

Project NEXT

Executive Steering Group

Meeting Minute

Paper No: 2020-11-01

Date:	21 October 2020	
Time:	9:00am – 10:00am	
Location:	Zoom	
Steering Group	Wayne Hastie (Chair)	GWRC
	Charles Ronaldson	NZTA
	Vanessa Ellis (Zoom)	AT
	Roger Jones (Zoom)	AT
	Andrew McCallin	NZTA
	Nick Donnelly (Zoom)	ORC
	Stewart Gibbon (Audio)	ECAN
In Attendance	Graham Alston	NEXT
	section 9(2)(a)	NZTA
	James Timperley	NZTA
	Rachael Turnage (Zoom)	AT
	Mark McHugh	NEXT
	<i>(Secretariat for this meeting)</i>	
Apologies		

Item	Description	Action	Resp
0.	Introduction	All welcomed by WH and it was noted that items 4 and 5 (Presentation approach and Preferred Supplier Selection Process) were the key items that needed to be approved at the meeting. The project report would be taken as read and it was also noted that the operating model is a topic to be covered at the 2 November workshop.	
1.	Approve Draft Minutes 16 September 2020	Minutes from 16 September 2020 steering group meeting accepted.	
2.	Actions Status	Open Actions from 16 September 2020 minutes TTP Integrated Plan Integrated plan to be discussed at workshop on 2 November 2020 NTP Working Group ToR	GA/JT

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		<p>Regional Consortium and Ecan participation agreed</p> <p>Action</p> <ul style="list-style-type: none"> i. Rachael Turnage to get underway. ii. Rachel to follow-up with Regional Consortium ECan about participation. <p>Treasury review</p> <p>Actions</p> <ul style="list-style-type: none"> a. RPA paper to be distributed to SG b. Paper to be prepared for the steering Group c. Steering Group to identify areas they want covered in the review <p>Open Actions from 19 August 2020 minutes</p> <p>TTP Status Report</p> <ul style="list-style-type: none"> • Project Charter <ul style="list-style-type: none"> a. NTS plan including milestones to be developed – in progress b. JT to outline the approach to the NTS charter – in progress c. Revised charter for Project NEXT (v2.0) approved subject to above changes being made and being re-circulated to steering group – working Group ToR to be agreed first before rolling into the charter and then re-circulated <p>Open Actions from 14 August 2020 minutes</p> <p>nValuate</p> <p>Software licence agreement to replace letter that will outline the responsibilities – work in progress</p> <p>Open Actions from 15 July 2020 minutes</p> <p>Governance</p> <p>P2 Agreement – 19 August/21 October – workshops ongoing</p> <p>Open Actions from 17 June 2020 minutes</p> <p>TTP Status Report</p> <ul style="list-style-type: none"> • Update on engagement with PTA's will be provided at the next steering group meeting <ul style="list-style-type: none"> 15/7 – Customer experience is the key engagement and JT is working through, AT/GW attendees identified 19/8 – in progress • Standardisation changes that require PTA approvals to be included in timeline <ul style="list-style-type: none"> 15/7 – Status report to be updated 19/8 – in progress 	<p>RT</p> <p>RT</p> <p>JT</p> <p>JT</p> <p>St Grp</p> <p>JT</p> <p>JT</p> <p>GA</p> <p>MM</p> <p>CR</p> <p>JT</p> <p>AM</p>
3.	Project Report	(Paper No 2020-10-02)	

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	(To 30 September 2020)	<p>Project report presented as read by GA with project status remaining Green.</p> <p>GA commented that in addition to the SG report the weekly progress reports also provide a more timely view on progress.</p> <p>GA updated the progress with the RFP evaluation, noting that the team evaluation had taken between 10-25 days longer than estimated and moderation will be 2-3 times longer than estimated. Absenteeism has been an issue and a factor in these delays.</p> <p>GA also called out the strain on the team leaders with a demanding schedule and the change of the schedule status from green to amber reflects these delays.</p> <p>WH asked that the relevant steering group member should be spoken with as to see if time for their evaluations could be freed up.</p> <p>RJ asked that as the operating model must be completed before the business case then this should be included as a dependency in the report.</p> <p>section 9(2)(b)(ii)</p> <p>GA confirmed that there are no guarantees and noted that this was not a pre-condition but was in the 'MUST' requirements. Also transition will be covered in a separate section in the presentations.</p> <p>RJ stated that there was a critical need to understand that this requirement is met and that the cost of this transition activity needs to be in the business case. If this is not known then there will be a delay.</p> <p>GA commented that access to specific questions to effectively pre-determine down-selection was not consistent with the approved process but understood the importance of transition which is why we have a separate presentation solely on the topic. Can discuss with probity at what point access to transition information to support business case will occur.</p> <p>Action</p> <p>It was agreed that further discussion on transition requirement for the business case and costing should be taken offline in the presence of probity.</p>	GA
4.	TTP Establishment Report	<p>(Paper No 2020-10-03)</p> <p>Report was taken as read.</p>	

