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| **TITLE:** | ACTA Virtual Meeting Notes, January 20, 2022 |
| **SOURCE:** | Anna Karditzas, Committee Coordinator, [akarditzas@atis.org](mailto:akarditzas@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 – January 20, 2022 – 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 3:06pm ET on January 20, 2022.

# 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. Vir Lontoc | Panasonic | [virangelo.lontoc@us.panasonic.com](mailto:virangelo.lontoc@us.panasonic.com) |
| 1. Anna Karditzas | ATIS | [akarditzas@atis.org](mailto:akarditzas@atis.org) |
| 1. Sarah Chittick | ATIS | schittick@atis.org |
| 1. Jackie Wohlgemuth | ATIS | jwohlgemuth@atis.org |

# REVIEW OF OPEN ACTION ITEMS

* Anna Karditzas (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 January 20, 2022.
  + This was discussed below. This Action Item was closed.

# DISCUSSION

# EDITS TO SUBMISSION GUIDELINES

* ACTA-2022-00002R000, Redline first draft of ACTA Submission Guidelines V6.0

Anna Karditzas (ATIS) reviewed the proposed updates to the ACTA Submission Guidelines as a result of the new Part68 website and database, and participants provided feedback.

A suggestion was made to make sample forms available on the website for applicants to reference.

It was noted that Appendix B is not for TCBs to submit to ACTA, but for a TCB’s clients to submit to the TCB’s records.

Participants and ATIS staff discussed next steps: Tom Goode (ATIS) will review Appendix B, in addition to the Indemnification and Liability Statements. Once feedback is reviewed and incorporated, another draft of the Submission Guidelines will be posted to AWS for participants to review. A notice will also be sent to the TCB Council, requesting review – possibly a week-long review period. ATIS staff will draft a notification to the FCC for Mr. Lambert to review before publication.

# FUTURE WORK/ASSIGNMENTS/MEETINGS

2022 Virtual Meetings

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

# ANY OTHER BUSINESS

There were no updates from the TCB Council to present.

# ADJOURNMENT

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

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Notes submitted by:

Anna Karditzas, ATIS Committee Coordinator