**Interim TAN Proposed Development Process**

* The proposed process is indicated below and the details described under the outline.
* It places the responsibility for issuing a TAN with the proponent and business owner to keep the process streamlined.
* Establishing the significance of impacts will determine the approval process.
* The proponent for issuing a change notice takes accountability for ensuring it is fit for purpose, technically correct and beneficial when implemented with urgency as proposed.

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| 1. Define need | * Identify problem/opportunity/urgency * Estimate scope, impact & value for money * Identify risks * Establish indicative support for proposal |
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| 1. Establish Priority | * Evaluate the risks * Evaluate the significance |
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| 1. Develop proposed change and method of implementation | * Consider if there are options * Consider approach locally & elsewhere and use working groups where appropriate * Develop proposed TAN * Establish the level of significance * Develop an implementation proposal * Evaluate the risks * Develop a review outline * Determine impact, benefits and costs * Agree the approval process * Gain sponsors endorsement |
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| 1. Seek ratification | * Add to ratification program as necessary |
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| 1. Approve proposal | * Determine conditions of ratification * Ratify proposal or otherwise approve * Recommend approval |
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| 1. Implement proposal | * Publish TAN * Implement proposed changes |
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| 1. Review proposal | * Review risks and significance as being appropriate in level * Report findings and implications of review |

1. **Define the Need**

Proponent: Make the case for the need for change at the level of significance appropriate for the impact of the change.

* Identify the problem or opportunity to be addressed, including the need for urgency.
* Identify the likely impact on outcomes, the benefits and resources required & costs of achieving these.
* Identify the risk of doing nothing, and of implementing the proposal.
* Establish the support amongst stakeholders across the sector for the proposal and scope.

1. **Establish Priority for proceeding**

Lead Adviser: Determine whether the urgency is there to proceed to issue a TAN.

* Evaluate the relative risks of proceeding or not.
* Evaluate the significance of the impacts.

1. **Develop proposed change and method of implementation**

Proponent: Develop the detailed change and the case supporting its implementation, seeking ratification in proportion to the significance of the impacts of the proposal.

* 1. **Consider options in different circumstances**
* Consider whether there is scope for different options to be included in the TAN enabling the change across the ONRC and road agencies to ensure that the proposed change(s) is appropriate to the circumstances.
  1. **Consider approach locally & elsewhere**
* Ensure that where possible approaches the change aligns with proposals for urgent change in other jurisdictions including internationally.
* Use working/technical/industry groups as having the right team helping to put it together by using an existing body where you can.
  1. **Develop proposed TAN**
* Develop the proposed TAN so that it achieves the desired impact.
* Identify the changes to existing policies or standards, and the associated practices that must be changed to ensure the intended outcome can occur with minimum impact.
* Develop the proposed method of implementation.
  1. **Establish level of significance**
* Evaluation of the significance and the need for ratification is the responsibility of the lead advisors. The endorsement of the lead advisor will accompany the request for ratification. The level of significance will determine the approval process.

1. **Risk evaluation**

* Determine the risks of implementing and of not implementing the TAN.

1. **Develop review outline**

* Develop a review plan that is proportional to the impact of the proposal that will demonstrate that the significance and risks were properly identified.
* Ensure that the review period/process is clear so that there is reporting back particularly on lessons learned.

1. **Determine impact, benefits and costs**

* Determine the likely impact of the proposal on customer levels of service and outcomes.
* Decide whether the assessment identifies whether sufficient value for money will be achieved to proceed.
* Consult with stakeholders as necessary.
* The assessment must include the evaluation of the level of significance of the change(s). Consider whether there are any costs not identified that might be incurred, especially impacts on the supply chain. Decide if there is still sufficient benefit to proceed. Determine the approval process to be followed.

1. **Develop ratification proposal**

* The Subject Matter Expert shall be responsible for producing a ratification report if the significance is assessed as needing to be presented to the Ratification Group.
* The report should include:
  + a clear problem statement that identifies why the TAN is necessary
  + the proposed new TAN
  + a statement regarding the significance of the impacts of implementing the proposal
  + an outline of how the change(s) will be implemented.
  + a risk evaluation
  + a review outline intended to identify later whether the significance and risks were properly identified
  + the support of the sponsor
* It should be in proportion to the level of significance of the impacts.
* The report should include identification of the impacts on our existing contracts and what it means for our existing assets.

1. **Seek ratification**

* The proponent will submit the documents to the administrator when the sponsor agrees the TAN should be ratified.
* The administrator will receive the TAN and put it through the formatting and wordsmithing process.
* The administrator will seek approval of the reformatted TAN from the proponent to ensure the accuracy has not been changed.
* The administrator will put it on the agenda for the next Ratification Group meeting, forward the papers to the group, or in the case of urgency or simplicity arrange an out-of-session meeting.

1. **Ratify proposal**

* The administrator will document the Ratification Group meetings, document decisions and convey these to the sponsor and proponent and owner.
* The Ratification Group ensures there is a match between the scope of the process and the people who have been involved.
* A recommendation will be made to the Senior Manager Operational Policy, Planning and Performance. The Senior Manager will have the TAN sent to publication once approved and advise the RCA Forum so that all Authorities are aware of the change(s) made and can consider their own circumstances.
* Proposals that are declined may be reworked and resubmitted.

1. **Implementation**

* The proponent is responsible for implementing the change as proposed.

1. **Review**

* The administrator will maintain the schedule of TAN on the Highways Information Portal, note when the effectiveness is to be reviewed and prompt the proponent to take action.
* The sponsor and proponent shall action the review and report on their findings to the Ratification Group.

**Roles**

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The process described above uses the following roles.

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| Proponent | The person proposing the change  The person driving this proposal through ratification and into implementation.  This may be a subject matter expert who is directly involved in managing the development of new policies and standards and working with a sector technical team. |
| Sponsor | The business owner of the impact created by implementing the proposed TAN  Note that this is not the same person generally as the owner of the customer outcomes affected, but the person responsible for the impact of introducing the change.  This will commonly be the lead advisor for the subject matter when a technical change is proposed. |
| Ratification Group | This is the group established according to the related terms of reference charged with ensuring that only properly warranted changes are ratified and implemented |
| Administrator | The administrative role supporting the TAN process |