

# Lighting Efficiency Stakeholder Group

## Terms of Reference

Approved:

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General Manager  
Electricity Commission

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Chief Executive  
EECA

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## 1. Introduction and purpose

Consistent with the policy objectives set out in the Electricity Act 1992 and the Government Policy Statement on Electricity Governance 2004, the Electricity Commission (the Commission) is developing and implementing programmes that will encourage the efficient, fair, reliable and environmentally sustainable use of electricity.

The Energy Efficiency and Conservation Act 2000 established the Energy Efficiency and Conservation Authority (EECA) to promote energy efficiency, energy conservation and renewable energy across all sectors of the economy. Under the Act the function of EECA is to encourage, promote, and support energy efficiency, energy conservation, and the use of renewable sources of energy.

The use of electricity for lighting is an important area where efficiency, reliability and environmental sustainability gains can be achieved. The Commission has undertaken, and will continue to develop, programmes that are targeted at increasing the efficiency of the nation's lighting installations. Experience gained from the introduction of the Commission's pilot lighting efficiency programme suggests that improved input from stakeholders may assist in achieving success from the campaigns. The Commission is keen to develop strong relationships with the lighting industry and other stakeholders.

EECA has undertaken initiatives on the creation of minimum energy performance standards (MEPS) for lighting and is working on trans-Tasman alignment on energy efficiency strategy and policy. EECA wishes to see the lighting stakeholder group build on the work that has already been completed and ensure alignment with other related initiatives.

The Lighting Council of New Zealand and EECA are keen to have an ongoing relationship with the Commission and involvement in the development and implementation of future programmes. The Commission and EECA have decided that a stakeholder group, supported by an independent facilitator, will be established. The Commission's objective for the independent facilitation of stakeholders is to ensure cooperation and engagement in the development and implementation of an efficient lighting strategy. Through positive relationships with stakeholders the Commission is seeking to gain commitment to an action plan that will achieve the Government's policy objectives.

The Lighting Council New Zealand represents lighting industry organisations. There are commercial interests in the lighting supply chain that need to be understood and considered. The Lighting Council is keen to be involved and bring an industry perspective to this initiative

This paper provides the terms of reference for a Lighting Efficiency Stakeholder Group.

## 2. Background

The Commission oversees the governance and operation of New Zealand's electricity industry and markets. The Commission's functions and objectives, and the Government's expectations of the Commission, are set out in the Electricity Act 1992, and the Government Policy Statement on Electricity Governance issued in October 2004.

The Commission's principal objectives are to:

- *ensure that electricity is produced and delivered to all classes of consumers in an efficient, fair, reliable, and environmentally sustainable manner; and*
- *promote and facilitate the efficient use of electricity.*

Consistent with these objectives, one of the Commission's functions is:

*“to promote and facilitate the efficient use and conservation of electricity (including funding programmes that provide incentives for cost-effective energy efficiency and conservation)”.*

The Commission is developing and implementing programmes that will convert the above policy objectives into actions that will promote use of electricity in an efficient, fair, reliable and environmentally sustainable way.

As part of the above, the Commission has initiated a number of pilot electricity efficiency programmes to help it assess programme design alternatives. The Commission has also commenced work on an Electricity Efficiency Potentials Study which will provide a long term view of the potential for electricity efficiency in New Zealand.

The Commission also intends developing further lighting efficiency initiatives. These are likely to involve lighting across several consumer sectors. These programmes may include commercial and industrial lighting as well as further residential lighting initiatives.

The Lighting Council represents key stakeholders in the lighting industry and can provide expert input into the design and implementation of future campaigns. The Commission is keen to engage and involve the Lighting Council and its members in the lighting efficiency programmes.

EECA has significant information and experience in the field of energy efficiency. It has implemented its own initiatives to increase the use of efficient lighting technology. Both organizations are keen to ensure coordination between their activities and wishes to maximize the value that both can bring to the lighting efficiency programmes.

EECA supports an initiative to draft an Efficient Lighting Strategy (the Strategy) so long as it is aligned with the Australian Greenlight strategy, and can be implemented within the context of the relevant trans-Tasman agreements.

An establishment group comprising of the Commission, EECA and the Lighting Council has been formed to provide initial direction and framework for the

stakeholder group. At meetings held in March 2006 the establishment group undertook the design of a framework for cooperation between the various stakeholders in future lighting efficiency programmes and for the development of a draft Strategy.

