


OC210931 – Part One

16 December 2021



Tēnā koe 

Part One Response and Notification of Extension

I refer to your request of 18 November 2021, pursuant to the Official Information Act 1982 (the Act), seeking copies of 22 documents, which are listed in the document schedule attached as Annex One.

The schedule outlines how the documents have been treated under the Act. We have made a decision on 12 of the documents in your request and are extending the time to make a decision on the remaining ten documents, pursuant to Section 15A of the Official Information Act, thus breaking your request into two parts.

Extension

The Ministry requires an additional 15 working days to respond to ten of the documents in your request. Therefore, you can expect to receive a response by 27 January 2022. Note this date takes into account the period commencing 25 December 2021 through to 15 January 2022, which as outlined in Section 2(1) of the Act, are not working days for the purposes of the Act.

Please be assured the Ministry will endeavour to provide you a response sooner than 27 January 2022 if possible. The reason for the extension is that consultations necessary to make a decision on this part of your request are such that a proper response cannot reasonably be made within the original time limit.

Part One Response

The Ministry intends to proactively release a suite of documents related to Auckland Light Rail (ALR), so your request for four documents related to ALR has been refused under Section 18(d) of the Act, as they will soon be publicly available. The intention is that the documents will be available on the Auckland Light Rail project page of the Ministry's website early next year.

With regard to the decision on the remaining eight documents in your request that are addressed in this letter, one was transferred to the Department of Conservation, and certain information or full documents have been withheld or refused under the following sections of the Act:

- | | |
|-------------|---|
| 6(b)(i) | as release would be likely to prejudice the entrusting of information to the Government of New Zealand on a basis of confidence by the Government of any other country or any agency of such a Government |
| 6(b)(ii) | as release would be likely to prejudice the entrusting of information to the Government of New Zealand on a basis of confidence by any international organisation |
| 9(2)(a) | to protect the privacy of natural persons |
| 9(2)(f)(iv) | to maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials |
| 18(d) | the information requested is or will soon be publicly available. |

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 under Section 28(3) of the Act to make a complaint to the Ombudsman, about the withholding and refusal of information, or this extension, who can be contacted at: info@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's website. Before publishing we will remove any personal or identifiable information.

Nāku noa, nā



Hilary Penman
Manager, Ministerial Services

Annex 1 – Document schedule

	Document	Decision on request or extension applied
1	1 Wood OC210696 1/10/2021 Speed Management Framework - Final Policy Decisions	Extension of time limit under Section 15A.
2	2 Wood OC210759 1/10/2021 Credentials for officials attending an ICAO Meeting	Some information withheld under Section 9(2)(a).
3	4 Wood OC210782 1/10/2021 Options for short term Government interventions for supply chain congestion	Withheld in full under Section 9(2)(f)(iv).
4	5 Wood OC210794 1/10/2021 Auckland Light Rail - Fourth Sponsors Meeting	Refused under Section 18(d) as the information will soon be publicly available.
5	8 Wood OC210804 5/10/2021 Auckland Light Rail - Meeting with officials 6 October 2021	Refused under Section 18(d) as the information will soon be publicly available.
6	9 Wood cc: Robertson OC210753 6/10/2021 City Rail Link Limited (CRL) Annual Report 2020/	Extension of time limit under Section 15A.
7	11 Wood OC210756 7/10/2021 Waka Kotahi NZ Transport Agency Board - appointments and reappointments	Extension of time limit under Section 15A.
8	14 Wood Mahuta OC210660 8/10/2021 MetService - World Meteorological Organization Representative Appointment and Delegation Revocation	Some information withheld under Section 9(2)(a). Please note the letters attached to this paper are drafts; the letters did change prior to being sent.
9	15 Wood cc: Woods OC210703 8/10/2021 Update on Electric Vehicle Charging Infrastructure Work Programme	Extension of time limit under Section 15A.
10	18 Wood OC210767 12/10/2021 Reshaping Streets - Proposed Approach to Regulatory Changes	Extension of time limit under Section 15A.
11	19 Wood Woods OC210821 12/10/2021 New Zealand Upgrade Programme - Ongoing Appropriation Management	Extension of time limit under Section 15A.
12	20 Wood OC210795 14/10/2021 Design of the 2025 zero-emission bus mandate	Extension of time limit under Section 15A.
13	21 Wood OC210844 14/10/2021 The Sustainable Biofuels Mandate - Final policy design	Refused under Section 18(d) as the information will soon be publicly available.
14	22 Wood OC210845 14/10/2021 Auckland Light Rail - preparing for Cabinet decisions	Refused under Section 18(d) as the information will soon be publicly available.
15	23 Wood Woods OC210846 Joint briefing with EECA 14/10/2021 International zero emission vehicle commitments	Some information withheld under Sections 6(b)(i), 6(b)(ii), 9(2)(a) and 9(2)(f)(iv).

16	24 Wood Nash Allen OC210677 MOP 2021-B-001 MBIE 2122-0667 DoC 21-M-0160 Joint briefing with MBIE, DOC, and Milford Opportunities 15/10/2021 Milford Opportunities Project: Board and Unit	Transferred to the Department of Conservation on 23 November 2021.
17	28 Wood cc: Tinetti OC210765 21/10/2021 Supporting the Chatham Island's vessel replacement	An extract from the briefing is provided, keeping the original bullet point numbering for context. The rest of the paper is withheld under Section 9(2)(f)(iv).
18	31 Wood OC210850 22/10/2021 Waka Kotahi NZ Transport Agency Annual Report briefing 2020/21	Extension of time limit under Section 15A.
19	32 Wood OC210867 22/10/2021 Auckland Light Rail - speaking points to support you at Cabinet	Refused under Section 18(d) as the information will soon be publicly available.
20	36 Wood OC210869 28/10/2021 Minister meeting with Waka Kotahi Chair and Chief Executive - 1 November 2021	Extension of time limit under Section 15A.
21	7 Wood OC210773 28/10/2021 Finalising 2022 Clean Car Rebate and charge levels, and related details	Refused under Section 18(d) as the Briefing and its attached Cabinet Paper will soon be publicly available.
22	38 Wood Robertson OC210791 29/10/2021 City Rail Link Limited Performance Update To 30 June 202	Extension of time limit under Section 15A.



1 October 2021

OC210759

Hon Michael Wood
Minister of Transport

Action required by:
Friday, 8 October 2021

CREDENTIALS FOR OFFICIALS ATTENDING AN ICAO MEETING

Purpose

Sign the credentials letter for the New Zealand delegation attending, remotely, the International Civil Aviation Organization (ICAO) High-level Conference on COVID-19, from 12 to 22 October 2021. Delegate to the Secretary for Transport the authority to issue credentials for ICAO meetings.

