

Project NEXT

Executive Steering Group

Meeting Minute


Paper No: 2020-08-01

Date:	15 July 2020	
Time:	9:00am – 10:00am	
Location:	Zoom	
Steering Group	Wayne Hastie (Chair)	GWRC
	Charles Ronaldson	NZTA
	Vanessa Ellis	AT
	Roger Jones	AT
	Andrew McCallin	NZTA
	Nick Donnelly (Zoom)	ORC
	Stewart Gibbon (Audio)	ECAN
In Attendance	Graham Alston	NEXT
	section 9(2)(a) (Zoom)	NZTA
	James Timperley	NZTA
	Mark McHugh	NEXT
	(Secretariat for this meeting)	
Apologies	Roger Jones Vanessa Ellis	

Item	Description	Action	Resp
0.	Meeting	WH Noted that there was no attendee from AT but that there were sufficient members present for a quorum and that WH would brief RJ / VE post the meeting. WH proposed papers taken as read in order to move quickly to substantive matters.	WH
1.	Approve Draft Minutes 17 June 2020	Minutes from 17 June 2020 steering group meeting accepted	
2.	Actions Status	Open Actions from 17 June 2020 minutes TTP Status Report 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.	JT

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		<ul style="list-style-type: none"> b. Standardisation changes that require PTA approvals to be included in timeline 15/7 – Status report to be updated c. Past steering group paper on standardisation to be reviewed and aligned with the dates. d. Report to be developed that provides granularity around when PTA's will become involved. <p>Business case Approach and Schedule</p> <ul style="list-style-type: none"> a. Templates to be populated as much as possible now 15/7 – Discussions held with GW and Ecan. AT outstanding b. Named leads from each PTA to engage with provision of data and development of the overall case 15/7 – AT to provide contact <p>All other actions Closed</p> <p>Open Actions from 20/22 May 2020 minutes TTP establishment</p> <ul style="list-style-type: none"> a. Overall governance structure across programme required with work responsibilities being clear 15/7 – JT updating diagram, names b. Collaborative management teams (incl PTA's) are required as capability needs to be stood up in 6 months 15/7 – progress made, awaiting AT name <p>Presentation Approach</p> <ul style="list-style-type: none"> a. Steering Group member attendance at presentations – decision to be held over b. Make-up of evaluation teams required before decisions on presentation attendance can be decided <p>All other actions Closed</p> <p>Open Actions from 21 February 2020 minutes</p> <p>Procurement Plan Next Steps</p> <ul style="list-style-type: none"> 1. Need to define the evaluation team members 15/7 - Progressing 	<p>AM</p> <p>GA/JT</p> <p>JT</p> <p>RJ/VE</p> <p>RJ/VE</p> <p>WH/JT</p> <p>RJ/VE</p> <p>St Grp</p> <p>St Grp</p> <p>St Grp</p>
3.	Project Report (To 30 June 2020)	<p>(Paper No 2020-07-02) Project report presented as read by GA with project status remaining Green.</p>	

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		GA also commented on an increasing international interest with the national EMV solution with the project fielding calls and engaging with authorities in NSW, Queensland and Netherlands.	
		No questions were raised with the monthly status report.	
4.	TTP Establishment Progress	<p>TTP Status Report (Paper No 2020-07-03)</p> <p>TTP report presented as read. JT provided update on progress with the TTP establishment activities with the integration of activity timelines between TTP and Project NEXT progressing.</p> <p>Overall status is green</p> <p>AM noted that with the customer experience engagement forum, no one had been nominated from the PTA's. Also there was a need for a Programme Manager from AT and this was outstanding.</p> <p>Action WH to discuss with RJ (AT)</p>	WH
5.	Governance Changes	<p>a. P1 Agreement CR confirmed that he expects to release this to the stakeholders this week. A number of changes to the P1 agreement were discussed:</p> <ul style="list-style-type: none"> i. Clause 5.9 – change to Steering group approval ii. Clause 20.3 – clause c to be removed and clause b to be altered. iii. Access customer definition to be aligned with RFP definition <p>CR asked for final feedback and CR will contact AT for their feedback</p> <p>GA noted that the P1 agreement refers to the project charter.</p> <p>Action Updated charter to be tabled at next steering group meeting on 19 August 2020.</p> <p>b. P2 Agreement Workshop to be held next week to discuss the approach to this P2 agreement.</p> <p>c. NTS Steering Group ToR (Paper 2020-07-04)</p> <ul style="list-style-type: none"> i. Role to include completion of Project NEXT. ii. 2.1(b) to be amended to 'Transport Ticketing and Payments' iii. 9.1 to change 'core' to 'NEXT' <p>d. Establish PMB</p>	<p>CR</p> <p>CR</p> <p>GA</p> <p>CR</p>

