

4 June 2004

To: Duncan Head, Graeme Everett, Grant Sullivan, James Flannery,  
John Clarke, Malcolm Alexander, Rob Jamieson, Stephen Batstone,  
Ted Broadhurst, Therese Thorn

**Electricity Commission Constraint Issues Group**

Thank you for agreeing to have your name put forward as a member of this group. You have been confirmed as a member of the Constraint Issues Group.

An introductory paper is attached that describes the reasons for establishing the group, its primary objectives and the membership of the group. Bill Heaps has been appointed as chair and Dean Yarrall from M-co will provide technical advice.

According to the Electricity Commission's policy on fees you are not entitled to the reimbursement of costs incurred by you in attending Constraint Issues Group meetings.

The Electricity Commission agreed to a request from line companies to include members with lines company experience on the Constraint Issues Group. If, after the initial meetings of the Group, it becomes apparent the lines company members have little further to contribute to the Group then they may feel free to withdraw early.

The group will be expected to perform its function within a short time frame therefore, you should expect to be involved in frequent meetings of a relatively intensive nature. A date for the first meeting has been tentatively set for Monday 14 June 2004, 9:30am to 3:00pm, to be held at the Electricity Commission's office in Wellington (Level 7, ASB Bank Tower, 2 Hunter Street). The Commission has a strong preference for members to attend group meetings in person. It would be appreciated if you could contact Moira Burdan as soon as possible to confirm your availability to attend this meeting. Please contact Moira either by phone or e-mail as follows:

Ph: (04) 460 8857 Email: moira.burdan@electricitycommission.govt.nz

Your contact at the Commission on more technical matters will be Tim Street and he will be in touch with you shortly regarding an agenda and papers for the first meeting. If you have any queries please do not hesitate to call Tim on 04-460 8851.

Thank you again for making yourself available for this position.

Yours sincerely



Mervyn English  
General Manager