Key points

- The conference will consider a range of issues focussed on the “safe and efficient recovery of aviation from the COVID-19 crisis”.
- Fifteen officials from the Ministry of Transport, the Civil Aviation Authority and the Ministry of Health propose to participate in the conference.
- As per the normal procedures of such international meetings, ICAO requires those attending the conference to hold credentials certifying that they are authorised to participate.
- Accordingly, we propose that you sign the attached credentials letter.
- You have responsibility for New Zealand’s participation in ICAO (section 14A(b) of the Civil Aviation Act 1990 refers).
- Although issuing credentials to New Zealand officials attending ICAO meetings is part of that responsibility it is not, in itself, a specified statutory function.
- On 29 July 2019, your predecessor, Hon Phil Twyford, in the interests of simplifying administrative processes, delegated to the Secretary for Transport the authority to issue credentials. ICAO, however, has not acknowledged receipt of this delegation.
- Accordingly, we propose that, for the sake of certainty, you issue a fresh delegation to the Secretary for Transport.
- The Secretary for Transport already holds delegated authority, from the Minister of Foreign Affairs, to issue credentials for meetings of the International Maritime Organization.

- Credentials for non-government delegation members require the approval of the Minister of Foreign Affairs. This requirement would remain, should you agree to the recommendation below.
- We do not consider there any risks arising from the recommended actions below.

Recommendations

We recommend you:

- | | | |
|---|---|----------|
| 1 | sign the attached credentials letter for the New Zealand delegation attending, remotely, the ICAO High-level Conference on COVID-19, from 12 to 22 October 2021 | Yes / No |
| 2 | sign the attached instrument delegating to the Secretary for Transport the authority to issue credentials for New Zealand delegations attending meetings of the International Civil Aviation Organization, as and when required. | Yes / No |

Tom Forster
Manager, Economic Regulation

..... / /

Hon Michael Wood
Minister of Transport

..... / /

Minister's office to complete:

☐ Approved

☐ Declined

☐ Seen by Minister

☐ Not seen by Minister

☐ Overtaken by events

Comments

Contacts

Name	Telephone	First contact
Tom Forster, Manager Economic Regulation	██████████	✓
Ken Hopper, Senior Licensing Adviser	██████████	

Withheld under section 9(2)(a) of the Official Information Act 1982

The Secretary General
 International Civil Aviation Organization
 999 Robert-Bourassa Boulevard
 Montreal
 Quebec H3C 5H7
CANADA

Sir,

I have the honour to inform you that the delegation of New Zealand attending, remotely, the ICAO High-level Conference on COVID-19, from 12 to 22 October 2021, will comprise:

Keith Manch	Director of Civil Aviation Civil Aviation Authority of New Zealand	Chief Delegate
John Kay	Deputy Chief Executive System and Practice Design Civil Aviation Authority of New Zealand	Delegate
Mark von Motschelnitz	Manager International and Regulatory Strategy Civil Aviation Authority of New Zealand	Delegate
Stuart Worden	Principal Policy Advisor Civil Aviation Authority of New Zealand	Delegate
Jo Nicholas	Principal Policy Advisor Civil Aviation Authority of New Zealand	Delegate
Andrew Palmer	Senior Policy Advisor Civil Aviation Authority of New Zealand	Delegate
Kelepi Curulala	Senior Policy Advisor Civil Aviation Authority of New Zealand	Delegate
Kate Smith	Policy Advisor Civil Aviation Authority of New Zealand	Delegate
Sonya van de Geer	Principal Adviser, Economic Regulation Ministry of Transport	Delegate
Melanee Beatson	Principal Adviser, System and Regulatory Design Ministry of Transport	Delegate
Brent Lewers	Programme Manager, Transport Connectivity Ministry of Transport	Delegate
Garrick Wood	Senior Adviser, Economic Regulation Ministry of Transport	Delegate
Tom Gillard	Programme Assistant Ministry of Transport	Delegate
Sally Giles	Principal Adviser Environmental and Border Health Ministry of Health	Delegate

UNCLASSIFIED

The aforementioned delegation is authorised by the New Zealand Government to do everything necessary to ensure the full and effective participation of New Zealand in the ICAO High-level Conference on COVID-19, to be held remotely from 12 to 22 October 2021.

Please accept, Sir, the assurances of my highest consideration.

Yours sincerely

Michael Wood
Minister of Transport

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

UNCLASSIFIED

The Secretary for Transport
Ministry of Transport
WELLINGTON

INSTRUMENT OF DELEGATION

Under section 14A(b) of the Civil Aviation Act 1990 I have responsibility for administering New Zealand's participation in the International Civil Aviation Organization.

In that capacity, I have the authority to issue credentials for New Zealand officials attending meetings of the International Civil Aviation Organization, where such credentials are required to ensure their effective participation.

Under clause 5 of Schedule 6 of the Public Service Act 2020, I hereby delegate to the holder of the position of Secretary for Transport, in the Ministry of Transport, authority to issue credentials for New Zealand officials to participate in meetings of the International Civil Aviation Organization.

I revoke the existing instrument of delegation dated 29 July 2019.

The Secretary shall undertake such consultation, and seek such additional authorisations, as may be required, when exercising this delegated function. In particular, seeking the approval of the Minister of Foreign Affairs when credentials are sought for non-government attendees.

Dated: ____/____/2021

Signed

Michael Wood
Minister of Transport



8 October 2021

OC210660

Hon Nanaia Mahuta
Minister of Foreign Affairs

Hon Michael Wood
Minister of Transport

Action required by:
Friday, 22 October 2021

METSERVICE - WORLD METEOROLOGICAL ORGANIZATION REPRESENTATIVE APPOINTMENT AND DELEGATION REVOCATION

Purpose

To seek revocation of the current delegation of the Permanent Representative of New Zealand to the World Meteorological Organisation (WMO) role, and to seek approval for the designation of the role to the MetService Chief Executive.

Key points

Background

- 1 The Meteorological Service of New Zealand Limited, Te Ratonga Tiorangi, ("MetService") provides timely and accurate weather information, improving public safety and supporting New Zealand businesses to make informed decisions based on the weather.
- 2 The Minister of Transport and MetService entered into a commercial Agreement (the "Contract") in June 2015 (14/15-126). The Contract provides for weather forecasting and warning services within New Zealand as required under the Meteorological Services Act (1990), representation of New Zealand at the World Meteorological Organization (WMO), and support for weather forecasting in the Pacific Islands as part of New Zealand's contribution to the WMO Voluntary Cooperation Programme (VCP).
- 3 The WMO is a specialised agency of the United Nations dedicated to international cooperation and coordination on matters of meteorology, climate and hydrology, and facilitating the exchange of data, information and research between its 193 Members. Each Member designates a Permanent Representative, who should be the Director/Head of a Meteorological or Hydrometeorological Service of the country. The Permanent Representative acts on technical matters and is the normal channel of communications between the WMO, headquartered in Geneva, and their respective countries on matters concerning the work of WMO (WMO General Regulations, Regulation 5).

