

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

**November 18, 2021, 3:00-4:00 PM ET**

**Meeting Agenda**

**ACTA Chair:** Scott Lambert, Curtis-Straus, LLC ([scott.lambert@bureauveritas.com](mailto:scott.lambert@bureauveritas.com))

**ACTA Vice-Chair:** Vacant

# WELCOME & CALL TO ORDER

# INTRODUCTIONS

# REVIEW OF OPEN ACTION ITEMS

* 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.
* 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.
* 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.
* 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.

# DISCUSSION

# UPDATE AFTER LAUNCH OF NEW PART68 DATABASE/WEBSITE

* Feedback on FAQs Page
* Updated “ACTA and Part68-Past, Present, and Future” Presentation

# UPDATED SUBMISSION GUIDELINES

# WORK/ASSIGNMENTS/MEETINGS

Establish 2022 Virtual Meetings:

* Proposed Dates:
  + April 14, 2022, 3:00-4:00pm ET
  + November 17, 2022, 3:00-4:00pm ET

# ANY OTHER BUSINESS

* Update from TCB Council

# ADJOURNMENT