agreements for the Sustainable Aviation Aotearoa working groups); and
- I consider the release of the information would likely mean that Sustainable Aviation Aotearoa would not continue to have open discussions to support the decarbonisation of New Zealand aviation; and
- I consider that it is in the public interest that Sustainable Aviation Aotearoa is able to continue to have open discussions to support the decarbonisation of New Zealand aviation.

Where documents have been withheld in full under 9(2)(ba)(i) and 9(2)(ba)(ii), I have provided a summary of that information in Annex 4 in a manner that protects information that is subject to an obligation of confidence.

Please note that with respect to Annex 1, a decision has been made to change the structure of the Sustainable Aviation Aotearoa and reduce the size of the Leadership Group. Members that are not on the Leadership Group will have an opportunity to be considered for inclusion in a working group and/or the reference group should they wish. Membership decisions are still being finalised.

With regard to the information that has been withheld under section 9 of the Act, I am satisfied that the reasons for withholding the information at this time are not outweighed by public interest considerations that would make it desirable to make the information available.

You have the right to seek an investigation and review of this response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website www.ombudsman.parliament.nz

The Ministry publishes our Official Information Act responses and the information contained in our reply to you may be published on the Ministry website. Before publishing we will remove any personal or identifiable information.

Nāku noa, nā



Nick Paterson
Manager Environment

Annex 1: List of SAA members (as of August 2024)

Name	Organisation
Fanny Mattens	Airbus
Stephen Forshaw	Airbus
Kiri Hannifin	Air New Zealand
Sam Gordon	Air New Zealand
Isobel Campbell	Air New Zealand
Nathan Bailey	Air New Zealand
Jenny Sullivan	Air New Zealand
Jamie Gray	Airways
Carrie Hurihanganui	Auckland Airport
Clodagh O'Connor-McKenna	Auckland Airport
Mary-Liz Tuck	Auckland Airport
Greg Bracey	Auckland Airport
Simon Wallace	Aviation NZ
Cath O'Brien	BARNZ (Board of Airline Representatives New Zealand)
Chris Ford	BARNZ (Board of Airline Representatives New Zealand)
Brian Moran	Boeing
Gordon Gillan	BP (British Petroleum)
Keith Manch	CAA (Civil Aviation Authority)
Steve Smyth	CAA (Civil Aviation Authority)
Kirill Kruger	CAA (Civil Aviation Authority)
Peter van Cingel	Channel NZ
Robert Carr	Climate Commission
Tony Vranjes	Contact Energy
Gary Freedman	Electric Air
Ming Zhen Koh	Exxon Mobil
Wayne Ellary	Exxon Mobil
Mark Rocket	Kea Aerospace
Flyn van Ewijk	Lanza Jet
Robyn Henderson	MBIE (Ministry of Business, Innovation and Employment)
Saskia Vervoorn	MBIE (Ministry of Business, Innovation and Employment)
Heather Kirkham	MBIE (Ministry of Business, Innovation and Employment)
Dominic Kebbell	MBIE (Ministry of Business, Innovation and Employment)
Cindy Park	MBIE (Ministry of Business, Innovation and Employment)
Peter Bartlett	MBIE (Ministry of Business, Innovation and Employment)
Scott Gulliver	Ministry for the Environment
Lisa Daniell	Ministry for the Environment
Siobhan Routledge (Chair)	Ministry of Transport
Nick Paterson	Ministry of Transport
Ben Bateman	Ngāi Tahu
Mark Thompson	Nelson Airport
Steven Batholomeusz	Neste
Billie Moore	New Zealand Airports Association
Lisa-Marie Richan	NZALPA (New Zealand Airline Pilots Association)
Michael Cunningham	Royal New Zealand Air Force

Name	Organisation
Flyn van Ewijk	Lanza Jet
Paul Bennett	Scion Research
Emma Whitlesea	Stralis
Rhyan Wardman	Sounds Air
Andrew Renton	Transpower
Jenna Raeburn	Wellington Airport
Matthew Tinnelly	Z Energy

