

INDUSTRY PROCESS GROUP

DATE	01 May 2024
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Niall Gillespie (BT), Mark Delo (NowYoYo), David Stubbs (VMO2), Gyanesh Pandey (iconectiv), Jonathan Davies (TalkTalk), Richard Fletcher (Grain Connect), Hema Kariyappa (Vodafone), Mel Buckley (VMO2),
MEMBERS ABSENT	Joe Karthaus (Truespeed), Cristian Nita (LXS), Marcel Horst (CWP), David Stewart (Sky), Lindsey Gibson (Zen), Cristian Nita (LXS),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS AND DOCUMENTS
- 2) CONTINUED DISCUSSION AROUND NOVATION OF CUSTOMERS, MOVING PROCESSING TO A NEW INFRASTRUCTURE AND IMPACTS ON SWITCHES IN FLIGHT.
- 3) AOB

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update on outstanding actions and documents
CONCLUSION/ RECOMMENDATION	TM confirmed FWA guidance bulletin and message examples v1.1 were issued last week TM and JA gave update on Ops Forum and distinction between groups Group reviewed JSON validation bulletin and were happy with substance, but minor wording changes to be made
ACTION	Group to make minor changes to JSON validation bulletin Group to update Number Porting Guide with appendices Group to consider bus/res res/bus switching for future discussions

AGENDA ITEM	2
DISCUSSION POINT	Continued discussion around novation of customers, moving processing to a new infrastructure and impacts on switches in flight.
CONCLUSION/ RECOMMENDATION	Group considered customers being moved within internal brands between match confirmation and switch order. No existing response code exists for the old brand to return to the GRCP, but group considered suitability of using 1212 and adding guidance. Group considered scenario of moving technology stack e.g. from full MAP to own stack. Conclusion that inflight switches should be managed by the brand in question and only one RCPID per brand would apply Group considered scenario of brand going out of business during a switch. Two sub scenarios of ceasing to exist entirely and continuing under

	administration and allowed to lose customer. Group concluded existing hub and process functionality allows for both scenarios without need of best practice guide, but OTA2 to consider general administration guidance
ACTION	Group to continue discussion in subsequent call and to consider how scenarios JA and TM to consider administration guidance separately
AGENDA ITEM	3
DISCUSSION POINT	AOB
CONCLUSION/ RECOMMENDATION	No AOB raised
ACTION	
	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/>