



Administrative Council for Terminal Attachments (ACTA)

February 28, 2002

Virtual Meeting

Draft Meeting Summary

Chair: Jimmy Salinas, SBC Corporation

2:00pm-4:00pm

1) Call to Order

Tim Jeffries, ACTA Director, noted that Jimmy Salinas, ACTA Chair, may not be able to participate in today's call. Mr. Jeffries called the meeting to order at 2:10 pm ET.

2) Attendance Check-in and Introductions

Tim Jeffries, ACTA Director, performed a roll call of Council Members. There were 8 Council Members on the call. Quorum was reached.

3) Agenda Review and Approval

Mr. Jeffries introduced Contribution ACTA-02-02-28-01, the Agenda for the Virtual Meeting. He asked if there were any suggested modifications. There were additions under items 9) New Business and 7) ACTA Educational Conference. John Bipes moved to accept the agenda as revised. Ahn Nguyen seconded the motion. The motion passed unanimously.

AGREEMENT REACHED: *The agenda (ACTA-02-02-28-01r) was approved as modified.*

4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-02-02-28-XX)

Tim Jeffries introduced the contributions and matched them with appropriate agenda items. He asked if there were any additional contributions. There were none. Please note that all contributions are available on the ACTA Web Site at <http://www.part68.org/records.htm>. Contributions were submitted and numbered as follows:

Number	Contribution
ACTA-02-02-28-01	Draft Agenda
ACTA-02-01-10-01r	Revised Agenda
ACTA-02-02-28-02	Meeting Summary from January 10, 2002
ACTA-02-02-28-03	Revised User Instructions as revised by User's Instructions Ad-Hoc Editing Group
ACTA-02-02-28-04	Proposal to simplify "Filing Status" in the ACTA Guidelines and Procedures by TIA Subcommittee TR41.11

5) Approve January 10 Meeting Summary (ACTA-02-02-28-02)

Mr. Jeffries introduced Contribution ACTA-02-02-28-02, the Draft Meeting Summary from the January 10, 2002 ACTA Meeting. He asked if there were any modifications. There were none. Clint Pinkham moved to accept the Meeting Summary. Roland Gubisch seconded the motion. The motion passed unanimously.

AGREEMENT REACHED: *The Meeting Summary from the January 10, 2002 ACTA meeting was accepted as submitted.*

6) Work Items

a) User's Instructions (ACTA-02-02-28-03)

Tim Jeffries introduced Contribution ACTA-02-02-28-03, revisions to the User's Instructions from an Ad-Hoc Committee.

ACTA reviewed the suggested changes. There was some discussion regarding the words "trained technician" in Section 15. In the example of a medical alert system, the end user is not always a "trained technician" and may not know that the RJ31X should be used. Since telephone companies may object to taking responsibility for inside wiring, they should not be named. A Council Member noted that phone companies are not required to have the "trained technicians" available. There were several suggestions, including the addition of the words "telephone company," "licensed contractor" or "qualified installer." Discussion arose whether or not to direct end users to "telephone company" as well as "trained technician" for questions. Would the alarm company know of a "qualified installer" to direct end users for questions? The telephone company may not be the best source of information in all communities.

There was a proposal to replace "trained technician" with "telephone company or qualified installer" in items 2j and 15. Mr. Pinkham moved to accept this proposal. Mr. Bipes seconded the motion. It passed unanimously.

AGREEMENT REACHED: "Trained technician" will be replaced with "telephone company or qualified installer" in items 2j and 15 in the User's Instructions.

There was some discussion regarding the installation of the RJ31X jack and how it affects the access to the demarcation jack. It was noted that item 2j gives end users directions regarding the access to the demarcation jack.

It was proposed to accept ACTA-02-02-28-03 as modified as the User's Instructions. Mr. Bipes moved to accept this proposal. Maurice Levitt seconded the motion. It passed unanimously.

AGREEMENT REACHED: ACTA-02-02-28-03 as modified will become the User's Instructions.

There was some discussion regarding the implementation date of the User's Instructions. A Council member noted that the date should give the equipment manufacturers a reasonable time for implementation. There was some question as to which products will require the User's manual; previously approved products or only newly approved equipment. It was proposed that new equipment approved and submitted to ACTA after September 1, 2002 will have to comply with the User's Instruction. Mr. Whitesell moved to accept this proposal. Mr. Pinkham seconded it. It passed unanimously.

AGREEMENT REACHED: New equipment approved and submitted to ACTA after September 1, 2002 must comply with the User's Instructions.

b) "Agent for Service" vs. "US Agent for Service"

Mr. Jeffries noted that ATIS Legal was assigned an action item at the last meeting to investigate the use of "US Agent for Service" vs. "Agent for Services". On review, Ms. Campbell (ATIS legal) learned that the Order on Reconsideration in CC Docket No. 99-216 is forthcoming and will address the issue of "Agent for Service" vs. "US Agent for Service." There was a discussion if ACTA should incorporate "US Agent for Service" or wait for the Order. A Council Member noted that there are now three terms that can be used: "Agent for Service," "US Agent for Service," or "US Service Center."