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		<p>The establishment is underway and this will be moved along over the next few weeks.</p> <p> confirmed that AT have someone lined up.</p>	
6.	Steering Group Decisions	<p>(Paper No 2020-07-05)</p> <p>GA tabled a paper that outlined the decisions required from the steering group before the evaluation phase is able to progress in accordance with the schedule and discussed as follows:</p> <ul style="list-style-type: none"> i. The Dependency tasks for the Evaluation Group is key and these need to be closed out quickly. ii. Three key cross cutting themes identified as being appropriate and confirmed by the SG: <ul style="list-style-type: none"> a. Data and Privacy – candidates from WK/AT b. Customer experience – candidates from AT/GW c. Security – candidates from WK/AT <p>GA stated that the same resources are able to be used for scoring and cross cutting reports if they don't have a high workload but that it was preferable to use alternate expert resources.</p> <p>WH agreed that the cross cutting themes need to be agreed first and then people placed thereafter.</p> <p>GA asked that from an Authority perspective the Project needs to know the key cross cutting areas.</p> <p>JT/GA asked whether we need cross cutting report resources or whether we use ad-hoc SME's.</p> <p>The intent is to have the cross cutting reports made available at moderation. Noted by WH that the advantage of this is that all groups get to see the reports.</p> <p>Agreed that preparation work for the three cross cutting themes above will commence and if any others are identified then this will be addressed later.</p> <p>Action</p> <ul style="list-style-type: none"> 1. Preparation work for cross cutting themes to commence – Data, CX, Security 2. Procurement plan to be updated and to either be tabled at the August steering group meeting or by email. <p>Remote evaluation approach at an individual level was discussed.</p>	<p>GA</p> <p>GA</p>

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	<p>SG said he was expecting the Ecan member to engage with internal members within Ecan as they need the ability for the evaluation team member to validate back into the Ecan team.</p> <p>WH noted this was different to the Waka Kotahi approach as their resources are only assessing individual questions.</p> <p>GA reminded the steering group that the evaluators are looking at assessing the answers from a national perspective and not looking at individual PTA needs and the importance of individual assessment.</p> <p>SG stated that Ecan do not have the resource pool for the time commitments required and need confidence that their voice is being heard.</p> <p>WH stated that as Waka Kotahi is hosting the system they do have different evaluation requirements hence the different approach.</p> <p><small>Section 91</small> said that the overall process needs to be discussed between RJ, GA, WH and SG.</p> <p>Decisions as per paper:</p> <ol style="list-style-type: none"> 1. That remote evaluation must be supported at individual rather than site (e.g. GW / AT premises). Individual could include home based and international; Agreed 2. That remote moderation must be supported at individual rather than site (e.g. GW / AT premises). Individual could include home based and international; Agreed 3. That Waka Kotahi NZ Transport Agency proposal to use an extended team of evaluators is accommodated into the evaluation processes and managed solely through the Process Management Team; Agreed – only applies to Waka Kotahi 4. That cross-cutting theme reports will be made available as an input to Moderation 1 and that they are a dependency for Moderation 1 to commence. Depending on availability of the reports and the progress of individual evaluation, they may be made available to each individual evaluator during the individual scoring activity. <i>[Note this is a change from previously agreed approach, 1 May 2020 and is required to remove a timing dependency that could delay evaluation and moderation]</i> Agreed 5. Training will be conducted – as far as is possible – in person, in Wellington. International based evaluators will join via zoom. Training will be scheduled on just in time basis prior to commencement of evaluation. Training sequence will take into account some evaluators evaluating questions in more than one Section, noting this requires sequential scheduling 		GA

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		rather than parallel scheduling. Agreed – Auckland or Wellington – training dates to be defined and scheduled 6. That presentations are confirmed to be offered to all Respondents (subject only to them not being previously excluded) and that target dates are fixed and offered to all Shortlisted Respondents at the earliest time following receipt of responses. Agreed	
7.	Evaluation Team Update	(Paper No: 2020-07-06) Paper tabled and recommendations accepted. Action a. Proposed members per A3 sheet to be discussed with AT b. SG to look at Ecan resources, also noted that Ecan needs a panel member c. ND to look at RITS resource d. Project management resource required for Implementation evaluation team.	WH SG ND ALL
8.	Evaluation Handbook Update	(Paper No: 2020-07-07) Recommendations noted and agreed with Evaluation Handbook being deemed fit for purpose and noting that the Evaluation Handbook remains subject to further changes, e.g. resulting from decisions on remote evaluation.	
9.	General Business	1. 30 June 2020 Workshop Actions Feedback updates to Project NEXT 2. GW ticketing on Rail – WH noted the NZTA requirement that in event of a future lockdown for Covid19, then NZTA funding is conditional on being able to collect fares (i.e. non-cash) and that there were activities being carried out by GW / Transdev on an interim rail solution. CR to discuss with Scott Gallagher	ALL CR
10.	nValue Tool Status	Status of position with AT and GW reviews: a. RJ confirmed that AT will host the application. An AT report is required and if this condition is met then the agency CTO will confirm acceptance. b. Functionality and security testing to be carried out by PwC - section 9(2)(a) to be followed up	MM
11.	Meeting Closed 10:20am	Next Meeting: Wednesday 19 August 2020, 9:00am – 10:00am	