



## **Initial Terms of Reference: Motor Rewind Consultation Group**

### **1. Background**

Consistent with its objectives under the Electricity Act 1992 and the Government Policy Statement on Electricity Governance, the Electricity Commission (Commission) is implementing programmes that promote and facilitate the efficient use of electricity. One of those programmes involves a set of initiatives to improve the electricity efficiency of the New Zealand industrial motor stock.

And one of the key initiatives in that programme is to protect the efficiency of the New Zealand three-phase electric motor stock.

The adoption of workshop quality standards across the motor rewind industry is considered important to achieving consistently higher quality motor rewinds, and thereby protecting and maintaining the electricity efficiency of the motor stock.

The Commission is initiating the establishment of the Motor Rewind Workshop Quality Scheme (Scheme) for that purpose. The Scheme will be cover people skills, equipment and process requirements and management systems, and will be developed in tune with the needs of New Zealand businesses.

Telarc SAI Limited (Telarc) has been appointed to work with the Commission and the motor rewind industry to develop and establish the planned Scheme.

### **2. Purpose**

The purpose of the Consultation Group is to ensure that motor rewind industry participants are fully engaged in the development and establishment of a Motor Rewind Workshop Quality Scheme that will be valued by the motor rewind industry and motor users.

The Consultation Group will assist the Telarc Project Manager by providing commercial and technical advice concerning the design, establishment and operation of the planned Scheme.

The Consultation Group is not a substitute for broader consultation on the Motor Rewind Workshop Quality Scheme, by the Commission.

### **3. Objectives and Principles**

The Consultation Group's objective is to ensure that the Scheme is developed through sound technical and commercial guidance and that it is:

- sustainable and fits New Zealand's needs; and
- recognised by motor users as having value when employing workshops accredited under the Scheme.

It is targeted to complete the Scheme development before 30 June 2009.

### **4. Membership**

The Consultation Group membership consists of the Telarc Project Manager, a representative from the Commission and four members from the New Zealand motor rewind industry who will be appointed by the Commission.

The Commission reserves the right to add or subtract from that number.

### **5. Tenures**

The Consultation Group is expected to have a lifespan of approximately 16 weeks, but no specific time limitation will be set.

Except where leave is given by the Telarc Project Manager or the Commission's Director, Electricity Efficiency, any member of the Consultation Group who misses two consecutive Group meetings will be deemed to be removed from the Group.

In any event the Commission reserves the right at any time to wind-up the group and/or terminate any person's membership of the group, by giving all affected persons written notice to that effect.

### **6. Responsibility to Electricity Commission**

Consistent with the Commission's charter on Advisory Groups, the Consultation Group has a responsibility, to the Electricity Commission, that is advisory rather than make decision-making.

The Commission will respect the outputs of the Consultation Group but cannot guarantee that any resulting Scheme will reflect the Consultation Group's recommendations or preferences.

The Commission's charter on advisory groups may be viewed via the following link: <http://www.electricitycommission.govt.nz/advisorygroups/>

The Consultation Group delivers advice and comments on the tasks set out in the work plan, and as may be requested from time to time by the Telarc Project Manager or the Commission's Director, Electricity Efficiency.

## **7. Role of the Telarc Project Manager**

The Telarc Project Manager:

- is accountable to the Electricity Commission for the resourcing, support and output of the Consultation Group; and
- will convene and chair the Consultation Group meetings.

## **8. Responsibility of Rewind Industry Members**

Rewind Industry members have been selected to apply expert (commercial and technical) knowledge of the subject matter and to work effectively as a team.

Accordingly members:

- will act in the interest of developing a sustainable Scheme accessible to all motor rewinders;
- have a duty to prepare for meetings;
- are expected to openly share information within the Consultation Group.
- will not promote or represent their own organisations over the interests of the Consultation Group or its objectives.

## **9. The Work Plan**

The Telarc Project Manager will develop the work plan for the Consultation Group - setting out the deliverables, key tasks and milestones.

The work plan will be adopted following consultation with the Consultation Group and endorsement by the Commission's Director, Electricity Efficiency.

## **10. Reporting and Transparency**

The Telarc Project Manager reports to the Commission on the operation and outputs of the Consultation Group.

The activities of the Consultation Group will be as transparent as practicable, and unless specifically agreed otherwise:

- required papers will be circulated in advance of meetings;
- papers produced for the Consultation Group will be published on the Electricity Commission's website as soon as practical after each meeting; and
- minutes will be published once confirmed at the subsequent meeting

While consensus will be sought at Consultation Group meetings, at times it may be necessary to accept multiple views. In such cases, the differing views will be recorded in the meeting minutes.

## **11. Meetings**

The Telarc Project manager will convene meetings as required to meet the objectives of the project.

Reasonable advance notice of the time and venue of meetings will be given to every Consultation Group member.

The meetings will be held at a venue where it is convenient for the majority of members, and any papers that are required to be read prior to a meeting will be distributed in advance.

A Consultation Group meeting may be held by a number of the members that constitute a quorum at the date and time appointed for the meeting. As a general rule meetings will be held in person, although video conferencing may be acceptable.

## **12. Quorum of four members**

A quorum for Consultation Group meetings is four or more members of the Group – with one of those members being either the Telarc Project manager or the Commission's representative.

No Consultation Group decisions may be taken at a meeting while a quorum is not present.

Members of the Consultation Group are not entitled to send an alternate in their place if they cannot attend a meeting.

## **13. Confidentiality**

Unless there is a specific reason to the contrary, reports going to or produced by the Consultation Group or its members will not be tagged as confidential. Non-confidential reports will be published on the Commission's website for public viewing.

Where shared information is identified as confidential that will be respected by all members and by the Commission in any published proceedings of the Consultation Group.