

**ADMINISTRATIVE COUNCIL FOR TERMINAL ATTACHMENTS (ACTA)**

MEETING DATE: June 11, 2003

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

SOURCE\*: Megan Hayes

PURPOSE: Informative (Report)

DISTRIBUTION TO: ACTA All

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**ABSTRACT**

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The following is the Secretariat's written report on ACTA-related activities, events, and work-efforts since the last ACTA General Meeting, March 13, 2003.

This Secretariat report is as of [June 5, 2003](#).

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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 March 13, 2003 meeting.

**Item #1 & 2:**

*ACTION ITEM: Jim Haynes will submit a proposal to clarify ambiguities in the OP&P regarding partial terms and elections.*

*AGREEMENT REACHED: The revised OP&P (Ver.: 1.4) was accepted as submitted.*

Section 6.2 Secretariat Support was revised, and the new version of the OP&P (1.4) was posted to the web site. The Secretariat is awaiting additional changes regarding partial terms and elections before issuing a Public Notice regarding the availability of the revised OP&P.

**Item #3:**

*AGREEMENT REACHED: The changes to the Customer Instructions as presented in the Ad Hoc Group report were accepted as modified (the term "line seizure" shall be replaced with "line preemption").*

The Secretariat has revised the Customer Instructions, Revision: April 2003, to include the approved text. An effective date of October 1<sup>st</sup>, 2004 – 18-months after the approval date -- has been set. Release of the revised text is pending review for completeness and accuracy.

**Item #4:**

*ACTION ITEM: The Secretariat should collaborate to come up with a written proposal to amend the "Agent for Service" field so that it is more descriptive.*

The text is currently being revised and is pending review

**Item #5:**

*AGREEMENT REACHED: The following resolution text was agreed upon: ACTA solicits input from all interested SDOs regarding the usefulness and possible overhaul of the FIC/SOC codes in the ACTA database. ACTA will seek recommendations on the continued use of "Equipment Codes" and/or replacement of Equipment Codes with FIC/SOC codes in the ACTA database. SDOs should provide input and recommendations via letter to the ACTA Secretariat. Letters received before June 11, 2003 will be considered by ACTA at its June 11 meeting.*

A letter was sent to T1M1 and TR41 soliciting input based upon the agreement reached above.

**Item #6:**

*AGREEMENT REACHED: The proposed changes to the ACTA Guidelines & Procedures for submittal of information to ACTA for inclusion in the database of approved Telephone Terminal Equipment ("TTE") were accepted as submitted.*

Based on agreement reached to include revised text and additional guidance regarding product re-certifications/re-approvals, the ACTA Guidelines and Procedures have been revised and up-revved to Rev.: 2.5. This revision also includes revised Customer Instruction, Revision: April 2003. Release of the document is pending review of the customer information for completeness and accuracy.

**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 March 13, 2003.

**I. Removal of the Surcharge**

On April 21, 2003, ACTA released a Public Notice (PN03-04) announcing the scheduled removal of the \$150 surcharge. Effective May 4, 2003, ACTA eliminated the \$150 surcharge for processing Telephone Terminal Equipment filings submitted to the ACTA-maintained database of approved equipment.

**II. ACTA On-line Filing ("AOF"):**

The number of ACTA submissions processed via AOF has increased significantly. More of the ACTA Secretariat's focus now is providing support and assistance to individuals filing online, conducting submission audits and answering Part 68 related inquiries. The e-mail address [AOFQuestions@atis.org](mailto:AOFQuestions@atis.org) is specifically reserved for addressing any online filing issues and/or questions. This has been a greatly used tool that has allowed us to assist new and returning filers in a timely and efficient manner. Online filing walkthroughs are still available on the Part 68 website at the following web address:

[https://www.part68.org/Filing\\_Walkthru.cfm](https://www.part68.org/Filing_Walkthru.cfm)

As a result of an action item #4 the definition of US Agent for Service (currently used during various filing tracks as a pop-up help screen to provide assistance to filers using the AOF) will be edited to provide a more descriptive explanation.

Our main focus continues to be 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.

To date, errors discovered during the audit process have been corrected quickly and without the ACTA Secretariat invoking an additional "AOF Correction" fee of \$95. As users become more familiar with the AOF system, typical filing errors (i.e., noting incorrect dates, missing fields, typos, etc.) should decrease. This fee will be charged in the future, however, if these types of errors continue.

### **III. TTE Submission Update:**

- The elimination of the \$150 surcharge which occurred on May 4, 2003 transitioned successfully without problem.
- The expected number of overall submissions is estimated to remain constant and on forecasted projections; a continued increase in the number of submissions processed through the AOF and a decrease in the number of submissions processed manually by the ACTA Secretariat is expected.

### **III. ACTA Educational/Awareness Initiatives:**

- *Conformity Magazine*, April 2003 included an item regarding the roll-out of the AOF, and an article regarding TIA's new terminal equipment approval guide and the role of ACTA in the process.

### **IV. Liaison(s) Request:**

On April 24, 2003, Jimmy Salinas sent a letter on behalf of ACTA to T1M1 and TR41 regarding FIC/SOC codes pursuant to an agreement reached at the March 13, 2003 ACTA meeting.

In May, Megan Hayes, ACTA Manager, attended the TR41.11 meeting in Orlando, FL as the ACTA liaison. She provided a written and verbal report on ACTA's activities.

### **V. Technical Criteria:**

No technical criteria were received by the ACTA Secretariat.

### **VI. ACTA 2003 Elections**

On April 14, 2003, ACTA Released a Public Notice (PN03-03) announcing the results of the 2003 ACTA Elections. Please visit <http://www.part68.org/Documents/ACTA-PN03-03.pdf> to view the results.