

NATIONAL TICKETING SOLUTION

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National Ticketing Solution (NTS) Executive Steering Group Meeting Minute

Paper No: 2022-09-21-xx

Date:	14 September 2022	
Time:	8:30am – 10:00am	
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>Samantha Gain</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>Yogesh Anand</div> <div>Graham Alston</div> <div>James Timperley</div> <div>Rachael Turnage (Chris Crieghton)</div> <div>Mary Sinclair</div> <div>Laura Wilmot</div> <div>Mark McHugh</div> <div>(Secretariat for this meeting)</div> <div>s 9(2)(a)</div> <div>Nick Lau Young</div> <div>Gavin Greaves</div> <div>Vivienne Mitchell</div> <div>s 9(2)(a)</div> <div>s 9(2)(a) (Actions)</div>	<div>NTS</div> <div>NTS</div> <div>AT</div> <div>AT</div> <div>WK-NZTA</div> <div>NTS</div> <div>ECAN</div> <div>GWRC</div> <div>NTS</div> <div>NTS</div> <div>NTS</div> <div>NTS</div> <div>NTS</div>
Apologies		

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Item	Description	Action	
1.	MPGG	<p>On Monday 12th September, MPGG signed off Terms of Reference (ToR) for <i>NTS Governance Board</i> and <i>Mobility Payments Chief Executives Group</i>.</p> <p><i>Mobility Payments Chief Executives Group</i> have no governance role in NTS but does review and appoint the Governance Board and ToR for Governance Board needs to be updated to reflect that.</p> <p>All MPGG members (Chief Executives) believe P2 is close to being fit for signoff and there are no major outstanding issues to preclude them recommending to their Board or Council to approve the P2 Agreement.</p> <p>Governance will be reviewed annually.</p>	
2.	P2 Agreement	<p>A meeting was held on Monday 12th September to iron out issues raised by PTAs with the P2 Agreement.</p> <p>RJ noted there will be some further feedback coming from AT via Hannah Earles.</p> <p>Target is to confirm the final P2 Agreement by the end of this week.</p> <p>RJ noted the AT Board want to read the whole contract and AT lawyers want to read the full TSMSA.</p> <p>CR is seeking a formal response from management perspective they are happy with the P2 Agreement. If anyone has issues to raise CR would like to hear from them and can be available to meet to address the issues.</p> <p>ACTION 01: CR will circulate a paper on 16th September for NTS SG to endorse that supports the signoff of the P2 Agreement. This will ensure signoff by the NTS Steering Group is formalised and documented.</p> <p>section 9(2)(g)(i)</p> <p>[8:42 am] Vanessa Ellis (AT)</p> <p>We should ensure any caveats are the same, otherwise we'll have downstream issues. How best to do that?</p> <p>GW paper has been shared with Ecan and AT in order to get consistency.</p> <p>RJ noted a caveat for AT is that Open Loop is endorsed by Waka Kotahi. section 9(2)(g)(i)</p>	

