

NATIONAL TICKETING SOLUTION

CONFIDENTIAL

National Ticketing Solution (NTS)

Executive Steering Group

Meeting Minute

Paper No: 2022-03-16-01

| | | |
|-------------------------------|---|--|
| Date: | 16 February 2022 | |
| 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>section 9(2)(a)</div> <div>Nicki Lau Young</div> <div>Kalyn DeCastro</div> <div>section 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>Waka Kotahi</div> <div>NTS</div> |
| Apologies | | |

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| Item | Description | Action | Resp |
|------|----------------------------|---|------|
| 1. | Review Minutes and Actions | <p>Actions (2022-02-16-01b)</p> <p>Action Register (1 December 2021 onwards) reviewed, as attached</p> <p>Minutes from 26 January and 9 February steering group meetings accepted.</p> | |
| 2. | TSMSA and SOWO Progress | <p>Verbal Update from GA</p> <p>SOWO documentation substantially received and is currently being reviewed by the PTA's.</p> <p>Structure of SOWO is also being reviewed by legal and is being stepped through with Cubic.</p> <p>Activities around the TSMSA and the SOWO are being conducted in parallel and there is sufficient project capacity to attend to these activities.</p> <p>The general T&C's sessions are continuing and progress is being made. There are a significant number of outstanding items that will need a further walk through as these need to be resolved. An example is the liability cap levels.</p> <p>Updated pricing for the DBC has been received overnight <small>section 9(2)(b)(ii)</small></p> <p>the supplier is actively considering other areas and their behaviour is moving in the right direction.</p> <p>Detailed Business Case</p> <p>AM confirmed that the DBC has now been locked off and the latest revision reflects the Updated RFP Response. AM also noted that other costs outside the Supplier have been increasing.</p> <p>GA noted that the strategy around any benefits through negotiation that result in cost reductions will not be taken out of the DBC but will be moved to a line item that covers variations over the life of the contract. This was agreed by <small>section 9(2)(b)(ii)</small>.</p> <p>Pricing Discussions – Router</p> <p>Discussion with the supplier are being held around the router, noting that AT will be providing their own for the Bus Driver Console. The pricing for a router will be separately proposed as an option by the supplier.</p> | |

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| | | <p>RJ stated that the router being looked at by AT is a 4 port router and given the current daisy chaining the buses will need to be re-cabled for point to point.</p> <p>Agreed by GA that there will be useful work to be done to look at the router options for additional ports for AT and this approach was supported.</p> <p>Overall Negotiation Progress</p> <p>section 9(2)(b)(ii) [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | |

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| | | <p>Noted by RJ that Movit is MaaS and the Cubic system is not MaaS at present.</p> <p>Agreed that the account-based system needs to expand to MaaS.</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Boundaries around what is core to public transport to be defined. 2. Account based system boundaries to be clarified with MaaS and the consequences and expectations that we have 3. Data Access - Assurance note to the steering group outlining the data dictionary, the processes in place and protection of data in the future to be provided | <p>GA</p> <p>GA</p> <p>GA</p> |
| 3. | SOW 0 Resource Plan | <p>(Paper No 2022-02-16-02)</p> <p>JT presented this paper outlining the status of the resource plan to support initial design elaboration activities.</p> <p>The resources required will be dependent on the workshop schedule and this is being worked through. The NTS establishment team is being expanded progressively with more resources coming on this week and next.</p> <p>VE would like progress made with a resource plan and getting indications of resource requirements and placeholders which may be adjusted. Not sustainable or easy to get AT testers, architects and commercial resources at short notice.</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Level of PTA resource required for workshops from 28 February to be outlined with PTA's | GA |
| 4. | NTS Communications | <p>(Paper No 2022-02-16-03)</p> <p>Laura outlined the recommended approach, with internal comms in February, external comms in April and full media release in June 2022.</p> <p>The AT concern raised by VE was that if the contracts are not signed until May/June there is a need to for PTA's to go through their own governance and council shareholders. This was noted by CR as being the position for WK and other PTA's</p> <p>Laura noted that the internal comms will be to a tight group in the short term and that the external comms was already overdue from December and guidance was required.</p> <p>Scott identified a preference for a different lens by audience, noting that there needs to be commonality of wording and that there will be</p> | |

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| | | <p>variations in external comms as each PTA is in a different position. section 9(2)(b)(ii) [redacted] Scott also re-iterated that GW will welcome the NTS.</p> <p>Stewart asked whether there was going to be a roadshow and LW said that options will be explored.</p> <p>section 9(2)(b)(ii) [redacted] agreed that there would be PTA specific activities and that there needs to be something prepared for Board level. section 9(2)(b)(ii) [redacted] also asked what does each PTA need to say.</p> <p>Laura asked whether there was any obligation on the Supplier. GA responded that any Comms from the Supplier needs to be pre-approved. Overall there is no committed obligation. If our comms is completed by the end of March 2022/early April then the risk is diminished.</p> <p>Stewart noted that there is a need for a conversation with Governance before April 2022.</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Comms for each party to be developed through each participant comms group including the national position 2. Options around a roadshow to be explored. | <p>LW</p> <p>LW</p> |
| 5. | NTS Status Report | <p>(Paper 2022-16-02-04)</p> <p>JT noted that the Operating Model progress is proceeding well and this will be on the agenda next month.</p> | |
| 6. | AoB | <ol style="list-style-type: none"> 1. CR announced that section 9(2)(a) [redacted] has been engaged by WK until the end of June 2022 with activities to include: <ol style="list-style-type: none"> a. Review WK governance b. PTA stakeholder relationship back into WK c. Member of WK internal steering group | |
| 7. | Meeting Closed 9:57am | Next Steering Group Meeting: Wednesday 2 March 2022, 7:00am – 8:30am | |

Attachment: Actions (From 1 December 2021)