Annex 2: Meeting dates as of August 2024

Working group name	Dates
Leadership group	<ul style="list-style-type: none"> • 22 November 2022 • 4 April 2023 • 20 July 2023 • 30 July 2024
Working Group Chairs	<ul style="list-style-type: none"> • 5 June 2024 • 4 July 2024 • 23 July 2024
SAF Working Group	<ul style="list-style-type: none"> • Main workshops <ul style="list-style-type: none"> ○ 30 November 2023 ○ 1 February 2024 ○ 7 March 2024 ○ 30 May 2024 ○ 11 July 2024 ○ 22 August 2024 • Weekly catchups <ul style="list-style-type: none"> ○ 16 May 2024 ○ 23 May 2024 ○ 6 June 2024 ○ 13 June 2024 ○ 20 June 2024 ○ 27 June 2024 ○ 4 July 2024 ○ 18 July 2024 ○ 25 July 2024 ○ 1 August 2024 ○ 7 August 2024 ○ 8 August 2024 (twice) • External presentations <ul style="list-style-type: none"> ○ 14 March 2024 ○ 18 April 2024 ○ 2 May 2024 ○ 17 May 2024
Strategy Working Group	<ul style="list-style-type: none"> • 6 December 2023 • 1 March 2024 • 3 May 2024 • 23 July 2024
Zero Emissions Aviation Working Group	<ul style="list-style-type: none"> • 14 March 2024 • 17 April 2024 • 6 June 2024 • 10 July 2024 • 21 August 2024

Annex 3: Existing meeting minutes and SAA advice

#	Document type	Title	Date	Treatment
1	Minute	SAA Inaugural hui minutes	22 November 2022	Release in full
2	Minute	SAA April meeting minutes	4 April 2023	Release in full
3	Minute	SAA July hui minutes	20 July 2023	Release with some information withheld under section 9(2)(ba)(i)
4	Minute	SAA Strategy working Group	6 December 2023	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
5	Minute	SAA SAF working group meeting notes 1 Feb 2024	1 Feb 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
6	Minute	Meeting notes SAA SWG 3 May	3 May 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
7	Email	Agenda - SAA SAF Working Group 30 May	29 May 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
7.1	Notes	Pros and Cons of SAF policy options This is an attachment to document # 7	29 May 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
8	Email chain (2 emails)	Re: Actions from 30 May SAF working group meeting	30 May 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
9	Minute	SAA Chairs minutes and actions 5 June	5 June 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
10	Minutes	SAF working group minutes	20 June 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
11	Minute	SAA Chairs meeting minutes and actions	4 July 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
12	Email	Key Actions from SAA SAF	5 July 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
12.1	Attachment	CONFID – SAA SAF WG policy list <i>This document was attached to document #12</i>	4 July 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
13	Minute	SAA Chairs minutes	23 July 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
14	Minutes	SAF working group catch up	18 July 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)
15	Minute	SAA Leadership Group 30 July minutes	30 July 2024	Withheld in full under section 9(2)(ba)(i) and 9(2)(ba)(ii)

Sustainable Aviation Aotearoa inaugural hui | MINUTES

22 November 2022 | 9:00am-11:00am | Zoom | Parliament Location

Meeting called by Te Manatū Waka
Chair Bryn Gandy
Note taker Daisy Cadigan



ATTENDEES (HIGHLIGHT – IN PERSON ATTENDEE)

Name	Title	Organisation
Bryn Gandy (Chair)	Acting Secretary for Transport	Te Manatū Waka
Andrew Crawford	CEO	Sounds Air
Andrew David	CEO	Qantas
Andrea Marshall (stand-in)	Head of Masterplanning	Auckland Airport
Andrew Ridling	CEO	NZ Pilots Association
Ben Bateman	Chief Operating Officer	Te Rūnanga o Ngāi Tahu
Clodagh O'Connor-McKenna (stand-in)	Government Relations Manager	Auckland Airport
Jenna Raeburn	General Manager	Wellington Airport
Keith Manch	CEO	Civil Aviation Authority
Kiri Hannifin	Chief Sustainability Officer	Air New Zealand
Lisa Daniell (stand-in)	Executive Director	Climate Change Chief Executives Board
Lisa-Marie Richardson	Government, Regulatory and Public Affairs	NZALPA
Malcolm Johns	CEO	Christchurch Airport
Mark Thompson	CEO	Nelson Airport
Niels Meinderts	Regulatory Affair Manager	Air New Zealand
Parekawhia McLean	Representative, Director	Waikato-Tainui, Transpower
Rhyan Wardman	Chair and Director	Sounds Air
Steve Riden	Sector Development Manager and Decarbonisation Lead	NZ Airports Association
Vicky Robertson	CEO	Ministry for the Environment

