

INDUSTRY PROCESS GROUP

DATE	18 October 2023
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Seng Lee (TalkTalk), Mike Locke (INCA), Niall Gillespie (BT), David Stubbs (VMO2), Hema Kariyappa (Vodafone), Marcel Horst (CWP), Joe Karthaus (Truespeed)
MEMBERS ABSENT	Frank Manning (Digital Infra), James Warner (Full Fibre), Victoria Hansford (KCOM), Paddy Paddison (Wildanet), Mel Buckley (VMO2), David Stewart (Sky), Mark Delo (NowYoYo),

AGENDA ITEMS

- 1) REVIEW OF FEEDBACK ON OPEN ORDERS GUIDE AND STEPS TO PUBLISH AS V1.0
- 2) UPDATE ON OUTSTANDING DOCUMENT TASKS – SPECIFICALLY NUMBER PORTING ALIGNMENT AND EXAMPLE MESSAGES
- 3) REVIEW OF UNHAPPY PATHS/EDGE CASES GUIDE AND ANY OTHER TOPICS THAT NEED TO BE COVERED BEFORE PUBLICATION.

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Review of feedback on Open Orders guide and steps to publish as v1.0
CONCLUSION/ RECOMMENDATION	
ACTION	TOTSCO confirmed limited feedback has been received on open orders guide. Feedback deadline was 13/10. Group has incorporated the feedback into a new draft – the majority of updates relate to Openreach specific processes. Inform group when document is ready for final review

AGENDA ITEM	2
DISCUSSION POINT	Update on outstanding document tasks – specifically Number Porting alignment and Example Messages
CONCLUSION/ RECOMMENDATION	
ACTION	Group continuing to work on Number Porting guide. To be added to share point when ready for review Group to use example messages from previous developer guide documents to produce an updated set of example messages. Messages to cover as many scenarios as possible such as multiple services, multiple SORs, copper service identifiers etc

AGENDA ITEM	3
DISCUSSION POINT	Review of Unhappy Paths/Edge Cases guide and any other topics that need to be covered before publication.
CONCLUSION/ RECOMMENDATION	Group reviewed document and are happy with its breadth of coverage, but some areas require additional details and examples before release, such as a suggested maximum 90 day period for orders to complete
ACTION	Group members to update document with more detail Group to inform TOTSCo and OTA2 if there are any additional items they think need to be covered before release

	Upcoming Group Actions/Agenda
Open Points	<ul style="list-style-type: none"> - UPLIFT OF OPEN ORDERS GUIDE TO V1.0. TARGETED FOR 27/10 - REVIEW OF UNHAPPY PATHS/EDGE CASES GUIDE TO BE RELEASED FOR FEEDBACK AFTER REVIEW. GROUP MEMBERS TO RAISE FINAL ITEMS TO BE ADDED - NUMBER PORTING ALIGMENT DOCUMENT TO BE SHARED WITH THE GROUP WHEN READY, THEN RELEASED FOR FEEDBACK - EXAMPLE MESSAGES DOCUMENT TO BE PRODUCED CONTAINING MATCH REQUESTS AND CONFIRMATIONS FOR MULTIPLE SCENARIOS

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/>