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NZ DAG Meeting Minutes & Actions - 22.10.221

Attendees	Chairs - Emma Dobson (DSPANZ), Rogan Clarke (IRD) Members - Alex Forgie (Wolters Kluwer), Chris Mar (Datacom), Gaston Milsom (AMS), Karl Farrand (Taxlab), Katherine Truman (SAP), Jason Langworthy (Xero), Mike Behling (MYOB). Secretary - Maggie Leese (DSPANZ). DSPANZ participants - Matthew Prouse, Simon Foster. IRD participants - Anil Srinivasa, Mark Tapara, William Jamieson.
Apologies	Edwin McLean (Reckon)

Agenda Item	Description
1	**Welcome and introductions** Rogan welcomed everyone to the meeting and introduced new member Katherine Truman (SAP) and IRD participants Anil Srinivasa, Mark Tapara, William Jamieson. Accepted minutes from the previous meeting held on 16.09.2021.
2	**Acceptance of charter** Changes were made based on feedback from the previous meeting to reflect the social policy side of IRD. Subsequent changes were made to point e under expectations of members to reflect changes made to point 5 under appropriate representation. All members and co-chairs agreed to the charter. The charter, membership and information about the DAG will now be made available publicly on the DSPANZ website.
3	**Review proposed work plan and setting up working groups** Rogan suggested two new items for the work plan that can operationalise into working groups: ● Service management light model ● Evolution of TDS Service management light model It was agreed that a working group should be created. IRD will produce an objective statement of intent and a high level set of requirements for the group. From here the group will go into solution and concept mode with the aim of producing an initial service model and basic system before developing a workplan for other items to include in the model. Suggested that focus items should be an issue management system and resolution tracking mechanism.

		The group will be co-chaired by a DAG representative and there will be an open invite for participants. Rogan will send out an invite for the week starting 1 November and it is expected this group will meet weekly. In the meantime a smaller charter will be created for the working group. This group will report back to the DAG.

It was suggested that alongside the working group, that there could also be regular meetings similar to the ATO's fortnightly PLS meetings for those interested to discuss issues.

Evolution of TDS
It was agreed that a working group should be set up to work through IRD's conceptual design to ensure the pain points have been covered sufficiently. IR will circulate the pre-reading and arrange a meeting when they are ready.

Other items discussed
The group would like to see the security related items prioritised including a NZ version of the Operational Security Framework, trans-Tasman SSAM and API risk ratings.

Matthew raised the importance of documenting breach reporting obligations for DSPs operating in NZ. IRD to think about:
- What incidents would they like reported
- What do they need to know
- What thresholds will be applied
- What will IRD do with the information

It was agreed that the "ecosystem model" should be added to the workplan and as a standing agenda item to cover matters like the green paper, CDR and digital identity that DSPs should be aware of.

Rogan shared IRD's plan and noted how it was overlapping well with the items in the workplan. |
| 4 | **Annual Changes (AC) working group**
Rogan shared IRD's current block plan for AC 22. It was noted that they are two weeks behind compared to last year when it comes to key milestones.

The group discussed the need for IRD to have a change management process for tax changes that addresses:
- Any changes to business requirements
- Cut off dates to give DSPs appropriate development times
- Precursor activities
- Appropriate timelines
- Test environments
- Engagement activities

It was acknowledged that the government needs a better understanding of how these changes affect DSPs and the overall tax system. Once this template is produced, IRD should meet with policy and income tax teams along with representatives of the DAG to run through the document and get alignment. | |

	Draft PDF return forms will be made available earlier than February. Test environments are likely to be made available later in January 2022. There was a preference for DSPs to be able to send payloads.
5	**Next steps and meeting close** The DAG will meet again in a month to allow time to focus on getting the working groups up and running.

Actions

Date Raised	Description	Responsible

22.10.2021	Develop template annual changes process that includes:
	  • Precursor activities
	  • Key activities for engagement
	  • Lifecycle and data requirements
	  • Timelines for each of these key activities
	
	Bringing the plan back to the DAG to agree on proposed timeline
		Rogan

Next meeting:

The next meeting will be held on 22 November at 12pm NZT / 10am AEDT. Any changes to the date and time will be communicated through the Slack channel and email.