

NATIONAL TICKETING SOLUTION

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National Ticketing Solution (NTS) Executive Steering Group Meeting Minute

Paper No: 2022-09-21-xx

Date:	02 September 2022	
Time:	8:00am – 9:00am	
Location:	Microsoft Teams	
Steering Group (All Teams)	<div>section 9(2)(a) (Chair)</div> <div>Charles Ronaldson</div> <div>Vanessa Ellis</div> <div>Roger Jones</div> <div>Samantha Gain</div> <div>Delaney Myers</div> <div>Nick Donnelly</div> <div>Stewart Gibbon</div>	<div>Independent</div> <div>WK-NZTA</div> <div>AT</div> <div>AT</div> <div>GWRC</div> <div>WK-NZTA</div> <div>ORC</div> <div>ECAN</div>
In Attendance (All Teams)	<div>Yogesh Anand</div> <div>Graham Alston</div> <div>James Timperley</div> <div>Rachael Turnage (Chris Crieghton)</div> <div>Mary Sinclair</div> <div>Laura Wilmot</div> <div>Mark McHugh</div> <div>(Secretariat for this meeting)</div> <div>s 9(2)(a)</div> <div>Nicki La Young</div> <div>Gavin Greaves</div> <div>Vivienne Mitchell</div> <div>s 9(2)(a)</div> <div>s 9(2)(a) (Actions)</div>	<div>NTS</div> <div>NTS</div> <div>AT</div> <div>AT</div> <div>WK-NZTA</div> <div>NTS</div> <div>ECAN</div> <div>GWRC</div> <div>NTS</div> <div>NTS</div> <div>NTS</div> <div>NTS</div>
Apologies	Rachael Turnage	

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Item	Description	Action	Resp
1.	Meeting Purpose	<p>Update on contract & commercials</p> <p>Step through comments on P2 artifacts register - any comments to be sent to Graham.Alston@nzta.govt.nz by midday Thursday 1 September</p> <p>We are looking to finalise and close out the contract</p>	
2.	Notes and Actions	<p>s 9(2)(b)(ii)</p> <p>GA confirmed requirements incorporated are requirements that were agreed in the updated RFP</p> <p>SGi would like his team to start getting familiar with the Service Catalogue Part B.</p> <p>ACTION 02: GA to put Service Catalogue Part 2 in P2 artifacts SharePoint folder (hasn't been high priority).</p> <p>Confirmed requirements are not up for negotiation. Requirements are <i>what will be delivered</i>. Service Description are <i>means by which requirements will be delivered</i>. How requirements are delivered may change over time, but obligations are on preferred supplier to satisfy requirements for the duration of the contract.</p> <p>[8:11 am] Vanessa Ellis (AT) Graham can you include what you have in the P2 artefacts then we deal with any variations on how</p> <p>Schedule 4 will be visible when get final review from the preferred supplier. All service descriptions are already available.</p> <p>Personnel needs to be updated - replacement for section 9(2)(a) is required, but that is not a material issue – just a matter of getting names.</p> <p>s 9(2)(b)(ii)</p>	

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		<p>s 9(2)(b)(ii)</p> <p>For non-release changes there is a UAT and Pre-prod environment. We can load into pre-prod environment to make sure fares calculated properly.</p> <p>section 9(2)(b)(ii)</p> <p>Review and signoff process for SOWs will be the same as for service descriptions, so buyer and preferred supplier subject matter experts drafting collaboratively and available for review as required.</p> <p>SOWs are likely to be signed contemporaneously with the TSMSA. It is important to make sure they're right. Target for signoff is the month of September.</p> <p>[8:33 am] Samantha Gain we'd like to have the documents to review too please like 1 (VE)</p> <p>SGa noted it would be helpful if put documents in SharePoint and note they are almost final and inform Steering Group.</p> <p>ACTION 03: GA to ensure documents are in SharePoint folder and notify Steering Group of their availability.</p> <p>s 9(2)(b)(ii)</p> <p>[8:35 am] Vanessa Ellis (AT) What is the plan for us as SG to align around recent governance board updates, document reviews deadlines, implementation transition timeline and product release and where we have landed on system integrator role? Mindful we have a lot to bring together to write board papers which is getting mega tight. Question that must be asked – is it really realistic to achieve all of this and get approvals given Cubic stuff to land by end September as board meetings 22/24 September.</p> <p>[8:41 am] section 9(2)(a) let's come back on that at 8:50 Vanessa like 1 (VE)</p> <p>GA presented implementation schedule. Everything will be implemented by 2025.</p>	

