Administrative Council for Terminal Attachments (ACTA)

July 25, 2001
Virtual meeting

Meeting Summary

Chair: Jimmy Salinas, SBC Corporation **2:00pm-4:30pm**

1) Call to Order

Jimmy Salinas called the meeting to order at 2:10pm (ET).

2) Attendance Check-in and Introductions

Tim Jeffries, ACTA Director, took roll call to establish the presence of a quorum. 8 Primary Representatives were in attendance, and quorum was reached. All participants took the opportunity to introduce themselves.

3) Agenda Review and Approval (ACTA-01-07-25-01)

Jimmy Salinas introduced the agenda and asked if there were any suggested modifications. Tim Jeffries noted that the meeting summaries were not available and suggested removing the item from the agenda. The agenda was modified as noted.

AGREEMENT REACHED #1: The agenda was approved and accepted as modified (Agenda Item #5 was removed).

4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-01-07-25-XX)

Jimmy Salinas asked for any additional contributions and none were submitted. The Chair then went through the numbering sequence and introduced all contributions and matched them with agenda topics. Please note that all contributions are available on the ACTA Web site at http://www.part68.org/records.htm. Contributions were submitted and numbered as follows:

Contribution Number	Title
ACTA-01-07-25-01	Agenda
ACTA-01-07-25-02	Meeting Summary
ACTA-01-07-25-03	Roster
ACTA-01-07-25-04	Database Working Group Report
ACTA-01-07-25-05	Revised Preface for Technical Criteria
ACTA-01-07-25-06	Final Guidelines & Procedures for submittal of information to ACTA for inclusion in the database of Telephone Terminal Equipment
ACTA-01-07-25-07	Contribution Template
ACTA-01-07-25-08	Tiered Database - Sprint

5) Review and Approve July 11th & July 18th Meeting Summaries

The Meeting Summaries from July 11 and July 18 were not yet available for review and approval.

6) Reports

Legal & Liability Issues:
Tim Jeffries noted that there was nothing new to report at this time on liability and legal issues.

Terminal Equipment Filings:
Tim Jeffries noted that there have been several questions from independent labs regarding submittal of terminal equipment on behalf of their clients. Additionally, they have issue with submitting detailed testing information if the submittals are considered part of the public record. Bill Howden, FCC, noted that this issue has never been addressed at the FCC, but they have not made this type of record publicly available. Mr. Jeffries said that there is no process in ACTA to hold the information in confidence, but that ACTA could also keep the information off of publicly accessible web pages. He noted, however, that the independent labs would like to keep test data proprietary. A Council Member suggested that ACTA should assure the laboratories that their test data would remain proprietary.

It was moved that submitted test procedures in compliance with *Guidelines & Procedures for inclusion in the database of approved Telephone Terminal Equipment S*ection 5.3 #6 be held in confidence by ACTA barring legal compulsion or regulatory enforcement action. The motion was seconded and passed unanimously.

AGREEMENT REACHED #2: All submitted test procedures in compliance with the* Guidelines & Procedures for inclusion in the database of approved Telephone Terminal Equipment *Section 5.3 #6 be held in confidence by the ACTA barring legal compulsion or regulatory enforcement action.

ACTION ITEM #1: ACTA Director will hold all information on test procedures confidential.

Mr. Jeffries noted that many of the questions received by the ACTA Secretariat were regarding what had not been covered in the guidelines. He noted that the ACTA Secretariat would be collecting the questions and the answers and creating a Frequently Asked Questions (FAQ) to be posted on the web site. A Council Member expressed concern that questions regarding ACTA adopted technical criteria or those questions not regarding administrative issues should be directed to the ACTA and not answered by the ACTA Secretariat. Mr. Jeffries assured the Council that such questions would be routed as agreed to by ACTA and posted on the ACTA website.

Website content
Mr. Jeffries noted that the revised wording from Contribution ACTA-01-07-11-09 had been added to the ACTA web site. He also noted that ACTA-adopted criteria had been added to the site for a one-time download. Dan Bart noted that there might be other valuable information or links to valuable information that, perhaps, the ACTA web site should reference. Jimmy Salinas suggested that Mr. Bart make a contribution to the next ACTA meeting so the Council could review and vote on it.

