

## Project NEXT

### Executive Steering Group

### Meeting Minute

Paper No: 2020-09-01

<b>Date:</b>	<b>19 August 2020</b>	
<b>Time:</b>	8:30am – 10:00am	
<b>Location:</b>	<b>Zoom</b>	
<b>Steering Group</b>	Wayne Hastie (Chair)	GWRC
	Charles Ronaldson	NZTA
	Vanessa Ellis	AT
	Roger Jones	AT
	Andrew McCallin	NZTA
	Nick Donnelly (Zoom)	ORC
	Stewart Gibbon (Audio)	ECAN
<b>In Attendance</b>	Graham Alston	NEXT
	section 9(2)(a) (Zoom)	NZTA
	James Timperley	NZTA
	Mark McHugh	NEXT
	<i>(Secretariat for this meeting)</i>	
<b>Apologies</b>	Nick Donnelly	

Item	Description	Action	Resp
0.	Meeting	WH welcomed all. WH stated that he had discussed the 15 July actions with RJ (given his absence at this meeting) and these approved.	
1.	Approve Draft Minutes 15 July 2020	<b>Minutes from 15 July 2020 steering group meeting accepted</b>	
2.	Actions Status	<b>Open Actions from 15 July 2020 minutes</b> Governance P2 Agreement – Workshop to be held next week to discuss the approach to this P2 Agreement  <b>All other actions Closed</b>  <b>Open Actions from 17 June 2020 minutes</b>	CR

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		<p>TTP Status Report</p> <ul style="list-style-type: none"> <li>a. Update on engagement with PTA's will be provided at the next steering group meeting 15/7 – Customer experience is the key engagement and JT is working through, AT/GW attendees identified</li> <li>b. Standardisation changes that require PTA approvals to be included in timeline 15/7 – Status report to be updated</li> </ul> <p><b>All other actions Closed</b></p> <p><b>Open Actions from 20/22 May 2020 minutes</b></p> <p>TTP establishment</p> <ul style="list-style-type: none"> <li>a. Overall governance structure across programme required with work responsibilities being clear 15/7 – JT updating diagram, names – in progress</li> </ul> <p>Presentation Approach</p> <ul style="list-style-type: none"> <li>a. Steering Group member attendance at presentations – decision to be held over</li> <li>b. Make-up of evaluation teams required before decisions on presentation attendance can be decided 19/8 – Teams known, finalise attendance when clarity</li> </ul> <p><b>All other actions Closed</b></p>	<p>JT</p> <p>AM</p> <p>WH/JT</p> <p>St Grp</p> <p>St Grp</p>
3.	Approve Draft Minutes 14 August 2020	<b>Minutes from 14 August 2020 steering group meeting accepted</b>	
4.	Actions Status	<p>Re-evaluate</p> <ul style="list-style-type: none"> <li>a. Software licence agreement to replace letter that will outline the responsibilities – in progress</li> <li>b. Test Reports to be revised to reflect work undertaken and results – PwC working on revisions</li> </ul> <p>Preferred Supplier Selection Process</p> <p>Actions re Criteria (A,B,C) and updated paper completed</p> <p>General Business</p> <ul style="list-style-type: none"> <li>i. Rachel Turnage to be AT support person on steering group</li> <li>ii. <span style="background-color: #cccccc;">section 9(2)(b)(ii)</span></li> <li>iii. Pricing Assessment Locality PwC to outline their controls around the risks to undertake the price assessment remotely.</li> <li>iv. Respondent Financial Strength Analysis Are looking at alternative for this analysis as PwC will be proposing to undertake out of Auckland office, they have</li> </ul>	<p>MM</p> <p>MM</p> <p>GA</p> <p>GA</p>

