

INDUSTRY PROCESS GROUP

DATE	24 April 2024
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Niall Gillespie (BT), David Stewart (Sky), Mark Delo (NowYoYo), David Stubbs (VMO2), Lindsey Gibson (Zen), Gyanesh Pandey (iconectiv), Cristian Nita (LXS), Jonathan Davies (TalkTalk), Richard Fletcher (Grain Connect)
MEMBERS ABSENT	Joe Karthaus (Truespeed), Cristian Nita (LXS), Marcel Horst (CWP), Hema Kariyappa (Vodafone), Seng Lee (TalkTalk), Mel Buckley (VMO2),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS
- 2) FINAL REVIEW OF JSON VALIDATION GUIDANCE BULLETIN
- 3) CONSIDERATION OF ADDITIONAL GROUP TASKS – SEE UNHAPPY PATH SCENARIOS AND GUIDANCE DOC ON SHARE POINT
- 4) AOB

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update on outstanding actions
CONCLUSION/ RECOMMENDATION	TOTSCo confirmed update on group membership. New members introduced themselves TOTSCo confirmed FWA guidance bulletin and message examples v1.1 to be issued this week
ACTION	Group to update Number Porting Guide with appendices Group to consider bus/res res/bus switching for future discussions

AGENDA ITEM	2
DISCUSSION POINT	Final review of JSON validation guidance bulletin
CONCLUSION/ RECOMMENDATION	Group reviewed bulletin and agreed content is good, but focus on current behaviour in testing of rejecting messages should be highlighted more
ACTION	Group to make minor wording changes to document ahead of publication

AGENDA ITEM	3
DISCUSSION POINT	Consideration of additional group tasks – see Unhappy path scenarios and guidance doc on share point

CONCLUSION/ RECOMMENDATION	Group reviewed list shared by group members on future topics, agreed majority sit better with newly formed Ops group than process group
ACTION	TOTSCo to discuss topics with Ops group chairs Group to continue discussion of open items in subsequent calls, particularly technology stack changes mid switch
AGENDA ITEM	4
DISCUSSION POINT	AOB
CONCLUSION/ RECOMMENDATION	Group thanked SL (absent) for his contributions to the group as this is his last call Group considered cross representation with Ops group to ensure consistency and to avoid duplication of effort
ACTION	Group members to consider additional topics for discussion and to inform TOTSCo and JA OTA2 separately.
	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/>