

## INDUSTRY PROCESS GROUP

DATE	13 March 2024
TIME	14:00 – 15:00
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), Marcel Horst (CWP), David Stubbs (VMO2), Hema Kariyappa (Vodafone),
MEMBERS ABSENT	

## AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS
- 2) DISCUSSION ON POTENTIAL ADVICE/EXAMPLES FOR FWA SERVICES
- 3) POTENTIAL ITEM FROM OTA2 REGARDING CUSTOMER CHOICES
- 4) AOB

## MINUTES/NOTES

AGENDA ITEM	<b>1</b>
DISCUSSION POINT	Update on outstanding actions
CONCLUSION/ RECOMMENDATION	TOTSCo confirmed update on group membership. Optional deputies to be allowed for members. New group membership to be considered after deadline
ACTION	Group members to consider optional deputies. Nominees to be sent to TOTSCo and OTA2, nominees will need to fill in questionnaire and be approved, deputies only to attend occasionally in absence of member. Group ToR to be updated accordingly.

AGENDA ITEM	<b>2</b>
DISCUSSION POINT	Discussion on potential advice/examples for FWA services
CONCLUSION/ RECOMMENDATION	Group provided overview of issue of identifying FWA services within match confirmation messages and how this could be best communicated
ACTION	Group to prepare draft documentation with help from various group members around non 4g and 5g FWA services. Group to review guidance once ready. Potential addition to message examples document too

AGENDA ITEM	<b>3</b>
DISCUSSION POINT	Potential item from OTA2 regarding customer choices
CONCLUSION/ RECOMMENDATION	OTA2 raised point around customer choice to opt out of OTS
ACTION	Group agreed no action / guidance was necessary

AGENDA ITEM	<b>4</b>
DISCUSSION POINT	AOB
CONCLUSION/ RECOMMENDATION	Group discussed point around maximum string length in various fields, but specifically correlation ID.
ACTION	Group to consider guidance around max string length

	<b>Upcoming Group Actions/Agenda</b>
Open Points	<ul style="list-style-type: none"> <li>- OUTSTANDING CR ABOUT SEPARATING PING MESSAGES FROM TRANSACTION VOLUME AND HTTP REJECTING CODES</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/>