Name	Title	Organisation
Officials – Te Manatū Waka, Ministry of Business, Innovation and Employment, Ministers Offices		
Apologies - Vicky Robertson in attendance for half of the meeting, Carrie Hurihanganui, CEO, Auckland Airport		

DISCUSSION

- Group generally supportive of the Terms of Reference, with a few amendments:
 - Specific wording around tasking SAA with 'accelerating decarbonisation', while keeping the network 'safe and reliable'
 - Noting aviation is considered a 'hard to abate' sector
 - Reference of airport infrastructure in the purpose statement
 - Consider wording around SAF, 'enabling innovation' or 'grass roots innovation' in objectives
- Group generally supportive of the establishment of working groups.
- Consider adding representatives from Airways, BARNZ, New Southern Sky to the core body of SAA (and working groups)
- Three working groups:
 - Focused on SAF, including cost, production and the SAF mandate
 - Zero-emissions aviation, including infrastructure, regulation and new technologies
 - Strategic group focusing on updating the State Action Plan for aviation, setting domestic emissions reductions targets, and assisting the CCC with their consideration of including international emissions in our domestic targets
- Working group suggestions outside of the core body include: power authorities and generators, hydrogen producers, infrastructure commission
- General question around how SAA fits in with the air navigation review, aerospace strategy
- SAA workstreams should consider how to align policy settings and phasing, for example considering the RMA and CAA Rules
- May be a role for SAA in contributing to MBIE Energy Strategy
- General agreement that the core body does not need non-disclosure agreements, but these may be needed for working groups
- Quarterly meetings agreed for the core body

Action items	Person responsible	Deadline
Set up next core body meeting for 3 months time	Te Manatū Waka	February
Commissioning note for working groups	Te Manatū Waka	When resourced
Draft NDAs for working groups	Te Manatū Waka	Before establishment of WGs

Ngā miniti | Minutes

Sustainable Aviation Aotearoa Leadership Group hui, 4 April 2023

9.00am-11.00am Ministerial Meeting Room 2.1, Level 2, Executive Wing (the Beehive) or via Zoom

Welcome and opening karakia

Secretary of Transport Audrey Sonerson thanked the group for their commitment to SAA, apologised for delays, and emphasised the importance of quickly getting the working groups underway. She also expressed gratitude to MfE and MBIE for providing agency support.

Proposed focus for SAA in 2023/24 - ICAO State Action Plan

Ministry of Transport DCE Bryn Gandy (Chair) proposed using the International Civil Aviation Organisation (ICAO) State Action Plan (SAP) as a driver for the group's work in 2023.

- As a member of ICAO, New Zealand is required to update its SAP plans every three years to outline current emissions, future goals, and their impact on emissions. NZ's plan was last updated in 2016. Bryn suggested SAA make producing an updated SAP a key focus of its work in 2023.
- Members agreed unanimously to this proposal.

Members provided input on what SAA would like to see in an updated SAP:

- Some members had reviewed other states' SAPs and noted that they were a "mixed bag". Members agreed NZ should use its next one to drive future action, as opposed to simply documenting or collating existing actions.
- It will be important for the SAP to acknowledge equity issues between different airlines/airports and their varying capacity/resources to undertake decarbonising actions.
- The SAP should identify key infrastructure challenges (especially related to energy infrastructure) and any legislative/regulatory change that may be necessary to address these.
- In its objectives and actions, the SAP should encompass gains to be made from efficiencies on the ground and in the air, as well as new technologies and fuels.
- The SAP should outline specific actions, timelines, and accountabilities (noting that these may differ across regions/airports).
- While outlining immediate actions, the SAP will also need to have a long-term focus.

Members also provided feedback on the scope of the SAA itself, noting that:

- Airspace optimisation is consistent with the work of SAA, as time spent in the air correlates with emissions. This work would both reduce emissions and operation costs.
 - New Southern Sky was raised as one example of airspace optimisation.
 - Optimisation could fall under the zero emissions and/or strategy working groups.
 - Government support for optimisation will mostly involve playing a convening role. Some regulatory change may be necessary, e.g., route optimisation ties in with noise regulation.
- The SAA should include a tourism perspective in its work.
- SAA can provide a forum for collaboration to better understand what change is needed in the system, to facilitate ground/air optimisation, as well as on other challenges.

