

NATIONAL TICKETING SOLUTION

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National Ticketing Solution (NTS) Executive Steering Group Meeting Minute

Paper No: 2022-09-21-01

Date:	17 August 2022	
Time:	8:30am – 10:00am	
Location:	Microsoft Teams	
Steering Group (All Teams)	<div><div>section 9(2)(a) (Chair)</div><div>Independent</div></div> <div>Charles Ronaldson</div> <div>WK-NZTA</div> <div>Vanessa Ellis</div> <div>AT</div> <div>Roger Jones</div> <div>AT</div> <div>Samantha Gain</div> <div>GWRC</div> <div>Delaney Myers</div> <div>WK-NZTA</div> <div>Nick Donnelly</div> <div>ORC</div> <div>Stewart Gibbon</div> <div>ECAN</div>	
In Attendance (All Teams)	<div>Graham Alston</div> <div>NTS</div> <div>James Timperley</div> <div>NTS</div> <div>Rachael Turnage</div> <div>AT</div> <div>Laura Wilmot</div> <div>WK-NZTA</div> <div>Mark McHugh</div> <div>NTS</div> <div>(Secretariat for this meeting)</div> <div><div>section 9(2)(a)</div><div>ECAN</div></div> <div>Nicki Lau Young</div> <div>GWRC</div> <div>Brian Abbott</div> <div>NTS</div> <div><div>section 9(2)(a)</div><div>(Actions)</div><div>NTS</div></div> <div>Kelly Curry (for James Timperley)</div> <div>NTS</div>	
Apologies	James Timperley; Laura Wilmot	

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Item	Description	Action	Resp
1.	Minutes and Open Actions	<p>Minutes from 20 July 2022 and 3 August 2022 approved.</p> <p>Actions reviewed.</p> <p>VE asked whether dates for completion of open actions have been identified. MM confirmed Steering Group need to determine when a date can be. MM has put an asterix against actions that require Steering Group approval.</p> <p>SGa asked about action regarding Mastercard pricing review. MM confirmed he talked with Mastercard and they will have something to us by the end of this week.</p> <p>section 9(2)(b)(ii)</p> <p>section 9(2)(b)(ii)</p> <p>Probity and legal advice have been received and we need to work through that.</p> <p>section 9(2)(b)(ii)</p> <p>SGa is still waiting for report back on that action. CR need to consider concern about public money over the life of the project.</p> <p>VE asked whether pricing needs to be updated in Business Case. GA confirmed it does not. It is an updated estimate section 9(2)(b)(ii)</p> <p>VE raised an action mentioned last meeting regarding PTAs and Waka Kotahi needing formal check point with Steering Group to endorse or support key components. Is that scheduled in yet? CR confirmed we don't have scheduled in. P2 operating model, parameters, communications protocol have already been through this Steering Group. VE raised getting close to signoff and need to schedule that in and deal with items to close. SGa discussion on P2 operating model and feeding in and consolidating issues and confirming if we are happy to proceed on that basis.</p>	

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		<p>ACTION: ^{section} book another meeting next week (perhaps two slots of meetings for a couple of hours) to review foundation documents to support P2 signoff.</p> <p>VE would like critical path and detailed plan on closure dates. There are things to close and lock down by end of August latest and need to have alignment and understand major concerns.</p> <p>CR to have discussion with AT on Friday regarding P2. By end of next week or following week the P2 should be ready.</p> <p>CR confirmed CCO issue has been resolved. MPGG agreed there will be a total of eleven on the NTS Governance Board. So 5 council people and 6 non-council people so it will not be a CCO. Independents will be appointed by Waka Kotahi and input on appointments will be sought from Councils so it will be an inclusive process.</p> <p>SGa raised question of whether voice of PTAs will be unduly diluted. CR noted that with 2 WK, 4 independents and 5 PTA representatives there is the PTA voice.</p> <p>Question raised on whether PTAs will lose some control and how to navigate decisions made. Need to do run through on scenarios. Check understanding of how will work practically. Review of governance will be made at point of going live. Noted by YG that the right expertise is needed on the governance group and the operational group will sit below.</p> <p>ACTION: Minutes of MPGG meeting to be distributed to steering Group ^{section}</p> <p>CR noted it's important to remember fundamental principle is consensus. Governance has always managed to work on consensus and partnership, not contractual supply.</p> <p>RJ - ToR are key. What is the role of the four independents and Waka Kotahi can out vote PTAs. Not seeing the PTA interests being protected.</p> <p>CEs felt to add just one more member in order to avoid any confusion as to whether it is a CCO. Governance will be for duration of implementation. Once implementation is completed potential to review governance and possibly remove independents at that time. RJ noted that the outclauses can't be invoked if in the national interest.</p> <p>VE raised idea of taking 3 or 4 scenarios with regards to P2 and can cover at meeting booked next week.</p>	