- 4 New Zealand is a signatory country to the Convention of the World Meteorological Organization, which was ratified on 2 April 1948.

Permanent Representative of New Zealand with the WMO

- 5 The Contract, part 5, clause 2.1 (a) requires the Minister of Transport and the Minister of Foreign Affairs to approve the Chief Executive of MetService (or delegate) to act as the Permanent Representative of New Zealand with the WMO.
- 6 The Contract, part 5, clause 2.1 (a) states that the Permanent Representative will, where they consider it appropriate, or where any Minister directs, seek guidance on political issues from the Ministry of Foreign Affairs and Trade.
- 7 The Permanent Representative role is ordinarily filled by the MetService Chief Executive. However, in July 2020 it was temporarily delegated to Mr Norm Henry (General Manager, Science Strategy) when then-Chief Executive, Mr Peter Lennox, left MetService. This delegation required approval from the previous Minister of Foreign Affairs and previous Minister of Transport (OC200529).
- 8 In December 2020 MetService appointed Mr Stephen Hunt as the Chief Executive. MetService is now in a position to seek the revocation of the Permanent Representative role from Mr Norm Henry and seek approval for the designation of the role to the new Chief Executive. Joint-Ministerial approval was required for the delegation, and it is also required for its revocation.

Next Steps

- 9 The Ministry notes that the designation of a new Permanent Representative requires a note verbale from the New Zealand Permanent Mission in Geneva formalising this change. The New Zealand Permanent Mission in Geneva will process this note when both Ministers have approved the revocation of the current delegation and approved the designation of the role to the Chief Executive.
- 10 The Ministry has prepared letters from Joint Ministers for Mr Norm Henry, thanking him for his work as Permanent Representative, and Mr Stephen Hunt, acknowledging his appointment as Permanent Representative.

Consultation

- 11 Note that the Ministry of Foreign Affairs and Trade has been consulted and agrees with this course of action.

Recommendations

We recommend you:

- | | | |
|---|--|--------|
| 1 | revoke the temporary delegation of the World Meteorological Organization Permanent Representative role currently held by Mr Norm Henry | Yes/No |
| 2 | approve the designation of the Chief Executive of the Meteorological Service of New Zealand, as the Permanent Representative to the World Meteorological Organization | Yes/No |

- 3 **note** the new Chief Executive of the Meteorological Service of New Zealand is Mr Stephen Hunt Yes/No
- 4 **sign** the attached letter to Mr Norm Henry thanking him for his time as Permanent Representative of New Zealand to the World Meteorological Organization and notifying him that his delegation as Permanent Representative to the World Meteorological Organization has been revoked Yes/No
- 5 **sign** the attached letter to Mr Stephen Hunt notifying him that the position of Permanent Representative of New Zealand to the World Meteorological Organization will vest in him as Chief Executive of the Meteorological Service of New Zealand. Yes/No

 Fleur D'Souza
 Manager, Programme Assurance and Commercial

..... / /

 Hon Nanaia Mahuta
 Minister of Foreign Affairs

..... / /

 Hon Michael Wood
 Minister of Transport

..... / /

Minister's office to complete:

☐ Approved

☐ Declined

☐ Seen by Minister

☐ Not seen by Minister

☐ Overtaken by events

Comments

Contacts

Withheld under Section 9(2)(a) of the Official Information Act 1982

Name	Telephone	First contact
Tony Frost – Principal Adviser, Programme Assurance and Commercial	██████████	✓
Nick Wilson – Graduate Policy Adviser	██████████	

Norm Henry
General Manager, National Weather Services/Aviation
30 Salamanca Road
Kelburn
Wellington 6012

Norm.Henry@metservice.com

Dear Norm

We write to formally revoke the delegation to you of the role of New Zealand's Permanent Representative on the World Meteorological Organisation (WMO). Stephen Hunt will fill this role, seeing it return to the Chief Executive of the Meteorological Service of New Zealand as is custom.

We would also like to express our appreciation for your commitment and contribution to this WMO Permanent Representative role since the departure of Mr Peter Lennox as Chief Executive last year. With your experience in the organisation and knowledge of the sector, it was great to have such a strong candidate to fill this role while permanent Chief Executive arrangements were made.

We note that New Zealand's Permanent Mission in Geneva will provide the necessary information to the WMO for the formal designation of a new representative.

Thank you again for your service.

Yours sincerely

Hon Nanaia Mahuta
Minister of Foreign Affairs

Hon Michael Wood
Minister of Transport

Stephen Hunt
Chief Executive Officer
30 Salamanca Road
Kelburn
Wellington 6012

Stephen.Hunt@metservice.com

Dear Stephen

We write to formally notify you of your designation to the role of New Zealand's Permanent Representative on the World Meteorological Organisation (WMO).

This role was delegated to Mr Norm Henry last year following the departure of Mr Peter Lennox as Chief Executive and pending your permanent appointment to replace him.

With your permanent appointment, the Meteorological Service of New Zealand (MetService) is now in a position to return this role to the Chief Executive, as is the custom arrangement. We have written to Mr Henry to thank him for the work he has done and notify him that the delegation is revoked, with the role returning to you as Chief Executive.

The WMO Permanent Representative role is an important way to maintain MetService's international reputation and we are confident that you will continue to represent New Zealand strongly.

We note that New Zealand's Permanent Mission in Geneva will provide the necessary information to the WMO for the formal designation of a new representative.

Thank you for your service.

Yours sincerely

Hon Nanaia Mahuta
Minister of Foreign Affairs

Hon Michael Wood
Minister of Transport

Ministerial Briefing



TE MANATŪ WAKA
MINISTRY OF TRANSPORT

TE TARI TIAKI PŪNGAO
ENERGY EFFICIENCY & CONSERVATION AUTHORITY



To	Hon Dr Megan Woods MINISTER OF ENERGY AND RESOURCES Hon Michael Wood MINISTER OF TRANSPORT		
Title of briefing	International zero emission vehicle commitments		
Date	14/10/2021		
Reference	EECA: EECA 2021 BRF 017 MoT: OC210846	Response required by:	22 October 2021
EECA priority	Routine		
Security classification	Sensitive		
Consultation	Ministry of Business, Innovation and Employment (Energy Markets Policy), Ministry of Foreign Affairs and Trade		
Attachments	<ul style="list-style-type: none"> Appendix 1: EVI Memorandum of Understanding: Zero-Emission Medium and Heavy-duty vehicles Appendix 2: COP26 declaration on accelerating the transition to 100% zero emission cars and vans Appendix 3: Government targets for phasing out new sales of internal combustion engine passenger cars 		

Contacts

Withheld under Section 9(2)(a) of the Official Information Act 1982

Position	Name	Mobile Number	Work Number	1 st Contact
EECA Chief Executive	Andrew Caseley			✓
Manager, Environment, Emissions and Adaptation (MoT)	Ewan Delany			
Authors	Maggie Tapa (EECA)			
	Sigurd Magnusson (MoT)			

Purpose

1. To provide you both with an update on the Electric Vehicle Initiative (EVI) – part of the Clean Energy Ministerial (CEM) – and to seek your agreement for New Zealand to sign up to several international electric vehicle campaigns ahead of COP26 in November 2021.

