

INDUSTRY PROCESS GROUP

DATE	26 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), Hema Kariyappa (Vodafone), David Stubbs (VMO2),
MEMBERS ABSENT	Mel Buckley (VMO2), Jonathan Davies (TalkTalk), Marcel Horst (CWP),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING QUESTIONS
- 2) REVIEW OF UPDATES TO FWA GUIDANCE AND MESSAGE EXAMPLES
- 3) FURTHER CONSIDERATION OF ISSUE AROUND IDENTIFYING NON-OTS SERVICES
- 4) FURTHER CONSIDERATION OF GUIDANCE AROUND STRICT SCHEMA VALIDATIONS LEADING TO REJECTED MESSAGES

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update on outstanding actions
CONCLUSION/ RECOMMENDATION	TOTSCo confirmed update on group membership.
ACTION	TOTSCo and OTA2 to review applicants with likely start date of 10/04

AGENDA ITEM	2
DISCUSSION POINT	Review of updates to FWA guidance and message examples
CONCLUSION/ RECOMMENDATION	Group considered additional comments on draft document and message examples.
ACTION	Minor wording updates to be made by Group, Group to publish once done. Group to make minor wording change to separate NP best practice guide regarding returning of CUPID

AGENDA ITEM	3
DISCUSSION POINT	Further consideration of issue around identifying non-OTS services
CONCLUSION/ RECOMMENDATION	Group discussed possibility of new ServiceFoundButNotEligible status for services that are found as part of the match request, but are not OTS relevant services Group agreed to consider this, and other items, after OTS go live.

ACTION	TOTSCo to keep a log of items to be considered after OTS go live
AGENDA ITEM	4
DISCUSSION POINT	Further consideration of guidance around strict schema validations leading to rejected messages
CONCLUSION/ RECOMMENDATION	Time Expired before discussion
ACTION	Group to continue discussion in subsequent calls.

	Upcoming Group Actions/Agenda
Open Points	- 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/>