**Agenda: RoVE Strategy Session 31 July 2019 at 7.30pm**

**Purpose:** this strategy session provides an opportunity to discuss the next phase of RoVE, following public announcements on 1 August.

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<tr>
<th>Agenda Item</th>
<th>Update</th>
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<tr>
<td><strong>1</strong> Communications and stakeholder engagement</td>
<td>Preparation for RoVE announcements on 1 August is on track. This includes finalising the short and long-form change documents and fact sheets for target audiences and preparing for announcement livestream. Other post-announcement engagements are also being planned, including announcements on CoVEs and Regional Skills Leadership Groups. A Stakeholder Engagement Plan was provided to your office on 15 July.</td>
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<td><strong>2</strong> RoVE Governance Framework</td>
<td>As we shift into the next phase of work, the RoVE programme governance and workstream structure needs updating. <em>Appendix 1 – RoVE Governance Framework</em> provides an overview of the new arrangements. We would like to discuss with you a few key aspects of this framework.</td>
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<td><strong>3</strong> NZIST Charter</td>
<td>We would like to discuss with you the draft material we have provided regarding the NZIST Charter (<em>Appendix 2</em>).</td>
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<td><strong>4</strong> WDCs and ITO Transitions</td>
<td>Planning on the approach and workstreams for this project are being finalised. We would like to discuss with you the proposed approach and sequencing.</td>
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<td><strong>5</strong> Establishment Unit</td>
<td>As outlined in the 22 July Annotated Agenda, we are finalising a set of deliverables for the Establishment Unit and Board. We would like to discuss with you early progress on the Unit and confirm next steps.</td>
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Further points for discussion if time permits

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<td><strong>6</strong></td>
<td>Centres of Vocational Excellence</td>
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<td><strong>7</strong></td>
<td>Unified Funding System</td>
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The governance framework for the RoVE programme is shown in Appendix 1. The key features of the structure are:

- **A Programme Board** which sits across the entire programme (see details below on key accountabilities)
- **Seven projects** which will be supported by a central team with roles which span across all workstreams e.g. Design, evaluation and assessment (to ensure as components are designed they are consistent with the vision for the overall system)
- **A Design Authority** which is accountable for monitoring adherence to the overall system design blueprint
- **Advisory and Stakeholder groups** – to ensure voices of all impacted groups are heard and can provide advice on key design elements for the future and transition issues
- **Assurance** across the entire programme will be managed via gateway reviews and Independent Quality Assurance reviews.

Interviews for the key roles of Portfolio Director and Programme manager are occurring in mid August and the detailed scope documents for each project stream are under development.

**Programme Board**

The key accountabilities and responsibilities for the Programme Board are:

- Accountability for the overall success of the programme, noting that once the IST Establishment Board is up and running it will hold accountability for the NZIST establishment project (which will still require reporting into the overall programme structure)
- Defining the acceptable risk profile and risk thresholds for the programme and its projects.
- Ensuring that the programme delivers within its agreed boundaries (cost, organisational impact, benefits, time).
- Resolving strategic and directional issues between projects, which need the input and agreement of senior stakeholders to ensure the progress of the programme.
- Assuring the integrity of the programme benefits.
- Identifying and assessing the stakeholders who are impacted or will be influencers to the realisation of the programme benefits.
- Tracking stakeholder alignment with the programme’s vision and deliver course correction activity when necessary to maintain that alignment.
- The Programme Board will initially be meeting fortnightly for 1.5 hours

The Programme Board members will be:

- Tim Fowler (Chair, SRO)
- Grant Klinkum (Deputy Secretary Graduate Achievement, Vocations and Careers, MOE)
- Rose Jamieson (Acting Deputy Secretary, Parent Information and Community Intelligence, MOE)
- Gillian Dudgeon (TEC Business Owner)
- Alastair MacCormack (TEC Board representative)
- Independent member (Transformation experience)
- Treasury Representative
- IQA representative as an attendee