Key messages

- Phasing out sales of Internal Combustion Engine cars and trucks over the next 20 years is recognised as a key milestone in global climate action.
- A number of countries plan to declare their support for that ambition as part of COP26 on 10 November.
- It is feasible for New Zealand to achieve the targets set by these international commitments; however, this relies on the transport policies proposed in the Emission Reduction Plan discussion document (currently out for consultation) being adopted.
- Signing up will offer benefits around long term market preparation, better access to zero emission vehicles, and our international reputation for climate action.
- Organisations that could be affected by the international targets are likely to criticise the move.

Recommended actions

- a. **Agree** that New Zealand sign up to the COP26 declaration on accelerating the transition to 100% zero emission cars and vans, which sets a non-binding target of all sales of new cars and vans being zero emission by 2040, or by no later than 2035 in leading markets
Agree / Disagree
- b. **Note** that achieving the COP26 declaration domestically will rely on New Zealand committing to and acting on the targets set out in the draft Emission Reduction Plan to increase zero emissions vehicles to 30% of the overall national fleet by 2035 and the proposal to phase out the import of light internal combustion vehicles by 2035
- c. **Note** that the World Leaders' Statement that the Prime Minister will be asked to sign up to for COP26 includes a goal for road transport that 'Zero emission vehicles are the new normal and accessible, affordable, and sustainable in all regions by 2030'. The COP26 Omnibus Submission prepared by MFAT will seek approval of the Prime Minister and Minister of Transport to sign up to this goal

- d. **Agree** to sign up to the Electric Vehicle Initiative's EV30@30 campaign (an aspirational goal for EVs to reach 30% sales share by 2030) following the December 2021 meeting of the EVI advisory board, unless the ambition of the campaign is significantly increased

Agree / Disagree

- e. **Note** that we will provide you with further advice if the ambition of the EV30@30 campaign is significantly increased at the December 2021 meeting of the EVI advisory board

EITHER

- f. **Agree** that New Zealand sign up to the Electric Vehicle Initiative's global Memorandum of Understanding for Zero Emission Medium to Heavy Duty Vehicles (MHDV's), which sets a non-binding target to make 30% MHDV sales zero-emission by 2030 and all sales of MHDV's zero-emission by 2040, and is also to be announced at COP26

Agree / Disagree

OR

- g. **Agree** to New Zealand joining the Electric Vehicle Initiative's Global Commercial Drive to Zero campaign, which does not include vehicle uptake targets

Agree / Disagree

- h. **Refer** this briefing to the Minister of Climate Change

Withheld under Section 9(2)(a) of the Official Information Act 1982

Andrew Caseley
CHIEF EXECUTIVE, EECA
14 / 10 / 21

Hon Dr Megan Woods
MINISTER OF ENERGY AND RESOURCES
-- / -- / --

Withheld under Section 9(2)(a) of the Official Information Act 1982

Ewan Delany
MANAGER, ENVIRONMENT,
EMISSIONS, AND ADAPATION, MOT
14 / 10 / 21

Hon Michael Wood
MINISTER OF TRANSPORT
-- / -- / --

New Zealand's involvement in the Clean Energy Ministerial Electric Vehicle Initiative

2. New Zealand is a member of the Clean Energy Ministerial (CEM), an inter-government forum hosted by the International Energy Agency (IEA). The CEM aims to promote policies and programmes that facilitate the global transition to clean energy. The Minister of Energy and Resources acts as New Zealand's representative.
3. New Zealand is currently a member of the Electric Vehicle Initiative (EVI), an initiative under the CEM.
4. The EVI is a multi-government policy forum¹ dedicated to accelerating Electric Vehicle (EV) uptake worldwide. New Zealand's participation in the EVI largely consists of:
 - Contributing to the global EV outlook, an annual publication that identifies and discusses recent developments in electric mobility across the globe through support of EVI members; and
 - Attending the biannual EVI advisory board meetings, which are multilateral meetings where EVI countries come together to receive updates on the EVI and wider CEM programme and how countries are tracking against EVI targets. It's also an opportunity for countries to exchange policy advice and market insights.
5. EECA primarily manages New Zealand's involvement with the EVI, in consultation with Te Manatū Waka. EECA paid the membership fee for 2020/21, and EECA and Te Manatū Waka have agreed to split this fee from 2021/22.
6. In May, we briefed you on our proposal to sign up to the EVI 'Call to Action' at CEM 12, to which you agreed (EECA 2021 BRF 010 refers). The Call to Action aimed to reiterate the work of the EVI, and the need to close the gap between the projected development of global EV markets and the accelerated development that would be required to be aligned with the Paris Agreement and governments' long-term climate and energy ambitions.
7. We also briefed you on the possibility for New Zealand to sign-up to other EVI campaigns, given New Zealand's increasing focus on decarbonising the transport sector. This included:
 - **The EV30@30 campaign**, launched at the 2017 CEM meeting, to support the deployment of EVs. It sets a collective aspirational goal for EVs to reach 30% sales share by 2030 across all signatory countries (rather than for each individual country). The Call to Action has extended the goal to be reached at a global level, not just signatory countries.

¹ The current members of the EVI are Canada (current co-lead), Chile, China (current co-lead), Finland, France, Germany, India, Japan, the Netherlands, New Zealand, Norway, Poland, Portugal, Sweden, the United Kingdom and the United States.

- **The Commercial Drive to Zero campaign**, launched at the 2020 CEM meeting, which aims to bring together government and leading industry stakeholders to develop policies and programmes to support the rapid manufacture and deployment of zero-emission commercial vehicles. It aims to ensure that near-zero emission commercial vehicles are commercially viable by 2025 and enable them to dominate new vehicle sales by 2040.
8. This briefing provides you with further details and updates on these campaigns, and our recommendations on what EV-related international commitments New Zealand should sign up to ahead of COP26.

Update on the EVI campaigns

9. In June, EECA attended the twice-yearly EVI advisory board meeting which provided an overview of the proposed EVI work plan for 2021/2022. This included further details around the EVI campaigns, including the ones outlined above.

