

# NATIONAL TICKETING SOLUTION

CONFIDENTIAL

## National Ticketing Solution (NTS)

### Executive Steering Group

### Meeting Minute

Paper No: 2022-01-26-01

Date:	15 December 2021	
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>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) (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>NTS</div>
Apologies		

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Item	Description	Action	Resp
1.	Review Minutes and Actions	<p>Actions</p> <p>Actions from 1 December and prior remain open.</p> <p><b>New actions:</b></p> <ol style="list-style-type: none"> <li>1. P2 Agreement group has a lack of awareness of the MSA and this needs to be conveyed.</li> <li>2. Monthly meetings require detail on the next steps detailing the dates and milestones</li> </ol> <p><b>Minutes from 17 November 2021 steering group meeting accepted</b></p> <p><b>Minutes from 1 December 2021 steering group meeting accepted</b></p>	<p>CR</p> <p>GA</p>
2.	Proposed Implementation Approach	<p><b>(Paper No 2021-12-15-02)</b></p> <p>section 9(2)(g)(i) stated that the paper is taken as read and requires a focus on the milestones and dates.</p> <p>GA noted that there were a number of key questions to be addressed.</p> <p>section 9(2)(g)(i) [redacted]</p> <p>section 9(2)(g)(i) noted that this was a topic for the 20/21 December workshop.</p> <p>This was supported by GA noting that SoW0 approach will require parts of SoW1,2,3 and 7 to be included in the initial SoW0. section 9(2)(g)(i)</p> <p>section 9(2)(g)(i) [redacted]</p> <p>Scott also pointed out that Pivot 2 is not accurate as this had been put to bed by the MPGG with the focus on the integrated NTS.</p> <p>This was confirmed by section 9(2)(g)(i) noting that this is a revised approach and not a pivot.</p> <p>Further points from Scott:</p>	

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		<p>i. (slide 3) the GWRC drivers are not political and commercial. The community is a driver and there is a driver to exit out of cash and paper due to covid.</p> <p>ii. (slide 5) GWRC are not deferring NTS</p> <p>iii. (slide 7/8/9) – <b>section 9(2)(b)(ii)</b>   <b>section 9(2)(b)(ii)</b> further asked what conversations have been held with Cubic on timeframes.</p> <p>iv. (slide 42) – this is not in line with the understanding. A business case from GWRC for the interim solution is not seen as required for an interim case.</p> <p>Confirmed by CR that there needs to be a funding paper at least to support an interim solution.</p> <p>Overall Scott will not endorse the approach as the language needs to be updated to reflect that the interim solution is a stepping stone to the NTS.</p> <p><b>section 9(2)(b)(ii)</b> expects some items to be carried over from January and these will be negotiated later.</p> <p>ND noted that RITS is not mentioned in the approach and this needs to be added.</p> <p>RJ asked as to how bringing forward AT was to be achieved. Also noted that it would be a struggle to see how issues can be resolved by early February, further noting that AT requires the Operating Model to be agreed before they go forward.</p> <p><b>Agreed</b> Implementation approach agreed in principle, subject to the matters raised by Scott and ND, and agreed that this was an acceptable way to plan forward.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. Implementation approach to reflect the MPGG position particularly around the GW interim solution. Scott to hold pen and will be taken forward outside of this meeting</li> <li>2. Update Implementation Approach to include RITS members</li> </ol>	SGall GA
3.	Negotiation Plan	<p><b>(Paper No 2021-12-15-03)</b></p> <p><b>section 9(2)(b)(ii)</b> introduced outlining that this plan sets out the negotiation plan and approach.</p> <p><b>Comments:</b></p> <ul style="list-style-type: none"> <li>• RJ identified that the parameters for the negotiation team to negotiate is missing. GA responded that there is a pre-cursor dependency in the Plan for Waka Kotahi to provide these.</li> </ul> <p><b>section 9(2)(b)(ii)</b> also noted that there is no delegation for the</p>	

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		<p>negotiation team to go outside the requirements and asked RJ to provide some boundaries.</p> <ul style="list-style-type: none"> <li>Scott saw this plan as a living document and noted, as earlier discussed, the language needs to be changed to reflect the GW position</li> <li>section 9(2)(g)(i) asked how the steering group could approve this plan if it was a living document. GA responded by saying the plan is the plan and it can't be changed through negotiation, also noting that the negotiation register will need to be appended to the Plan. GA also asked that if the Plan can't be approved today then it will need to be approved at the 20/21 December workshop.</li> <li>section 9(2)(g)(i) [REDACTED]</li> </ul> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>Boundaries to be provided for the negotiation team to discuss at 20/21 December meeting</li> <li>GWRC approach to transition and the overall strategy to be reviewed and reported back.</li> <li>Negotiation Plan approval to be held over to 20/21 December, with the authority around decision making and negotiation including negotiation team needing to be articulated in the plan.</li> </ol>	<p>ALL</p> <p>SGall</p> <p>ALL</p>
4.	Preparation for Workshop 20/21 December	<p><b>(Paper No 2021-12-15-04)</b></p> <p>Purpose and agenda distributed early for comment.</p> <p>Noted by GA that the Negotiation Plan will be addressed in Item 9.</p> <p>section 9(2)(g)(i) asked that the key issues are elevated and saw the purpose of the workshop being to answer the question around early works or whether there is a need to pause.</p> <p><b>Purpose and agenda approved.</b></p> <p>RJ asked if Rachael Turnage can attend as an observer. Likewise Scott stated that the Working Group should attend and this was supported by CR.</p> <p><b>Attendance by wider group approved.</b></p>	
5.	NTS Communications	<p><b>(Paper No 2021-12-15-05)</b></p> <p>Status update presented by Laura.</p>	

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		<p>Stewart asked that the scope of existing brands needs to be extended with further analysis.</p> <p>section 9 also asked that the strategic overview around branding is also taken into account.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. Branding analysis of existing brands to be expanded and to also include strategic overview.</li> </ol>	IW
6.	NTS Status Report	<p><b>(Paper No 2021-12-15-06)</b></p> <p>Report noted being the first consolidated report for NTS (Project NEXT and TTP Establishment).</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. Milestones and next steps to be included in future reports</li> </ol>	GA
7.	AoB	<p><b>Workshop 20/21 December</b></p> <p>Start at 9am with 4x 1.5 hour sessions each day.</p>	
8.	Meeting Closed 9:38am	Next Monthly Meeting: Wednesday 19 January 2022, 8:30am – 10:00am	

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