

INDUSTRY PROCESS GROUP

DATE	02 October 2024
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Niall Gillespie (BT), Mark Delo (NowYoYo), Mel Buckley (VMO2), Richard Fletcher (Grain Connect), David Stubbs (VMO2)
MEMBERS ABSENT	Joe Karthausser (Truespeed), David Stewart (Sky), Gyanesh Pandey (iconectiv), Hema Kariyappa (Vodafone), Marcel Horst (CWP), Jonathan Davies (TalkTalk),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS
- 2) CONTINUED DISCUSSION AROUND DATES IN MESSAGES, SPECIFICALLY BACK DATED ACTIVATION DATES IN SWITCH ORDER TRIGGER REQUESTS
- 3) REVIEW OF SUGGESTED AMENDMENTS TO ORDER OF VALIDATION CHECKS IN THE MATRIX AND THE SUGGESTED PROCESS FLOW ON SHARE POINT (MATCHING GUIDANCE/MATCHING VALIDATION DOCS)
- 4) AOB

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update on outstanding actions
CONCLUSION/ RECOMMENDATION	TM provided overview of outstanding actions and confirmed bulletin summarising advice from the group
ACTION	Group to add FWA message example GRoup to update appendices of NP guide. TM and JA confirmed approval to announce future valued change regarding must return CUPID to should only return CUPID Group to add Flat A1 guidance to matching guide and address examples Group to provide feedback on telecare slides from OTA2

AGENDA ITEM	2
DISCUSSION POINT	Continued discussion around dates in messages, specifically back dated activation dates in switch order trigger requests
CONCLUSION/ RECOMMENDATION	Group discussed guidance around dates. General agreement with principle of no past dates in planned switch date field and no future dates in activation date field. Guidance to be updated around how to action back dated trigger requests that you receive. Agreement on guidance around SOR expiry and planned switch date expiry
ACTION	Group to work on wording in guidance bulletin

AGENDA ITEM	3
DISCUSSION POINT	Review of suggested amendments to order of validation checks in the matrix and the suggested process flow on share point (matching guidance/matching validation docs)
CONCLUSION/ RECOMMENDATION	Group identified one issue with matrix that will require correction
ACTION	Group to continue review in subsequent calls

AGENDA ITEM	4
DISCUSSION POINT	AOB
CONCLUSION/ RECOMMENDATION	No AOB raised
ACTION	

	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/>