Administrative Council for Terminal Attachments (ACTA)

July 18, 2001
Virtual meeting

Draft Meeting Summary

Chair: Jimmy Salinas, SBC Corporation **3:00pm-5:00pm**

1) Call to Order

Jimmy Salinas, ACTA Chair, called the meeting to order.

2) Attendance Check-in and Introductions

Tim Jeffries, ACTA Director, took roll call to establish the presence of a quorum.

3) Agenda Review and Approval[1]

Jimmy Salinas introduced the agenda and asked if there were any suggested modifications. There were no modifications.

AGREEMENT REACHED #1: The agenda was approved and accepted as submitted.

4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-01-07-18-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 noted the corresponding 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-01-07-18-01	Agenda
ACTA-01-07-18-02	ACTA Guidelines
ACTA-01-07-18-03	Guidelines as revised by Sprint
ACTA-01-07-18-04	Guidelines as revised by TIA

5) ACTA Guidelines & Procedures for Submittal of Terminal Information – Review & Adopt

Tim Jeffries, ACTA Director, introduced Contribution ACTA-01-07-18-02, ACTA Guidelines and highlighted the substantive changes made since the July 11 meeting, including the title of the document, the fee structure, the revised liability language (from Contribution ACTA-01-07-11-14), and the SDoC statement.

Dan Bart, TIA, introduced Contribution ACTA-01-07-18-04, the Guidelines as revised by TIA and introduced all changes made by Cliff Chamney, Sprint, in Contribution ACTA-01-07-18-03. Mr. Bart noted the changes made by Mr. Chamney with which he agreed and those with which he

[1] This is an ACTA Interim Virtual Meeting. The objective is to adopt guidelines and procedures for submitting information to ACTA. Other issues and work efforts will be discussed during the July 25th Virtual Meeting.

disagreed. There was discussion of all of those changes for which there was disagreement between Mr. Chamney and Mr. Bart.

AGREEMENT REACHED #2: Throughout the Guidelines Document, the term "Applicant Code" will be changed to "Responsible Party Code."

ACTION ITEM #1: Tim Jeffries will send an email notification to the acta-all listserve when the Guidelines document has been approved by ACTA.

ACTION ITEM #2: Cliff Chamney will provide Tim Jeffries with a reference for Appendix B of the Guidelines document.

AGREEMENT REACHED #3: With the exception of minor editorial changes and the reference to be provided by Cliff Chamney, the ACTA Guidelines document was approved as modified at this Virtual Meeting.

6) Database Working Group

a) Adopt Website Access & Entry Plan (ACTA-01-06-27-04)

Tim Jeffries introduced Contribution ACTA-01-06-27-04, and noted that in order to proceed with the turnover from the FCC to ACTA, the ACTA needs to agree on a method for database access and database entry. It was moved that the ACTA accept the last two paragraphs from the first page of Contribution ACTA-01-06-27-04 as that method. The motion was accepted and passed unanimously.

AGREEMENT REACHED #4: ACTA accepted the recommendations of the Database Working Group regarding the method for database access and database entry. That method is described below.

With respect to the method for database access, and overall design, the working group agreed to monitor the ACTA website as presently presented, and collect information for analysis. Pertinent details such as defining the typical 'end-users' and the information they seek to obtain from the database (i.e., website) are essential to ascertain what data needs to be delivered, and how it's presented. Once a sufficient amount of information is collected from this monitoring process, the db-WG will revisit the issue and devise recommendations for the Council's review.

Data entry in the 'main' ACTA database will be limited to the ACTA Secretariat, initially. Work to create an efficient interface for TCB and SDoC input and updates to the 'main' database will continue. ACTA will be updated as work progresses.

7) Next Meetings

a) July 25th, Virtual Meeting
b) August 16th – Virtual Meeting
c) September 20th – Virtual Meeting
d) October 3rd -- Face-to-face

8) Adjournment

Jimmy Salinas adjourned the meeting at 5:30pm.