

NATIONAL TICKETING SOLUTION

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National Ticketing Solution (NTS) Executive Steering Group Meeting Minute

Paper No: 2022-04-20-01

Date:	16 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>section 9(2)(a)</div> <div>Nicki Lau Young</div> <div>Kalyn DeCastro</div> <div>section 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	<div>Delaney Myers</div> <div>Charles Ronaldson (post first topic)</div>	

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Item	Description	Action	Resp
1.	Introduction	Welcome by [redacted] with a re-ordering of the agenda to meet Charles Ronaldson meeting availability.	
2.	Interim Arrangement with Cubic	<p>CR updated the intent to have an MOU signed with Cubic to protect the Ecan timeline. This MOU was not signed by Nicol Rosie. Nicol asked that the aggregated risks need an overview from the board as the MOU is a departure from the proposed TSMSA SOW0. Furthermore an options paper outlining the risks needs to be provided back to Nicol. CR will converse with the chair of the Risks and Audit Committee before proceeding and also work with Ecan to protect the dates.</p> <p>Action</p> <ol style="list-style-type: none"> 1. TSMSA Options paper to be prepared after discussion with RAC Chair 	CR
3.	Open Actions	Reviewed, register updated.	
4.	NTS Communications	<p>(Paper No 2022-03-16-03)</p> <p>Laura presented a video of branding work, noting that it was early days and this needs to be developed further , however this presentation does start the discussion.</p> <p>section 9(2)(b)(ii)</p> <p>Overall steering group response positive, a copy of the video will be made available to the steering group. Laura will also work with the PTA teams.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. NTS Brand Video - Provide a copy of the NTS brand video to SG members. Note it is not for sharing outside of organisations at this point. 2. NTS Brand Trademark Report - Share trademark availability search report for the proposed use section 9(2)(b)(ii) 	<p>LW</p> <p>LW</p>
5.	TSMSA and SOW0 Progress	<p>Verbal</p> <p>Update provided by GA with a focus on the MOU since last Friday's update.</p> <p>section 9(2)(b)(ii)</p>	

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		<p>section 9(2)(b)(ii)</p> <p>Position around the options paper needs to be assessed. section 9(2)(b)(ii) elaborated further that the options paper is required as the MOU is not being signed and the RAC needs to be conferred with. The expectation is that there needs to be more than one option assessed when the approval from the Board is not being followed. We are not to proceed with SOW0 and TSMSA until these are agreed and there needs to be an understanding of the impacts, risks and consequences of the options particularly around Ecan. This needs to be completed in the next few days. In summary Nicol requires comfort before execution.</p> <p>section 9(2)(g)(i)</p> <p>Views of Stewart and VE were endorsed by Scott. This is a long term contract and that the behaviours now will be experienced during the contract term. It is timely to look at our position.</p> <p>Ru further noted that if we are running late now the June 2023 deliveries will also be late and the MOU shouldn't be signed.</p> <p>section 9(2)(g)(i) summarised that it is timely to reflect on the commercial approach with Cubic.</p> <p>section 9(2)(g)(i)</p> <p>section 9(2)(j)</p>	

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		<ul style="list-style-type: none"> section 9(2)(j) <p>Impact on Ecan is that any delay impacts the ability to grow the network and support the network. There is a need for a July 2023 pilot and Plan B needs to start now.</p> <p>section 9(2)(b)(ii)</p> <p><u>P2 Agreement</u> VE stated that AT are not there with the P2 Agreement. There is a requirement for all PTA's and Waka Kotahi to work together to review so that respective positions are understood.</p> <p>Stewart supported a meeting with no lawyers to understand the issues around the agreement and that this should be organised asap.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. SG to discuss P2 agreement in order to understand what is causing the delay with a view to make better progress on getting the P2 agreement signed off. This will occur involving the PTA's and Waka Kotahi without lawyer involvement with a get together asap to understand issues and sort. 	All
6.	NTS Operating Model	<p>(Paper No 2022-03-16-02; 2022-03-16-02a)</p> <p>JT status update:</p> <ul style="list-style-type: none"> • Excellent work been carried out with the stakeholders utilising different leads from the PTA's on different elements • This is an iterative process focussing on the sticking points in the short term • There is a re-group this Friday and then a further meeting after to address any outstanding issues, noting the cross-over with the P2 Agreement and Cubic. <p>Action:</p> <ol style="list-style-type: none"> 1. Provide an update on the NTS Operating Model, Business Case & SOW0 Resource Plan at the 20th April 2022 SG meeting. 	JT
7.	Business Case	<p>Verbal</p> <p>IQA report from Nine Squared received on Monday, with a number of issues identified, notably around the counter-factual for Do Minimum + and how this is represented against the NTS. Work</p>	

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		<p>continues to understand the scale of work required to address these issues.</p> <p>Stewart asked is there an opportunity cost accounted for, as an example with delays. ^{section 9(2)(b)(ii)} responded that the assumption is that the Roadmap will be complied with and these costs will be kept out of the DBC at present.</p> <p>AM confirmed that there will now be 2 options included with Do Minimum and Do Minimum +.</p> <p>^{section 9(2)(b)(ii)} emphasised that the Do Minimum is too theoretical and we shouldn't be doing too much on this option. The question to be asked is 'who's going to benefit?'</p>	
8.	SOW0 Resource Plan	<p>Verbal</p> <p>Update from JT:</p> <ul style="list-style-type: none"> Workshop schedule plan has been prepared to support initial design workshops. 9 full-time resources have been added to the establishment team since Xmas Knowledge transfer from the procurement team is underway. <p>VE enquired as to the extent that AT needs to gear up to contribute to early works and whether this needs to be looked at now or can this be done later.</p> <p>SA pointed out that it is important to have an impact on design. The challenge is to align with the global product. Also noted that for AT transition this will be determined by a separate SOW.</p> <p>^{section 9(2)(b)(ii)} reiterated that AT involvement is essential now as it is important to have visibility and confidence and to influence and shape design.</p> <p>RJ stated that there is a need to sort transition and transition funding to be resolved before June 2022 for the Council to approve. This is currently in discussion with Waka Kotahi.</p>	
9.	Preferred Supplier Negotiation Observations	<p>(Paper No 2022-03-16-04)</p> <p>^{section 9(2)(b)(ii)}</p>	

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10.	AoB	<p>Artefacts and Timeline</p> <p>Action:</p> <p>1. Ensure a table is put in the 16th March 2022 minutes which shows the key artefacts and timeline / key dates, for example, Operating Model, P2, Business Case.</p> <p>Table:</p> <table><tr><th>Artefact</th><th>Due (Provisional)</th></tr><tr><td>Detailed Business Case</td><td>Next iteration available 30 April</td></tr><tr><td>Operating Model</td><td>Next iteration available 30 April</td></tr><tr><td>P2 Agreement</td><td>Post TSMSA</td></tr><tr><td>TSMSA (dependent on option)</td><td>27 Jul – 23 Aug 2022</td></tr><tr><td colspan="2">Approval by Participants will be dependent on all artefacts being approved as a package</td></tr></table>	Artefact	Due (Provisional)	Detailed Business Case	Next iteration available 30 April	Operating Model	Next iteration available 30 April	P2 Agreement	Post TSMSA	TSMSA (dependent on option)	27 Jul – 23 Aug 2022	Approval by Participants will be dependent on all artefacts being approved as a package		MM
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	Meeting Closed 9:57am	Next Steering Group Meeting: Wednesday 30 March 2022, 7:00am – 8:30am													

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