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NZ DAG Meeting Minutes & Actions - 22.11.221

Attendees	Chairs - Matthew Prouse (DSPANZ), Rogan Clarke (IRD)
	Members - Alex Forgie (Wolters Kluwer), Chris Mar (Datacom), Don Hounsell (MYOB), Edwin McLean (Reckon), Gaston Milsom (AMS), Karl Farrand (Taxlab), Katherine Truman (SAP), Kathryn Cavanagh (ReadyTech), Jason Langworthy (Xero), Mike Behling (MYOB), Simone Dixon (ELMO Software). Secretary - Maggie Leese (DSPANZ), Jordan Molloy (DSPANZ) IRD participants - Anil Srinivasa, Glen Evans, Sophie Smith.
Apologies	Emma Dobson (DSPANZ), Simon Foster (DSPANZ), Mark Tapara (IRD)

Agenda Item	Description
1	**Welcome and introductions** Matthew Prouse welcomed everyone to the meeting and acknowledged Emma not being available to co-chair this meeting. Rogan Clarke welcome new members Simone Dixon (ELMO Software) and Kathryn (Kat) Cavanagh (ReadyTech).
2	**Acceptance of previous minutes** The minutes were taken as read and accepted. Rogan noted there was an outstanding action on him to come back to the group on the service management light model which he will look to cover at the December meeting.
3	**Template annual change process** Standard Annual Change Block Plan document is available here. Note that this document will change based on feedback from this meeting and further feedback from members. Glen Evans presented the block plan and noted that while the plan focuses on the annual change process, IRD is looking at how this template process could apply to other changes (e.g. payday filing) to set out a consistent process. Summary of discussion on the block plan: • Both DSPs and IRD need 2-3 months to build and test depending on complexity • IRD cannot produce pack until late in the process because of how their primary software vendor works • IR will think about how they manage identities within the test environment • Broader conversation to be had about the testing approach inside of IRD moving forward • DSPs do not currently have much visibility over this process and should be involved in decisions on how the policy is implemented as they have the

	expertise outside of IRD ● DSPs want to know when there is policy work happening - the earlier they know, they more agile they can be if changes come in ● DSPs would like to see a framework on how IRD decide to collection information as some data is easy to collect and some is not ● Every release needs comprehensive testing throughout the year **Action** IRD will take feedback on board and create a new version of the block plan. It was acknowledged that there are changes (e.g. Holidays Act, Working for Families) that affect software developers but the policy is not owned by IRD. **Action** IRD will explain the flow through the block plan in a document shared for feedback. Also creating a proposal on what engagement looks like. **Action** Maggie and Jordan will put together a feedback document for the proposed annual change block plan. This will be emailed out to DAG members alongside the template document.
4	**Update on annual changes and working group progress** Glen presented the annual change 2022 block plan. Feedback from the DSP members was that they are okay with documentation being released in January but it should not be the first time that DSPs are viewing this information. DSPs would rather know what IRD is thinking now as it will allow them to be more flexible but with an understanding that things may change. Draft copy of the 2022 block plan can be accessed here and has been emailed out alongside the minutes.
5	**Review work plan** Rogan ran through the work plan providing updates on items and his view on which items can be progressed into working groups in the next few months. The priority of working groups is as follows: ● Annual changes 22 ● TDS ● Service management light IRD is aiming to run an incubator session on TDS in the week starting 6 December. They urge participation outside of the current users as they will be discussing principles for how IRD will be working through similar technical items. A session on the service management light model is expected to be held in the week starting 13 December for DSPs to share: ● Current inadequacies with the service ● Priorities and improvements for the service In 2022, the DAG will look to kick off work on a New Zealand Operational Security

	Framework. A copy of the changes to the IRD terms of use has been shared with members and is a pre-reading item for this work. Feedback on the terms of use is due on 26 November. Moving forward IRD will look to share pre-reading materials for members to prepare themselves for future workplan items. December meeting Rogan to have 45 minutes to share principles, explain origins and discuss how IR wants to shape services moving forward. Includes a versioning strategy, lead time engagements on policy and set of design principles. Payroll people noted they would like to see the annual changes work spun off into a working group allowing the DAG to focus on big picture items.
6	**December meeting and frequency moving forward** The next meeting will be held on 16 December at 2pm NZDT. This meeting will have a 45 minute section for Rogan to share principles, explain origins and discuss how IR wants to shape services moving forward. This includes a versioning strategy, lead time engagements on policy and a set of design principles. Moving forward meetings will be scheduled towards the end of the week generally at 2pm NZT. For the first quarter of 2022, the DAG will continue with monthly meetings while the working groups get up and running.
7	**Next steps and meeting close** Placeholders will be issued for the next few meetings. To plan around any leave that DAG are taking until April, please complete this form.

Actions

Date Raised	Description	Responsible
22.11.2021	IRD will take feedback on board and create a new version of the block plan for members to review.	Rogan / Glen
22.11.2021	IRD will explain the flow through the block plan in a document shared for feedback. Also creating a proposal on what engagement looks like.	Rogan / Glen
22.11.2021	Put together a feedback document for the proposed annual change block plan. This will be emailed out to DAG members alongside the template document.	Maggie / Jordan

Next meeting:
The next meeting will be held on 16 December at 2pm NZDT / 12pm AEDT. Any changes to the date and time will be communicated through the Slack channel and email.