

NATIONAL TICKETING SOLUTION

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National Ticketing Solution (NTS)

Executive Steering Group

Meeting Minute

Paper No: 2022-03-16-01a

Date:	2 March 2022	
Time:	7:00am – 8:30am	
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>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>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	Roger Jones	

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Item	Description	Action	Resp
1.	MPGG Update	<p>Verbal</p> <p>CR updated the meeting on previous days MPGG meeting.</p> <p>section 9(2)(b)(ii)</p> <p>Matthew Walker has taken responsibility to resolve.</p>	
2.	Contract Negotiation Status	<p>(Paper No 2022-03-02-01)</p> <p>Memo outlining the NTS contract negotiations progress outlining 3 options to progress.</p> <p>s 9(2)(a), s 9(2)(b)(ii)</p> <p>section 9(2)(g)(i)</p> <p>s 9(2)(a), s 9(2)(g)(i)</p> <p>section 9(2)(g)(i)</p> <p>GA outlined that workshops are anticipated to start in the week of March 14, further noting that the same resources to be used in the workshops are being used for the MSA progression including the finalisation of the service descriptions that are not yet fit for purpose.</p> <p>GA also expressed his support for an MOU. This will display working in good faith, however there is pressure on workstreams with a need to complete the MSA and supporting Schedules before the end of March 2022.</p>	

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		<p>VE supported Stewart's and Scott's views and agreed the MOU makes sense, however VE doesn't understand what it means for the broader NTS and expectations going forward.</p> <p>section 9(2)(g)(i) confirmed that the steering group needs to understand the time consequences.</p> <p>Noted by section 9(2)(g)(i)</p> <p>section 9(2)(g)(i)</p> <p>VE asked as to the process for the MOU. section 9(2)(g)(i) responded that the Project and Legal will complete the MOU and that the steering group will see the MOU for information purposes only. It is not a decision for the steering group. CR stated that the MOU will be drawn up and be reviewed by Buddle Findlay. Should there be anything to discuss then this will be brought back through the steering group.</p> <p>VE stated that there are still significant items to be worked through and these must be outlined to the CEO noting that this MOU will be without prejudice to complete negotiations.</p> <p>Scott agreed with this direction, with Stewart confirming that this was a good discussion, enquiring as to when negotiation will finish. Agreed that the plan around negotiation timing will be brought back to the steering group.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Level of PTA resource required for completing NTS negotiations and addressing negotiation issues, including transition timelines to be outlined in a plan back to the steering group 2. Negotiation issues to be escalated through formal escalation process 	<p>GA</p> <p>GA</p>
3.	Roadmap Review	<p>(Paper No 2022-03-02-02, 2a)</p> <p>GA explained that there needs to be an update around the conceptual roadmap.</p> <p>section 9(2)(g)(i) proposed a 3 step process:</p>	

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		<p>a. GW/AT each consolidate their current preference for transition, having considered new information and dependencies</p> <p>b. Engage Cubic for a practical negotiation for transition involving AT and GW, facilitated by the project.</p> <p>c. Bring to steering group to agree the new roadmap with new costings and timings.</p> <p>Scott was comfortable with the [redacted] suggested approach as there is a need to understand what is possible.</p> <p>VE identified issues around AT. (After input from RJ, AT will not endorse MOU approach given the progress with level of significant issues that will diminish the bargaining risk and overall risk). AT do require a full solution and are keen to understand when this can be done, especially noting funding issues. CR noted that [redacted] section 9(2)(a) is working with AT on funding.</p> <p>CR suggested that the most logical way forward was to address the transition approach first and then address the funding issue.</p> <p>GA stated that Cubic have made it clear that if all SOW's are not entered into by early July then they reserve the right to re-price and reconsider the scope of services. GA asked that the steering group note that we have rejected this and that we need to resolve before finalisation of the TSMSA and the schedules. The next question is how much business case modelling is required for the options.</p> <p>Approach agreed that AT and GW (RJ and Scott) to look at their options initially and report back to the steering group.</p> <p>Actions</p> <ol style="list-style-type: none"> 1. AT and GW (RJ and Scott) to look at their options initially and report back to the steering group 	RJ/Scott
4.	Data Access Rights	<p>(Paper No 2022-03-02-03)</p> <p>Position around data access tabled, agreed that RJ comments required back to GA before the recommendations can be being fully approved.</p> <p>GA noted that overall there is no issue in principle from the Supplier and that the position will be moved from an implicit position to an explicit position and will be aligned with the P2 Agreement. The [redacted] section 9(2)(g)(i) Overall GA stated that the agreement on data access will support our requirements.</p> <p>Actions</p>	

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		1. RJ to provide feedback on Data Access memo to GA before position is able to be approved by the steering group.	RJ
5.	NTS Communications	<p>Verbal</p> <p>Laura updated status, outlining that messaging to the Boards is being worked through with the Communications Working Group.</p> <p>Also the proposed Brand will also be presented to the Steering Group on 16 March.</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Brand proposal to be presented on 16 March 2022 (see Action 15.12.21.07) 	LW
6.	Detailed Business Case	<p>(Paper 2022-03-02-04)</p> <p>JT outlined the IQA process for the DBC is underway. This will complete on 14 March, then the DBC will be updated and will then go through the approval process.</p> <p><small>section 9</small> asked that RT/NLY and DK are across the DBC to ensure that they are comfortable.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. DBC to be made available to RT/NLY and DK to ensure they are comfortable prior to going through the approval process 	JT
7.	AoB	<p>Negotiation Status</p> <p>Action:</p> <ol style="list-style-type: none"> 1. GA to provide a brief document on the status and issues in negotiation to be saved in the steering group sharepoint folder. <p>S 9(2)(b)(ii)</p>	GA
8.	Meeting Closed 8:15am	Next Steering Group Meeting: Wednesday 16 March 2022, 8:30am – 10:00am	

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RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982