

INDUSTRY PROCESS GROUP

DATE	19 June 2024
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	David Stubbs (VMO2), Niall Gillespie (BT), Hema Kariyappa (Vodafone), Mel Buckley (VMO2), Mark Delo (NowYoYo), Jonathan Davies (TalkTalk), Gyanesh Pandey (iconectiv), Richard Fletcher (Grain Connect),
MEMBERS ABSENT	Joe Karthaus (Truespeed), David Stewart (Sky), Marcel Horst (CWP),

AGENDA ITEMS

- 1) UPDATES ON OUTSTANDING ACTIONS
- 2) REVIEW OF RECEIVING MESSAGES GUIDANCE DRAFT BULLETIN AVAILABLE ON SHARE POINT
- 3) CONSIDERATION OF RAMP/TRIALS AND THE ABILITY TO DISTINGUISH BETWEEN PARTICIPANTS ONCE RAMP COMMENCES.
- 4) AOB

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Updates on outstanding actions
CONCLUSION/ RECOMMENDATION	TOTSCo provided overview of outstanding actions and confirmed change to group membership. TOTSCo confirmed UA feedback from group has been shared internally
ACTION	Group to consider any questions for the GPLB presentation on bus to res / res to bus switches Group to add FWA message example Group to update appendices of NP guide

AGENDA ITEM	2
DISCUSSION POINT	Review of Receiving Messages guidance draft bulletin available on share point
CONCLUSION/ RECOMMENDATION	Group reviewed draft guidance note and updates were made based on comments
ACTION	Group to make minor updates, TM to check document with Tech M prior to release to confirm accuracy

AGENDA ITEM	3
DISCUSSION POINT	Consideration of Ramp/Trials and the ability to distinguish between participants once Ramp commences.

CONCLUSION/ RECOMMENDATION	Group considered issue around Ramp/Trials participants not being distinguished in the directory after the Ramp begins. Group believed only the addition of a Technical Trials status would be sufficient to ensure Ramp and Trials can happen concurrently.
ACTION	Group to draft CR. Group to add detail to the argument. TM to raise internally
AGENDA ITEM	4
DISCUSSION POINT	AOB
CONCLUSION/ RECOMMENDATION	TOTSCo gave brief mention of clarification required in API spec around String and Integer Group believed no correction was required to the document for this and that a clarification note would be more than sufficient
ACTION	TOTSCo to draft clarification note
	Upcoming Group Actions/Agenda
Open Points	<ul style="list-style-type: none"> - GROUP TO CONSIDER TOPICS FOR FURTHER GUIDANCE - GROUP TO REVIEW 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/>