

Project NEXT

Executive Steering Group

Meeting Minute

Paper No: 2021-06-01

Date:	16 June 2021	
Time:	8:00am – 09:00am	
Location:	Microsoft Teams	
Steering Group	section 9(2)(a) (Chair) Charles Ronaldson Vanessa Ellis (Teams) Roger Jones (Teams) Scott Gallacher (Teams) Delaney Myers (Teams) Nick Donnelly (Teams) Stewart Gibbon (Teams)	Independent WK-NZTA AT AT GWRC WK-NZTA ORC ECAN
In Attendance	James Timperley Rachael Turnage (Teams) Andrew McCallin section 9(2)(a) Mark McHugh (Teams) <i>(Secretariat for this meeting)</i>	Waka Kotahi AT Waka Kotahi Waka Kotahi NEXT
Apologies	Vanessa Ellis	

Item	Description	Action	Resp
0.	Introduction	All welcomed by section 9(2)(a) and section 9(2)(a) stated that the papers tabled will be taken as read. The focus of this session is on the preferred supplier, particularly on the product based approach and the Roadmap.	
1.	Approve Draft Minutes 19 May 2021	Minutes are taken as read. All actions are closed or in progress. Minutes from 19 May 2021 steering group meeting accepted.	
2.	Open Actions	Open Actions from 19 May 2021 minutes Business Case 1. Transit card costs to be understood between the TCPM and TSP – in progress Preferred supplier workshops	MM (OPEN)

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		<ol style="list-style-type: none"> 1. Memo to Authorities for candidates for fares working group that is also to include Ben Fernandez. 2. section 9(2)(b)(ii) 3. section 9(2)(b)(ii) 4. Workshop schedule to slip out 1 week to 14 June and parties to be informed. <p>Partnership Principles</p> <ol style="list-style-type: none"> 1. Partnership principles to be a topic for interactive workshops. <p>P2 Agreement</p> <ol style="list-style-type: none"> 1. P2 Agreement must be tabled at the June MP&G meeting for endorsement <p>Open Actions from 21 April 2021 minutes</p> <p>Communications Plan (Paper No 2021-04-06)</p> <ol style="list-style-type: none"> 1. Notifications to be released week 3 May subject to comms availability, failing this then release early following week. <p>Big Picture – Why do we need NTS (Paper No 2021-048)</p> <ol style="list-style-type: none"> 1. Detail customer experience gains and integrated fares 2. Insert more diagrams and pictures with regional specifics being at a high level <p>Open Actions from 16 February 2021 minutes</p> <p>Communications and Working Group Scope</p> <ol style="list-style-type: none"> 1. Check project charter to ensure alignment with proposed Comm Working Group decision role. 17/3 – to be checked against next version. 	<p>??</p> <p>GA (OPEN)</p> <p>CLOSED</p> <p>CLOSED</p> <p>CLOSED</p> <p>CLOSED</p> <p>CR (OPEN)</p> <p>CLOSED</p> <p>CLOSED</p> <p>CLOSED</p> <p>GA (OPEN)</p>
2.	Project Report (To 31 May 2021)	<p>(Paper No 2021-06-02)</p> <p>Project report presented by GA and taken as read</p> <p>Project Status: Green</p> <p>GA Comments:</p> <ul style="list-style-type: none"> • Focus in recent week has been on pre work for the interactive workshops and work for the Brisbane visit that was subsequently cancelled. • The focus on the project vs product based solution will get clarified over the next few weeks. There needs to be consideration for a structured 2 day workshop with the steering group to go through the requirements and the approach to a product based solution. • asked that a 'risk' focus also be included in a steering group workshop. <p>Action:</p> <ol style="list-style-type: none"> 1. Schedule 2 day workshop with Steering Group to cover requirements, product based approach and risks. 	

