

INDUSTRY PROCESS GROUP

DATE	22 May 2024
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	David Stubbs (VMO2), Jonathan Davies (TalkTalk), David Stewart (Sky), Lindsey Gibson (Zen), Cristian Nita (LXS), Niall Gillespie (BT), Gyanesh Pandey (iconectiv),
MEMBERS ABSENT	Joe Karthaus (Truespeed), Richard Fletcher (Grain Connect), Hema Kariyappa (Vodafone), Mel Buckley (VMO2), Mark Delo (NowYoYo), Marcel Horst (CWP),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS
- 2) REMINDER OF UPCOMING GPLB CALL TO DISCUSS RES TO BUS AND BUS TO RES SWITCHES.
- 3) DISCUSSION AROUND SOURCE CORRELATION ID IN HUB MESSAGE DELIVERY FAILURES AND POTENTIAL UPDATE ON SCHEDULED CHANGES.
- 4) AOB

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update on outstanding actions
CONCLUSION/ RECOMMENDATION	TOTSCo confirmed publication of JSON validation and corrected Message Examples v1.1a. Simple typo fixed Group members that attended gave overview of Ops Forum call from 21/05 and reiterated intention to ensure overlap between groups does not occur.
ACTION	Group to update Number Porting Guide with appendices TOTSCo to continue discussion internally around document branding

AGENDA ITEM	2
DISCUSSION POINT	Reminder of upcoming GPLB call to discuss 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 05/06 meeting if possible, but materials to be shared in advance

AGENDA ITEM	3
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DISCUSSION POINT	Discussion around source correlation ID in Hub message delivery failures and potential update on scheduled changes.
CONCLUSION/ RECOMMENDATION	Group raised point around change process specifically in relation to changes that are not proceeding in order to maintain stable documents that we may want to revisit after document freeze ends.
ACTION	TOTSCo to provide update on scheduled change plans

AGENDA ITEM	4
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/>