



Administrative Council for Terminal Attachments (ACTA)

January 10, 2002

Interim Virtual Meeting

Meeting Summary

Chair: Jimmy Salinas, SBC Corporation

2:00pm-3:30pm

1) Call to Order

Jimmy Salinas, ACTA Chair, called the meeting to order at 2:05pm.

2) Attendance Check-in and Introductions

Megan Hayes, ACTA Secretariat, performed a roll call of Council Members. There were 10 Council Members and 1 Alternate on the call. Quorum was reached.

Mr. Salinas noted that in the December issue of Conformity Magazine there is an article on ACTA. Please visit www.conformity-update.com for more information. It was noted that the NRIC-V Focus Group 3 report to the FCC also included information on ACTA.

Tim Jeffries, ACTA Director, noted that John Balinski submitted his resignation from ACTA. There are currently 5 vacant ACTA positions. They are IXC Primary, IXC Alternate, LAB Alternate, LEC Alternate, and OIP Alternate position.

3) Agenda Review and Approval

Mr. Salinas introduced Contribution ACTA-02-01-10-01r, the revised draft agenda. He asked if there were any suggested modifications. None were submitted. Chuck Bailey moved to accept the agenda as submitted. John Bipes seconded the motion. The motion passed unanimously.

AGREEMENT REACHED: The agenda (ACTA-01-01-10-01r) was approved as submitted.

4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-02-01-10-XX)

Tim Jeffries introduced the contributions and matched them with appropriate agenda items. He asked if there were any additional contributions. There were none. 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-02-01-10-01 | Draft Agenda |
| ACTA-02-01-10-01r | Revised Draft Agenda |
| ACTA-02-01-10-02 | User Instructions as revised by Dan Bart |
| ACTA-02-01-10-03 | User Instructions as revised by Tim Jeffries |
| ACTA-02-01-10-04 | Revised Guidelines & Procedures document |
| ACTA-02-01-10-05 | Meeting Summary from December 6, 2001 |
| ACTA-02-01-10-05r | Meeting Summary as revised |
| Deferred Contributions | |
| ACTA-01-12-06-03 | TTE Submission Form edited by Cliff Chamney |

5) Approve December 6th Meeting Summary (ACTA-02-01-10-05)

Mr. Salinas introduced Contribution ACTA-02-01-10-05, the Draft Meeting Summary from the December 6, 2001 ACTA Meeting. He asked if there were any modifications. Cliff Chamney and Chuck Bailey suggested some editorial changes. Megan Hayes made the suggested changes, and the new document will be numbered ACTA-02-01-10-05r. Cliff Chamney moved to accept the contribution as revised. Maurice Levitt seconded the motion. The motion passed unanimously.

AGREEMENT REACHED: The Meeting Summary from the December 6, 2001 ACTA meeting was accepted as revised. The revised Meeting Summary will be numbered Contribution ACTA-02-01-10-05r.

6) Work Items**a) User's Instructions**

Tim Jeffries introduced Contributions ACTA-01-12-06-05, a letter from TR41 regarding User Instructions, ACTA-02-01-10-02, modifications to the letter made by Dan Bart, and ACTA-02-01-10-03, modifications to the letter made by Tim Jeffries. It was noted that most of the modifications made by Mr. Bart were editorial in nature.

After a discussion of Mr. Jeffries' suggested modifications, it was suggested that this agenda item be deferred to an ad hoc group. The group would compare the three contributions and submit a recommended alternative to the February 28, 2002 ACTA meeting. John Bipes moved to accept this proposal. Billy Johnson seconded the motion. It passed unanimously.

AGREEMENT REACHED: There will be an ad hoc working group convened to discuss Contributions ACTA-01-12-05-05, ACTA-02-01-10-02 and ACTA-02-01-10-03. The working group will include Tim Jeffries (Chair), Steve Whitesell, Clint Pinkham, Cliff Chamney, Billy Johnson and John Bipes.

ACTION ITEM: The ad hoc working group on User Instructions will report back to ACTA with their suggested modifications to Contribution ACTA-01-12-06-05 as a contribution to the February 28, 2002 ACTA meeting.

AGREEMENT REACHED: There will be a meeting of the ad hoc working group on the User Instructions on January 16, 2002 at 2pm ET.

7) ACTA Submission Form/Revised G&P (ACTA-02-01-10-04)

Tim Jeffries introduced Contribution ACTA-02-01-10-04, a revised Guidelines & Procedures document. He noted that the changes were made to accommodate agreements reached at previous ACTA meetings (e.g., Agent for Service, and fee adjustments).

