

Project NEXT Steering Group Meeting AGENDA

Date:	20 May 2020	
Time:	9:00am – 10:00am	
Location:	Zoom Meeting: https://gwrc.zoom.us/j/135024812	
Steering Group Members:	Wayne Hastie (Chair)	GWRC
	Vanessa Ellis (Zoom)	AT
	Roger Jones (Zoom)	AT
	Stewart Gibbon (Zoom)	ECAN
	Nick Donnelly (Zoom)	ORC
	Andrew McCallin	NZTA
	Charles Ronaldson	NZTA
Attendees:	Graham Alston	NEXT
	section 9(2)(a)	NZTA
	James Timperley	NEXT
	Rebekah Duffin	NZTA
	Mark McHugh (secretariat)	NEXT
Apologies:	Andrew McCallin; Roger Jones (Tentative)	

Future meetings 2020		
Date	Time	Location / Zoom
Wednesday 17 June	9-10am	https://gwrc.zoom.us/j/841711370
Wednesday 15 July	9-10am	https://gwrc.zoom.us/j/91612944268
Wednesday 19 August	9-10am	https://gwrc.zoom.us/j/96270378362
Wednesday 16 September	9-10am	https://gwrc.zoom.us/j/99111333934
Wednesday 21 October	9-10am	https://gwrc.zoom.us/j/99461817605
Wednesday 18 November	9-10am	https://gwrc.zoom.us/j/98901103613
Wednesday 16 December	9-10am	https://gwrc.zoom.us/j/97797277478

Item	Description	Paper No	Action	Lead
1.	Review Minutes and Actions <i>22 April 2020 Minutes</i>	2020-05-01	Approval and action review	WH
2.	Project Report <i>Report for period to 30 April 2020</i>	2020-05-02	Noting	GA
3.	TTP (Shared Services) Establishment Progress	2020-05-03	Noting	JT
4.	Procurement Strategy Decision Matrix	2020-05-04	Approval	GA
5.	Summary of steering group activity required to progress to the evaluation phase RFP close off: 23 July 2020 (12 noon)	2020-05-05	Noting	GA
6.	Resources: Summary of contracts due for renewal	2020-05-06	Approval	GA
7.	Standardisation	-	Verbal update	AM
8.	Approach to developing evaluation handbook and guidelines <i>(includes RFP Evaluation Handbook Common Parts attachment)</i>	2020-05-07 2020-05-07a	Noting	GA
9.	RFP Respondent Presentation Approach	2020-05-08	Decision	GA
10.	e-Evaluation Tool <i>(Note GA records a conflict of interest on this item and will be excused from the meeting for this discussion)</i>	2020-05-09	Decision	MM
11.	Other business			ALL