

INDUSTRY PROCESS GROUP

DATE	06 December 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), Marcel Horst (CWP), 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), Hema Kariyappa (Vodafone),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING DOCUMENTATION TASKS, PARTICULARLY FEEDBACK ON NUMBER PORTING GUIDE (DEADLINE 01/12)
- 2) CONSIDERATION OF FUTURE TASKS FOR THE GROUP

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update on status of outstanding documentation tasks, specifically feedback on Number Porting guide.
CONCLUSION/ RECOMMENDATION	TM gave overview of document status. Deadline for NP feedback was 01/12. Feedback received so far reviewed and updated to the document required in relation to intra switching, number import and carrier preselect
ACTION	Group to make necessary updates to NP best practice guide, to be shared with group ahead of next week's call. Group to review ahead of time in order to release updated guide next week Group to continue working on documentation tasks and to consider wording at 5.3 of additional guidance document to see if this could be clearer. TM to chase ACPIID cover sheet internally
AGENDA ITEM	2
DISCUSSION POINT	Consideration of future tasks for the group
CONCLUSION/ RECOMMENDATION	Group began list of areas for which further guidance may be required until time expired
ACTION	Group to continue discussion. TOTSCo to arrange answers for questions on onboarding and account management. Group to provide questions to TM ahead of time.

	Upcoming Group Actions/Agenda
Open Points	<ul style="list-style-type: none"> - NUMBER PORTING ALIGMENT DOCUMENT TO BE RELEASED AT V1.0 - ACPID COVER SHEET TO BE AGREED - GROUP TO CONSIDER TOPICS FOR FURTHER GUIDANCE

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/>