The EVI is proposing to raise the ambition of EV30@30, despite not being on track to meet the current targets

10. Modelling undertaken by the International Energy Agency (IEA) found that under the current policy settings, the EVI member countries and the globe are not on track to meet EV30@30 target. The EV sales share in EVI member countries is forecast to be 25% in 2030 and only 16% at a global level. To reach net-zero emissions by 2050, the IEA forecasts that EV sales share in EVI member countries will need to be about 71% by 2030, and 60% for the rest of the world.
11. There is a consensus among EVI members that the ambition of the EV30@30 campaign needs to be raised. However, it has not yet been decided how this increased ambition will be reflected in the campaign (for example, increasing the target EV sales share). The EVI is currently reassessing the EV30@30 targets and its wider programme of work. A decision on the future of the EV30@30 campaign will be made at the December 2021 advisory board meeting.

As part of the Drive to Zero campaign, the EVI recently released a Memorandum of Understanding for Zero Emission Medium to Heavy Duty Vehicles

12. In early October 2021, the EVI released the final wording of a global Memorandum of Understanding (MoU) for Zero Emission Medium to Heavy Duty Vehicles (ZE-MHDVs). The ambition of the MoU is that:

Participants will work together to identify viable pathways and supportive implementation action for deployment of ZE-MHDVs and related infrastructure that enable ZE-MHDVs to reach 30% of sales of new MHDVs by 2030, as well as enable a full transition to ZE-MHDVs in new fleets by 2040.

13. Participants are expected to share plans with current and potential actions to support meeting the targets, share MHDV registration data and be activate participants in the wider Commercial Drive to Zero campaign. The full MoU is provided in Appendix 1.

COP26 declaration on accelerating the transition to 100% zero emission cars and vans

14. We recently became aware that, in the lead-up to COP26, the UK government has coordinated the development of a declaration on accelerating the transition to 100% zero emission cars and vans. This declaration (attached as Appendix 2) can be signed by a range of organisations, including national and local governments and the private sector. For national governments, the participants declare to work towards:

All sales of new cars and vans being zero emission by 2040 or earlier, or by no later than 2035 in leading markets.

15. The use of the word 'leading' gives us some flexibility over whether New Zealand needs to achieve the 2035 or 2040 timeframe.
16. A number of countries have already adopted commitments at the same or higher level of ambition as the COP26 declaration. An illustration of these countries (as at September 2021) is included as Appendix 3. The European Parliament is currently reviewing proposed legislation, which if adopted by EU members, would set a 2035 target across all of Europe. The UK, Ireland and Singapore are the key right-hand drive markets that have adopted strong commitments.

17.



Withheld under
Sections 6(b)(i),
6(b)(ii) of the
Official
Information Act
1982

18.

This declaration will be included in the COP26 Omnibus Submission that the Ministry of Foreign Affairs and Trade will send to Minister Shaw and other relevant Ministers, including yourselves. The Omnibus Submission compiles all the various initiatives and announcements New Zealand intends to join or make at COP26.

19. Separately, we are aware that the World Leaders' Statement that leaders will be asked to sign onto at COP26 includes a 'breakthrough' or goal specifically on road transport. The goal for road transport is:



Withheld under Section 6(b)(i) of the
Official Information Act 1982

Zero emission vehicles are the new normal and accessible, affordable, and sustainable in all regions by 2030

20. We understand that approval for the Prime Minister to sign up to this goal will be sought in the Omnibus Submission.

New Zealand alignment with commitment ambitions

For light vehicles, New Zealand would align to EVI and COP26 declaration ambitions through policies to achieve ERP targets

21. The Government is establishing stronger transport decarbonisation targets and policies as part of the Emissions Reduction Plan (ERP). Given the alignment with our domestic ambitions, we recommend signing the COP26 light vehicle declaration.
22. Following discussion with the EVI coordinators, we have decided that it would be best to wait until after the December EVI advisory board meeting before deciding whether to sign up to the EV30@30 campaign. However, if the updated level of ambition for the campaign aligns with the COP26 declaration, we recommend joining the campaign.
23. Achieving the COP26 declaration (as well as a more ambitious EV30@30 target) will rely on New Zealand committing to and acting on the target set out in the ERP discussion document to increase zero emissions vehicles to 30% of the overall national fleet by 2035 [REDACTED]
[REDACTED] By signing up to the COP26 declaration, the Government will be signalling that the ERP will introduce strong transport emission reduction policies, ahead of the conclusion of public consultation on the ERP.
24. If New Zealand fails to adopt further transport emissions policies this decade it may not achieve these international targets and would also not achieve our domestic emission reduction commitments. Earlier modelling by Te Manatū Waka estimated that the Clean Car Discount and Standard, which are agreed policy, together with a high ETS price, would result in about 18% zero emission vehicle sales market share in 2030. This demonstrates the importance of other ERP policies.
25. Both the COP26 declaration and the EV30@30 campaign are focussed on sales of brand new vehicles, meaning our significant used import market will not impact on our achievement of these commitments. This makes achieving the declarations easier than meeting our ERP ambitions.
26. As New Zealand does not manufacture vehicles, we are reliant on the actions of other governments and global automakers to access sufficient zero emission vehicles in the future. We consider that joining these international commitments will signal New Zealand's strong future demand for these vehicles and give local vehicle distributors better leverage to prioritise supply to New Zealand.

Withheld under
Section 9(2)(f)(iv)
of the Official
Information Act
1982

New Zealand will need to meet the heavy vehicle declaration targets, though our policies are less developed

27. Given alignment to our ERP commitment to develop heavy vehicle decarbonisation policies, we recommend signing up to the EVI's ZE-MHDV MoU. This would also mean we would join the Drive to Zero campaign.
28. Compared to light vehicles, both our domestic policies and the global market maturity around zero emission heavy vehicles are less developed. For that reason, the key proposal around heavy vehicles in the ERP is likely to be to establish policies this decade that help us decarbonise this part of the vehicle market. The draft ERP includes a target to reduce emissions from freight transport by 25% by 2035; heavy vehicles, most of which are for freight, are responsible for almost a quarter of transport emissions.
29. At present, the decarbonisation of our public bus fleet by 2035 is the primary policy that has been agreed for heavy vehicles. This is an ambitious target internationally given the size of the current fleet, and its expected growth as public transport use increases. Together with a high ETS price, this is expected to achieve about 16% of medium/heavy vehicle sales in 2030, or about half of the ZE-MHDV MoU's ambition level of 30%. In this regard, New Zealand policy is aiming ahead of many of its international peers.
30. To achieve the ambition of the ERP and the ZE-MHDV MoU, trucks will also need to be decarbonised. However, the Government has not yet identified the policy settings needed to achieve this. One of the key barriers is a lack of supply of such vehicles, which is something this MoU attempts to address.
31. The MoU does not commit New Zealand to achieving the sales targets, but rather that it would develop policies to try and reach them. This is because like New Zealand, most countries do not have sufficient policies that would meet the heavy vehicle target.
32. Relatively few countries have adopted formal targets for decarbonising medium and heavy duty vehicles up to now.

