

INDUSTRY PROCESS GROUP

DATE	28 August 2024
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Niall Gillespie (BT), Mel Buckley (VMO2), Richard Fletcher (Grain Connect), Colm Gallagher (Sky)
MEMBERS ABSENT	Joe Karthaus (Truespeed), Richard Fletcher (Grain Connect), David Stewart (Sky), Gyanesh Pandey (iconectiv), Jonathan Davies (TalkTalk), Marcel Horst (CWP), Hema Kariyappa (Vodafone), Mark Delo (NowYoYo), David Stubbs (VMO2),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS
- 2) REVIEW OF DRAFT BULLETIN ON QUEUEING MESSAGES DURING OUTAGES
- 3) AOB

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update 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. TM and OTA2 confirmed approval to announce future valued change regarding must return CUPID to should only return CUPID TM to prepare bulletin summarising other bulletins and BPGs from the group with focus on reiterating the advice from bulletin 67

AGENDA ITEM	2
DISCUSSION POINT	Review of bulletin on queueing messages during outages
CONCLUSION/ RECOMMENDATION	Group generally happy with first part of document on queueing messages during outages. Discussions to continue around proceeding after a message has been accepted but cannot be actioned
ACTION	Group to work on draft document to cover the above

AGENDA ITEM	3
DISCUSSION POINT	AOB

CONCLUSION/ RECOMMENDATION ACTION	No AOB raised
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	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/>