		<ul style="list-style-type: none"> Recent activities also aligned with workshop preparation Business case is being aligned with communications activities and there is an action plan to align with the supplier timelines. section 9(2)(b)(ii) enquired as to whether there was an expectation that the steering group needs to review the business case and it said there wasn't. 	
4.	Product Based Approach	<p>(Paper No 2021-06-04)</p> <p>Paper tabled outlining the implications to adopting a product based approach.</p> <p>Comments:</p> <ul style="list-style-type: none"> section 9(2)(b)(ii) a. b. 	

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		<p>[REDACTED]</p> <ul style="list-style-type: none"> ■ section 9(2)(b)(ii) [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] • Agreed there will be a twice weekly update to the steering group at 7:30am on Tuesday and Thursday during the workshop period. • section 9(2)(b)(ii) [REDACTED] ■ [REDACTED] 	
5.	Updated Roadmap	<p>(Paper No 2021-06-05)</p> <p>Two options tabled, section 9(2)(b)(ii) [REDACTED]</p> <p>[REDACTED]</p> <p>Comments:</p> <ul style="list-style-type: none"> • section 9(2)(b)(ii) preferred option 4 (early) but also make it clear is significant issue to address. • RJ happy to run with 2 scenarios and is uncomfortable with v4 in the interests of transparency with the supplier • CR supported this position • section 9(2)(b)(ii) [REDACTED] • [REDACTED] Ga suggested that we invert the proposed position, presenting the early position as the preferred position and explain the cost and risk impact if this is moved out later. • section 9(2)(b)(ii) agrees that between now and MPGG meeting the messaging between Waka Kotahi and AT around the 	

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		<p>Roadmap need to be tidied up. CR agreed that we should show the early Roadmap and understand the impact if this is late. This approach was acceptable to RJ.</p> <ul style="list-style-type: none"> • section 9(2)(b)(ii) • CR confirmed that this position will NOT be taken to MPGG next week and re-iterated Nicole's view that reasons to [redacted] will be looked at. <p>Action:</p> <ol style="list-style-type: none"> 1. AT earlier transition option to be Roadmap position adopted 	
6.	Design Authority Communications Network	<p>(Paper No 2021-06-06) section 9(2)(b)(ii)</p> <p>[redacted]</p> <p>RJ commented that this was a good paper.</p> <p>Requirements and analysis considered and recommendation approved.</p> <p>Recommendation Approved</p>	
7.	NTS Customer Experience Forum	<p>(Paper 2021-06-07)) Paper presented by Andrew McCallin on NTS Customer Experience Research Report and recommendations and approach described agreed.</p> <p>Further discussion regarding how this will link into requirements e.g. requirement for cash top-ups on bus etc. ND raised that ultimately this will be a political driven decision regardless of what is preferred as a technical outcome. SGa suggested that Waka Kotahi (DM) should link into MSD etc to help land a position on cash with a view to avoid regional inconsistency. Likely action coming out of the research presentations. RJ raised the safety aspect in respect of drivers collection cash and maybe a requirement to look at safe boxes etc depending on where this lands</p> <p>Recommendation that the ongoing interactive workshops with the preferred supplier should either be started or finished with a 'customer moment'. The intention being that make sure that any discussions come back to the 'north star' around what is the customer impact of any of the technical responses being considered. A customer moment would more likely be a reflection on the outcomes to ensure that customer impacts have been considered across the outcomes proposed</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Remaining interactive workshops should either be started or finished with a reflection that customer impacts will be/have been considered across outcomes proposed. 	GA

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8.	NTS Communications	Update included in the TTP report (Item 3)	
9.	Working Group Progress	Brief update – no actions resulting	
10.	Gateway Review Process	CR confirmed next steps in the gateway will be aligned to the conclusion of the next iteration of the DBC i.e. aligned to decision to sign contracts/Participation Agreement	
11.	AoB	No further business	
12.	Meeting Closed 9:00am	Next Meeting: Wednesday 21 July 2021, 8:30am – 10:00am	

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