

ADMINISTRATIVE COUNCIL FOR TERMINAL ATTACHMENTS (ACTA)

MEETING DATE: December 8, 2005
TITLE: ACTA Secretariat Report
SOURCE*: Martha Ciske
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, September 14, 2005.

This Secretariat report is as of December 7, 2005.

NOTICE

This is a draft document and thus, is dynamic in nature. It does not reflect a consensus of ACTA and it may be changed or modified. ACTA makes no representation or warranty, express or implied, with respect to the sufficiency, accuracy or utility of the information or opinion contained or reflected in the material utilized ACTA further expressly advises that any use of or reliance upon the material in question is at your risk ACTA shall be liable for no damage or injury, of whatever nature, incurred by any person arising out of any utilization of the material. It is possible that this material will at some future date be included in a copyrighted work by ACTA.

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A. Update on Secretariat Action Items:

I. The Secretariat formed a working group to address the citation of Technical Criteria on SDoCs and TCB certificates. A report from that working group will be made at the December 8, 2005 General Meeting.

II. The Secretariat has initiated inquiry to the ATIS Public Relations Department on the possibility of increasing the ACTA's awareness within the industry through articles or other inclusion in industry publications.

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 September 14, 2005.

I. ACTA On-line Filing ("AOF")/TTE Submission Update:

AOF Filings have continued to run smoothly up to and through the launch of the new AOF system. Submissions are audited for completeness and accuracy on an ongoing basis. Database Manager Mark Cassarino has been working diligently to answer all inquiries and issues raised to the Secretariat by filers using the new AOF system. Meghan Ewell has joined ATIS as our new Administrative Assistant for Technology & Development and will be assisting the ACTA Secretariat with AOF filings and audits.

II. Webpage Disclaimer Issue:

The Secretariat along with ATIS Associate General Counsel Tom Goode prepared a website privacy statement for review by the Council. The Council was able to approve the website privacy statement by electronic correspondence on November 4, 2005. The website privacy policy is available for viewing at <http://www.part68.org/privacy.aspx> The website privacy statement is included in the draft revisions to the ACTA Operating Principles and Procedures 1.7 to be considered at the December 8, 2005 General Meeting.

III. Website, Database, & Filing System:

The Secretariat has overseen the successful testing and release of the new ACTA website and AOF system on November 14, 2005. The Secretariat released a public notice of the website launch on November 15, 2005 and worked with the ATIS PR Department for an ATIS press release on the ACTA website and AOF update.

The overall response to the new website and AOF system has been positive. The most noted changes cited by filers are the ability to suspend a filing session for later completion and the ability to add RPCs to a filer account.

Updates to the ACTA website including the AOF System and ACTA Executive Interface are included in both the draft revisions to the ACTA Operating Principles and Procedures 1.7 and the draft revisions to the ACTA Submission Guidelines to be considered at the December 8, 2005 General Meeting.

IV. Technical Criteria:

No technical criteria were posted during this time.

V. *ACTA Documents:*

The Secretariat released PN-05-06 to announce the launch of the new Part68.org website and ACTA Online Filing (AOF) system on November 15, 2005.

VI. *Vacant Council Seats:*

Currently, there are 9 vacant seats on the Council, as follows:

LEC: 1 Alternate

IXC: 1 Primary, 1 Alternate

NEM: 2 Primary, 1 Alternate

TEM: 1 Primary, 1 Alternate

LAB: 1 Primary

OIP: 1 Alternate

Efforts are currently underway to educate and encourage industry stakeholders to participate in the activities of the ACTA through the Secretariat's participation in the Working Group on ACTA Participation and Segment Representation. Where appropriate, industry stakeholders are encouraged to pursue a seat on the Council for their interest segment.