Administrative Council for Terminal Attachments (ACTA)

October 3, 2001
Washington, DC

Meeting Summary

Chair: Jimmy Salinas, SBC Corporation

1) Call to order

Jimmy Salinas, ACTA Chair, called the meeting to order at 9:22am EST.

2) Attendance Check-in and Introduction

Tim Jeffries, ACTA Director, performed roll call to establish a quorum. There were 10 Interest Segment Representatives and one Alternate Representative present. All the participants, both those at the ATIS Conference Center, and those participating via the virtual link, took the opportunity to introduce themselves.

3) Agenda Review and Approval

Mr. Salinas introduced the agenda and asked if there were any suggested modifications. Mr. Jeffries noted to the participants that contributions from the cancelled meeting of September 19, 2001 have been renumbered to reflect the current meeting date. Mr. Salinas moved to accept the agenda with the modified numbers, the motion was seconded, and it passed unanimously.

AGREEMENT REACHED: The Agenda (ACTA-01-09-19-01) was approved as modified.

4) Executive Session—Please Note: The meeting notes from the Executive Session are available upon request to ACTA Members, the ACTA Chair, and ACTA Sponsors. Please send requests the ACTA Secretariat (acta@atis.org).

a) ACTA Budget
b) Funding Options
c) Discussion

OPEN SESSION

5) Attendance Check-in and Introductions

Mr. Salinas called the ACTA General Session to order at 1:15 p.m EST. Mr. Jeffries performed a roll call to establish a quorum. There were 8 Interest Segment Representatives and 1 Alternate Representative present. All participants took the opportunity to introduce themselves.

6) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-01-08-16-XX)

Mr. Jeffries noted that contributions from the cancelled meeting of September 19, 2001 have been renumbered to reflect the current date. He then introduced the contributions and asked for any additional contributions and none were submitted. Mr. Jeffries then went through the numbering sequence and introduced all contributions, matching them with the 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:

Number	**Contribution**
ACTA-01-07-11-01	Agenda
ACTA-01-07-11-02	August 16, 2001 Meeting Summary
ACTA-01-07-11-04	TIA Responsible Party
ACTA-01-07-11-05	TIA US Service Center
ACTA-01-07-11-06	TIA TSB 129 Plan
ACTA-01-07-11-07	Database Liability Email
ACTA-01-07-11-08	G&P Draft 1.1c
ACTA-01-07-11-09	Email Bipes
Deferred Contributions	
ACTA-01-08-16-05	TR 41 Invitation
ACTA-01-08-16-06	G&P Draft 1.1b

7) Review and Approve August 16, 2001 Meeting Summary

Mr. Salinas introduced the meeting summary from the August 16, 2001 meeting, Contribution ACTA-01-09-19-02, and asked for any modifications. Dan Bart referred to section 6b and the paragraph referring to "Use of TCB Codes." He requested that the hyphen be removed from the wording "near-term." Steve Whitesell, TEM Representative, made a motion to accept the summary as modified and the motion was seconded. The meeting summary was approved unanimously as modified.

AGREEMENT REACHED: The meeting summary from August 16, 2001 was approved as modified.

8) ACTA Guidelines & Procedures for TTE Submissions, Draft Revision 1.1b and Draft Revision 1.1c

Mr. Jeffries introduced contribution ACTA-01-10-03-08, Draft Revision 1.1c of the ACTA Guidelines and Procedures for TTE Submissions document. He explained the

changes that had gone into Version 1.1b (Contribution ACTA-01-08-16-06) and into this document being presented for approval, 1.1c. Mr. Jeffries detailed how this document attempts to answer any questions and outline the details for making submissions to ACTA. He also noted that the change in version 1.1c was in the clarification of the section referring to the indemnity and liability statement. He noted that an added statement notifies submitters that incorrect submissions will not be entered into the database until they are correct and complete. A participant noted that it would be very helpful to have a mock-up of a TTE submission form to refer to when completing the TTE submission paperwork. Mark Cassarino, ACTA Database Manager, replied that he is working on a TTE submission manual including a sample TTE submission form. He informed the group that this manual is currently in production and he hopes to have it available by October 12, 2001. A participant requested that Mr. Cassarino refer to the document TSB 129, which is currently in the ballot process at TIA, for reference in the development of this manual. John Bipes, OIP Representative, made a motion to accept the ACTA Guidelines and Procedures for TTE Submissions Document, Draft Version 1.1c., Contribution ACTA-01-10-03-08. Maurice Levitt, NEM Representative, seconded this motion. ACTA-01-10-03-08 was approved unanimously as submitted.

AGREEMENT REACHED: ACTA-01-10-03-08, Draft Version 1.1c of the ACTA Guidelines & Procedures for TTE Submissions was approved unanimously as submitted.

ACTION ITEM: Mark Cassarino will review TSB 129 to ensure the FAQ Page/TTE Submission Manual which will be posted to the ACTA web site is in agreement with the content of TSB 129.

9) Tiered Database

Mr. Jeffries introduced Contribution ACTA-01-10-03-07, a response from ATIS Legal Council, Megan Campbell, regarding the tiered database structure and any possible liability issues. Mr. Jeffries explained that in this contribution Ms. Campbell expressed that she found no liability issues stemming from a tiered database structure. Discussion among participants reflected support both for and against the tiered database structure. Concerns were expressed that the tiered structure would block out the primary regulator of the database—the public. In reply, a participant noted that ATIS legal found that the tiered structure would cause no market advantage, he stated that the public would not be left out of any information they may need to know. John Bipes, OIP Representative, made a motion that ACTA not use the tiered database structure. Roland Gubish, LAB Representative, seconded this motion. The motion was approved with two nays, two abstentions and four yays.