Withheld
under Section
6(b)(i) of the
Official
Information
Act 1982

Analysis of international commitments

33. The table below summarises each of the EVI campaigns and the COP26 declaration, including the benefits, costs and risks for signing up to them, along with our recommendations whether to sign-up or not.
34. A common risk to signing up to any of the international commitments is that the move may be criticised by New Zealand organisations that would be impacted by an accelerated transition away from internal combustion engine vehicles (such as vehicle importers and

retailers). However, as these international commitments are non-binding, these organisations are more likely to focus their attention on the specific ERP policies that would directly impact them.

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

Campaign and target	Benefits	Costs	Risks	Recommendation
COP26 declaration on accelerating the transition to 100% zero emission cars and vans <i>Target: 100% market share of brand-new zero emission car sales in 2040, and 2035 in leading markets</i>	Signals New Zealand's commitment to increasing the uptake of EV's, particularly to vehicle manufacturers	Does not require additional resource, beyond delivery of the ERP transport policies	There are no legal obligations under this declaration and it is worded as 'working towards' the targets; however, there is a reputational risk if New Zealand does not meet the targets.	Sign up to the declaration , to be announced at COP26 on 10 November
EV30@30 <i>Current target: 30% sales share for light EVs by 2030</i> <i>Updated target: TBC</i>	Opportunity for international engagement and insights on issues relevant to New Zealand, including: <ul style="list-style-type: none"> Addressing EV supply constraints Supporting the roll out of a robust public EV charging network as part of the EV charging infrastructure plan 	EECA and MoT will need to allocate resource to support reporting and coordination with the EVI forum	There is a reputational risk if New Zealand does not meet the target. However, this risk is partially mitigated as the target is a collective aspirational target across all members, not a target for individual countries. The target is also not legally binding.	Wait until after the December EVI Advisory Board meeting. Agree to sign up , unless the ambition of the campaign is significantly increased. We will provide further advice if this occurs.

Campaign and target	Benefits	Costs	Risks	Recommendation
Commercial Drive to Zero: MoU for ZE-MHDV's <i>Target:</i> <ul style="list-style-type: none"> 30% MHDV sales zero-emission by 2030 All sales of MHDV's zero-emission by 2040 	<ul style="list-style-type: none"> Policy guidance and lessons-learned from other countries on decarbonising heavy vehicles Ensure New Zealand's action plan for heavy transport is publicised at an international level Help mitigate supply constraints of ZE-MHDV's by connecting signatory governments with vehicle manufacturers 	EECA and MoT will need to allocate resource to support reporting and coordination with the EVI forum	There are no legal obligations under this MoU and it is worded as 'working together to identify viable pathways and supportive implementation action' to enable the targets. However, there is a reputational risk if New Zealand does not meet the targets under the MoU	Sign up to the MoU , to be announced at COP26 on 10 November
Commercial Drive to Zero Campaign <i>No targets</i>	<ul style="list-style-type: none"> Policy guidance and lessons-learned from other countries on decarbonising commercial vehicles. Less prescriptive targets, allowing more flexibility for New Zealand in terms of policy setting and reducing risk of not being able to meet EVI targets 	Relatively minor resource cost, consisting of EECA and MoT staff attending campaign meetings and engaging with other countries to share information etc.	No identified risk to signing up to this campaign	Sign up to this campaign (noting that we will automatically be signed up if we sign the MoU above)

If New Zealand does not sign up to any of the international commitments

35. You may decide not to sign up to any international transport commitments before the ERP is released by 31 May 2022. In this case, as noted in the table above, we would recommend New Zealand joins the EVI's Commercial Vehicle Drive to Zero campaign now, and revisits whether to sign up to the EV30@30 campaign after the EVI advisory board meeting in December 2021. New Zealand is also able to sign up to the EVI's MoU for Zero Emission Medium and Heavy Duty Vehicles after COP26.
36. Not signing up to these international commitments will carry reputational risk, as it will call into question the Government's ambition to decarbonise transport. The Government is likely to demonstrate significant ambition through the release of the ERP, but the announcements made at COP26 will receive much more significant international exposure.

Next steps

37. If you agree for New Zealand to sign up to some or all of these international commitments and campaigns, we will advise the relevant coordinating agencies. We will then be able to coordinate announcements and press releases. Both the EVI ZE-MHDV MoU and the COP26 declaration on zero emission cars and vans will be announced at 'Transport Day' at COP26, on 10 November. The process for signing these commitments is described below.
 - a. **COP26 declaration on zero emission cars and vans** – For New Zealand to sign up to the COP26 declaration, we need to provide the declaration coordinators with details of the Minister who will signing on behalf of New Zealand. The coordinators have requested confirmation of signatures by 22 October, but have noted they will accept signatures beyond this point. We recommend that the declaration would be signed by Hon Michael Wood, Minister of Transport.
 - b. **EVI MoU for Zero Emission Medium and Heavy Duty Vehicles** – For New Zealand to sign up to the EVI MoU, we need to provide the EVI coordinators with confirmation of signature by 31 October. As the MoU sits under a Clean Energy Ministerial initiative, we recommend that it is signed by Hon Dr Megan Woods, Minister of Energy and Resources.

Appendix 1: EVI Memorandum of Understanding: Zero-Emission Medium and Heavy-duty vehicles

The signatories to this Memorandum of Understanding (MOU), hereinafter referred to as the “Participants”, in their collective ambition to accelerate zero-emission medium- and heavy-duty vehicles (ZE-MHDVs), recognizing that:

- Transport is a large and fast growing source of greenhouse gas (GHG) emissions globally, and that MHDVs are a large source of transport sector GHG emissions;
- Current MHDVs are a major source of local air pollutants, including nitrogen oxides, particulate matter, and toxic air emissions, and that these pollutants negatively impact urban air quality and human health, disproportionately affecting disadvantaged communities located near freight corridors, ports and distribution centers;
- ZE-MHDVs offer a viable pathway to decarbonize the road transport sector as technology has advanced greatly over the last decade and can deliver its full potential through aligned global ambition, enabling implementation action, and market incentives;
- ZE-MHDVs are essential to reducing transport emissions, mitigating climate change, improving air quality, reducing the use of fossil fuels and energy costs;
- Commercial deployment of ZE-MHDVs remains limited, and further advancements in the state of technology and deployment stand to benefit from global collaboration and coordination, which can also result in accelerated private sector investment in the ZE-MHDV sector;
- Investments in ZE-MHDVs could help to stimulate economic growth by creating new jobs in the zero-emission vehicle and charging/fueling equipment manufacturing, supply chain, energy and service sectors;
- It is strategically important to decarbonize MHDVs and urgently begin the adoption of ZE-MHDVs given long fleet turn-over times;
- Clean mobility solutions aspire to improve public health and work toward meeting our shared climate goals by providing clean, reliable, safe, and affordable mobility solutions to everyone; and
- The adoption of ZE-MDVs might require different approaches and enabling conditions in different parts of the world.