All parties are keen that the Strategy developed by the stakeholder group is self-sustaining and does not rely on continuing Government agency funding. It is envisaged that once established the measures recommended in the strategy will form the basis for a commercially viable and sustainable efficient lighting market.

### 3. Outline scope

#### 3.1 Objectives

The key objectives to be achieved by the Stakeholder Group are:

1. *To ensure the Electricity Commission, Lighting Council New Zealand, EECA and other stakeholders are fully included in the development of a draft Integrated Lighting Strategy.*
2. *To develop a draft Integrated Lighting Strategy for New Zealand.*
3. *To ensure that all stakeholders have clarity and understanding of the roles and responsibilities each has in ensuring the successful outcome of the integrated lighting strategy.*
4. *To gain stakeholder support and involvement in and commitment to a plan of action.*
5. *To ensure individual lighting initiatives (e.g. the current CFL pilot programme) are seen by stakeholders in the context of a wider integrated strategy*

#### 3.2 Stakeholder Group protocols

The following protocols have been developed to provide guidance on how the Stakeholder Group will operate and how it will act towards each other.

##### Membership

An establishment team has been formed to manage the establishment of the Stakeholder Group. The establishment team is formed of representatives from the Electricity Commission, EECA and the Chairman of Lighting Council NZ.

Nominations for membership will be sought. Nominations will be considered and appointment determined by Electricity Commission and EECA representatives and the Chairman of Lighting Council NZ. The nomination evaluation process will be managed by the independent facilitator.

Nominations will be sought for membership from across the lighting industry.

Consumer nominations will be sought to ensure consumer

	views considered.
<b>Independent facilitation</b>	An independent facilitator will be nominated, appointed and funded by the Electricity Commission.
<b>Meetings</b>	<p>Meetings will occur at least once every three months. Meetings will be arranged only when face to face discussion is needed and the independent facilitator considers that there is a full agenda.</p> <p>Information, papers and reports will be circulated to members 3 business days prior to meetings. All stakeholders to commit to attending and fully participating in meetings.</p> <p>Minutes of meetings including action points to be kept.</p> <p>Meetings will be held at a venue where it is convenient for the majority of members.</p>
<b>Communications</b>	<p>All communication will be open, free, transparent and regular.</p> <p>Where information is identified to be confidential this will be respected by all members. Confidential information must be kept to a minimum.</p> <p>All members will actively participate in information sharing and contribute to a monthly newsletter format.</p>
<b>Issues</b>	<p>Any issues will be communicated to the independent facilitator and placed in the Issues Table for resolution; no issues are to be hidden.</p> <p>All issues will be identified and recorded on the Issues Table, and all issues will be considered openly and transparently. Options for the resolution of issues will be identified, discussed and, where possible, agreed.</p> <p>The status of issues will be recorded and monitored.</p> <p>Once an issue has been resolved it will not be reopened unless there is new and compelling information available.</p>

### 3.3 Key tasks and deliverables

The main tasks to be completed by the Stakeholder Group are set out below.

### **3.3.1 Framework development**

Initially it is intended that the Government energy efficiency policy objectives are used to develop shared principles and objectives for the Stakeholder Group. These can be compared with the principles and objectives developed by the Electricity Commission for their electricity efficiency programmes. Common principles and objectives will be identified and any conflicting areas exposed and understood.

### **3.3.2 Integrated Lighting Strategy**

From the basis of shared principles and objectives the development of an Integrated Lighting Strategy will be considered. It is envisaged that the consideration of the Integrated Lighting Strategy will include:

- Potentials study linkages
- Lighting Council technology knowledge
- EECA information database
- International models (e.g. Greenlight Australia)
- Expanded lighting programmes
- CFL programme context

### **3.3.3 Information sharing platform**

The sharing of information on a common platform will be efficient and will avoid duplication of effort. It is proposed that a web based platform is designed and established where stakeholders can both deposit and gain access to information relevant to the Integrated Lighting Strategy.

The establishment of such a platform could be considered to be a significant undertaking. However, it is proposed that a simple abstract and hyperlink system with a key word search would enable stakeholders to gain rapid access to sources of relevant information. The platform would be a focused web-links page.

### **3.3.4 Issues register and resolution process**

A register of stakeholder issues will be established and recorded. There will be a process for the resolution of issues that includes consideration of the issue, solution options and a preferred solution. Timeframes for the resolution of issues will be included.

