

INDUSTRY PROCESS GROUP

DATE	03 July 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), Mark Delo (NowYoYo), Jonathan Davies (TalkTalk), Richard Fletcher (Grain Connect), Gyanesh Pandey (iconectiv),
MEMBERS ABSENT	Joe Karthaus (Truespeed), David Stewart (Sky), Marcel Horst (CWP), Mel Buckley (VMO2),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS
- 2) UPDATE ON PUBLICATION OF GUIDANCE DOCUMENTS
- 3) AOB

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Updates on outstanding actions
CONCLUSION/ RECOMMENDATION	TOTSCo provided overview of outstanding actions TOTSCo confirmed we will not publish API clarification note at this time, but may decide to issue if others raise the same query
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 Group to add list of clarifications to documents to sharepoint.

AGENDA ITEM	2
DISCUSSION POINT	Update on publication of guidance document for accepting messages
CONCLUSION/ RECOMMENDATION	TOTSCo provided update on publication of document
ACTION	TOTSCo to check with Tech M around technical statements, specifically to confirm the three second response timeout

AGENDA ITEM	3
DISCUSSION POINT	AOB

CONCLUSION/ RECOMMENDATION	Group further discussed ramp and trials situation whereby the directory does not distinguish between the two TOTSCo and OTA2 confirmed discussions around this are ongoing at various different levels and this would be addressed more formally in the delivery and big four discussions rather than the process group Group raised question around number porting
ACTION	Group to consider amending CR to make problem statement clearer and to change status to TRIALS OTA2 to take question to Number Porting group TOTSCo to continue to chase for SUSPEND test CP to be added to pre prod as well as processSupport to be removed from TOTSCO.

	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/>