ACTION AGREED: Producing an updated SAP will be a key focus of SAA's work in 2023. Officials from the Ministry will develop a more detailed plan and timeframe for consideration at the next meetings of the leadership group and working groups.

Remarks from Hon Kiritapu Allan

Minister Allan noted the following in her opening remarks:

- She is pleased and excited that SAA is up and running.
- There will be substantial challenges ahead, and government has an important role to ensure we meet our aviation emissions reduction goals.
- She thanked members for the level of commitment and senior resource that they have devoted to SAA, noting that this is both symbolic and important. She noted that collaboration is critical (while acknowledging that members will have different commercial drivers and means).
- The Civil Aviation Bill went through last week and such change can provide opportunities for greater innovation.
- She is supportive of what the group will create together, and open to hearing how members envisage the role of central government moving in aviation decarbonisation.
- She noted that aviation is critical to New Zealand's viability as an international location. Bouncing back from COVID-19, we have become an international destination more swiftly than we anticipated. This presents an opportunity to reembrace our "clean green image."
- This not a small task but could be nation-building.

Feedback on working groups

Members considered the proposed criteria and scope for the three working groups in detail.

Scope

Sustainable Aviation Fuel working group

Language could be tighter (Air NZ emailed some suggestions, see Annex 1).

- Suggested additions to scope:

- Developing a minimum standard for SAF will be critical as well as contributing to international discussions around sustainability/ethical criteria.
- Considering what a book-and-claim system for SAF might look like to assist New Zealand.
- SAF is a dynamic and challenging topic. Members noted that policy settings, technical issues, and feedstock supply will all be important. The working group will need to work closely with the SAA leadership body to progress these together. Technical and policy issues need to be considered in parallel, not sequentially. Regulation can be captured under the “policy” heading (i.e., good policy should drive the regulatory approach), but depending on the working group’s discussions, it could be worthwhile identifying regulation as a distinct component.
- Getting SAF in our system is urgent. Airports are already getting requests for SAF. There are international examples to draw from to rapidly progress policy development. The working group’s scope should outline the urgency of the issue. The SAF working group will be prioritised for establishment as soon as possible.
- MBIE confirmed that its Energy and Resources team holds the policy lead on the SAF mandate with MoT support.

ACTION AGREED: MBIE and Transport officials will update the SAA leadership group to clarify current responsibilities and timeframes for the SAF mandate.

Zero-emissions working group

- This working group itself may discuss further refining its own scope, with a focus on energy needs. This may require a further workshop/hui.
- There is considerable urgency for this group as well. To illustrate the scale of the issue - turning all domestic aircraft electric would require two-thirds of current electricity demand in New Zealand.
- Energy sector representation will be particularly important for this group. The group will need to consider electricity demand from zero-emissions aviation and what both the energy and aviation sectors sees as the main challenges. This information could feed into the national energy strategy.
- Understanding the “where” and the “when” (i.e., time of day) of electricity supply for aviation will be important. For example, Transpower and the Electricity Authority do not currently capture emerging aviation technology in their modelling/projections. It will be necessary to build a total network view of this issue.
- This group will also consider both include airspace and on-the-ground optimisation.
- Air New Zealand is planning to produce outline of its likely future energy needs in August. It is currently only factoring in 20 percent of decarbonisation for through electrification.
- The zero-emissions group will likely have a broad audience so will need to also consider public education/social licence.

Strategic working group

- This group will need to bring in other key stakeholders beyond aviation (e.g., the tourism sector)

- This group may be best placed to consider the role of SAA in supporting public education, i.e. raising awareness and building trust with the wider public on new tech, new fuels, and new platforms.
- This group will need to factor in how the aviation sector might change in the future to accommodate new technology not yet fully anticipated e.g., space travel, drones etc.

Frequency of working group meetings was not discussed

Membership: Criteria, nominations, size

- Some of the groups have very complex issues to discuss so six members may be too small. Would be good to articulate how the groups will bring in assistance (within the criteria).
- Important to have a small core group but bring in additional expertise as needed. This model will help provide flexibility while maintaining momentum/progress.
- Consider inviting “agitators” to the working groups to challenge and push the groups. Important that we remain ambitious.
- Suggestion to have a wider technical reference or advisory group for each working group.
 - Up to the groups to determine what is appropriate for each group.
- Developing/establishing the working groups will be an iterative process. Can put working group discussion on the agenda of future SAA leadership body meetings to discuss and revise as needed.
- Nominations process to occur via email after the meeting with input from volunteers to help refine the lists (Kiri and Billie).

