Dear [name],

I write to you today to invite you to two workshops that are taking place over the next few weeks to set out the **strategic case** for potential transport investment in [XXXXXXX].

These sessions are taking place as the first steps of the **Business Case Approach** that the NZ Transport Agency has implemented to ensure that projects appropriately meet the wider needs of the region, taking into account the national strategic picture. More details on the Business Case Approach can be found on our Highways Information Portal at <http://www.nzta.govt.nz/roads-and-rail/highways-information-portal/>. Click on Project Development under the Processes section.

Whilst some work has already been done in this area, it is important that we jointly agree what the key problems are, their consequences and what benefits can be realised by solving them. This will ensure that activities are developed which address the key issues. The following sessions will be a high level discussion of the problems, consequences and benefits and NOT a discussion on the potential solutions – this will follow at a later date.

The first workshop to be held at [XX] on [XXX], at [XXX] will be a **Problem Definition workshop** lasting 2 hours. This will be chaired by an independent facilitator and the focus of this discussion will be to define the causes and consequences of the key problems. The output of this session will be a 1-page document that we can discuss within each of our organisations in terms of whether it coherently captures these key problems in a way that is consistent with the key priorities of your organisations.

The second workshop will follow approximately 2 weeks later at [XX] on [XXX], at [XXX] and will be a **Benefit Mapping workshop**, also lasting 2 hours. Again, this will be chaired by the same independent facilitator, but this time the focus will be on determining the possible benefits that can be realised by solving the previously identified problems. Similarly, a 1-page document will be issued as an output from this workshop.

So what do we need from you?

You have been chosen for these workshops as a key strategic level decision-maker in the context of this issue. If this is not you, but you feel it is appropriate for someone from your organisation to attend in your place, please nominate an appropriate person and please ensure that whoever attends can attend BOTH workshops. This is important to maintain continuity between the workshops. The maximum for these workshops is 10 people.

After that we just need you to attend the two 2-hour sessions as outlined above for which no preparation is required, other than your current understanding of what the issues are.

I would appreciate it if you could find time in your busy schedule to attend these sessions and ask that if you have any further questions on this to direct them to [XXX] who can be contacted on [xxx].

Kind regards