

TOTSCO BOARD MEETING SUMMARY

DATE	10 September 2024
LOCATION	Teams
DIRECTORS PRESENT	Dee Cheek (Large Retail Providers Constituency) Andrew Glover (Small Retail Providers Constituency) Anne Hoitink (Medium Retail Providers Constituency) Shrin Honap (Independent Director) Claudio Pollack (Independent Chair) Jo Prowse (Independent Director) Ben Shaw (Large Retail Providers Constituency)
DIRECTORS ABSENT	Jeremy Chelot (New Infrastructure Providers Constituency) Nick Holland (Business Focussed Providers Constituency)
OTHERS PRESENT	Paul Bradbury (TOTSCo CEO) Rob Bratby (TOTSCo General Counsel) David Halliday (OTA2) Toby Lovell (TOTSCo Chief-of-Staff) Rob Jex (TOTSCo Company Secretary)

AGENDA ITEMS

Preliminary: business of the meeting and approval of the minutes of the Board meeting on 2 September 2024

- 1) Contract Dates
- 2) OTS Go-Live Update
- 3) Any other business
- 4) Next board meeting

MINUTES

AGENDA ITEM	1
DISCUSSION POINT	Contract Dates
CONCLUSION/RECOMMENDATION	Following a discussion the Board accepted a recommendation from the Executive that TOTSCo should declare and notify hub users, on 11 September that (i) the “Production Delivery Date” and (ii) the “OTS Go-Live Date” for the purposes of the User Agreements and MAP Agreements is 12 September 2024.
AGENDA ITEM	2
DISCUSSION POINT	OTS Go-Live Update
CONCLUSION/RECOMMENDATION	The CEO updated the Board on TOTSCo’s preparedness for OTS Go-Live on 12 September and reported that it was anticipated that a significant number of brands would join the Live Directory on the day. It was noted that the hub was continuing to meet its availability and latency requirements and was handling an increasing number of messages from RCPs, while there were no outstanding hub defects that threatened Go-Live. Directors also noted TOTSCo’s arrangements for 12 September for monitoring hub developments and tackling any issues that might arise.

AGENDA ITEM	3
DISCUSSION POINT	Any Other Business
CONCLUSION/ RECOMMENDATION	There was none.

The next TOTSCo Board meeting will be at 9.30am on Monday 16 September 2024.

Glossary

OTS = One Touch Switch

CP = Communications Provider

MAP = Managed Access Provider

OTA2 = Office of the Telecommunications Adjudicator

TOTSCo = The One Touch Switching Company Ltd