

## INDUSTRY PROCESS GROUP

DATE	14 and 15 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), 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), Mel Buckley (VMO2), Marcel Horst (CWP),

## AGENDA ITEMS

- 1) UPDATE ON STATUS OF OUTSTANDING DOCUMENTATION TASKS.
- 2) REVIEW OF FEEDBACK ON ADDITIONAL GUIDANCE DOCUMENT AND UPDATES PRIOR TO RELEASE AT V1.0
- 3) REVIEW OF FEEDBACK ON MESSAGE EXAMPLE DOCUMENT AND UPDATES PRIOR TO RELEASE AT V1.0
- 4) REVIEW OF NUMBER PORTING GUIDE

## MINUTES/NOTES

AGENDA ITEM	<b>1</b>
DISCUSSION POINT	Update on status of current documentation
CONCLUSION/ RECOMMENDATION	TOTSCo gave overview of document status. Corrected Message Spec and API Spec to be issued. Message Examples and Additional Guidance to be upgraded to v1.0. NP guide to be issued as draft for feedback. All documents targeted for week beginning 20/11. Group members shared draft cover page for ACPID list.
ACTION	Group to continue working on documentation tasks Group to review draft cover page ahead of next call.

AGENDA ITEM	<b>2</b>
DISCUSSION POINT	Review of feedback on Additional Guidance document and updates prior to release at v1.0
CONCLUSION/ RECOMMENDATION	TOTSCo gave overview of feedback and updates made to additional guidance document
ACTION	Group to consider if wording at 4.2 could be stronger, but consensus on call was that it was OK. V1.0 release targeted for week commencing 20/11 unless objections are received

AGENDA ITEM	<b>3</b>
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DISCUSSION POINT	Review of feedback on Message Examples guide
CONCLUSION/ RECOMMENDATION	Group went through updates made to the document for next release.
ACTION	Group to review document with particular focus on wording at 6.7 V1.0 release targeted for week commencing 20/11 unless objections are received

AGENDA ITEM	<b>4</b>
DISCUSSION POINT	Review of Number porting Guide
CONCLUSION/ RECOMMENDATION	Group gave overview of updates made to guide.
ACTION	Group to make minor updates to document and to inform group when done. Group to confirm if they have any objections to publishing the document in draft form for week commencing 20/11

	<b>Upcoming Group Actions/Agenda</b>
Open Points	<ul style="list-style-type: none"> <li>- UPLIFT OF ADDITIONAL GUIDANCE AND MESSAGE EXAMPLES TO V1.0</li> <li>- NUMBER PORTING ALIGNMENT DOCUMENT TO BE RELEASED FOR FEEDBACK</li> <li>- ACPID COVER SHEET TO BE AGREED</li> </ul>

## 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/>