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		<p><b>section 9(2)(b)(ii)</b> and the alternative (MartinJenkins) undertook this analysis for the ROI so there is continuity. Agreed that steering group will be kept informed of progress with selecting provider.</p> <p><b>All other actions Closed</b></p>	
5.	Project Report (To 31 July 2020)	<p><b>(Paper No 2020-08-02)</b> Project report presented as read by GA with project status remaining Green.</p> <p>GA commented that evaluation training was conducted on 18 August 2020 using webinar and there had been a good response with the second stage of training to be conducted the following week.</p> <p>The COI's for the resources involved with evaluation were being worked through and some issues have been identified and these are being worked through.</p> <p>With the Procurement Plan there has been good engagement between the Probity Advisor and Wayne Powell (AT Probity/Audit) with Wayne being OK to approve the Procurement Plan subject to the preferred supplier acceptance criteria paper being acceptable.</p> <p>Paper No 4 being presented on the status of the evaluation phase outlines that the project is well placed to commence the evaluation.</p> <p>Noted by WH that the Dependency on the ToR for the MPGG had been completed and could be removed from the Dependency Register.</p> <p>RJ also stated that the training feedback from the AT participants was good.</p> <p>No questions were raised with the monthly status report.</p>	GA
6.	TTP Establishment Progress	<p><b>TTP Status Report (Paper No 2020-08-03)</b> TTP report presented as read.</p> <p>JT identified 4 key areas that TTP are focussing on.</p> <p>These are:</p> <ul style="list-style-type: none"> <li>i. Evaluation management</li> <li>ii. Business case – <b>section 9(2)(a)</b> is working through the Strategic Case. Counterfactual information has been received from ECAN and RITS and the numbers from AT and GW are being worked through.</li> <li>iii. Operating model – a strawman is being developed by the end of August for a baseline position. JT confirmed with VE that</li> </ul>	

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		<p>engagement with AT would be through Rachel Turnage. Baseline strawman will be workshopped with wider audience later.</p> <p><b>section 9:</b> asked that a key risk that needs to be recorded is getting alignment of the proposed distributed model of the TTP with integrating this within Waka Kotahi and operationalising this within the PTA's.</p> <p>Noted that the P2 Agreement needs to call out the roles and responsibilities of the parties. Further noted by VE that the MPGG needs to across this.</p> <p>iv. Integrated Plan – in progress</p> <p>Overall status is green</p>	<p>JT</p> <p>CR</p>
7.	Evaluation Phase	<p><b>(Paper No 2020-08-04)</b></p> <p>State of readiness for the commencement of the Evaluation Phase tabled, summarising the important items and overall view for the readiness for opening the responses.</p> <p>Current outstanding items are distribution of printing to evaluators, the appointment of an SME for the Privacy cross-cutting theme (although this is not on the critical path so no concern) and the appointment of a third party to undertake financial strength analysis, with 2 parties to be assessed based on their proposals.</p> <p>RJ noted that AT are using parking wardens as couriers under level 3 and they would be able to distribute printed material. Project to work through Rachel Turnage if service is required.</p> <p>WH stated that the evaluation was ready to go and GA confirmed that the resources are in place to deal with issues.</p> <p>Recommendations approved, being the Evaluation Phase may commence with the opening of the Responses in accordance with the timeline set out in the paper and subject to the other approvals noted in the paper.</p>	GA
8.	RFP Procurement Plan Updates	<p><b>(Paper No 2020-08-05)</b></p> <p>Version 5 of the Procurement Plan reflects the recent changes, including updating section 13 that has now been replaced with Handbooks and additional reference added in around the Preferred Supplier Selection Criteria.</p> <p>Waka Kotahi has approved the updated Procurement Plan and the Probity Advisor is also OK with the updated version, having no further comments.</p>	

