

INDUSTRY PROCESS GROUP

DATE	06 November 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), Jonathan Davies (TalkTalk),
MEMBERS ABSENT	Joe Karthaus (Truespeed), David Stewart (Sky), Gyanesh Pandey (iconectiv), Marcel Horst (CWP), Jonathan Davies (TalkTalk), Hema Kariyappa (Vodafone), David Stubbs (VMO2),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS
- 2) FINALISATION OF GUIDANCE ON DATES WITHIN MESSAGES
- 3) CONSIDERATION OF RESPONSE TO RESPONSE CODE 1112
- 4) REVIEW OF PREVIOUSLY RAISED CHANGE REQUESTS
- 5) 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

AGENDA ITEM	2
DISCUSSION POINT	Continued review of bulletin on dates, specifically back dated activation dates
CONCLUSION/ RECOMMENDATION	Group finalised bulletin on dates in messages
ACTION	Publication scheduled for this week unless there are objections

AGENDA ITEM	3
DISCUSSION POINT	Consideration of response to response code 1112

CONCLUSION/ RECOMMENDATION	Group considered 1112 and if the action should be on the LRCP to investigate rather than for the GRCP to contact them about this when it is used
ACTION	Group to consider this further

AGENDA ITEM	4
DISCUSSION POINT	Review of previously raised change requests
CONCLUSION/ RECOMMENDATION	Time expired before discussion
ACTION	Group to consider additional guidance around recommending these are created and made available

AGENDA ITEM	5
DISCUSSION POINT	AOB
CONCLUSION/ RECOMMENDATION	
ACTION	No AOB raised

	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/>