

INDUSTRY PROCESS GROUP

DATE	22 January 2025
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Niall Gillespie (BT), Mark Delo (NowYoYo), Richard Fletcher (Grain Connect), Marcel Horst (CWP),
MEMBERS ABSENT	Joe Karthaus (Truespeed), David Stewart (Sky), Gyanesh Pandey (iconectiv), Jonathan Davies (TalkTalk), Hema Kariyappa (Vodafone), David Stubbs (VMO2), Mel Buckley (VMO2),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS INCLUDING BULLETIN ON OUTAGES AND RESPONSE CODES
- 2) FURTHER CONSIDERATION OF ACTIONS FROM MATCHING REPORT REVIEW
- 3) DISCUSSION ON RESPONSES TO THE HUB
- 4) AOB

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update on outstanding actions including bulletin on outages and response codes
CONCLUSION/ RECOMMENDATION	TM provided overview of outstanding actions and stepped through draft bulletins to be published.
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 make minor amendments to outage bulletin Group to add examples to response codes bulletin
AGENDA ITEM	2
DISCUSSION POINT	Further consideration of actions from matching report review
CONCLUSION/ RECOMMENDATION	
ACTION	Group to consider additions to matching best practice guide based on OTA2 matching report. Document already reviewed, but tasks to be decided and allocated

AGENDA ITEM	3
DISCUSSION POINT	Discussion on responses to the Hub
CONCLUSION/ RECOMMENDATION	Time expired before discussion
ACTION	

AGENDA ITEM	4
DISCUSSION POINT	AOB
CONCLUSION/ RECOMMENDATION	
ACTION	Time expired before discussion

	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/>