

MANAGED ACCESS PROVIDER INDUSTRY GROUP ("MAP Group")

TERMS OF REFERENCE

Purpose

To provide expertise and input to support The One Touch Switching Company Ltd ("TOTSCo") in the integration of the TOTSCo Hub ("The Hub") to third-party Managed Access platforms, and to help define and continuously review the testing process for Managed Access Providers.

Tasks

- To co-ordinate aspects of technical onboarding and to ensure common understanding of the onboarding process and associated documentation, including the API specification and the OTS message specifications.
- Contribute to the Managed Access test approach (to be co-ordinated by the OTS Industry Testing Lead) which will lay down the strategy/approach and timelines for the end-to-end testing of OTS to be undertaken by the Managed Access Providers and their CP customers.
- Collaborate to design the test cases and test data, improving them with the learnings acquired during the test definition and execution phase.
- Review the test plan and outputs with a view to continually improve testing processes.
- Work collaboratively, supported by TOTSCo, to plan and co-ordinate industry-wide OTS tests based upon the scope, dependencies, risks, and issues identified.

Membership

- A maximum of 14 members. Nominees need appropriate authorisation from their employer to join the MAP Group.
- Members must represent a Managed Access Provider and not be a CP.
- Members should have appropriate knowledge of OTS, switching processes within their own organisation and associated testing thereof.
- Members must have the time to participate in most meetings and to contribute reasonable time as required to achieve the goals of the MAP Group.
- TOTSCo's Managed Access lead will chair the MAP Group meetings and other TOTSCo representatives will attend meetings as required.
- Members will sign an appropriate non-disclosure agreement.
- Members will be given training in relevant compliance matters, including competition.
- Membership changes to the MAP Group will normally be by consensus. The TOTSCo Board may decide on changes where consensus cannot be found.

Modus Operandi

- Meetings will be held fortnightly, via Microsoft Teams.
- TOTSCo may consult with members before deciding the agenda for each meeting.
- TOTSCo may introduce a Code of Practice for the conduct of meetings, after consultation with members.
- Any issue that cannot be resolved that requires changes to the Hub, the Industry Process or the API specification will be subject to the Change Control Process.
- The TOTSCo Board remains the ultimate decision maker on all changes to Industry Process, Technical Design and Testing Process.

Transparency and communications

- The agenda and minutes of each meeting will be made available on the TOTSCo website.

Financing

- No party will receive payment for participation in the MAP Group.
- No funding requirement for MAP Group is anticipated.

TOTSCo

July 2023