AGREEMENT REACHED: ACTA will not use a tiered database structure for Part 68 submissions.

10) ACTA Correspondence

a) TR41.11 Liaison Letters

Steve Whitesell presented Contribution ACTA-01-10-03-04, a liaison from TR41.11 explaining their interpretation of "Responsible Party." A participant noted that it is important that the party signing for the Responsible Party have the authority to do so within the company.

Mr. Whitesell then presented Contribution ACTA-01-10-03-05 regarding the TR41.11 recommendation that the "US Service Center" field be removed from the database. The participant from the FCC was asked how the US Service Center entry had been handled at the FCC. He responded that it is up to ACTA as to how to progress from this point. Some participants expressed their concerns that including the US Service Center field focused on customer care rather than the protection of the network. It was mentioned that this is a field that has traditionally been included in Part 68 submissions, and that should be taken into account. Another participant noted that perhaps the entire field is not needed; just a point of contact phone number in the US would suffice. It was recommended that Mr. Whitesell bring this information back to TR41.11 and request a more specific proposal be brought back to ACTA.

ACTION ITEM: Steve Whitesell will take this liaison (ACTA-01-10-03-05) back to TR41.11 and request a more specific proposal regarding the US Service Center data field.

Mr. Whitesell presented the third liaison from TR41.11, Contribution ACTA-01-10-03-05, a liaison regarding TSB 129, a general user guide for the SdoC process, being produced by TR41.11. He stated that it is currently written with the intent of being supplemental to the ACTA Guidelines. In the future, the scope of the document is expected to grow, to include merging it with the 730 Form. Mr. Whitesell explained that this liaison contains a query to ACTA asking if ACTA is interested in using this document as it is revised, and perhaps merging it with the ACTA Guidelines also currently being produced. A participant noted his appreciation for all the hard work the TR41.11 has put into their document, however, he stated that he saw no reason to change and resubmit the current ACTA Guidelines to contain the growing TR41.11 document. A participant recommended putting a pointer into the ACTA document referencing the TR41.11 document. Greg Slingerland, Chair of TR41.11, responded that work would go forward on TSB 129, however, there would be concerns over the potential confusion with the ACTA Guidelines. It was reported to the group that the ACTA Guidelines contain the fee structure, information that would be inappropriate to TSB 129. The participants discussed the need for clarity between the two documents and the appropriateness of the inclusion of other documents such as the 730 Form. It was suggested that the members needed more time to review all the documents involved (the 730 Form, TSB 129, and the ACTA Guidelines) before coming to a conclusion.

ACTION ITEM: The ACTA Secretariat link from the ACTA Web site to the location of the application guide on the TIA web site to the members of ACTA for their review and contributions on what needs to be contained in the form.

John Bipes, OIP Representative, made a motion to ask TR41.11 to "ACTA-ize" Exhibit J of the Part 68 Application Guide (on the TIA site under TR41) and submit it to ACTA for consideration of approval as the seamless single page inclusion that goes with all approved equipment. John Balinski, OIP Alternate Representative, seconded the motion. The motion passed with one nay vote.

ACTION ITEM: ACTA will request that TR41.11 review and revise Exhibit J of the Part 68 Application Guide and submit it to ACTA for consideration of approval as the seamless single page inclusion that goes with all approved equipment.

b) ACTA/SDO Meeting Co-Location

Mr. Whitesell referred to Contribution ACTA-01-08-16-05, the invitation for ACTA to co-locate with TR41 and T1E1 during their upcoming meetings. He mentioned that the November meeting is happening very soon and, perhaps, the May 2002 meeting would be a better time for co-location. He noted that T1E1 would not be co-locating with TR41 at the May meeting. He also proposed that the May 2002 meeting would be a good time to hold the previously discussed ACTA Seminar.

AGREEMENT REACHED: The ACTA May 2002 meeting will be held in conjunction with the TR41 May 2002 meeting and the ACTA Seminar will be held in the same time frame. Volunteers will study the details of this meeting and seminar.

11) Reports

a) Terminal Equipment Filings

Mr. Jeffries reported that to date, the ACTA Secretariat has received 198 submissions. Of these, 160 are for TTE requests, and 32 of these are being held pending questions on the application. Only 12 of these TTE submissions have been from SdoCs. He noted that there is some lag time from when the data is entered and when it is uploaded on the web site.

12) Work Items

These items were not addressed due to insufficient time.

a) TR41 Update

- **i) Future changes and approach (e.g., V90 modem power limits, ADSL crosstalk limits, etc.)**
- **ii) RJ-31 update/disposition**
- **iii) Other**

13) Draft Statement of Work re: ACTA Secretarial Support (Action Item #8 from 5/22/01)

This item was not addressed due to insufficient time.

14) Public Relations

a) Press Releases

Mr. Jeffries reported on the article about ACTA in the *Outside Plant Magazine*, and about the *OSP Magazine* expo being held November 6-7, 2001. There will be an ACTA panel discussion at this expo, and volunteers are welcome to discuss all the aspects of the ACTA process.

The participant from the FCC noted that the FCC has issued releases regarding the turnover of work from the FCC to ACTA, and he noted that there is a pointer to the ACTA web site on the FCC web site.

b) Speaking Engagements

None were reported at this time.

15) New Business

There was no new business reported.

16) Next Meeting

The next meeting of ACTA will be December 6, 2001 at 2pm EST via conference call.

17) Adjournment

Mr. Salinas adjourned the meeting at 4:49 p.m EST.