### **3.3.5 Lighting workshop**

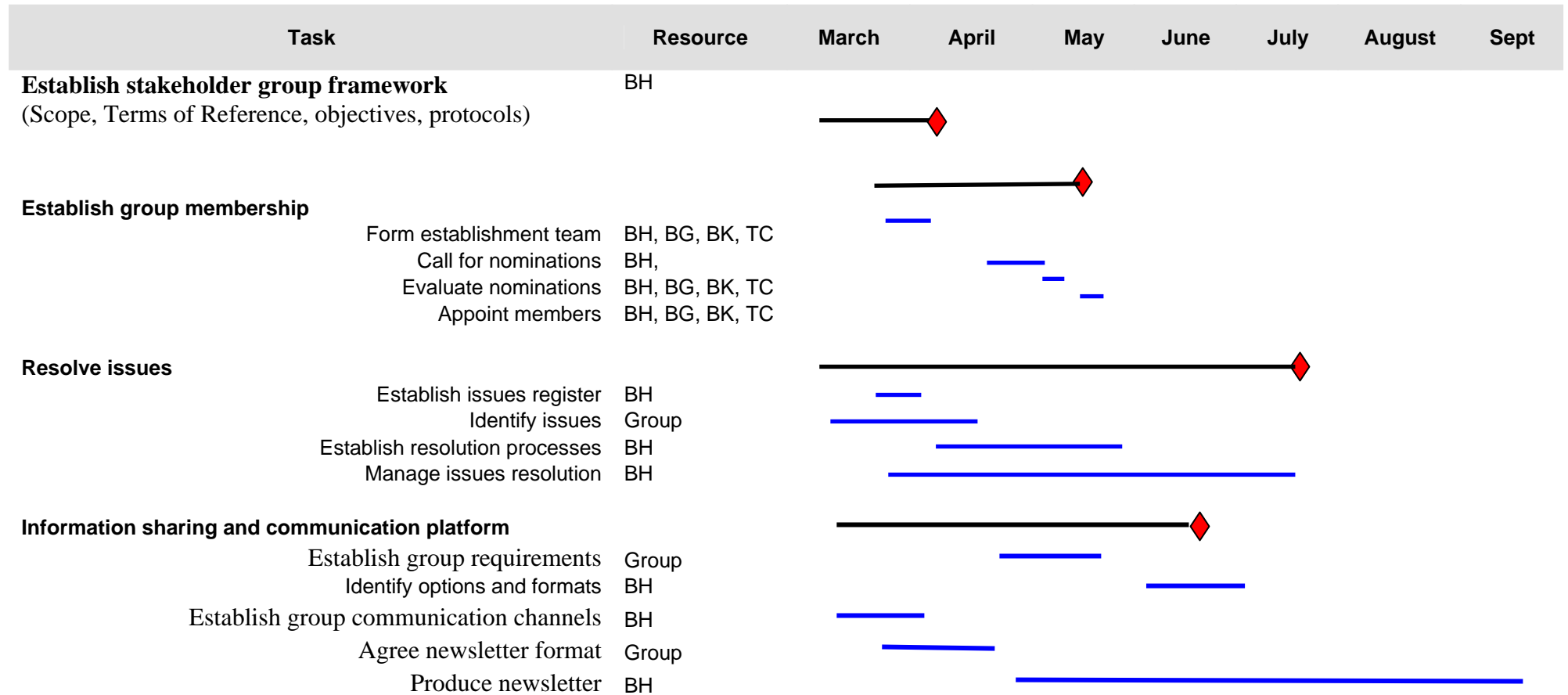
Once the a draft Integrated Lighting Strategy, information sharing and issues platforms are developed it is proposed that a workshop is held with stakeholders to flush out any further issues, gain commitments to providing information and establishing cooperation. The workshop could also be used for discussing technology innovations and application in New Zealand. This information could provide input into the Commission's potentials study.