Have reached the following understanding:

1. OVERALL AMBITION

The Participants intend to work together to identify viable pathways and supportive implementation action for deployment of ZE-MHDVs and related infrastructure that enable ZE-MHDVs to reach 30% of sales of new MHDVs by 2030, as well as enable a full transition to ZE-MHDVs in new fleets by 2040 to facilitate achievement of net-zero carbon emissions by 2050. The

Participants are invited to publicly share a higher ambition when signing this MOU where applicable.

2. MOU IMPLEMENTATION

- 2.1 The Participants plan to meet annually to discuss progress and share experiences to accelerate the deployment of ZE-MDHVs.
- 2.2 The Participants intend to share plans with current and potential actions to support the ambitions described in Section 1 of this MOU, and to share MHDV registration data annually, within available capabilities.
- 2.3 The Participants plan to participate in the Global Commercial Vehicle Drive to Zero program and campaign of the Clean Energy Ministerial's Electric Vehicle Initiative, which serves as a forum for coordination, collaboration and information sharing on ZE-MHDVs. Through their participation in the Global Commercial Vehicle Drive to Zero forum, the Participants intend to facilitate the development of plans and consolidate Participants' annually reported MHDV registration data to understand progress made and discuss ways to accelerate progress where needed.

3. ADDITIONAL PROVISIONS

- 3.1 This MOU becomes effective for each Participant upon its signature.
- 3.2 This MOU is not an international agreement and does not create any legally binding rights or obligations between or among the Participants. In addition, implementation of the ambitions stated in this MOU is within the discretion of each Participant and is not conditioned upon reciprocal actions by other Participants.
- 3.3 Each Participant intends to conduct any cooperative activities under this MOU in accordance with applicable laws, regulations and policies to which it is subject.
- 3.4 The Participants may discontinue participation in this MOU at any time by providing six months advance written notice to the other Participants.
- 3.5 This MOU may be modified by mutual written decision of all Participants.
- 3.6 Additional Participants may join this MOU after its announcement at COP26.

Finalized and open for signature by each Participant on the 5th of October of 2021, in the English language.

Appendix 2: COP26 declaration on accelerating the transition to 100% zero emission cars and vans

1. As representatives of governments, businesses, and other organisations with an influence over the future of the automotive industry and road transport, we commit to rapidly accelerating the transition to zero emission vehicles to achieve the goals of the Paris Agreement.
2. Together, **we will work towards all sales of new cars and vans being zero emission³ globally by 2040, and by no later than 2035 in leading markets.**
 - A. As **governments**, we will work towards all sales of new cars and vans being zero emission by 2040 or earlier, or by no later than 2035 in leading markets.
 - B. As **cities, states, and regional governments**, we will work towards converting our owned or leased car and van fleets to zero emission vehicles by 2035 at the latest, as well as putting in place policies that will enable, accelerate, or otherwise incentivise the transition to zero emission vehicles as soon as possible, to the extent possible given our jurisdictional powers.
 - C. As **automotive manufacturers**, we will work towards reaching 100% zero emission new car and van sales in leading markets by 2035 or earlier, supported by a business strategy that is in line with achieving this ambition.
 - D. As **business fleet owners and operators, or shared mobility platforms**, we will work towards 100% of our car and van fleets being zero emission vehicles by 2030 or earlier.
 - E. As **investors with significant shareholdings in automotive manufacturers**, we will support an accelerated transition to zero emission vehicles in line with achieving 100% new car and van sales being zero emission in leading markets by 2035. We will provide proactive engagement and escalation of these issues with investees, coupled with encouraging all our holdings to decarbonise their fleets in line with science-based targets.
 - F. As **financial institutions**, we confirm our support for an accelerated transition to zero emission vehicles in line with achieving 100% new car and van sales being zero emission in leading markets by 2035, supported by making capital and

³ For the avoidance of doubt, within the context of this declaration a *zero emission car and van* is one that produces zero greenhouse gas emissions at the tailpipe.

financial products available to enable this transition for consumers, businesses, charging infrastructure and manufacturers.

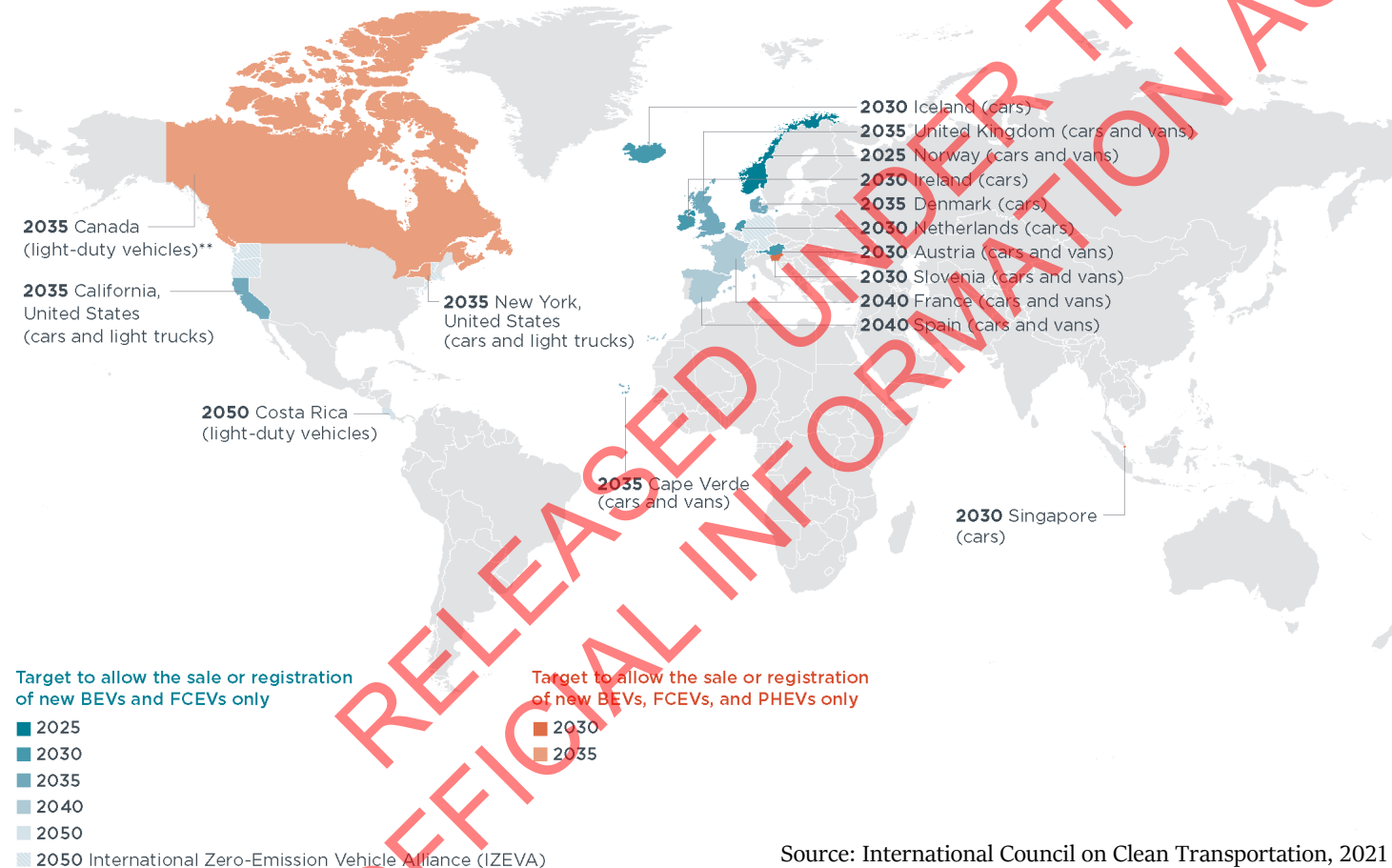
G. As **multilateral development banks**, we will work towards shifting of our future transportation financing to 100% zero emission cars and vans within the next four years, aligned with the requirements outlined above, and will develop implementation plans over the course of the next year for release at COP27.

