

INDUSTRY PROCESS GROUP

DATE	09 October 2024
TIME	15:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Niall Gillespie (BT), Mark Delo (NowYoYo), Mel Buckley (VMO2), David Stubbs (VMO2), Hema Kariyappa (Vodafone), Marcel Horst (CWP)
MEMBERS ABSENT	Joe Karthaus (Truespeed), David Stewart (Sky), Gyanesh Pandey (iconectiv), Jonathan Davies (TalkTalk), Richard Fletcher (Grain Connect),

AGENDA ITEMS

- 1) UPDATES ON OUTSTANDING ACTIONS
- 2) FINALISE GUIDANCE ON DATES IN MESSAGES, SPECIFICALLY IN RELATION TO HOW TO HANDLE BACK DATED ACTIVATION DATES
- 3) CONTINUED REVIEW OF COMMENTS ON MATCHING MATRIX
- 4) 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 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	Finalise guidance on dates in messages, specifically in relation to how to handle back dated activation dates
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. Agreement on guidance around SOR expiry and planned switch date expiry. Group were of the view that users should not accept back valued activation date messages, but proceed on the basis that the activation date was today's date. The exception being where an outage has occurred and users should consider the dates in the trigger request.
ACTION	Group to work on wording in guidance bulletin

AGENDA ITEM	3
DISCUSSION POINT	Continued review of comments on matching matrix
CONCLUSION/ RECOMMENDATION	Time expired before this could take place
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/>