

INDUSTRY PROCESS GROUP

DATE	14 December 2023
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Seng Lee (TalkTalk), Niall Gillespie (BT), 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 Karthausser (Truespeed), David Stubbs (VMO2), Marcel Horst (CWP),

AGENDA ITEMS

- 1) UPDATE ON VARIOUS DOCUMENTATION TASKS
- 2) REVIEW OF QUESTION FROM MARCEL – SEE EMAIL 15:32, 08/12
- 3) WALKTHROUGH OF UPDATES TO NUMBER PORTING BEST PRACTICE GUIDE WITH VIEW TO PUBLISH AS V1.0 THIS WEEK
- 4) ANY OTHER BUSINESS

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update on various documentation tasks
CONCLUSION/ RECOMMENDATION	TM gave overview of document status. Deadline for NP feedback was 01/12. Feedback received so far reviewed and no additional updates to document necessary
ACTION	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	Review of question from Group member
CONCLUSION/ RECOMMENDATION	Group reviewed query and do not believe it is for the process group to advise. This is covered by CCR.
ACTION	

AGENDA ITEM	3
DISCUSSION POINT	Walkthrough of updates to Number Porting Best Practice Guide with view to publish as v1.0 this week

CONCLUSION/ RECOMMENDATION	Group walked through updates to the number porting and intra network transfers guide, specifically around CPS and intra network.
ACTION	Group members to make minor updates to CPS section. Document to be published as v1.0 afterwards.

AGENDA ITEM	4
DISCUSSION POINT	Any other business
CONCLUSION/ RECOMMENDATION	Group discussed future topics of discussion and Christmas schedule
ACTION	Group to review list of topics on sharepoint for consideration and prioritisation. Group calls to reconvene the first week of January

	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/>