

INDUSTRY PROCESS GROUP

DATE	31 July 2024
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Niall Gillespie (BT), Hema Kariyappa (Vodafone), Mark Delo (NowYoYo), Gyanesh Pandey (iconectiv), David Stewart (Sky), David Stubbs (VMO2),
MEMBERS ABSENT	Joe Karthaus (Truespeed), Marcel Horst (CWP), Jonathan Davies (TalkTalk), Richard Fletcher (Grain Connect), Mel Buckley (VMO2),

AGENDA ITEMS

- 1) UPDATES ON OUTSTANDING ACTIONS
- 2) GROUP TO REVIEW REVISIONS TO BULLETIN 66 FOLLOWING INDUSTRY FEEDBACK. DRAFT DOC AND FEEDBACK ON SHARE POINT (DOC V2). DISCUSSION AROUND CORRELATION ID UNIQUENESS AND DUPLICATE DETECTIONS
- 3) CONTINUED REVIEW OF OTA2 SLIDES ON TELECARE

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Updates on outstanding actions
CONCLUSION/ RECOMMENDATION	TM provided overview of outstanding actions
ACTION	Group to add FWA message example Group to update appendices of NP guide

AGENDA ITEM	2
DISCUSSION POINT	Group to review revisions to bulletin 66 following industry feedback. Draft doc and feedback on share point (doc v2). Discussion around correlation ID uniqueness and duplicate detections
CONCLUSION/ RECOMMENDATION	Group stepped through revised, rewritten bulletin. Document removes suggestion to perform even short term duplication detection, but does suggest best practice Group discussed scenario of some users using duplication detection based on RCPID and correlation ID while others may choose to reuse correlation IDs for entire switch journeys.
ACTION	Group to make minor updates and TM to draft introduction. Revised bulletin to be released this week

AGENDA ITEM	3
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DISCUSSION POINT	Continued review of OTA2 slides on telecare
CONCLUSION/ RECOMMENDATION	Group joined by OTA2 for discussion. Group reviewed telecare slides presented by OTA2
ACTION	OTA2 to share draft slides with group for additional comments

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/>