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February 2, 2021

Kirk Burgee
Chief of Staff
Wireline Competition Bureau
Federal Communications Commission
45 L Street NE
Washington, DC 20554

Re: Updates to ACTA Operating Principles and Procedures

Dear Mr. Burgee:

On behalf the Administrative Council for Terminal Attachments (ACTA), I want to inform you that the ACTA has recently updated its Operating Principles and Procedures (OP&P). The revised procedures are posted on the ACTA website at:

<https://www.part68.org/documents/OPP/ACTA%20OPP%20V6.0.pdf>.

The revisions:

- Streamline and remove unnecessary and duplicative text, clarify use of electronic tools, and clearly reflect other current ACTA processes;
- Create a new Vice Chair position to provide additional leadership for the ACTA; and
- Eliminate the Executive Committee, which was considered unnecessary in light of the overlap of membership on the Executive Committee and General Council.

If you have any questions or would like to discuss, do not hesitate to contact me.

Regards,

Thomas Goode, ATIS General Counsel

cc: Scott Lambert, ACTA Chair
Jackie Wohlgemuth, Director, Global Standards Development
Sarah Chittick, ATIS Coordinator, Global Standards Development