Phasing

Broad agreement that SAF is most important working group to progress first, however, must not lose urgency of other groups’ work.

Non-disclosure agreements for the working groups are being prepared and will be distributed for feedback shortly.

ACTIONS AGREED:

- Transport officials to circulate updated scopes for all three working groups for approval by email.
- Members to send nominations for membership for all three working groups to Transport officials. Kiri Hannifin (Air New Zealander) and Billie Moore (NZ Airports Association) to assist with reviewing nominations.

General discussion/updates/any other business

Update from Billie Moore (NZ Airports Association) on key themes and feedback from the NZ Airports decarbonising aviation session.

- Purpose was to bring together local government and airport sector to help bring regional issues to light.
- Challenge of weaving together threads of all different discussions. Some (but not all) players are able to keep up with changes required to decarbonise. Most of our airports

are owned by local governments. Need to factor decarbonisation into 30-year master-planning.

SAF workstream update (MBIE)

- MBIE confirmed recent decision to progress SAF feasibility study in partnership with Air New Zealand
- Keen to secure involvement from other relevant agencies.

RELEASED UNDER THE OFFICIAL INFORMATION ACT (1982) BY
MINISTRY OF TRANSPORT

Table 1 Action list from 4 April

Topic	Action	Owner	Due date
Working group scopes	Scopes to be updated and sent to leadership body for agreement	MoT	14 April
Working group nominations	Membership criteria updated and sent to leadership body for nominations	MoT with support from Billie Moore and Kiri Hannifin	14 April
Non-disclosure agreement	Draft NDA sent to SAA leadership body for feedback	MoT	14 April
Updates to Minister	Draft updates for Minister prepared and circulated with the group	MoT	14 April
Energy discussion	Organise a hui with the SAA leadership body and energy companies to size up the energy problem in terms of future aviation demand.	MoT/MBIE?	28 April
Next SAA leadership body hui	Third SAA leadership body hui placeholder to be sent out (June)	MoT	5 May
First SAF working group meeting	Date TBC once membership and scope have been agreed upon	MoT	TBC

Annex 1: SAF working group scoping text suggestions from Kiri Hannifin (Air New Zealand)

- SAF sustainability. As part of policy considerations, the sustainability of SAF supply chains must be considered and minimum standards derived- including for the mandate.
- Develop a position on SAF book and claim for emissions reductions, given the distance of NZ to SAF markets and the time it will take to stand up a local SAF industry if this is determined viable.
- SAF enabling policy: provide recommendations on possible policy approaches and instruments for enabling the supply of SAF in Aotearoa, including but not limited to a SAF mandate
- SAF sustainability: develop minimum SAF sustainability standards for import supply chains and domestic SAF production, including in the context of a SAF mandate. Contribute to the development of SAF sustainability standards internationally, including in the context of industry standards managed by RSB and ISCC, and in the context of CORSIA.
- Domestic SAF production: support the Air NZ/MBIE study into the viability of producing SAF domestically and assist in the implementation of any agreed actions, and support research into the potential for Power-to-Liquid SAF production in Aotearoa
- SAF import supply chains: identify complex SAF import supply chain issues, including in relation to customs categories and delivery into shared airport fuel infrastructure
- SAF emissions accounting: develop clear guidance on how to account for emissions reductions from SAF in greenhouse gas inventories through the Ministry for the Environment's Measuring Emissions Guidance, and also in relation to the NZ ETS
- SAF book and claim: consider book and claim as a process for purchasing SAF and trial SAF book and claim as an emissions reduction option for NZ airlines and their customers; develop guidance for book and claim SAF purchasing in NZ for airlines and their customers

Minutes

Sustainable Aviation Aotearoa Leadership Body

10.00am – 12.00 (Noon), Thursday 20 July 2023

Te Manatū Waka, Ministry of Transport or via Teams

Attending: Bryn Gandy (Chair, Ministry of Transport), Billie Moore (NZ Airports Association), Georgina Blane (Wellington Airport), Phi Rennie (Wellington Airport), Jamie Grey (Airways New Zealand), Kiri Hannifin (Air New Zealand), Mary-Liz Tuck (Auckland Airport), Heather Kirkham (MBIE), Victoria Hodgson (MBIE), Angela Parker (MBIE), Justine Cannon (MBIE), Dominic Kebbell (MBIE), Mike Cunningham (RNZ Air Force), Tracy Yandle (Ministry of Transport), Holly Walker (Ministry of Transport)