H. As **other signatories** we support an accelerated transition to zero emission vehicles in line with achieving 100% of new car and van sales being zero emission in leading markets by 2035.

3. To support us in achieving this, we will aim to make zero emission vehicles the new normal by making them accessible, affordable, and sustainable in all regions by 2030.
4. Together, we welcome the new opportunities for clean growth and green jobs this will create; the public health benefits from improving air quality this will bring; and that this transition could also boost energy security and help balance electricity grids as we make the transition to clean power.
5. Collectively, we commit to supporting a global, equitable and just transition so that no country or community is left behind. Where we represent leading markets, we will work to strengthen our international support offer for developing countries – including, where applicable, through technical assistance, finance, and capacity building.
6. We welcome strong policy and bold commitments, alongside greater levels of investment into research, manufacturing, supply chains, infrastructure, and – where applicable – development assistance, that will all be required to make an accelerated global transition a reality.
7. We will work together to overcome strategic, political, and technical barriers, accelerate the production of zero emission vehicles, and increase economies of scale, to make the transition faster, lower cost, and easier for everyone. We will also work together to boost investment, bring down costs and increase the uptake of zero emission vehicles and the many economic, social, and environmental benefits it brings.
8. We recognise that alongside the shift to zero emission vehicles, a sustainable future for road transport will require wider system transformation, including support for active travel, public and shared transport, as well as addressing the full value chain impacts from vehicle production, use and disposal.

Appendix 3: Government targets for phasing out new sales of internal combustion engine passenger cars

Governments with official targets to 100% phase out sales or registrations of new internal combustion engine light-duty vehicles (passenger cars and vans/light trucks) by a certain date* (Status: Through September 2021)



Source: International Council on Clean Transportation, 2021

* Includes countries, states, and provinces that have set targets to only allow the sale or registration of new battery electric vehicles (BEVs), fuel cell electric vehicles (FCEVs), and plug-in hybrid electric vehicles (PHEVs). Countries such as Japan with pledges that include hybrid electric vehicles (HEVs) and mild hybrid electric vehicles (MHEVs) are excluded as these vehicles are non plug-in hybrids.

** The Canadian province of British Columbia has set its 2040 target into binding regulation; the Canadian province of Québec has also set a target for 2035.

EXTRACT - OC210765

21 October 2021

OC210765

Hon Michael Wood

Action required by:

Minister of Transport

As soon as practicable

cc Hon Jan Tinetti

Minister of Internal Affairs

SUPPORTING THE CHATHAM ISLANDS' VESSEL REPLACEMENT (OIA EXTRACT)

Purpose

To provide you with further detail on the Chatham Islands' vessel replacement programme. Both the Department of Internal Affairs and the Treasury provided input to this briefing.

Background

The Chatham Islands Enterprise Trust

- 8 The Trust is a non-profit entity established to promote the economic development of the Chatham Islands. It owns and operates the islands' infrastructure companies including Chatham Islands Shipping Limited, which operates the Southern Tiare.
- 9 Because of the size of the Chatham Islands, the Trust doesn't generate enough income to fund large capital projects and historically these have been funded by the Crown.
- 10 The Trust purchased the Southern Tiare in May 2013 for \$3.2 million in order to maintain the primary supply line to the island, as the previous private operator faced risk of financial failure. The Southern Tiare is currently 33 years old (built in 1988).

Strategic case for funding Chatham Islands shipping

- 11 The Chatham Islands' isolation and size mean that freight takes longer and costs more to reach the island than other parts of New Zealand. These costs are almost always directly passed on to the consumer.
- 12 Service by ship is important to provide the island with essentials, especially those that cannot be flown by plane, including diesel (to power the island), materials for construction purposes, and heavy goods like cars or machinery. The ship is also critical for live animal export back to mainland New Zealand (a major source of revenue).

EXTRACT - OC210765

- 13 The ship is currently run and maintained by Chatham Islands Shipping Limited which return a net operating surplus, but the Trust use this surplus to offset other loss-making public-benefit infrastructure assets on the islands. The Chatham Islands cannot generate enough revenue to fund asset renewals.
- 14 Because of the unique makeup of the Chatham Islands' wharf, owing to tidal conditions and the size of the wharf, there are few vessels globally that could service the Chatham Islands. New Zealand flagged vessels and international carriers, that service our existing coastal cargo market, are not suitable for the Chatham Islands' wharf. There are also very few second-hand vessels available globally.
- 15 Without a ship to the island, some unmet demand may fall to Air Chathams (where possible for smaller freight), but the majority of import and export trade would cease. This would cause severe economic hardship for the Chatham Islands.

Chatham Islands Investment Strategy

- 16 In 2019, the Minister of Internal Affairs launched the Chatham Islands Investment Strategy (the Strategy). The Strategy sets out 10-year investment priorities for the Islands that were agreed to by the community for the period of 2019 to 2024. Investment in a shipping solution was not included in the Strategy however has since emerged as a priority for the community.
- 17 Investing in renewable energy and skills development are key priority areas. It is unclear how future investment in these areas (e.g. wind turbines, an on-island abattoir) will impact the long-term need for a vessel.

Next steps

- 51 Representatives from the Trust are also available to meet with Ministers in Wellington on 3 November 2021, if you are in the Capital. Officials have been in contact with your office to determine whether there are any available times for you to meet, if you were interested in doing so.