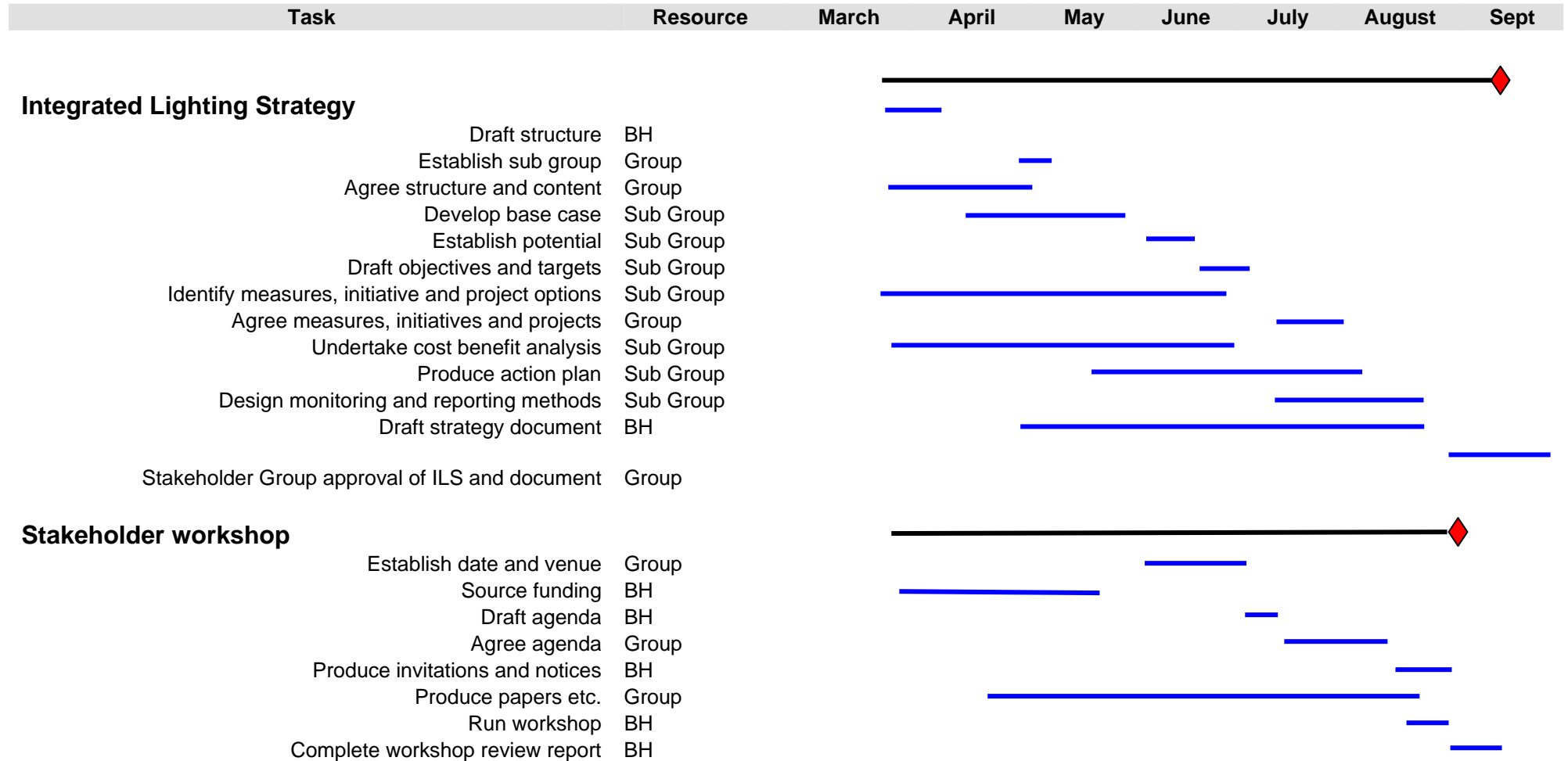
## **4. The work plan**

The Lighting Efficiency Stakeholder Group will develop a draft workplan that will be submitted to the Commission's General Manager and the EECA Chief Executive for approval. A draft task sheet is provided below which sets out the expected tasks, milestones and timeframes that will be completed by the Stakeholder Group.

## 5. Task Sheet

Version 1.2203 LTG





## **6. Reporting arrangements**

The Stakeholder Group will not have a direct reporting line to any single person or organisation. The Independent facilitator will report to the Commission's Senior Advisor Electricity Efficiency. The independent Chair and Commission's Senior Advisor Electricity Efficiency will provide bi-monthly progress reports to the Commission's General Manager and EECA's Chief Executive.

## **7. Funding**

Each group member is expected to cover their own costs, however, should a consumer representative require funding this will be given consideration.

The Electricity Commission will provide funding for the independent facilitator. The Commission's funding commitment will cover the initial six months. A review of the funding arrangement will be completed by the Commission at the end of the initial six month period.