ACTA reviewed all changes made by Mr. Jeffries. There was discussion of the legality of adding "US" to Agent of Service on pages 15 and 16. Several Council members were concerned that requiring companies to have a US point of contact conflicts with the FCC's rules under Part 68, and existing Mutual Recognition Agreements and Arrangements (MRAs). Other Council members argued that the purpose of having a point of contact was so that the consumer could contact the company with problems and it would be cost prohibitive for the consumer to contact a company outside of the US. John Bipes moved to keep the wording "US Agent of Service" on pages 15 and 16 and to add a reference on page 16 to §68.418.b. Maurice Levitt seconded the motion. The motion failed with 4 nay votes and 1 abstention. Clint Pinkham moved to remove "US" from Agent of Service on pages 15 and 16 and to add a reference on page 16 to §68.418.b. Cliff Chamney seconded the motion. The motion failed with 4 nay votes. A Council member

suggested that ATIS legal review the wording and render an opinion on its legality with respect to the previously mentioned paragraph and to MRAs.

ACTION ITEM: ATIS legal will review the term “US Agent of Service” on pages 15 and 16 of Contribution ACTA-02-01-10-04, the revised Guidelines & Procedures document, and render an opinion on whether adding “US” to “Agent of Service” violates FCC Rules and Mutual Recognition Agreements and Arrangements; i.e., does ACTA have the power to do so in light of §68.418.b.

Steve Whitesell moved to retain “US Service Center” on pages 15 and 16 and to accept all other modifications in ACTA-02-01-10-04r, which contains changes agreed upon. Roland Gubisch seconded the motion. The motion passed unanimously.

AGREEMENT REACHED: ACTA retained “US Service Center” in lieu of “US Agent of Service” on pages 15 and 16 of Contribution ACTA-02-01-10-04r and accepted all other modifications to the document.

8) ACTA Training Seminar-- Update

Mr. Jeffries noted that because of the time, the Training Seminar update would be brief. He noted that Mr. Salinas was working on getting FCC confirmation of participation. A Council member expressed the importance of having an FCC presence, and Mr. Salinas replied that he was aware of that importance and would report back to the Council when he had more information. Bobbie Breden, TIA, noted that she would be meeting with Mr. Jeffries to discuss past TIA Part 68 seminars.

9) New Business

a) FCC Public Notice

Ms. Breden noted that the FCC had issued a public notice of which participants should be aware. The following is information that Ms. Breden provided on the public notice for use by ACTA members and participants. A full copy of the public notice can be found at http://hraunfoss.fcc.gov/edocs_public/attachmatch/DA-01-2730A1.txt.

On Wednesday, December 19, 2001, the Consumer Information Bureau (CIB) of the Federal Communications Commission (FCC) released a Public Notice notifying telecommunications manufacturers and services providers that the Office of Management and Budget (OMB) approved the collection of point of contact public information for Section 255 covered entities. This Public Notice announces January 31, 2002, as the effective date of the Commission’s requirement that equipment manufacturers and service providers, subject to the requirements of Section 255 of the Communications Act of 1934, as amended, Sections 6.18 and 7.18 of the Commission’s rules, designate an agent upon whom service may be made of all notices, inquiries, orders, decisions, and other pronouncements of the Commission in any matter before the Commission. The designation shall include, for both the manufacturer or the provider, a name or department designation, business address, telephone number, and, if available, TTY number, facsimile number, and Internet e-mail address. Companies that have voluntarily filed agent information to date are not required to re-submit the information. All companies that are updating expired information and companies that have previously not submitted the required information must submit the designation by January 31, 2002. The Commission intends to continue posting the required information on the FCC’s web site within the CIB and administering the posting within CIB’s Disabilities Rights Office. For further information concerning the public notice contact: Dana Jackson at (202) 418-2247 (voice), (202) 418-7898 (TTY) or Email DLJackso@FCC.gov.

b) Open floor discussion/questions

Cliff Chamney mentioned that he couldn’t find a prominent placement of T1.TRQ.6 on the web site and he suggested that documents out for 30-day public review should be prominently placed on the web site. Mr. Jeffries noted that Mr. Chamney is correct, but commented that it was highlighted under featured topics during the 30-day review period, but that the review period had ended. Further, once the specification is adopted, it would be reposted for a one-time download like the other ACTA-adopted specifications.

10) Next Meeting

- a) February 28, 2002 – Virtual Meeting**
- b) May 3, 2002 – Face-to-Face Meeting**

11) Adjournment

Mr. Salinas adjourned the meeting at 4pm ET.