Attending Online: Claire Waghorn (Christchurch Airport), Evie Cookson (Christchurch Airport), Stephen Forshaw (Airbus), Heidi Hauf (Boeing), Jenna Raeburn (Wellington Airport), Keith Manch (Civil Aviation Authority), Lisa Daniell (Climate Change Chief Executives Board), Liss Ridgway (Wellington Airport), Maile Giffin (MBIE), Mark Rocket (Kea Aerospace), Mark Thompson (Nelson Airport), Niels Mienderts (Air New Zealand), Parekawhia McLean (Waikato-Tainui, Transpower), Peter Barlett (MBIE), Rhyen Henerson (Sounds Air), Steve Riden (NZ Airports Association)

Apologies: Ben Bateman (Te Rūnanga o Ngāi Tahu), Carri Hurihanganui (Auckland Airport), James Palmer (MfE), James Young (Airways), Justin Watson (Christchurch Airport), Lisa-Marie Richan (NZALPA), Matt Clarke (NZ Airports Association), Robyn Henderson (MBIE)

Welcome, opening karakia and opening remarks

After the opening karakia, Ministry of Transport DCE Bryn Gandy (Chair) welcomed participants to the third hui of the SAA leadership group, and reminded members of key decisions from the April hui (establishing three working groups and agreeing that developing New Zealand's ICAO State Action Plan for decarbonising aviation will be a key focus for SAA in 2023). He noted that, while progress may feel slow, it partly reflects how important it is to get things right at the start.

Key activities since the April meeting:

- Developed TOR for each working group. Bryn thanked Kiri Hannifin of Air New Zealand and Billie Moore of New Zealand Airports Association for their generous support of this process.
- Drafted confidentiality agreements for all working groups.
- Considered working group membership and responsibilities (for leadership group discussion and decision at this meeting).

SAA Leadership and Working Groups: Update and Discussion

Holly Walker (Manager, Environment and Emissions Strategy, Ministry of Transport) led the leadership group through a presentation and discussion of:

- Requests to join the Leadership Group (how to manage current and future requests to join)
- Working Groups
 - TOR (confirming endorsement of TOR agreed by email)
 - Membership requests (how to balance agility and representation)
 - Responsibilities of chairs and members (request for chairs to also resource meeting logistics, agenda preparation, and follow-up).

Decisions and actions:

- Members endorsed the TOR for all three working groups – these will now be formally adopted. **Ministry of Transport (Tracy)** to provide the confirmed TOR to the chairs of each working group **once the chairs are confirmed**.
- Members agreed to extend an invitation to the RNZ Air Force to join the SAA leadership group. **Ministry of Transport (Tracy)** to extend this invitation **before the next meeting**.
- Members discussed the extent to which industry bodies could represent their sectors' interests in the SAA leadership group or working groups (mirroring the approach being taken by the Airports Association).
 - **MBIE (Justine)** to investigate and recommend a body to represent the renewable sector **before the next meeting**.
 - s 9(2)(ba)(i)
 - **Ministry of Transport (Bryn)** to talk with the Board of Airline Representatives of New Zealand Inc (BARNZ) and Exxon Mobil to clarify the work SAA and its working groups and test their willingness to contribute expertise rather than membership **before the next meeting**
- Members noted that the Ministry of Transport is not in a position to provide full secretariate support for all working groups and agreed that nominated chairs will use their organisational resources to take on secretariate functions. The Ministry can provide support to work with chairs on substantive issues.
- Members agreed to a public/private sector co-chair model for each working group and provisionally nominated the following organisations:
 - SAF: Air New Zealand and MBIE to co-chair
 - Zero emissions technology: Airbus and MBIE to co-chair s 9(2)(ba)(i)
 - Strategy: New Zealand Airports Association and Ministry of Transport to co-chair.
- **Ministry of Transport (Bryn and Tracy)** to meet with all with nominated co-chairs and agree next steps **by 20 August**.
- **Co-chairs** to recommend membership for each working group **by the end of August**
- Leadership Group to agree membership electronically, for confirmation at the next meeting.

