

INDUSTRY PROCESS GROUP

DATE	07 June 2023
TIME	14.00 – 15:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Marcel Horst (CWP), Mark Delo (NowYoYo), David Stewart (Sky), Seng Lee (TalkTalk), Joe Karthaus (Truespeed), Niall Gillespie (BT), Hema Kariyappa (Vodafone), Victoria Hansford (KCOM)
MEMBERS ABSENT	David Stubbs (VMO2), Melanie Buckley (VMO2), James Warner (Full Fibre), Frank Manning (Digital Infra), Mike Locke (INCA), Paddy Paddison (Wildanet),

AGENDA ITEMS

- 1) FOLLOW UP ON ACTIONS FROM LAST WEEK
- 2) REVIEW THE REQUIREMENT TO ARCHIVE THE CONTENT OF MESSAGE BODIES.
- 3) WORK THROUGH UNHAPPY PATH SCENARIOS, PRIMARILY IN RELATION TO MATCHING ATTEMPTS (EXAMPLES TO BE SHARED ON THE CALL)
- 4) ANY OTHER BUSINESS

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Follow up on actions from last week
CONCLUSION/ RECOMMENDATION	
ACTION	TOTSCo to set up sharepoint location TOTSCo to ensure change control process document is updated to include references to the group

AGENDA ITEM	2
DISCUSSION POINT	Review of the requirement to archive message bodies
CONCLUSION/ RECOMMENDATION	
ACTION	TOTSCo to check if there is any functionality in scope for CPs to view their switching metadata (message envelope not message body) on given dates with particular correlation IDs in order to see if these have been sent/received

AGENDA ITEM	3
DISCUSSION POINT	Work through unhappy path scenarios
CONCLUSION/ RECOMMENDATION	Specific scenario discussed in relation to match requests being received when there is an open cease order or tech regrade on the customer's services and how to proceed in these scenarios.

ACTION	Group to continue the discussion at the next call Group members to send TOTSCo and OTA2 additional scenarios they would like added to the agenda
AGENDA ITEM	4
DISCUSSION POINT	Any other business
CONCLUSION/ RECOMMENDATION	Meeting time elapsed before items could be added
ACTION	n/a

Glossary

OTS = One Touch Switch

CP = Communications Provider

OTA2 = Office of the Telecommunications Adjudicator

TOTSCo = The One Touch Switching Company Ltd

Industry Process (or "IP") = OTS Industry Process. The latest version can be found at <https://totsco.org.uk/process-technical-documents/>

Change Control Process: the process governing changes to the OTS Industry Process, which can be found at <https://totsco.org.uk/process-technical-documents/>