

INDUSTRY PROCESS GROUP

DATE	07 and 08 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), Mark Delo (NowYoYo), David Stewart (Sky),
MEMBERS ABSENT	Frank Manning (Digital Infra), James Warner (Full Fibre), Victoria Hansford (KCOM), Paddy Paddison (Wildanet), Joe Karthaus (Truespeed),

AGENDA ITEMS

- 1) UPDATE ON THE STATUS OF CURRENT DOCUMENTATION TASKS
- 2) REVIEW OF CLARIFICATIONS AND CORRECTIONS IN MESSAGE SPEC V1.1C
- 3) REVIEW OF FEEDBACK ON MESSAGE EXAMPLES GUIDE AND UPDATES TO THE DOCUMENT
- 4) REVIEW OF NUMBER PORTING 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.
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 clarifications and corrections in Message Spec v1.1c
CONCLUSION/ RECOMMENDATION	TOTSCo gave overview of corrections and clarifications made to message spec
ACTION	Group members to confirm agreement to corrections. Release scheduled for the beginning of next week unless there are any objections

AGENDA ITEM	3
DISCUSSION POINT	Review of feedback on Message Examples guide
CONCLUSION/ RECOMMENDATION	Group went through updates made to the document for next release. Group discussed section 6.8 regarding whether or not IAS details should be returned

ACTION	Group members to review feedback in subsequent calls. Circulated feedback in email dated 25/10.
AGENDA ITEM	4
DISCUSSION POINT	Review of Number porting Guide
CONCLUSION/ RECOMMENDATION	Group gave overview of updates made to guide. Agreement that match request should convey customer intent and a new match request should be made if the response prompts the customer to ask for a port instead of a cease or identify. However, this is to be flexible. E.g. if a match request included port, but a number export notification was not seen before the OTS trigger, the NBICS should be ceased anyway. E.g. if a match request did not include port, but a number export notification is received, support the export of the number, and keep an audit trail of what happened to support any possible investigation.
ACTION	Group to update the document and Group to review next week.
	Upcoming Group Actions/Agenda
Open Points	<ul style="list-style-type: none"> - UPLIFT OF ADDITIONAL GUIDANCE AND MESSAGE EXAMPLES TO V1.0 AFTER FEEDBACK DEADLINE. TARGETED FOR MID NOVEMBER - NUMBER PORTING ALIGNMENT DOCUMENT TO BE REVIEWED WITH THE GROUP, 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/>