

INDUSTRY PROCESS GROUP

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| DATE | 03 January 2024 |
| 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), Mel Buckley (VMO2), David Stubbs (VMO2), Marcel Horst (CWP), |
| MEMBERS ABSENT | Frank Manning (Digital Infra), James Warner (Full Fibre), Victoria Hansford (KCOM), Paddy Paddison (Wildanet), Joe Karthaus (Truespeed), David Stewart (Sky), |

AGENDA ITEMS

- 1) UPDATE ON DOCUMENTATION TASKS
- 2) REVIEW OF SUGGESTED ADDITIONAL TOPICS FOR GUIDANCE (SEE LIST ON SHARE POINT)
- 3) ANY OTHER BUSINESS

MINUTES/NOTES

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| AGENDA ITEM | 1 |
| DISCUSSION POINT | Update on various documentation tasks |
| CONCLUSION/ RECOMMENDATION | TM gave overview of document status. Group made minor correction to Number Porting best practice guide since last review |
| ACTION | TOTSCo to arrange publication of Number Porting guide at v1.0 Group to review published guidance so far and make suggestions, if applicable, to improve wording. |

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| AGENDA ITEM | 2 |
| DISCUSSION POINT | Review of suggested additional topics for guidance (see list on share point) |
| CONCLUSION/ RECOMMENDATION | Group reviewed potential areas for future guidance, both to be added to existing guides and potentially new, self contained guides. Topics included how to proceed if CPs are not in the directory, if multiple match failures are received, identifying frequency of response code usage and consideration of scenarios where the hub is down |
| ACTION | Group drafting updates to matching guide. Initially reviewing internally before sharing with wider group TOTSCo to discuss internally regarding plans for a continuous improvement review after go live Group to further consider scenarios where the hub may be down |

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| AGENDA ITEM | 3 |
| DISCUSSION POINT | Any other business |
| CONCLUSION/ RECOMMENDATION | No other business raised |
| ACTION | |

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| | Upcoming Group Actions/Agenda |
| Open Points | <ul style="list-style-type: none"> - NUMBER PORTING ALIGNMENT 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/>