

INDUSTRY PROCESS GROUP

DATE	01 November 2023
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Seng Lee (TalkTalk), Niall Gillespie (BT), David Stubbs (VMO2), Hema Kariyappa (Vodafone), Marcel Horst (CWP), Mel Buckley (VMO2), Mike Locke (INCA), Joe Karthaus (Truespeed), Mark Delo (NowYoYo),
MEMBERS ABSENT	Frank Manning (Digital Infra), James Warner (Full Fibre), Victoria Hansford (KCOM), Paddy Paddison (Wildanet), (Truespeed) David Stewart (Sky),

AGENDA ITEMS

- 1) UPDATE ON STATUS OF CURRENT DOCUMENTATION
- 2) REVIEW OF OTS NUMBER PORTING GUIDE
- 3) REVIEW OF FEEDBACK ON MESSAGE EXAMPLES GUIDE

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update on status of current documentation
CONCLUSION/ RECOMMENDATION	TOTSCo gave overview of document status. Open Orders issued at v1.0, Additional Guidance released as draft with feedback deadline of 10/11. NP guide under review before release. Minor correction of Openreach's address formats in matching guide v1.0a. Message Examples released as draft with feedback deadline of 03/11
ACTION	Group to continue working on documentation – aim to get docs to v1.0 at end of November.

AGENDA ITEM	2
DISCUSSION POINT	Review of OTS Number Porting guide
CONCLUSION/ RECOMMENDATION	Review of first draft of guide Agreement that a GRCP with an intention to port as part of an OTS switch must send an action of port in the match request. They may later decide not to port the number or it may appear to the LRCP that there is no port due to timing. An action of cease does not prohibit a later port, but this would fall under BAU (non OTS porting). Agreement that best practice is to not do the OTS switch and perform a parallel port later.
ACTION	Additional call to be held for further NP discussion. Group members to make further updates to the doc Group to have two calls next week, Wednesday's call to review the NP updates and Tuesdays call for all other business.

AGENDA ITEM	3
DISCUSSION POINT	Review of feedback on Message Examples guide
CONCLUSION/ RECOMMENDATION	Time expired before specific feedback could be discussed.
ACTION	Group members to review feedback in subsequent calls. Deadline for feedback is 03/11. Feedback circulated in email dated 25/10. Group members to review Message Spec v1.1c and confirm they are happy with the changes and that these fall into the category of corrections and clarifications that have been highlighted by the message examples feedback.

	Upcoming Group Actions/Agenda
Open Points	<ul style="list-style-type: none"> - UPLIFT OF ADDITIONAL GUIDANCE AND MESSAGE EXAMPLSE TO V1.0 AFTER FEEDBACK DEADLINE. TARGETED FOR MID NOVEMBER - NUMBER PORTING ALIGMENT DOCUMENT TO BE REVIEWED WITH THE GROU, THEN RELEASED FOR FEEDBACK - EXAMPLE MESSAGES DOCUMENT FEEDBACK TO BE REVIEWED

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/>