

ADMINISTRATIVE COUNCIL FOR TERMINAL ATTACHMENTS (ACTA)

MEETING DATE: March 13, 2003

TITLE: ACTA Secretariat Report (incl./Action Items)

SOURCE*: Megan Hayes

PURPOSE: Informative (Report)

DISTRIBUTION TO: ACTA All

ABSTRACT

The following is the Secretariat's written report on ACTA-related activities, events, and work-efforts since the last ACTA General Meeting, December 10, 2002.

This Secretariat report is as of February 25, 2003.

NOTICE

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A. Report on Secretariat's Action Items

The following is the Secretariat's written report on the Action Items stemming from the ACTA December 10, 2002 meeting.

Item #1:

ACTION ITEM: The Secretariat will copy the appropriate SDO on all inquiries regarding technical criteria. If contact information for the appropriate SDO is not available, or, if the Secretariat is unsure of the appropriate SDO, the chairs of TIE1 and TR41 should be contacted.

Pursuant to request, the Secretariat has been copying the appropriate SDO on all inquiries regarding technical criteria.

Item #2:

AGREEMENT REACHED: ACTA will remove Section 5.3, Item 6 from the requirements for SDoC filings in the Guidelines and Procedures for Submittal of Information to ACTA.

Section 5.3 was removed from ACTA's Guidelines and Procedures, Ver. 2.4, and released to the public in January 2003.

Item #3 & #4:

AGREEMENT REACHED/ACTION ITEM: ACTA replace PN02-04 with the text provided in Appendix A of Contribution ACTA-02-12-10-03. ACTA shall follow its procedures for issuing a PN and send an email to its mailing list indicating that PN02-04A is replacing PN02-04.

Pursuant to request, the Secretariat has replaced PN-02-04 with the text provided in Appendix A of Contribution ACTA-02-12-03. The revised Public Notice (PN-02-04A) was released December 17, 2002.

B. Secretariat Report on ACTA Activities:

The following is the Secretariat's written report on activities and events relevant to the ACTA since the last ACTA meeting on December 10, 2002.

I. ACTA On-line Filing ("AOF"):

On January 28, 2003 the ACTA Online Filing (AOF) reached its final stage, and a Public Notice was released regarding the AOF and its accessibility to the general public. More than 100 new filer accounts were created by individual Responsible Parties. TCBs have been steadily using the AOF since October 8, 2003 with great success. The number of filers using the AOF has continued to increase.

Responsible parties are able to create filer accounts online and begin filing through the AOF. Support for AOF filers is provided via e-mail and web based tutorials located at https://www.part68.org/Filing_Walkthru.cfm. The ACTA secretariat will continue to process filing manually, at an additional charge; however parties are strongly encouraged to use the online filing system due to its efficiency and expedience.

The main focus is now the auditing of new submissions to ensure that the integrity of the database remains intact. Current records submitted to ACTA via the AOF are subject to a 30-day administrative audit by the ACTA or its Secretariat and that the submitting party is responsible for correcting any errors identified within 15-days of notice from the Secretariat. Failure to correct errors identified by the Secretariat in the allotted timeframe could result in the removal of the record from the database and forfeiture of the processing fee.

II. TTE Submission Update:

- On October 8, 2002 a working version of the ACTA Online Filing (AOF) was released to the TCBs. Support and assistance was provided to the TCBs to on how to use the AOF.
- On January 28, 2003, the ACTA Secretariat released Public Notice, PN03-02 notifying parties of the release of ACTA Online Filing (AOF). General responses to the ACTA Secretariat regarding the AOF have been favorable.
- As of February 27, 2003, 257 TTE filings (year to date for 2003) have been entered into the database of approved Part 68 equipment. Of those filings 97, were done by Responsible Parties and TCB using the AOF
- The expected number of submissions is estimated to remain constant; however there is an expected increase in the number of submissions processed through the AOF and a decrease in the number of submissions processed manually by the ACTA Secretariat.

III. ACTA Educational/Awareness Initiatives:

Several trade magazines have "picked-up" and published articles on the ACTA.

Conformity Magazine Annual Guide 2003, included two items in "The Year in Review" ("ACTA Seeks FCC Enforcement Assistance" and "ACTA Announces Tough Filing Requirements, Surcharges"). In addition, an article by John Bipes entitled "ACTA Takes Charge" details the history of Part 68 and ACTA, and how ACTA's role affects the industry.

IV. Liaison(s) Request:

In February, Megan Hayes, ACTA Manager, gave a presentation on the ACTA administrative changes and election activities to the TCB Council.

In February, John Bipes, Mobile Engineering & ACTA OIP Segment Rep., provided a verbal report on ACTA's activities to the TR41.11 subcommittee.

V. Technical Criteria:

On January 17, 2003 the ACTA Secretariat issued Public Notice PN03-01 with which notification was issued of ACTA's adoption ANSI/TIA-968-A. The Public Notice also details the "sunset date" of July 15, 2004 for TIA/EIA/IS-968 and TIA/EIA/IS-883. The purpose of the sunset date is to provide the industry with a transition period for implementation of ANSI/TIA-968-A.

VI. ACTA 2003 Elections

The two-year term for current ACTA Council Members is set to expire on May 2, 2003. Per the Operating Principles & Procedures (OP&P), the ACTA Secretariat is preparing to conduct elections for the next ACTA term, which will be effective May 2, 2003-May 1, 2005. Election information is available on the ACTA web site at http://www.part68.org/about_elections.cfm.