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Sent: Mon, 11 Sep 2017 16:40:07 -0500 (CDT)
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Subject: NDC/NDC+ next steps

Team,

I wanted to follow-up on our conversation last week at our offsite. As agreed we need to more aggressively move forward with our NDC/NDC+ initiatives. I have already communicated to Cindy and Rachel the need to develop a job spec for an SVP to oversee this role and report to me. Once the initial draft spec is completed I will ensure it is forwarded to a subset of the team to review and ensure alignment. Wade has already been in the market searching for an SVP airline strategy within TN. Some of the names along with their qualifications might be a good fit for this important role.

In the interim we need to push forward on NDC requirements, specifically Level 2 and 3, outline our development timeline and communication strategy. To accomplish this we need to assemble the team, ensure duties and responsibilities are clear, and approve the required budget dollars for the balance of the year. To help move our initiatives forward I have asked John Samuel to coordinate and oversee our efforts until the permanent position is filled. Along with John it will be important that we have a strong project management leader to detail workstreams and activities, and communication/marketing member to articulate our strategy and efforts.

To ensure alignment I would like the following to be accomplished and presented during our upcoming MPR. John will coordinate with you and the team members to ensure we are prepared to discuss and agree on go forward actions in this meeting.

1. Core team members and responsibilities
 - a. Coordinator/lead – John Samuel
 - b. Project manager – TBD
 - c. Communications/Market leader – TBD
 - d. Key team members – duties/responsibilities/time allocation or commitment
2. Roadmap/high level timeline
 - a. Near-term no regrets
 - b. Long-term decision and coordination requirements (Mercury, AS, TN, etc.)
3. Executive oversight requirements and alignment
4. Team location

Thanks,
Sean