Draft Tourism Environmental Action Plan

Heather Kirkham (General Manager, Tourism, MBIE) presented on the Draft Tourism Environmental Action Plan, focusing on the Adaptation Roadmap and the pivotal role aviation will play in decarbonising tourism journeys.

- In response to question about feedback received so far, Heather noted that people are broadly supportive of aviation-related items in the action plan, and this is a good indication that SAA is addressing the appropriate issues.
- Members discussed the interdependencies between decarbonising tourism and decarbonising aviation and how the different parts of government could work better together across multiple work streams. SAA could be a vehicle to support this.
- Ministry of Transport noted that the second Emissions Reduction Plan (ERP 2), will require close coordination between sectors and agencies. This would be a good topic for the next SAA meeting.

Decisions and actions:

- **Ministry of Transport (Holly)**, liaising with **MfE and the interagency climate change board (Lisa)** to prepare a briefing on ERP2 for the **October meeting**.

Sustainable Aviation Fuel Mandate Discussion Document

Justine Cannon (General Manager, Energy and Resource Market Building, Resources and Markets, MBIE) led participants through a presentation on the SAF Mandate Discussion Document. Justine encouraged all members to submit formal comment and welcomed informal discussion now.

- The discussion focused on affordability and supply, noting that a mandate without improvements to both will be challenging, and that it should take into account market conditions. The complexity and ambition of the proposed mandate was noted.
- Members agreed that a SAF mandate could have resilience/security benefits
- Members agreed that the providing coordinated feedback on the proposed mandate could be one of the first actions of the SAF working group.

Decisions and actions:

- **Ministry of Transport (Tracy) and MBIE (Angela)** to ensure updates on recent SAF developments a standing item on future SAA leadership group meeting agendas.
SAF working group co-chairs to take up provision of coordinated feedback on the proposed mandate as an early activity for the SAF working group.

ICAO State Action Plan

- Holly led the group through a shortened presentation on ICAO State Action Plans (SAPs) for decarbonising aviation, focused on the work required for developing the updated SAP and the roles of leadership group and the working groups.
- Leadership group members unfamiliar with SAPs were encouraged to review the entire presentation.
- Members broadly agreed to approach outlined in the presentation,

Decisions and actions:

Ministry of Transport (Tracy) to circulate the full presentation and ensure SAP is on agenda for next meeting.

Ministry of Transport (Bryn and Tracy) to discuss what is involved in updating the SAP with working group co-chairs.

Closing Remarks

Bryn ended the meeting by summarising agreements reached, and noted the progress made in the foundational work needed to set up the SAA for long-term success. He also noted that a goal for the next meeting is to ensure that the group feels like it has moved beyond setting up and is engaged in "doing".

Annex 4: Summary of information in documents withheld in full under 9(2)(ba)(i) and 9(2)(ba)(ii)

Document number (as per Annex 3)	Document summary
4	<p>Document is the record of a meeting of the SAA Strategy Working Group on 6 December 2023. Discussions were held in confidence; the key items were:</p> <ul style="list-style-type: none"> • Housekeeping: <ul style="list-style-type: none"> ○ The Terms of Reference for the Strategy Working Group. ○ The confidentiality agreement for the Working Groups. ○ The membership of the Strategy Working Group. • Discussion on strategic direction for sustainable aviation (via a Miro Board Exercise).
5	<p>Document is the record of a meeting of the SAA Sustainable Aviation Fuel (SAF) Working Group on 1 February 2024. Discussions were held in confidence; the key items were:</p> <ul style="list-style-type: none"> • The confidentiality agreement for the Working Groups. • Discussion on using SAF as a lever to decarbonise New Zealand Aviation (this included a Miro Board Exercise). • Discussion on actions other countries are taking with respect to SAF. • Discussion on SAF sustainability criteria.
6	<p>Document is the record of a meeting of the SAA Strategy Working Group on 3 May 2024. Discussions were held in confidence; the key items were:</p> <ul style="list-style-type: none"> • Actions from the previous meeting. • Continued discussion on strategic direction for sustainable aviation – including the strategic priorities. • Discussion on the international environment and international engagement. • Meeting schedule for the year • Other business: <ul style="list-style-type: none"> ○ Discussion on regulatory barriers. ○ Discussion on the focus of the Strategy Working Group. ○ Discussion on relationship with the other Working Groups.
7	<p>Document is an email from a co-chair of the SAA SAF Working Group to working group members (sent on 29 May 2024):</p> <ul style="list-style-type: none"> • Summary actions from the last meeting • Agenda for the meeting on 30 May 2024.
7.1	<p>Document is a draft discussion document on potential policy options for sustainable aviation fuel in New Zealand.</p>
8	<p>Document is an email chain that includes:</p> <ul style="list-style-type: none"> • an email from the Ministry of Transport (which provided secretariat support) to SAF Working Group members (sent on 30 May 2024). The key item of the email was actions from the meeting held on 30 May 2024. • an response email from a co-chair of the SAF Working Group (sent on 30 May 2024). The email contained suggestions on progressing actions from the meeting held on 30 May 2024.
9	<p>Document is the record of the meeting of the SAA Leadership Group Chair and the SAA Working Group Chairs on 5 June 2024. Discussions were held in confidence; the key items were:</p> <ul style="list-style-type: none"> • Actions from the previous meeting.