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		<p>CR noted all bar one Regional Consortium Council have delegated signoff of the P2 Agreement to Chief Executives, conditional on the NTS Steering Group recommending the P2 supporting documentation is fit for purpose, eg: MSA's, Operating Model, NTS Service Catalogue, Communications Protocol.</p> <p>VE would like alignment across Councils of caveats and downstream consequences of the P2 Agreement. If there are different caveats from different PTAs we might be caught out.</p> <p>ACTION 02: [REDACTED] (for RT) to set up a shared folder in which all PTAs can upload documents for papers to their Councils, including caveats for P2 signoff.</p> <p>VE asked for an update on Business Case affordability and Waka Kotahi contingency.</p> <p>CR and YA are taking a paper to the Waka Kotahi Risk and Assurance Committee next week. Waka Kotahi have undertaken to fund the implementation.</p> <p>[8:51 am] Vanessa Ellis (AT) I would prefer that funding arrangements are transparent to all going into this partnership - so we all have same understanding. Delaney: I agree</p> <p>[8:53 am] Vanessa Ellis (AT) I am 100% certain our board will want to know bus case / contingency so this will be a caveat. Letting you know.</p> <p>CR and YA confirmed there is a s 9(2)(b)(ii) [REDACTED] in the Detailed Business Case. CR noted the fiscal envelope has already been endorsed by the Waka Kotahi Board s 9(2)(b)(ii) [REDACTED]</p> <p>[8:54 am] Samantha Gain What's the date of the risk and assurance committee meeting? YA confirmed the date of the Risk and Assurance Committee meeting is 21st September.</p> <p>[8:55 am] Vanessa Ellis (AT) s 9(2)(b)(ii) [REDACTED]</p> <p>[8:57 am] Vanessa Ellis (AT) What is timing for final costing etc from providers so we can include expectations in our Board papers and when to close. Our board have advised that there will not be CE delegation until all complete YA confirmed detailed costing will be available once the pricing schedule is finalised.</p> <p>[8:57 am] Vanessa Ellis (AT)</p>	

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		Sorry didn't hear last bit on funding - happy to share Stewart.	
3.	section 9(2)(b)(ii)	<p>section 9(2)(b)(ii)</p> <p>There were some learnings for the implementation phase, and how to organise that. Putting the right structures in place and having the right people on board is critical.</p> <p>section 9(2)(b)(ii)</p> <p>SGa noted a key learning was to ensure the customer is involved in the design.</p> <p>section 9(2)(b)(ii)</p> <p>VE noted we need to make sure we're all satisfied that all requirements are mapped. The preferred supplier are not naturally customer-centric. Need to remain vigilant that requirements are met.</p> <p>RJ noted will need to define what back office looks like.</p> <p>GA noted the key focus of workshops that are commencing in 2 or 3 weeks from now, will be going through 3000 odd use cases and customers are the focus of that.</p> <p>SGi noted with regards to governance transition he would like confidence new board members have a good induction so they are well educated on what has already been agreed by the current governance to avoid re-litigation of issues and ensure progress is made.</p>	
4.	Contract Negotiations & signoff	<p>GA reported good progress has been made on outstanding schedules and things are landing better than expected.</p> <p>section 9(2)(b)(ii)</p> <p>SOW 1 activity for all authorities to work through performance management plan which needs to be driven by PTAs.</p> <p>Plan in place for two project team members to carry out a requirements cross referencing exercise over two days and the Steering Group will see the end product of that.</p> <p>RJ asked how will the result of the cross referencing exercise be reported back to the Steering Group so we have assurance that all RFP requirements will be met.</p> <p>ACTION 04: GA to share outcome of requirements cross referencing exercise to be shared with Steering Group in the P2 artefacts folder noting this is part of schedule 4.</p>	

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		<p>[9:35 am] Vanessa Ellis (AT) Is there anything we need to be completed before review eg: traceability</p> <p>[9:36 am] Rachael Turnage (AT) The traceability will help once that is available as a final checkpoint</p> <p>[9:36 am] Vanessa Ellis (AT) Our team have reviews underway.</p> <p>SGi noted for Steering Group to recommend execution of TSMSA things need to be true, including traceability matrix. section 9(2)(g)(i)</p> <p>Traceability matrix forms part of Schedule 4 so is wrapped up into TSMSA for approval.</p> <p>VE noted there would be value in the Steering Group having a day by day runsheet of what is going to land by when.</p> <p>30th September is target date to have signoff as it is before local Council elections and it's been made clear to the preferred supplier whilst that's desired we won't enter into an agreement that's not satisfactory to us. Will only recommend signing of agreement once WTS Steering Group recommend it, which means you have done your due diligence.</p> <p>ACTION 65: Formal acknowledgement deadlines from PTA's required to be added to spreadsheet, with updates to be provided by 21st September.</p>	
5.	Other Business	None	
	Meeting Closed 9:47am	Next Steering Group Meeting: Wednesday 21 st September 2022, 8:30am – 10:00am	