

TOTSCo INDUSTRY TESTING GROUPS (“ITG”)

TERMS OF REFERENCE

Purpose

To help define and continuously review the OTS Industry Testing Process.

Tasks

- Contribute to the suggested Industry 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 CPs.
- Collaborate to design the test cases and test data, improving them with the learnings acquired during the test definition and execution phase.
- Propose and implement modifications to the Industry Test Approach based on industry consensus.
- Agree on the modus operandi for conducting buddy to buddy testing where appropriate.
- Meet regularly to review the test plan and outputs with a view to continually challenge and improve testing processes.
- Work collaboratively, supported by TOTSCo, to plan and co-ordinate industry OTS tests based upon the scope, dependencies, risks, and issues provided by the CPs and required by the target outcomes.

Membership

- Suggested maximum of 14 members in each ITG.
- Membership is personal, but members should represent a CP that uses the OTS process for residential switching, or a relevant Trade Association or relevant industry body.
- TOTSCo’s Industry Testing Lead will chair the ITG meetings.
- TOTSCo will invite applications for membership of the Group. Weight will be given to achieving a membership that represents the target group, as well as to the skills and experience required of members.
- Membership changes to ITG will normally be by consensus. The TOTSCo Board may decide on changes where consensus cannot be found.
- Nominees need appropriate authorisation from their employer to join ITG.

- Members should have appropriate knowledge of OTS, switching processes within their own organisation and associated testing thereof.
- Members must have the time to participate at the majority of meetings and to contribute reasonable time as required to achieve the goals of ITG.

Modus Operandi

- Meetings will be held fortnightly unless specifically agreed by the Group that a higher or lesser frequency is necessary to complete the work.
- A Code of Practice for conduct of its meetings will be developed by ITG, facilitated by the Industry Testing Lead.
- Members will be given training in relevant compliance matters, including competition.
- All meetings will be help remotely on Teams.

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 ITG
- No funding requirement for ITG is anticipated.

TOTSCo

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