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2.	Process to finalise and approve contract	<p>Verbal</p> <p>section 9(2)(b)(ii)</p> <p>[REDACTED]</p> <p>section 9(2)(b)(ii) confirmed process for approval was covered yesterday. GA confirmed he is comfortable with the process and we will make documents available as they are ready. SGa noted it will be good to have process written with timeline so it's clear to everyone.</p> <p>SGa – would we sign with Mastercard at same time as preferred supplier – needs to be part of process as well. Process needs to cover all MSA's.</p> <p>GA - TCO modelling needs to take into account internal costs as well as charges. Position reasonable given passage of time. Main area of concern is preferred supplier pricing and that's where focus needs to be.</p> <p>SGa - all contracts sign at same time.</p> <p>VE - when are we aiming to land that plan?</p> <p>YA - currently working through all component parts - whole thing may not be ready until early September. Aim to finalise P2 before end of month and full package early September.</p> <p>VE – Triangulating that with out Board – it's getting tight.</p> <p>YA - for Board meeting will have enough certainty on where we are at with pricing and P2.</p> <p>GA - Main point yesterday (aisde from pricing) was TSMSA.</p> <p>section 9(2)(b)(ii) – TSMSA powerpoint from GA of things not yet resolved. Large number of slides. Some people have given feedback and raised red flags.</p> <p>ACTION: All Steering Group members escalate if anything likely to be unresolved by September that would stop CE's supporting signing of TSMSA by WK.</p> <p>section 9(2)(b)(ii) will rely on GA to raise if anyone has major concerns.</p> <p>ACTION: All Steering Group members to have markups in TSMSA powerpoint by Friday 19th August at the latest.</p> <p>CR – Waka Kotahi won't act without action of this Steering Group.</p>	<p>St Grp</p> <p>St Grp</p>

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		<p>section 9(2) - If something noticed that could be really troublesome and worrying for CE then please flag it now.</p> <p>GA - Conversations with preferred supplier everyday. People flag comments and GA to go through and put comment in powerpoint as to whether resolved or other.</p> <p>GA noted good progress is being made with preferred suppliers new lawyer – section 9(2)(a).</p>	
3.	TSMSA Update	<p>(Paper 2022-08-17-02)</p> <p>SG Briefing TSMSA Position at 17 Aug 22 v1.pptx</p> <p>Noted</p> <p>ACTION: GA to update comments in TSMSA powerpoint</p>	GA
4.	P2 Agreement	<p>Verbal</p> <p>Nothing to add further from other discussion regarding P2 throughout the meeting.</p>	
5.	National Alignment	<p>(Paper 2022-08-17-03)</p> <p>Paper addresses question raised by VE and that action can now be closed out. Financial implications are being addressed by the working group.</p>	
6.	Operating Model	<p>Verbal</p> <p>Participation Parameters</p> <p>Folder: P2 Agreement Artefacts</p> <p>NTS Participation Parameters - Review 26th July Editable version for PTA feedback.xlsx</p> <p>Operating model is progressing well.</p> <p>Working Groups framework is supportive to P2 operating model. Will come back to meeting next week to this group.</p> <p>VE – In SharePoint we all table or share open P2 items or concerns for everyone.</p> <p>Kelly Curry gave an update and it was noted:</p> <ul style="list-style-type: none"> there is an editable version of the participation parameters spreadsheet in the P2 agreement can add things there – so it is there and available. making good progress with working groups – resolved with MPGG decisions. Awaiting P2 drafting. Action with teams reviewing artefacts – no blocker items at present. <p>NLY: Kelly and NLY are working through changes to operating model – still issues with P2 agreement. Useful if each PTA send all mark ups so can do work beforehand of P2 meeting</p> <p>ACTION: All SG members send to CR any issues regarding P2 agreement.</p> <p>VE wants Steering Group P2 discussion. Thinks there is a disconnect with some thinking it's fine and others not. Still sees a number of major concerns.</p> <p>Can look at this at special Steering Group meeting next week regarding foundation documents that support P2.</p>	St Grp

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7.	NTS Communications	Verbal No communications update was given as LW was not in attendance.	
8.	NTS Status Report	(Paper No 2022-08-17-04) Suggestion made for risks in the status report to be updated. Both procurement and future implementation risks should be included. YA confirmed work is being carried out on strategic and operational risks and the status report will be updated with those next time. ACTION: Ensure risks in NTS status report are updated based on recent work that's been carried out on strategic and operational risks.	YA
9.	Other Business	None	
	Meeting Closed 9:26am	Next Steering Group Meeting: Wednesday 21 September 2022, 8:30am – 10:00am	

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