

## INDUSTRY PROCESS GROUP

DATE	20 and 21 February 2024
TIME	14:00 – 15:00 and 14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Niall Gillespie (BT), Mike Locke (INCA), Seng Lee (TalkTalk), Hema Kariyappa (Vodafone), David Stewart (Sky), Joe Karthaus (Truespeed), Mark Delo (NowYoYo), David Stubbs (VMO2)
MEMBERS ABSENT	Marcel Horst (CWP), Mel Buckley (VMO2),

## AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS
- 2) NEXT STEPS FOR CP TO CP COMMUNICATION. CONSIDERATION OF FULL MANAGEMENT MAPS.
- 3) UPDATE ON AND CONTINUATION OF HTTP RESPONSE DISCUSSION
- 4) AOB

## MINUTES/NOTES

AGENDA ITEM	<b>1</b>
DISCUSSION POINT	Update on outstanding actions
CONCLUSION/ RECOMMENDATION	TOTSCo gave update on imminent publication of guidance bulletin on address lines and Number Porting v1.1 TOTSCo gave update on CR for separating transactional volumes for ping/heartbeat messages. API spec and UA require updates. TOTSCo gave update on group membership changes. Group to look for new members TOTSCo gave brief update on brand to directory. Internal review ongoing, CPs with multiple brands to be engaged around changes to data model structure. TOTSCo and Group confirmed that review of updated matching guide is on hold
ACTION	Group to add any suggested CP communication use cases to share point Group to consider draft guidance around use of heartbeat messages, possible new guide or bulletin. Group to provide TOTSCo with any feedback or missing sections from the User Guide Group to provide list of any delivery related concerns they have that can be put to the relevant people in TOTSCo.
AGENDA ITEM	<b>2</b>
DISCUSSION POINT	Next steps for CP to CP communication. Consideration of full management MAPs.

CONCLUSION/ RECOMMENDATION	TOTSCo gave update that a request for feedback to the wider industry will be prepared on the group's suggested option 6 model for CP communication.
ACTION	TOTSCo to prepare, not a group task, but group welcome to provide any suggestions for content.

AGENDA ITEM	<b>3</b>
DISCUSSION POINT	Update on and continuation of http response discussion – separate call held on 20/02 and discussion continued on 21/02
CONCLUSION/ RECOMMENDATION	Group reviewed CR from Tech M to increase the number of http response codes that would cause the hub to fail sending a message and return a delivery failure back to the source. General consensus in group that the hub should continue retrying messages for all http responses other than a 400 bad request error
ACTION	TOTSCo to update tab on spreadsheet and to share with Tech M once agreed

AGENDA ITEM	<b>4</b>
DISCUSSION POINT	AOB
CONCLUSION/ RECOMMENDATION	Time expired before item was reached
ACTION	

	<b>Upcoming Group Actions/Agenda</b>
Open Points	<ul style="list-style-type: none"> <li>- INTER CP COMMUNICATION DISCUSSION TO CONTINUE</li> <li>- OUTSTANDING CR ABOUT SEPARATING PING MESSAGES FROM TRANSACTION VOLUME AND HTTP REJECTING CODES</li> <li>- ACPID COVER SHEET TO BE AGREED</li> <li>- GROUP TO CONSIDER TOPICS FOR FURTHER GUIDANCE</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/>