



Administrative Council for Terminal Attachments (ACTA)

September 14, 2005

Face to Face Meeting

Draft Meeting Summary

Chair: Jim Haynes, Uniden

9:00 AM – 4:00 PM ET

1. Call to Order

Jim Haynes called the meeting to order at 9:12AM.

2. Attendance Check-in and Introductions

The meeting attendees introduced themselves and Martha Ciske performed a roll call of all Council Members. A quorum was reached with 7 Council Members present and 5 Interest Segments represented. Present at the meeting were:

Council Members:

Jim Haynes, Uniden, Chair
Jimmy Salinas, SBC, LEC
Roger Hunt, ATLINKS, TEM
John Bipes, Mobile Engineering, OIP
Scott Lambert, Intertek, LAB
Milton Bush, The M Companies, OIP
Cliff Chamney, Sprint, IXC
Trone Bishop, Verizon, LEC

Other Attendees:

Tim Jeffries, ATIS
Mark Cassarino, ATIS
Martha Ciske, ATIS
Crystal Blue, ATIS
Dan Bart, TIA
Scott Roleson, HP
Hazim Dawood, I.C.
Jim Reed, Met Labs

3. Agenda Review and Approval (ACTA-05-09-14-01)

Jim Haynes reviewed the draft agenda (ACTA-05-09-14-01). There were no additions or modifications to the agenda. Jimmy Salinas motioned to accept the agenda. John Bipes seconded the motion.

AGREEMENT REACHED: *The Agenda (ACTA-05-09-14-01) was accepted.*

4. Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-05-09-14-XX)

Martha Ciske introduced contributions and matched them with appropriate agenda items.

Contributions were submitted and numbered as follows:

Contribution	Description
ACTA-05-09-14-01	Agenda
ACTA-05-09-14-02	Draft Meeting Summary from July 21, 2005 meeting

ACTA-05-09-14-03	Secretariat Report
ACTA-05-09-14-04	Draft Description of TE Subject to ACTA Part 68 Compliance
ACTA-05-09-14-05	ACTA Adopted Technical Criteria/ Application of TIA 968-A Addendums
ACTA-05-09-14-06	TR41 Response to ACTA Technical Criteria Reminder

5. Approve July 21, 2005 Meeting Summary (ACTA-05-09-14-02)

Jim Haynes introduced the Meeting Summary from the July 21, 2005 meeting and asked if there were any suggested modifications or additions.

Roger Hunt noted a change needed in the future meeting dates to include the September meeting.

Jimmy Salinas moved to approve the Meeting Summary with modification. Trone Bishop seconded. Meeting Summary was approved pending modification.

AGREEMENT REACHED: The Meeting Summary from the July 21, 2005 meeting was approved pending modification.

6. Secretariat Report (ACTA-05-09-14-03)

Martha Ciske presented the secretariat report (ACTA-05-09-14-03).

Jim Haynes asked for any input or ideas on how the Council could reach those who may be interested to fill vacant council seats.

John Bipes noted that the NEM segment had no representatives, and suggested a list be made of NEM members to query their interest.

Tim Jeffries asked for input on whether the six defined interest segments were still valid in the current telecommunications industry.

John Bipes asked whether the interest segments had been defined by the FCC.

Tim Jeffries and Dan Bart responded that the sponsors had defined the interest segments and they were not part of the FCC's Order.

Dan Bart noted that the industry had changed such that many Internet Providers were also IXC's.

Jimmy Salinas noted that many TEMs were also NEMs, such as Cisco and Alcatel and that the classifications according to regulated or deregulated carriers may better fit the current service provider definitions.

Trone Bishop noted that while the classifications may be somewhat obsolete, that the companies that filled them are still here. The network and the FCC's rules for connecting equipment to it are evolving. He did not favor collapsing or changing segments without further study.

John Bipes suggested that a study group should be formed to study the applicability of the defined segments to the current telecom industry and to seek ways to raise participation.

Milton Bush agreed that a study group should be created to address the issues and make a recommendation back to the Council.

Dan Bart recommended that each segment and sponsor be represented in the study group.

John Bipes motioned to form a study group to study the interest segments and to seek broad participation of the industry in the ACTA. Jimmy Salinas seconded the motion.

AGREEMENT REACHED: A study group will be formed to study the interest segments and to seek broad participation of the industry in the ACTA.

Jim Haynes noted that the study group should report back their progress at upcoming meetings.

Jimmy Salinas noted that the ACTA could take a more active role in public relations and visibility through publications such as Outside Plant, Network America, and Telephony.

ACTION: The Secretariat will look into raising ACTA awareness through industry publications.

ACTION: Milton Bush will contact Conformity magazine to inquire about an article by ACTA.

