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| **TITLE:** | ACTA Virtual Meeting Notes, November 18, 2021 |
| **SOURCE:** | Anna Karditzas, Committee Coordinator, akarditzas@atis.org  |
| **LEADER(S):** | Chair: Scott Lambert (Bureau Veritas), scott.lambert@bureauveritas.comVice-Chair:Vacant |



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

**GENERAL COUNCIL**

 **Virtual Meeting – November 18, 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 3:09pm ET on November 18, 2021.

# INTRODUCTIONS & SIGN IN

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| Participant | Company | Email |
| 1. Scott Lambert, ACTA Chair
 | Bureau Veritas | scott.lambert@bureauveritas.com  |
| 1. John Lichstig
 | Lichstig ENC Consulting | JFL@LichtigEMC.com  |
| 1. Vir Lontoc
 | Panasonic | virangelo.lontoc@us.panasonic.com  |
| 1. TJ McClearin
 | Xcape, Inc. | tj@xcapeinc.com |
| 1. Sarah Chittick
 | ATIS | schittick@atis.org |
| 1. Anna Karditzas
 | ATIS | akarditzas@atis.org  |
| 1. Jackie Wohlgemuth
 | ATIS | jwohlgemuth@atis.org |

# 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. This is due by May 31, 2021.
	+ FAQs are now listed on the website. It was noted that any clarification and additional input on FAQs are always welcome. This Action Item was closed.
* 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.
	+ The FAQs were updated to clarify the terms “interconnected VoIP service” and “non-interconnected VoIP service”. This Action Item was closed.
* 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.
	+ This Action Item will remain open.
* 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.
	+ This Action Item was closed.

# DISCUSSION

# UPDATE AFTER LAUNCH OF NEW PART68 DATABASE/WEBSITE

* **Feedback on FAQs Page**

Sarah Chittick (ATIS) provided a review of the new Part68 FAQs page, noting that more information has been added about interconnected and non-interconnected VoIP service.

* **Updated “ACTA and Part68-Past, Present, and Future” Presentation**

Ms. Chittick reviewed the updated presentation. Mr. Lambert noted that under Part 68, ACTA is responsible for wireline communications. Part 68 focuses on various wireline issues including signal power (no overflow signals) and avoiding cross-talking. Various edits were made to the presentation. This presentation will be posted to AWS with a two week review period for participants to submit feedback.

# STATUS UPDATE ON SUBMISSION GUIDELINES

Ms. Chittick noted that the Submission Guidelines are still being updated, and a draft will be posted to AWS. The ACTA will meet on January 20, 2022, to review edits to the Submission Guidelines and progress work on an updated version.

# FUTURE WORK/ASSIGNMENTS/MEETINGS

2022 Virtual Meetings

* January 20, 2022, 3-4pm ET – Working Session on Submission Guidelines
	+ Potential: January 27 for follow-up, if necessary
* April 14, 2022, 3-4pm ET
* November 17, 2022, 3-4pm ET

# ANY OTHER BUSINESS

It was noted that the upcoming TCB meeting will be held in December. For context, the TCB meetings are usually held face-to-face in Baltimore, with the FCC in attendance. These meetings provide a public forum to present any information about the ACTA that needs to be presented to the public. While these meetings focus on wireless issues, they have supported the ACTA through the years.

# ADJOURNMENT

Mr. Lambert thanked participants for attending and adjourned the meeting at 3:53pm ET.

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Notes submitted by:

Sarah Chittick, ATIS Committee Coordinator