Document number (as per Annex 3)	Document summary
	<ul style="list-style-type: none"> Update from the Chair of the Sustainable Aviation Aotearoa Leadership Group (Acting Deputy Secretary Policy, Ministry of Transport), including: <ul style="list-style-type: none"> Update on changes to the Ministry of Transport Policy Group. Update on the development of the second Emissions Reduction Plan. Update on the Interim Aviation Council. Update on review of Sustainable Aviation Aotearoa structure and membership, and terms of reference (note there was discussion on this point). Working group updates (SAF Working Group, Strategy Working Group and Zero Emission working Group). Other business: <ul style="list-style-type: none"> Discussion on information sharing between the SAA working groups.
10	<p>Document is the record of the meeting of the SAA SAF Working Group on 20 June 2024. Discussions were held in confidence; the key items were:</p> <ul style="list-style-type: none"> Actions from the previous meeting. Discussions on the SAF Working Group providing advice to the SAA Leadership Group. Discussions on potential sustainable aviation fuel policy options. Agenda items for the next meeting
11	<p>Document is the record of the meeting of the SAA Leadership Group Chair and the SAA Working Group Chairs on 4 July. Discussions were held in confidence; the key items were</p> <ul style="list-style-type: none"> Update from the Chair of the Sustainable Aviation Aotearoa Leadership Group (Acting Deputy Secretary Policy, Ministry of Transport), including: <ul style="list-style-type: none"> Update on review of Sustainable Aviation Aotearoa structure and membership, and terms of reference (note there was discussion on this point). Update on the development of the second Emissions Reduction Plan. Agenda items for the upcoming SAA Leadership Group meeting – this included a discussion on the information that the SAA Working Groups will provide to the SAA Leadership Group.
12	<p>Document is an email from a co-chair of the SAA SAF Working Group to working group members (sent on 5 July 2024), the key items were:</p> <ul style="list-style-type: none"> Actions from the meeting, including agenda items for the next meeting. High-level record of policy discussions at the meeting.
12.1	<p>Document is a draft discussion document on potential policy options for SAF in New Zealand.</p>
13	<p>Document is a record of the meeting of the SAA Leadership Group Chair and the SAA Working Group Chairs on 23 July 2024. Discussions were held in confidence; the key items were:</p> <ul style="list-style-type: none"> Update from the Ministry of Transport on the development of the second Emissions Reduction Plan. Discussion on proposed changes to the SAA Terms of Reference. Discussion on the information that the SAA Working Groups will provide to the SAA Leadership Group. Update from the Ministry of Transport on using Coreshare as an information sharing tool.

Document number (as per Annex 3)	Document summary
14	<p>Document is a record of the meeting of the SAA Sustainable Aviation Fuel Working Group on 18 July 2024. Discussions were held in confidence; the key items were”:</p> <ul style="list-style-type: none"> • Update from the Ministry of Transport on the development of the second Emissions Reduction Plan. • Discussion on the information that the SAA SAF Working Group will provide to the SAA Leadership Group.
15	<p>Document is a record of the SAA Leadership Group on 30 July 2024. Discussions were held in confidence; the key items were:</p> <ul style="list-style-type: none"> • Discussions on the focus and role of the SAA • Updates from the Working Groups.