

Project NEXT

Executive Steering Group

Meeting Minute

Paper No: 2021-11-17-01a


Date:	3 November 2021	
Time:	7:00am – 8:30am	
Location:	Microsoft Teams	
Steering Group (All Teams)	section 9(2)(a) (Chair) Charles Ronaldson Vanessa Ellis Roger Jones Scott Gallacher Delaney Myers Nick Donnelly Stewart Gibbon	Independent WK-NZTA AT AT GW WK-NZTA ORC ECAN
In Attendance (All Teams)	Graham Alston James Timperley Nicki Lau Young Rachael Turnage Andrew McCallin s 9(2)(a) Laura Wilmot Mark McHugh (Secretariat for this meeting) s 9(2)(a)	NTS NTS GW AT Waka Kotahi ECan Waka Kotahi NTS NTS
Apologies	Roger Jones	AT

Item	Description	Action	Resp
1.	Action Point Register	Action Point Register from 20 October 2021 quickly reviewed. VE asked that milestone and delivery dates be included in the Action Register. AM asked that minutes be distributed on a more timely basis.	
4.	National Customer Experience	(Paper No 2021-11-03-02) Paper presented by AM based on the feedback from the PTA's on a national customer experience and asked for guidance on taking forward.	

Item	Description	Action	Resp
1.	Action Point Register	<p>Action Point Register from 20 October 2021 quickly reviewed.</p> <p>VE asked that milestone and delivery dates be included in the Action Register.</p> <p>AM asked that minutes be distributed on a more timely basis.</p>	
		<p>Stewart G responded that the PTA's had replied based on the status quo. Agreed (a) need to get together to discuss the reds and ambers under the RAG status (b) section 9(2)(g)(i)</p> <p>[REDACTED]</p> <p>JT noted that there is a need to agree the scope of this work and a mechanism is required to get there.</p> <p>Rachel agreed that the Delivery Leads and the SME's will work together to help define the scope.</p> <p>VE supported this noting that there is a different definition of customer experience, it is not just about the paying customer but also the traveller. Important that the timeline of decisions need to be made and that this is resourced appropriately. This needs to be linked to the integrated plan and the contract signing. Further noted that fare policy is a key part of this.</p> <p>Scott agreed that there is not crystal clarity on what outcome is required. Need to understand how this fits in, what the timeline is and set the stage for other processes. Agrees that we need to conclude asap and acknowledges that there will be regional nuances.</p> <p>DM acknowledged that a consistent national experience is difficult and that there are issues. Suggested that focussing on 'red' issues with a high priority is key and the others are a nice to have.</p> <p>section 9 also suggested that the 'green' status is also looked at to improve consistency.</p> <p>JT re-iterated that the Integrated Plan is coming together and the critical risk is to nail the scope.</p> <p>Actions (per Actions Register)</p> <p>Following discussion around approach it was agreed:</p> <ol style="list-style-type: none"> 1. Framework to be detailed, outlining scope and noting that a balance between national and regional is required. 2. Facilitated working session through TTP (with PTA guidance and resource) to be scheduled that outlines what CX means, outline 	<p>AM</p> <p>AM</p>

CONFIDENTIAL

Item	Description	Action	Resp
1.	Action Point Register	Action Point Register from 20 October 2021 quickly reviewed. VE asked that milestone and delivery dates be included in the Action Register. AM asked that minutes be distributed on a more timely basis.	
		design decisions and define value – across choices, trade-offs and impacts. 3. Output is agreed scope and resource plan	AM
	Detailed Business Case	<p>(Paper No 2021-11-03-03)</p> <p>AM asked for inputs given the next version of the DBC is due end November 2021.</p> <p>section 9 noted that the proposed supplier implementation dates do not work for the DBC. This will be a focus of MPGS and further work around pre-contract work and other initiatives still to be done.</p> <p>Following discussion DM stated that to keep moving forward the indicative dates from the supplier will be used in the DBC with the appropriate provisos. This was agreed by CR.</p> <p>Recommendations in paper noted and parameters approved</p> <p>Actions (per Actions Register)</p> <p>1. AT timing to be discussed with RT – this to be outside of the next DBC version</p> <p>Parameters and assumptions as detailed to be used for next version of DBC</p>	AM
3	Procurement Update	<p>(Paper No 2021-11-03-04)</p> <p>3 procurement matters tabled</p> <p>a.</p> <div style="background-color: black; color: red; text-align: center; padding: 20px; font-size: 2em; font-weight: bold;">s 9(2)(b)(ii)</div>	

Item	Description	Action	Resp
1.	Action Point Register	Action Point Register from 20 October 2021 quickly reviewed. VE asked that milestone and delivery dates be included in the Action Register. AM asked that minutes be distributed on a more timely basis.	
		<p>sight to secure resources given access to these resources was to come out of Australia.</p> <p>Actions (per Actions Register)</p> <ol style="list-style-type: none"> 1. Request to Cubic to be framed to ask these questions 2. Legal advisers to complete a lower level assessment <p>b. Request for Formal Debrief from Thales Recommendations noted and approved</p> <p>c. Change in Key Personnel Recommendation noted with approval for Project Director to seek a replacement for leading the pricing team.</p>	GA GA
4	Updated RFP Response	GA update: 	

CONFIDENTIAL

Item	Description	Action	Resp
1.	Action Point Register	Action Point Register from 20 October 2021 quickly reviewed. VE asked that milestone and delivery dates be included in the Action Register. AM asked that minutes be distributed on a more timely basis.	
		<ul style="list-style-type: none"> o s 9(2)(b)(ii) <p>Discussion on output of DP10 so that the participants have the delegations and approvals prior to this meeting. Noted by GA that the papers presented won't contain recommendations.</p> <p>Action (per Actions Register)</p> <ol style="list-style-type: none"> 1. Outcome of DP10 meeting on 20/21 December 2021 to be tabled with steering group over the next 2 meetings outlining what approvals and delegations are required so that a recommendation is able to be made by the participants. 	GA
5	NTS Gateway Process Update	Process underway.	
6	Working Group	Confirmed that Nicki is now the chair on a three month alternate basis. Focus on deliverables against the Integrated Plan. Action (per Actions Register) <ol style="list-style-type: none"> 1. Update to be provided to next steering group meeting 	NLY
	Other Business	Nil	
	Meeting Closed 8:30am	Next Monthly Meeting: Wednesday 17 November 2021, 8:30am – 10:00am	