

## INDUSTRY PROCESS GROUP

DATE	15 May 2024
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Mark Delo (NowYoYo), David Stubbs (VMO2), Jonathan Davies (TalkTalk), Colm Gallagher (deputising for DS, Sky), Lindsey Gibson (Zen), Marcel Horst (CWP),
MEMBERS ABSENT	Joe Karthaus (Truespeed), Cristian Nita (LXS), David Stewart (Sky), Cristian Nita (LXS), Niall Gillespie (BT), Gyanesh Pandey (iconectiv), Richard Fletcher (Grain Connect), Hema Kariyappa (Vodafone), Mel Buckley (VMO2),

## AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS – SPECIFICALLY THE PUBLICATION OF GUIDANCE ON JSON VALIDATION AND CORRECTIONS NEEDED IN MESSAGE EXAMPLES DOCUMENT.
- 2) UPDATE ON FUTURE MEETING WITH GPLB CONCERNING RES TO BUS AND BUS TO RES SWITCHES
- 3) CONTINUATION OF DISCUSSION AROUND BRAND CHANGES DURING THE LIFECYCLE OF A SWITCH
- 4) AOB

## MINUTES/NOTES

AGENDA ITEM	<b>1</b>
DISCUSSION POINT	Update on outstanding actions – specifically the publication of guidance on JSON validation and corrections needed in message examples document.
CONCLUSION/ RECOMMENDATION	TM confirmed JSON validation doc to be released, just awaiting internal decision on document branding TM mentioned corrected Message Examples v1.1a on share point prior to publication. Simple typo fixed
ACTION	TM to arrange document publication Group to update Number Porting Guide with appendices

AGENDA ITEM	<b>2</b>
DISCUSSION POINT	Update on future meeting with GPLB concerning res to bus and bus to res switches
CONCLUSION/ RECOMMENDATION	TOTSCo and OTA2 gave minor update on upcoming call with GPLB
ACTION	Group to consider bus/res res/bus switching for future discussions, Target date 29/05 meeting if possible

AGENDA ITEM	<b>3</b>
DISCUSSION POINT	Continuation of discussion around brand changes during the lifecycle of a switch
CONCLUSION/ RECOMMENDATION	Group had no further considerations to add to previous discussion
ACTION	

AGENDA ITEM	<b>4</b>
DISCUSSION POINT	AOB
CONCLUSION/ RECOMMENDATION	No AOB raised
ACTION	

	<b>Upcoming Group Actions/Agenda</b>
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/>