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		JT noted that the main risk was around having information availability from the PTA's.	
5.	Presentation Approach	<p>(Paper No 2020-10-04)</p> <p>GA outlined the approach to presentations with presentations to be no longer than 3 hours and there will be separate presentations based on the separate sections.</p> <p>The evaluation teams are currently collecting information for questions to be asked via written clarification, at due diligence, at presentations and at BAFO. Each of these clarification questions will be prioritised.</p> <p>Presentation models are also being looked at with the intent to reduce the presentation timeline to just over two weeks with the key issue ensuring that there is a reasonable timeline for presentations.</p> <p>From a steering group perspective the introductory overview session will be conducted in the one day from 8am through to 8pm.</p> <p>WH asked what is the right notice period for the topics at presentations, either one week or two weeks. GA said that two weeks is the time set out to Respondents previously, but that one week would be the minimum e.g. for updates.</p> <p>GA said that the presentations will start in w/c 23 November and the steering group will be required on 24 November for section 9(2) Respondent introduction presentations commencing 8am and ending 8 pm.</p> <p>SG asked as to when confirmed dates will be known and GA responded that this will be in the next few days.</p> <p>Based on the tabled timeline, the REP will meet in the week of 18 January 2021 and the RSG will meet the following week.</p> <p>section 9(1) noted that the timeline had already moved out by one week from the 'accelerated' timeline presented as one of the papers for this meeting.</p> <p>Action</p> <p>GA undertook to update the schedule of presentations and this will be circulated to all evaluators and steering group.</p> <p>Also noted that Mike Rankin was leaving Waka Kotahi and that 5 days of his time before Xmas for evaluation activities had been agreed with section 9(2)(a)</p> <p>All recommendations in paper were approved.</p>	GA

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6.	Preferred Supplier Selection Assessment Criteria	<p>(Paper No 2020-10-05)</p> <p>The Preferred Supplier Selection Assessment Criteria has been developed to support the selection of a preferred supplier. The assessment criteria sets out the guidance for each assessment criteria using A, B, C indicative grades.</p> <p>This empirical assessment of proposals presented after the BAFO workshops must be approved before the RSG attend any presentations.</p> <p>Following comments on criteria:</p> <p>RJ:</p> <ul style="list-style-type: none"> Overall Quality (3.2.1) needs to be addressed before BAFO not during Transition and Implementation (3.2.2) – transition costs are reasonable - noted that what may be reasonable for one authority may not be for another <p>CR:</p> <ul style="list-style-type: none"> Noted that if costs are OK for XT/GW/Ecan then RITS costs can be addressed. <p>WH:</p> <ul style="list-style-type: none"> Enquired as to the roadmap alignment criteria, section 51 noting that if this has landed better with the Respondents timelines then this should be accepted. section 3.2.2(b)(ii) and GA noted that this should also extend to the other concepts under solution compliance. <p>GA noted that the indicators are not a check box, they are only guidance and other factors may impact the assessment.</p> <p>Action</p> <p>Agreed</p> <ol style="list-style-type: none"> Add compliance to core concepts under criteria Remove square brackets around the value items <p>All recommendations in paper were approved.</p>	GA GA
7.	Project NEXT Selection Group (RSG) Handbook	<p>(Paper No 2020-10-06)</p> <p>This handbook has been updated with a new Section 3 included (Document Access) that has been aligned with the REP adjustments, that have previously been approved by the steering group.</p> <p>This updated document will be made available through the portal.</p> <p>This update was Noted and the RSG Handbook changes accepted.</p>	

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8.	Steering Group Workshops – Nov and Dec	<p>(Paper No 2020-10-07)</p> <p>Agenda for the December workshop will not be developed until after the 2 November workshop.</p> <p>GA confirmed that the integrated plan session in the 2 November workshop will require discussion around the BAFO processes and activities</p> <p>Agenda was Noted and accepted</p>	
9.	Down Select Process Timeline	<p>(Paper No 2020-10-08)</p> <p>Paper outlines the provisional dates and the key assumptions and dependencies. The timelines have been based on the documents being reviewed within one week. No allowance has been made for re-reviews and updates.</p> <p>Appendix C outlines an accelerated down selection process and GA pointed out that this option will lead to an increased risk of change.</p> <p>Noted by [redacted] that the earlier the RCAT can meet the better and [redacted] sought advice as to how the RCAT can get working earlier.</p>	GA
10.	RFP Down Select Document Map	<p>(Paper No 2020-10-08)</p> <p>Document map for the tabled providing a high level summary of the reports and decision points for the down select phase.</p> <p>All recommendations approved.</p>	
11.	Participation Agreement	CR advised that a number of workshops were held and that P2 agreement was progressing reasonably well.	
12.	RFP Evaluation Progress	GA commented that this item had probably been covered sufficiently in earlier items. Agreed.	
13.	General Business	<p><i>Treasury Gateway Review update</i></p> <p>CR commented that timing of this would be by agreement with Treasury, but should be mapped onto the timeline at the workshop, but not anticipated until post selection of Preferred Supplier.</p> <p><i>RITS rollout</i></p> <p>JT commented that the RITS rollout had completed this week with Taranaki being the last region to go live. Also noted that this will now be the trigger for discussions re commercial matters to be resolved.</p> <p>Also means that in accordance with the NTS strategy we now only have 4 systems nationwide.</p>	
14.	Meeting Closed 10:15	Next Meeting: Wednesday 18 November 2020, 9:00am – 10:00am	