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		<p>[8:42 am] Vanessa Ellis (AT) Re: CBO design have we included all the opex costs from PTA's to work together on design?</p> <p>It is good news the preferred supplier release roadmap deliver all functionality required based on timeline.</p> <p>ACTION 04: GA put dates from implementation schedule presented into a table and email that to the Steering Group members</p> <p>VE noted it will be helpful to have caveats documented</p> <p>ACTION 05: GA to summarise as best he can caveats in a note to Steering Group members.</p> <p>It would be useful if all Steering Group members have the same information to put in various reports – political expectation and management and might be useful if we all use same words.</p> <p>s 9(2)(b)(ii)</p> <p>[8:47 am] Vanessa Ellis (AT) Actually what would be super helpful given that board papers have to be completed end of next week latest - to make the boat go faster that we get the full list of caveats / implications based on the whole powerpoint so we can use all the same content. Can we have this please</p> <p>s 9(2)(g)(i)</p> <p>s 9(2)(b)(ii)</p> <p>s 9(2)(g)(i)</p> <p>s 9(2)(b)(ii)</p> <p>CR would like to hear from all Steering Group members by Tuesday 6th September on whether or not they are happy with the P2 agreement final draft. CR needs to know as soon as possible if there's any issues.</p> <p>ACTION 06: SG members to inform CR by Tuesday 6th September on whether they are happy with the P2 agreement final draft, or if there's any issues with it.</p>	

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		<p>CR will circulate Governance Board ToR for MPGG to approve. TOR do not yet have a special clause that GW are working on with regards to Council Controlled Organisations (CCO's).</p> <p>ACTION 07: CR to circulate to NTS Steering Group the Governance Board Terms of Reference (ToR) that will be signed off by MPGG.</p> <p>P2 artifacts register has a number of comments from PTAs. CR will review and where necessary provide comments.</p> <p>What is the process for SG to approve P2 and supporting documents - will SG receive a paper to approve key artifacts. SGa noted there is a difference in PTAs signing off and Steering Group signing off.</p> <p>CR suggested SG meeting be set up week after next in order to carry out process suggested by SGa.</p> <p>ACTION 08: [REDACTED] set up SG meeting week after next (14th September).</p> <p>VE would like a comprehensive list of all caveats around TSMSAs and need that brought together so we can have a common view on that.</p> <p>[9:02 am] Delaney Myers my apologies team, I need to attend another meeting.</p> <p>It might not be necessary to put all service level details into Board papers and perhaps instead note at a high level that service levels are aligned to the requirements as specified in the RFP.</p> <p>[REDACTED] asked if SG members are aware of any significant caveats that might prevent your Board from endorsing the P2 agreement.</p> <p>RJ noted he is concerned about the timeline to get documents finalised with the preferred supplier. section 9(2)(g)(i) [REDACTED]</p> <p>GA noted if anyone has any concerns about anything please do contact him by phone anytime.</p> <p>GA assured the SG that if anything changes materially he will escalate that to the SG so everyone is aware as soon as it occurs.</p> <p>[9:07 am] Samantha Gain I need to head off .. may rejoin from a different device shortly</p> <p>SGi noted that P2 is dependant on all SG members approving it, as</p>	

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		<p>well as approving that Waka Kotahi enter into a Master Service Agreement. Those are 2 caveats.</p> <p>Based on update report GA has provided it appears the majority of key documents have been landed and are significantly complete. Recommendation that we take that as a starting point so we essentially have a TSMSA that is almost there. Risk if we are waiting for the final version that is going to be executed that will take a much longer time.</p> <p>YA has also been working with all parties (including AT, Ecan, GW) to address their key concerns.</p> <p>[9:14 am] Vanessa Ellis (AT) I need to go</p> <p>RJ noted how much not finalised will be the question and section 9(2)(g)(i)</p> <p>Agreement made to book another SG meeting in the week before 21 September.</p>	
	Meeting Closed 9:10am	Next Steering Group Meeting: Wednesday 14 September 2022, 8:30am – 10:00am	

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