

## Business Owner Reference Group Charter

### Purpose

The purpose of the INZ Vision 2015 Business Owner Reference Group is to:

- Provide a forum for:
  - the Business Owners to discuss and maintain a shared appreciation for the Visa Processing Operating Model including scope, dependencies and integrated aspects
  - Business Owners and the Programme to discuss developing design thinking
  - the Programme and Business Owners to discuss the stages by which the operating model will be implemented to inform Programme and Project Planning
  - BAs and PMs to bring points for business owner discussion
- Ensure Business Owners are aligned to and are applying the Programmes minimum viable solution (MVS) principles in design thinking
- Ensure integration across all activities with a focus on the capabilities being delivered by projects
- Note – this is not a mechanism for the discussion of pre PDG papers or for detailed design discussion/workshops. These activities will take place as part of the normal project scheduled activity.

### Operation

**Chair:** Catriona McKay

**Frequency of Meetings:** The Reference Group will meet every three weeks. The operation of the Reference Group will be reviewed after its third meeting to be held 26 August 2015.

**Meeting Minutes:** Action items and key decisions will be recorded for all meetings and distributed to Reference Group members, responsible action owners.

**Reporting:** There will be no reporting requirements associated with the Reference Group.

**Support:** The Programme Management Office (PMO) will provide support for reference group meetings.

**Members nominees:** If a member is not able to attend a Reference Group meeting, they may nominate another member to represent their interests or nominate an

appropriate person from their branch with prior notice given to the Chair.

**Agenda:** Agenda items will be monitored closely to ensure they are focussed on the key purpose of the group. Agenda items and outstanding action items will be distributed preceding each meeting.

### Composition of the Business Owner Reference Group

#### Members:

| Business Owner  | Related projects                           |
|-----------------|--|
| Arron Baker     | AD2, C9, C10, SV29                         |
| Nick Aldous     | C11, SV18                                  |
| Bruce Burrows   | AD1, AD3, M20, SV24a, SV24B, SV32a, SV32b, |
| Geoff Scott     | AD5, AD44, M22, M23                        |
| Kirsten Lloyd   | C6, SV32c                                  |
| Peter Elms      | MR14, MR15                                 |
| Gordon Barlow   | AD1, SV24a, SV24B, SV32a, SV32b,           |
| Stephen Vaughan | MR13, MR16a, MR17, SV25, SV28a, SV28B      |
| Bob Marshall    | MR16b                                      |
| Jason Judd      | M21  |
| tbc             | AD4, C7                                    |
| Catriona McKay  |  |

#### Business Owner Reference Group Attendees (optional):

- BSD Managers – Anna McMahon, Matthew Wellen
- Process & Requirements Stream Lead – Nicola Kilkelly
- Senior Integrated Delivery Advisor – Meegan Sorenson
- Strategy, Design and Improvement Manager - Alan Vandermolen,
- Visa Services Change Implementation Director – Sarah Thomson
- Principal Business Advisor – Sarah Kemp
- Manager, Immigration Resolutions - Margaret Cantlon

#### Attendance as requested:

Project Managers, Project BAs and other key business SMEs as required

Date Charter agreed: \_\_\_\_\_