

## INDUSTRY PROCESS GROUP

DATE	06 March 2024
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Niall Gillespie (BT), Mike Locke (INCA), Seng Lee (TalkTalk), David Stewart (Sky), Joe Karthaus (Truespeed), Mark Delo (NowYoYo), David Stubbs (VMO2), Mel Buckley (VMO2), Jonathan Davies (TalkTalk)
MEMBERS ABSENT	Marcel Horst (CWP), David Stubbs (VMO2), Hema Kariyappa (Vodafone),

## AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS
- 2) REVIEW OF NUMBER PORTING AND INTRA NETWORK TRANSFERS BEST PRACTICE GUIDE V1.2
- 3) AOB

## MINUTES/NOTES

AGENDA ITEM	<b>1</b>
DISCUSSION POINT	Update on outstanding actions
CONCLUSION/ RECOMMENDATION	<p>TOTSCo confirmed publication of guidance bulletin on address lines and Number Porting v1.1</p> <p>TOTSCo gave update on CR for separating transactional volumes for ping/heartbeat messages. API spec and UA require updates.</p> <p>TOTSCo gave update on group membership changes – introduced JD. Group to look for new members.</p> <p>TOTSCo gave brief update on brand to directory. Internal review ongoing, CPs with multiple brands to be engaged around changes to data model structure.</p> <p>TOTSCo gave update on CP to CP communication</p> <p>Group confirmed there are no concerns with GPL-B or Number Porting groups using guidance already published and giving due credit</p>
ACTION	<p>Group to add any suggested CP communication use cases to share point</p> <p>Group to consider draft guidance around use of heartbeat messages, possible new guide or bulletin.</p> <p>Group to provide TOTSCo with any feedback or missing sections from the User Guide</p> <p>Group to provide list of any delivery related concerns they have that can be put to the relevant people in TOTSCo.</p> <p>Group to consider necessary information to be included when inter CP communication is to be used</p>
AGENDA ITEM	<b>2</b>
DISCUSSION POINT	Review of Number Porting Best Practice Guide v1.2

CONCLUSION/ RECOMMENDATION	Group provided overview of updates to the document in line with the separate discussions happening in the OTS porting calls
ACTION	NP Group members to consider wording around the transition period between OTS and OTS Porting Number Porting group to separately agree the content of the document prior to publication

AGENDA ITEM	<b>3</b>
DISCUSSION POINT	AOB
CONCLUSION/ RECOMMENDATION	Group had some minor questions around the content of the new TOTSCO website in terms of links not working
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/>