7) Database Working Group

a) Tiered Database (Action Item #3)

Tim Jeffries introduced Contribution ACTA-01-07-25-04, the Database Working Group Report on Tiered Database Structure. A Council Member noted that he had liability concerns regarding the Tiered Database Structure and suggested that ATIS Legal perform an analysis and report back to ACTA with any liability issues that such a structure might engender.

ACTION ITEM #2: Megan Campbell, ATIS General Counsel, will review the recommendations from the Database Working Group (found in Contribution ACTA-01-07-25-04) as edited in Contribution ACTA-01-07-25-08 and render an opinion as to any legal or

liability issues that might occur should the ACTA decide to accept these recommendations. Ms. Campbell will report back to ACTA at the August 16, 2001 Meeting.

Cliff Chamney introduced Contribution ACTA-01-07-25-08, which proposes the addition of the following sentence to the recommendations of the Database Working Group. The sentence is intended to avoid allowing companies/organizations to attach a piece of terminal equipment to the PSTN before it was Part 68 approved.

The conclusion(s) in this document would be applicable only to cases where a "field trial" (by whatever name), if conducted, would involve the connection of approved equipment (only) to the network.

The motion was made to accept recommendations as modified by Sprint. The motion was seconded and approved.

8) ACTA Guidelines & Procedures for TTE Submissions, Rev 1.0

Mr. Jeffries noted that the Guidelines and Procedures have been finalized and posted on the ACTA Web Site. He also noted that based on questions received by the Secretariat, the document would need to be edited. He asked whether the document and questions should be sent to the entire Council or remanded to the Editing Working Group.

ACTION ITEM #3: The Editing Working Group will review recommendations for revisions to the* Guidelines & Procedures for inclusion in the database of approved Telephone Terminal Equipment *and make changes as needed.

9) Work Items

a) TR41 Update

Steve Whitesell noted that TR41 has an upcoming meeting with plans to work a variety of issues, including RJ-31 jacks. He noted that they are also expecting a presentation on VDSL modems with the hope of getting technical criteria for this equipment expedited into technical criteria.

Mr. Whitesell asked if ACTA should try to arrange a meeting during a co-located TR41 and T1E1 meeting in Greensboro. The Chair requested that Mr. Whitesell contribute a formal request to ACTA.

The Chair informed the council of a recent FCC waiver for ether loop. After review, it was determined that the waiver was granted specifically to the vendor, and it should not be interpreted as a new, streamlined, waiver such as stutter dial tone and xDSL. Research into the ether loop waiver and the technical criteria used to assure conformity will continue. At some point T1E1.4 will need to become involved.

b) Contribution Template (Action Item #1)

Mr. Jeffries noted that he took on an Action Item (#1) to create a Word Template for all ACTA Contributions. He introduced Contribution ACTA-01-07-25-07, which is the proposed template for Contributions to ACTA. Once adopted, this form will be included on the web site for downloading purposes.

There was a motion to accept the document as revised, now containing edits to define "purpose." The motion was accepted and passed unanimously.

AGREEMENT REACHED #3: Contribution ACTA-01-07-25-07 was accepted as revised as the Contribution Template to be used for all ACTA Contributions. Any contributions received without the use of the template will be returned to the sender for reformatting. The Contribution Template can be found on the ACTA Web Site at http://www.part68.org/records.htm***.***

10) ACTA Correspondence

ACTA vacancies ballots sent out.

Megan Hayes noted that ballots had been sent out for the TEM Alternate Representative open position and the NEM Primary Representative open position. Ballots close August 1, 2001 at 5pm ET.

11) Draft Statement of Work re: ACTA Secretarial Support

There was no update for this meeting.

12) Next Meeting

a) August 16th – Virtual Meeting
b) September 20th – Virtual Meeting
c) October 3rd – Face-to-Face

13) Adjournment

Jimmy Salinas adjourned the meeting at 3:45pm ET.