7. Updates from Attending Representatives

a. TR41 Meeting Report

Scott Lambert reported that 968-A-4 was being worked on by TR41.9 but was not yet complete. They were in the process of addressing connectors as there was some concern on moving away from TSB31-B. TR49.2 is in the process of completing TSB31-C on ADSL splitters and microsplitters.

b. TCB Council

No report.

8. Draft Description of TE Subject to ACTA Part 68 Compliance (ACTA-05-09-14-04)

Martha Ciske introduced the Secretariat contribution of a Draft Definition of Terminal Equipment from the Working Group on Terminal Equipment Compliance.

Roger Hunt noted that the definition may be limited in a way that will not include non-telecommunications equipment such as a medical device.

Cliff Chamney noted that this topic should be brought up with the FCC in a future meeting.

Jimmy Salinas agreed that a formal request for clarification may need to occur.

Trone Bishop noted that the definition should not be released in a public notice, but only as a list on the website that is publicly accessible.

Jimmy Salinas motioned that the description be approved as is for inclusion as a informational page on the ACTA website. Trone Bishop seconded.

AGREEMENT REACHED: The Description of TE Subject to ACTA Part 68 Compliance will be placed on the ACTA website as an informational page.

9. Part68/AOF Website Redesign Unveiling

Mark Cassarino presented the new ACTA website and AOF system. He noted that much of the time lately had been spent on database content and the maintenance of historical data during the restructuring. The new website also has taken Section 508 accessibility concerns into account. To this point, most of the static content had been moved into the new website format. The AOF system will be tested first by the Secretariat staff and then with a select group of filers starting September 30th. Still needed from the Council is a list of SOC codes for filers to be able to choose from. Looking towards the site release, new walkthroughs are being created for filers. Forms may also need to be updated to reflect the new layout of the onscreen filing.

ACTION: Mark Cassarino will send the list of SOC's to the Council for feedback on commonly used codes.

Milton Bush asked whether the new site will enable the FCC to better enforce Part 68 compliance and whether there will be a conference call for filers to answer any questions they may have.

Mark Cassarino replied that the new site should allow the FCC to more easily view records in the database. If there is a need for a conference call for filer questions it would be considered.

10. Discussion of ACTA Adopted Technical Criteria/ Application of TIA 968-A Addendums (ACTA-05-09-14-05)

Tim Jeffries presented the contribution made by Frank DeNuzzo of TIMCO noting that the main issue was how the ACTA would treat addenda to a core document. Mr. Denuzzo proposed a combined document to include addenda for ease of use by filers.

John Bipes suggested that TIMCO also consider becoming active in TIA TR41 in order to address some of these issues there.

Trone Bishop noted that there is public access to TR41 documents and email exploder. Presentation can be made by conference call and through the Chair for those not able to attend the meetings. He also noted that TR41 had create the addendums with a purpose to modify the core document in an expedient manner.

John Bipes suggested that the ACTA Secretariat draft a letter to TIMCO advising them of the progress on their request.

Trone Bishop suggested a letter also be sent to TR41 to advise them of the situation, since they are the source of the documents in question.

ACTION: The Secretariat will draft letters to TR41 and other relevant groups (e.g., ATIS-NIPP) to advise them of the discussion of the contribution by the ACTA and seek additional input from them.

11. TR41 Response to ACTA Technical Criteria Reminder (ACTA-09-14-05-06)

Martha Ciske introduced the contribution from Greg Slingerland of TR41.9 on their response to the email reminder sent by the Secretariat to filers in June 2005. The suggestion of the contribution was that Responsible Parties Self Declaration of Conformity (SDoC) and the TCB Certificate include a statement similar to the following in addition to the other required elements:

"This equipment complies with TIA-968-A plus all addendums in effect as of the date the product was approved"

Trone Bishop noted that the ACTA email was not incorrect, but misinterpreted by several parties.

Cliff Chamney motioned to address this policy through formation of a Working Group on Technical Criteria Citation. Jimmy Salinas seconded.

AGREEMENT REACHED: A working group will be established to discuss the ACTA policy and requirements of citation of technical criteria on SDoCs and TCB certificates.

12. New Business

John Bipes noted that he would like the ACTA to plan a meeting with the FCC to address policy, technical, and enforcement concerns.

Milton Bush agreed and noted that a meeting planning letter would be helpful.

John Bipes motioned to establish a working group to help plan a meeting with the FCC. Jimmy Salinas seconded the motion.

AGREEMENT REACHED: A working group will be formed to help plan a meeting with the FCC.

13. Next Meetings

- a. December 8, 2005 (Virtual Meeting)

14. Adjournment

Jimmy Salinas motioned to adjourn. Trone Bishop seconded the motion.

Jim Haynes adjourned the meeting at 2:44 PM.