

Project NEXT Steering Group Meeting AGENDA

Date:	18 March 2020	
Time:	3:00 – 5:00pm	
Location:	Zoom Meeting: https://gwrc.zoom.us/j/974723052 GWRC, Walter Street. Level 2 - Room 2.4	
Steering Group Members:	Wayne Hastie (Chair) GWRC Vanessa Ellis (Zoom) AT Roger Jones (Zoom) AT Stewart Gibbon (Zoom) ECAN Nick Donnelly (Zoom) SRC Andrew McCallin NZTA Charles Ronaldson NZTA	
Attendees:	Graham Alston NEXT section 9(2)(a) NZTA James Timperley NEXT Rebekah Duffin NZTA Mark McLough (secretariat) NEXT	
In Attendance	Eoin Davison Project NEXT Commercial Advisor Jane Parker Project NEXT Legal Advisor Martin Richardson Project NEXT Probity Auditor	
Apologies:	Rebekah Duffin (late); Roger Jones;	

Future meetings 2020		
Date	Time	Location / Zoom
Wednesday 22 April	9-10am	https://gwrc.zoom.us/j/737766922 GWRC, Walter Street. Level 2 - Room 2.4
Wednesday 20 May	9-10am	https://gwrc.zoom.us/j/135024812 GWRC, Walter Street. Level 2 - Room 2.4
Wednesday 17 June	9-10am	https://gwrc.zoom.us/j/841711370 GWRC, Walter Street. Level 2 - Room 2.4

Item	Description	Paper No	Action	Lead
1.	Review Minutes and Actions <i>21 February 2020 Minutes</i>	2020-03-01	Approval and action review	WH
2.	Project Report <i>Report for period to 29 February 2020</i>	2020-03-02	Noting	GA
3.	Status of stakeholder and authority internal process approvals		Confirm	GA
4.	NTS Detailed Business Case - iteration 1	2020-03-03	Approval	GA
5.	RFP Release Approvals <ul style="list-style-type: none"> a. <i>RFP Procurement Plan</i> b. <i>Probity Framework</i> c. <i>RFP Probity Plan</i> d. <i>RFP Documentation Set including appendices</i> <ul style="list-style-type: none"> - <i>Part 1: Programme & Environment Overview</i> - <i>Part 2: Engagement Process</i> - <i>Part 3: Requirements</i> - <i>Part 4: Response Form</i> - <i>RFP Price Books and User Guide</i> - <i>Ticketing Solution Draft Master Service Agreement and Schedules</i> e. <i>Response Period Internal Process Guidelines</i> 		Approval	GA
6.	RFP Supporting Approvals <ul style="list-style-type: none"> a. <i>RFP key dates for inclusion in Part 2 and Commitments</i> b. <i>Release of RFT preferred supplier name in RFP Documentation</i> <ul style="list-style-type: none"> - <i>Merchant Acquirer</i> - <i>Program Manager</i> - <i>Retailer Network Manager</i> 	2020-03-04a 2020-03-04b	Approval	GA
7.	Formal RFP Release <i>Approval to release the RFP on 2 April 2020</i>	2020-03-05	Approval	GA
8.	RFP Document Review Status Report	2020-03-06	Noting	GA
9.	Covid-19 Impact Assessment	2020-03-07	Noting and Approval	GA
10.	RFP pre-release meetings with respondents		Update	GA