

NATIONAL TICKETING SOLUTION

CONFIDENTIAL

National Ticketing Solution (NTS)

Executive Steering Group

Meeting Minute

Paper No: 2022-05-18-01

Date:	20 April 2022	
Time:	8:30am – 10:00am	
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>Scott Gallacher</div> <div>Sam 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>GWRC</div> <div>WK-NZTA</div> <div>ORC</div> <div>ECAN</div>
In Attendance (All Teams)	<div>Graham Alston</div> <div>James Timperley</div> <div>Rachael Turnage</div> <div>Andrew McCallin</div> <div>Laura Wilmot</div> <div>Mark McHugh</div> <div>(Secretariat for this meeting)</div> <div>s 9(2)(a)</div> <div>Nicki Lau Young</div> <div>s 9(2)(a)</div> <div>s 9(2)(a) (Actions)</div>	<div>NTS</div> <div>NTS</div> <div>AT</div> <div>Waka Kotahi</div> <div>Waka Kotahi</div> <div>NTS</div> <div>ECAN</div> <div>GWRC</div> <div>Waka Kotahi</div> <div>NTS</div>
Apologies	<div>Delaney Myers</div> <div>Stewart Gibbon</div>	

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Item	Description	Action	Resp
1.	Minutes and Open Actions	<p>Minutes from 16 March 2022 approved.</p> <p>Open actions – noted that a number of these actions have now been overtaken, section 91 to update directly with MM</p>	section 91
2.	Contract Negotiation – Engagement Reset	<p>a. s 9(2)(b)(ii) [REDACTED]</p> <p>s 9(2)(b)(ii) [REDACTED]</p> <p>SG – timing of workshops required, CR noting that there is a meeting with Cubic that afternoon and that the workshops will start next week and there may be more than 1 workshop per topic.</p> <p>s 9(2)(b)(ii) [REDACTED]</p> <p>s 9(2)(b)(ii) [REDACTED]</p> <p>s 9(2)(b)(ii) [REDACTED]</p> <p>b. Contracting Model Option Selection (Paper No 2022-04-20-03) CR – there is a movement towards a hybrid model and the steering group will need to approve to follow the 3b model (complete TSMSA in full and revised scope of SOW1 prior to finalising SOW 2,3,7). Are there problems with this approach? VE – requires an understanding of the consequences and impact on scope and timelines, particularly around the what is the 'so what' of the choices. The consequences of the choices are unclear. GA – Option 2 – this is a restart of SOW0, funded at risk preserving the dates but leaves material elements of the MSA outstanding, in particular SLA's and Services Descriptions. GA – Option 3a – creates a secure, clear position with all key elements negotiated up front</p>	

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		<p>GA – Option 3b – this is a hybrid of options 2 and 3a and will have all schedules completed. Impact is that SOW1 will start before the P2 Agreement and will be started at risk by Waka Kotahi, but after the Business case has been completed. This will allow activities to commence a month or two earlier and the other SOW's (2,3 &7) to be completed in parallel. Overall this is a lower risk approach with the full contract</p> <p>[redacted] – Negotiation team are looking for direction.</p> <p>JT – the view on the 3b hybrid timeline is that negotiation will occur from early May 2022 through to end of July 2022.</p> <p>VE – where are the checkpoints along the way. Where are the milestones for the key commercial issues and where are the key requirements satisfied. There is a need to build in commercials with the integrated plans with the PTA's.</p> <p>Scott – noted that local elections are being held later this year and that governance may not be available at certain times for sign-offs and this needs to be built into the plans.</p> <p>GA – check delegations for CE's to act are in place for the PTA's</p> <p>[redacted] – Build sign-offs into the plans</p> <p>Decision</p> <ol style="list-style-type: none"> Option 3b endorsed in principle as the contracting model going forward <p>Action:</p> <ol style="list-style-type: none"> Detailed activities around the 3b model to be built into the wider timeline plan 	JT
3.	Systems Integration Role	<p>(Paper No 2022-04-20-04)</p> <p>Set aside pending recommendation from Reset team</p>	
4.	NTS Communications	<p>(Paper No 2022-04-20-05)</p> <p>Supplier and contract announcement approach</p> <p>CR – asked views on releasing name of preferred supplier to the market before contract signing</p> <p>section 9(2)(g)(i)</p> <div style="background-color: #cccccc; height: 100px;"></div>	

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		<p>section 9(2)(g)(i) . Also noted that the RITS release needs to be worked on. CR – section 9(2)(b)(ii)</p> <p>– hold over decision until success in the reset negotiations. If workshops structures are landed that lead to success then we can determine the position only if tracking well. The council positions are acknowledged and will review position at restart of negotiations. LW – Website update is key</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Decision on releasing supplier name to be determined if reset negotiations successful and reviewed on restart of negotiations. 2. Any external release to be reviewed to remove reference to 'delays' 	LW
5.	National Alignment	<p>(Paper No 2022-04-20-06)</p> <p>JT – there has been a reset around the approach – is resourcing levels OK? JT – Full-time BA has been assigned within Waka Kotahi. RJ – asked to prioritise work around what is in the design phase and what comes later in operations VE – section 9(2)(g)(i)</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Financial analysis required to identify revenue impact on any proposed changes. 	JT
6.	Business Case	<p>Verbal</p> <p>JT – Reset activities have placed the DBC on pause with the May Waka Kotahi Board meeting. External IQA has been completed, comments addressed and DBC updated. Additional support looking at the economic and management cases required to strengthen the narrative. A short form story to be reviewed to support the 200 page DBC document. CR – Matt Walker digging into financials to meet the Waka Kotahi business case and now looking to take to the June Waka Kotahi Board meeting VE – have counter-factuals been updated (CR – Yes)</p>	

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		Action: 1. Check DBC availability for release to steering group members	JT
7.	Operating Model	Verbal JT - This has been run through with the working group and changes are being made before being re-published. The matrix will evolve as PTA's onboard and this and the dependencies will also be released.	
8.	NTS Status Report	Accepted – no issues raised	
9.	AoB	1. Cubic Resource levels VE – section 9(2)(b)(ii) GA – section 9(2)(b)(ii) 2. High Level Principles CR – Principles to be distributed to the steering group with feedback required today as these need to be reconfirmed with Cubic at tomorrow's meeting. Action: High level principles to be distributed today 3. Scott Departure CR – thanked Scott for his input into the steering group	CR
	Meeting Closed 9:35am	Next Steering Group Meeting: Wednesday 18 May 2022, 8:30am – 10:00am	