|  |  |
| --- | --- |
| Memorandum | |
| To: | Coastal Advisory Panel (CAP) – Copy, Sean Mallon, Lyndsey Craig, Derek Todd |
| From: | Stephen Daysh |
| Date: | 21 March 2022 |
| Re: | **Record of 11 March 2022 Meeting with CAP and Sean Mallon regarding Terms of Reference, Communications Resource and 20 March 2022 Workshop Agenda items** |

## Introduction

This meeting was held after the Science Workshop held on the morning of 11 March 2022, at Café Novella in Paraparaumu.

The two matters discussed were:

1. Finalisation of the wording for the CAP Terms of Reference; and
2. The CAPS Request for the upcoming 30 March 2022 Workshop Agenda

## Terms of Reference

Sean Mallon circulated a “Version 5” of the draft Terms of Reference on 9 March 2022, including acceptance of several matters in the previous “Version 4”, some additional wording suggestions and some queries.

The CAP discussed these matters with Sean and Stephen and the CAP agreed to the Version 5 amendments with the following additions:

* The reinsertion of the words “Programming, implementation and monitoring of effectiveness” as Clause 10 c) iii; and
* The inclusion of the relevant appendices.

The final TOR plus Appendices is attached to this Memorandum.

## Communications Resource

Don Day raised the issue of communications support and use of the website – saying it really only needs a few hours here and there. Sean Mallon confirmed that the Council would make available communications resources as and when required from the Council’s communications team and the CAP should utilise the established Takutai Kāpiti website as a communications tool. Stephen Daysh suggested that if Elspeth McIntyre or one of her team continued to attend the CAP meetings and workshops that will provide the necessary communications interface with the Council and the CAP, and the CAP can request communications assistance and tasks during the workshops.

## Agenda Items

The following agenda items were suggested by the CAP for the upcoming 30 March 2022 CAP Workshop.

1. Update on iwi representative membership of the CAP
2. Geographic Definition and Prioritisation of Adaptation Assessment Areas (cells);
3. Report back from TAG on integration of the GWRC groundwater model layers into the Jacobs Modelling;
4. Discussion and Confirmation of detailed Adaptation Planning Programme covering the whole process (i.e. key steps and milestones, workshop dates, Community Board briefings, and Community Feedback sessions)
5. Dynamic Adaptive Pathways Planning (DAPP) – Further discuss Proposed Methodology and Approach (potential attendance by Bruce Glavovic from Massey University)