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| **TITLE:** | ACTA Virtual Meeting Notes, April 15, 2021 |
| **SOURCE:** | Sarah Chittick, Committee Coordinator, schittick@atis.org |
| **LEADER(S):** | Chair: Scott Lambert (Bureau Veritas), [scott.lambert@bureauveritas.com](mailto:scott.lambert@bureauveritas.com)  Vice-Chair:Vacant |



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

**GENERAL COUNCIL**

**Virtual Meeting – April 15, 2021 3:00-4:00pm ET**

**Meeting Notes**

# WELCOME & CALL TO ORDER

Scott Lambert (Bureau Veritas), ACTA Chair, called the meeting to order and welcomed participants at 3:08pm ET on April 15, 2021.

# INTRODUCTIONS & SIGN IN

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| Participant | Company | Email |
| 1. Scott Lambert, ACTA Chair | Bureau Veritas | [scott.lambert@bureauveritas.com](mailto:scott.lambert@bureauveritas.com) |
| 1. Thomas Kelleher | Commscope | [thomas.kelleher@commscope.com](mailto:thomas.kelleher@commscope.com) |
| 1. John Bipes | Mobile Engineering | [mobeng@hickorytech.net](mailto:mobeng@hickorytech.net) |
| 1. Anna Karditzas | ATIS | [akarditzas@atis.org](mailto:akarditzas@atis.org) |
| 1. Tom Goode | ATIS | tgoode@atis.org |
| 1. Jackie Wohlgemuth | ATIS | jwohlgemuth@atis.org |
| 1. Sarah Chittick | ATIS | [schittick@atis.org](mailto:schittick@atis.org) |

# REVIEW OF OPEN ACTION ITEMS

* The ACTA will review the FAQ page on the Part68 website to ensure it is up to date. The ACTA will also add clarification regarding ACS definitions to the Part68 website.
  + This was discussed below. This Action Item was closed.

# DISCUSSION

# PREVIEW OF NEW PART 68 DATABASE/WEBSITE

Sarah Chittick (ATIS) provided a preview of the new Part68 website and database, noting that ATIS staff has been working to transition and enhance the ACTA Online Filing System (AOF).

Ms. Chittick provided an overview of the website, noting updated FAQs and an enhanced filing types and fees webpage. Ms. Chittick also provided an overview of the AOF, noting that all filing types will now be on the AOF. Only two filing types will require manual approve from ATIS. All other filing types will become live in the database after filing is complete.

Participants on the call expressed their appreciation for the enhanced user interface and for the work done by ATIS to make the transition occur. Ms. Chittick noted that ATIS is looking to go live with the new website/database in the beginning of May, noting that common users of the old database have been asked to test the new database.

Ms. Chittick noted several questions and work items related to the new ACTA website and database:

* **FAQs Page**

Ms. Chittick noted that she welcomed ACTA feedback on the FAQs after the new website goes live. She noted that ATIS worked to update the FAQs, but that suggestions for new information/revisions to the current information is welcomed from the ACTA.

**Action Item**: The ACTA should review the FAQs listed at <https://www.part68.org/documents/faqs/> (this link will not work until after launch) after the website is launched. Feedback on the FAQ content should be sent to [schittick@atis.org](mailto:schittick@atis.org). This is due by May 31, 2021.

* **Website Location for Interconnected/Non-Interconnected VoIP - Definitions Presentation (**[**ACTA-2021-00002R000.pptx**](https://access.atis.org/apps/org/workgroup/acta/download.php/57817/ACTA-2021-00002R000.pptx)**)**

Ms. Chittick noted Tom Goode’s (ATIS) presentation on Interconnected/Non-Interconnected VoIP definitions will be posted to the new website under the Presentations tab. There were no objections to this proposal.

It was also noted that ATIS would work with the ACTA Chair to come up with language for the FAQs to link to this presentation.

**Action Item:** ATIS staff will post the presentation on Interconnected/Non-Interconnected VoIP Definitions ([ACTA-2021-00002R000.pptx](https://access.atis.org/apps/org/workgroup/acta/download.php/57817/ACTA-2021-00002R000.pptx)) under the Presentations tab on the new website. ATIS will also work with the ACTA Chair to develop language for the FAQs, linking to the presentation.This is due by May 31, 2021.

* **Updates to Submission Guidelines**

Ms. Chittick noted that the Submission Guidelines require updates as a result of the new ACTA website and database. Ms. Chittick offered to provide a redline copy of edits for review by the ACTA. The ACTA welcomed this suggestion.

**Action Item:** Sarah Chittick (ATIS) will provide a redline copy of updates to the ACTA Submission Guidelines as a result of the new ACTA website and database. This is due by May 31, 2021.

* **Updates to ACTA Presentations** 
  + **Update - ACTA and Part 68 - Past, Present, and Future**
  + **Sunset - Update of Current Activities Relating to Part 68 Compliance by the Administrative Council for Terminal Attachments (ACTA)**
  + **ACTA Overview**

Ms. Chittick noted a number of ACTA presentations currently on the part68.org website that should be updated to reflect the inclusion of HAC within the database. Ms. Chittick suggested that these presentations be combined into a single updated “ACTA and Part68-Past, Present, and Future” presentation. This was welcomed by the ACTA.

**Action Item:** Sarah Chittick (ATIS) and Scott Lambert (Bureau Veritas) will work to combine and update ACTA presentations into a single presentation: “ACTA and Part68- Past, Present, and Future”. This is due by May 31, 2021.

In closing, it was noted that a public notice will be sent out once the ACTA website and database is launched. Mr. Goode noted that a courtesy note may be sent to the FCC, but it is not necessary.

# ATIS WORKSPACE FUNCTIONALITY

Ms. Chittick noted that all ACTA meeting records have been transitioned to ATIS Workspace (AWS), including all Archive Meeting records that were previously housed on the part68.org website. The new website will provide a link to AWS and instructions for displaying document descriptions.

During the call, Ms. Chittick provided an overview of how to display document descriptions (click on the gray “Actions” dropdown button on the right then select “Show Document Descriptions”). It was also noted that ACTA members who have been added to the Roster will receive calendar invitations for meetings as well as a notification for new documents that are posted.

The Roster currently has all members of the old Executive Committee and General Council. Any participants who would like to join the ACTA Roster on ATIS Workspace should email [acta@atis.org](mailto:acta@atis.org).

# FUTURE WORK/ASSIGNMENTS/MEETINGS

2021 Virtual Meetings

* November 18, 2021, 3-4pm ET

# ANY OTHER BUSINESS

It was noted that the upcoming TCB meeting will be held virtually. Mr. Lambert noted that he would be stepping down from his position on the TCB Executive Council as of next Wednesday.

# ADJOURNMENT

Mr. Lambert thanked participants for attending and adjourned the meeting at 3:50pm ET.

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Notes submitted by:

Sarah Chittick, ATIS Committee Coordinator