

Retail Advisory Group ::: Meeting number 9

Venue ::: NZICA Conference Centre, Level 7, Tower Building, 50 Customhouse Quay, Wellington

Time and date ::: 10:30 to 14:00 ::: Thursday 30 August 2012

Actions

Action	By	Date for action	Status
7.1 – Advise the secretariat if any of the proposed meeting dates don't suit.	Members	25 June 2012	New members to advise. Proposed dates for 2013 to be considered at October meeting.
8.1 – Circulate the final version of the DG report to the Group ahead of the announcement in the Market Brief on 10 July.	Secretariat	10 July 2012	Completed. DG report published on 9 July 2012.
8.2 – Amend the meeting schedule to remove the meetings scheduled on 8 August and 6 September, and add a meeting on Thursday 30 August 2012.	Secretariat	13 July 2012	Completed.
8.3 – Draft a letter from the Chair to the Authority in response to the Authority's letter proposing projects to be assigned to the Group.	Secretariat	13 July 2012	Completed. Reply from Authority to be discussed under agenda item 2.
8.4 – Request the Authority's Operations Development team to provide the Group with progress updates on the 2012 alignment assessment of domestic contracting arrangements.	Secretariat	13 July 2012	The Market Operations team will provide the secretariat with updates.
8.5 – Circulate a revised version of the retailer default paper to the Group.	Secretariat	13 July 2012	Completed. Paper circulated on 12 July 2012.
8.6 – Provide the finalised retailer default paper to the Board for comments.	Secretariat	1 August 2012	Completed.

8.7 – Release the finalised retailer default paper (and potentially a lay-person’s guide) for a six-week consultation period.	Secretariat	10 August 2012	Completed. Paper published on 14 August 2012 for six-week consultation.
8.9 – Invite staff from the Electricity and Gas Complaints Commission to attend the next meeting on 30 August 2012 to discuss the retailer default work being undertaken in the electricity and gas industries, and other key issues.	Secretariat	16 August 2012	Discussions held with EGCC about attending. Invitation to 30/8 meeting sent.
8.10 – Provide a bound copy of meeting papers to members representing consumers.	Secretariat	16 August 2012 (Ongoing)	Papers will be sent once emailed to members.

Completed actions will be removed from the next Actions list