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		WH said there were still some minor issues but otherwise OK.	
		Recommendations per paper were approved, including approving the Procurement Plan (v5)	
9.	Project Charter	<p><b>(Paper No 2020-08-06, Paper No 2020-08-06a)</b></p> <p>The Project Charter has been revised to account for the changes brought about by Waka Kotahi taking over responsibility for the purchase of the NTS. Notably a number of items recorded in the Multi-party Funding Agreement are not included in the recently drafted P1 Agreement and these items need to be recorded in the revised Charter for continuity.</p> <p>GA explained that the revised Charter is a direct replacement of the previous charter and has incorporated changes to the Buyer, governance and responsibility for the further iterations of the business case development</p> <p>The following changes to be made to the Revised Charter:          Clause 5.2 – Heading to change to Multi-party Funding Agreement          Clause 5.3 – Add ‘up to approved levels’ at the end of paragraph 2.          Clause 5.4 - P2 Agreement – Add in ‘partnerships/collaboration’ and remove references from Agency.          Clause 6.5 – Remove reference to Connected Journeys.          Title – remove ‘Detailed Business Case’ from title          Introduction – Explain how project NEXT fits within the NTS</p> <p>Noted by GA that the revise charter purely reflects deliveries.</p> <p>CR stated that the NTS requires a Programme Charter and this was agreed with by GA. This requires an overall TTP Plan and the NTS charter will be within this. Asked that the project/TTP work together on this overall plan.</p> <p>Action</p> <ol style="list-style-type: none"> <li>1. NTS plan including milestones to be developed</li> <li>2. JT to outline the approach to the NTS charter.</li> </ol> <p>Approval</p> <p>Revised charter for Project NEXT (v2.0) approved subject to above changes being made and being re-circulated to steering group.</p>	<p>JT</p> <p>JT</p> <p>GA</p>
10.	RFP Respondent Presentation Format	<p><b>(Paper No 2020-08-07)</b></p> <p>Paper is a progress report on the proposed Respondent presentation format that will now be fully on-line.</p>	

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		<p>Remote presentations will be in a time-boxed period and this will ensure the same access to each Respondent including a timing allowance.</p> <p>VE agreed with the approach, noting the 2 hour windows being tight.</p> <p>CR stated that there is the opportunity for written responses and only the meaty questions should be kept for the presentations. CR said that he would prefer only 2 presentation sessions per Respondent.</p> <p>RJ wants integration to be covered at the presentations to test their responses and that any sales pitch need to be limited to 15 minutes.</p> <p>This time limited sales pitch from Respondents was agreed to.</p> <p>GA stated that the project will continue to refine its approach as there is time.</p> <p><small>Section 91</small> noted that running presentations over 18-24 days was too much and we needed to challenge ourselves to ensure down-selection by Xmas 2020.</p> <p>WH acknowledged that the format will evolve and the steering group will keep this actively under review.</p> <p>Recommendations in paper approved.</p>	
11.	Evaluation Handbook Update	<p><b>(Paper No: 2020-08-08)</b></p> <p>Changes to Handbooks previously approved tabled along with three additional handbooks. These new handbooks outline no material process changes and all have been reviewed by Probity.</p> <p>WH stated that he hadn't seen the guidance in the RET handbooks. CR brought the steering attention to that the handbooks had previously been approved by the steering group and it was acknowledged that the steering group would not have access to the guidance, given its commercial sensitivity.</p> <p>VE stated that the Handbooks were very comprehensive.</p> <p>Noted by GA that both Conflict of Interest declarations and training for evaluators must be completed before any response documents are distributed.</p> <p>Recommendations approved, including that the Evaluation handbooks are fit for purpose for the period from RFP Response Submission until Down-Select.</p>	
12.	Evaluation Handbook sign-off	<p>GA confirmed that the Probity Auditor is still reviewing the handbooks. If there are any comments, then these will be forwarded to the steering group if there are any changes.</p>	

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		(Note – Probity Advisor approval email forwarded to steering group 10:20am, 19 August 2020 – no changes)	
13.	General Business	<p>1. Preferred Supplier Selection Criteria  <span style="background-color: #f0f0f0;">section 9(2)(a)</span> has suggested some changes to the introductory sections, but aside from that nothing material identified.</p> <p>Preferred Supplier Selection Criteria paper approved. Should there be any changes from the Probity Auditor or AT Probity then steering group to be updated.</p> <p>2. RFP Probity Plan (v3.2) approval  RFP Probity Plan approved</p>	GA
14.	Meeting Closed 9:57am	Next Meeting: Wednesday 16 September 2020 9:00am – 10:00am	

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