

INDUSTRY PROCESS GROUP

DATE	22 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), Mel Buckley (VMO2)
MEMBERS ABSENT	Frank Manning (Digital Infra), James Warner (Full Fibre), Victoria Hansford (KCOM), Paddy Paddison (Wildanet), Joe Karthaus (Truespeed), Marcel Horst (CWP),

AGENDA ITEMS

- 1) UPDATE ON VARIOUS DOCUMENTATION STATUSES AND TASKS
- 2) ANY OTHER BUSINESS

MINUTES/NOTES

AGENDA ITEM	1
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 to be released 23/11 Group shared draft cover page for ACPID list. Group agreed in principle to add this to the list
ACTION	Group to continue working on documentation tasks Group to confirm if they have any objections to the ACPID cover sheet to TOTSCo by 24/11 Group to review feedback for Number Porting guide once received
AGENDA ITEM	2
DISCUSSION POINT	Any other business
CONCLUSION/ RECOMMENDATION	Group discussed scenario of two service identifiers being used, one of which is incorrect returning a match failure or service not found Group discussed guidance around the scenario where a residential match request was sent, but a business customer was found without an account being supplied. Group considered potential content for additional best practice guides and if these will be necessary or incorporated into additional guides
ACTION	Group to inform TOTSCo and OTA2 of any items they feel require covering in further best practice guides, if any. Preferably by the end of 24/11 in order to add to agenda at future calls

	Group to draft some wording for the above scenario of a business customer being found
--	---

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

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/>