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| **TITLE:** | ACTA Virtual Meeting Notes, April 14, 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 – April 14, 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 3:05pm ET on April 14, 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. Tom Goode | ATIS | tgoode@atis.org |
| 1. Jackie Wohlgemuth | ATIS | jwohlgemuth@atis.org |

# REVIEW OF OPEN ACTION ITEMS

There were no open Action Items.

# LIAISONS/CORRESPONDENCE

* Security Industry Standards Council (SISC) Liaison

Mr. Lambert noted that the SISC had reached out to him to inquire whether ACTA is interested in participating on the Council as it had in years past. The liaison would be responsible for attending SISC meetings, held twice a year, and reviewing standards as a stakeholder of the security industry.

Mr. Lambert noted that according to the SISC, Tim Jeffries and Jimmy Salinas were the previous voting representatives from ACTA to the SISC. No feedback or interest has been received from ACTA participants regarding participation in SISC, and the scheduled SISC meeting for which they were soliciting ACTA participation already took place in March. ACTA may wish to investigate further. Another invitation to participate in SISC will be sent to the ACTA exploder; if there is no interest, Mr. Lambert will send the SISC chair a polite refusal.

# DISCUSSION

# STATUS UPDATE ON SUBMISSION GUIDELINES

It was noted that Version 6.0 of the ACTA Submission Guidelines was posted online.

# FUTURE WORK/ASSIGNMENTS/MEETINGS

2022 Virtual Meetings

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

# ANY OTHER BUSINESS

It was noted that there is a TCB meeting scheduled for April 25-28, 2022, so there are no updates to provide at this point. The agenda for the meeting is:

* April 25th: basic training
* April 26th: NIST updates
* April 27th: FCC to present on topics yet to be announced
* April 28th: special topics and international regulatory topics

No discussions on Part 68 or HAC are anticipated, as those items are fairly stable.

There was an inquiry on whether ACTA has received statistical and budget updates on ACTA activity as it has in the past. These updates generally covered filing statistics, budget compliance, financial details, and simple projections. ATIS staff will look into this and report back to ACTA.

It was noted that there was a small uptick in filings at the end of 2021; it was thought there would be an increase in filings from VoIP companies , but it does not appear that the uptick was specific to VoIP.

# ADJOURNMENT

Mr. Lambert thanked participants for attending and adjourned the meeting at 3:20pm ET.

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Notes submitted by:

Anna Karditzas, ATIS Committee Coordinator