



Administrative Council for Terminal Attachments (ACTA)

December 11, 2003

Virtual Meeting

Draft Agenda

Chair: Jimmy Salinas, SBC

2:00 PM – 4:00 PM EST

- 1) Call to Order
- 2) Attendance Check-in and Introductions
- 3) Agenda Review and Approval (ACTA-03-12-11-01)
- 4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-03-12-11-XX)
- 5) Approve September 9, 2003 Meeting Summary (ACTA-03-12-11-02)
- 6) Reports
 - a) Secretariat Report incl. Action Items from September 9, 2003 meeting (ACTA-03-12-11-03)
 - b) Report from the FIC/SOC Ad Hoc group
 - c) Report from Educational Seminar Ad Hoc group
 - d) Timeliness of TTE filings
- 7) TTE Submission Trends & Year End Report
- 8) New Business
- 9) Proposed 2004 Meetings:
 - a) March 18, 2004 (Face-to-face)
 - b) June 9, 2004 (Virtual Meeting)
 - c) September 8, 2004 (Face-to-face)
 - d) December 9, 2004 (Virtual Meeting)
- 10) Adjournment