Council members agreed that the previous agreement reached still stands and the ACTA will wait for the FCC's Order before making a decision regarding "Agent for Service" vs. "US Agent for Service."

7) ACTA Educational Conference -- Update

Mr. Jeffries noted that preparations for the upcoming ACTA Education Conference are well on their way. He noted that several council members have agreed to be speakers during the conference, and that the remaining council members will be expected to attend. Mr. Jeffries noted that a "Save the date" mailing has

been sent out to approximately 4500 emails and registration forms have been received. Please see the website for further information. There are two corporate sponsors, SBC and ADTRAN with two additional spots open for corporate sponsors. There are also two media sponsors. *OSP Magazine* will run an ad in April and *TR Reports* will insert a flier twice in their publication. The corporate and media sponsors will be identified in the marketing material for the conference.

There was a discussion regarding the content of the education conference. The agenda should cover items such as, the FCC's role, what the ACTA is, privatization of Part 68, and a spotlight on web-based filing and new administrative procedures. There are a number of agenda items on the technical side, but there may not be sufficient "nuts and bolts" agenda items. A Council member noted that the goal is to ensure that the ACTA and its processes are highlighted during the ACTA Educational Conference. Mr. Jeffries noted that the ACTA Chair had approved the agenda. Also, comments regarding the ACTA Educational Conference program are welcomed and should be emailed.

ACTION ITEM: ACTA Director will investigate exposure for the upcoming ACTA Educational Conference via government bulletin boards.

a) "ACTA Report Card"

Mr. Bipes noted that the May seminar in Washington, DC may be an appropriate time for an "ACTA report card" since it is the first anniversary of the ACTA. The input would come from several industry segments and perhaps the FCC. Initial discussion should be open to elicit as many responses as possible. It could occur during the ACTA Educational Conference or at the May ACTA meeting. Additionally, it was noted that the measure of success should be outlined, as well as what constitutes an A+ grade. It was proposed to put "ACTA Report Card" on the agenda of the ACTA meeting rather than the Educational Conference.

ACTION ITEM: The ACTA Director will add "ACTA Report Card" to the agenda of the May 3rd, 2002 ACTA Meeting.

8) Update on Submissions to ACTA

Mr. Jeffries noted that in calendar year 2001, there were 775 submissions received. This number is lower than what the FCC has historically seen, but closer to the August projections of 935. Mr. Jeffries noted that Council members should contact him for further information.

9) New Business

a) ACTA-02-02-28-04:

Greg Slingerland, TR41.11 Chair, introduced the ACTA-02-02-28-04, a proposal to simplify "filing status." Mr. Slingerland explained that under the proposal, there would be only two statuses for submissions to ACTA, "new" and "change." The purpose would be to simplify the process.

There was a discussion about the pros and cons of grouping changes together under one submission. It was noted that under the FCC, a "modification" would allow for a new model number. Under the present scenario, modification filings are used only to report changes affecting product compliance, while Notice of Changes are used to report other product-specific changes such as adding new model variants.

Mr. Jeffries, ACTA Director, noted that efforts are well under way to have online filing ready for the May ACTA Educational Conference. Changes to ACTA's processes at this point in time would seriously jeopardize the availability of online filing by May. Mr. Jeffries also noted that the FCC historically used the database to list and track approved products. Product information submitted to the FCC would be reviewed, approved, and then included in the database. The Council is charged with listing product information, while suppliers or TCBs are charged with the review and approval aspects.

The previous use of blanket modification was discussed, where one filing could change the information for three different PBX systems, for example. Currently, ACTA does not provide for blanket modifications. Mr. Whitesell noted that changes do need to be evaluated and reviewed by ACTA, and unless there is something that changes the database content, ACTA doesn't need to see it.

The discussion focused on whether or not it is within ACTA's objective to simplify the "filing status." Mr. Jeffries noted that the fundamental question is should ACTA maintain a database that tracks approved products or simply link products to responsible parties?

Mr. Bipes proposed that a working group be formed to further discuss "filing status." Mr. Gubisch seconded the motion. The motion passed with one nay vote and one abstention.

ACTION ITEM: ACTA will initiate a working group to further discuss the proposal from TR41.11 regarding changes to "Filing Status." The ACTA Director will follow up with an email to the Council members regarding a date for the working group.

b) Discussion of filing for equipment with multiple registration numbers

Mr. Pinkham noted that under the current ACTA process, a change to a single PBX-component unit used with different and multiple PBXs would require a change filing for each of the PBXs on file. Under the old FCC process, a single "blanket modification" would cover the multiple changes. Mr. Jeffries noted that the "blanket modification" option was removed during the transition phase to ACTA and is not provided for in the Guidelines and Procedures. Other examples of when a blanket modification would be used were discussed, for example, where a single model or model variants would maintain different registration numbers to identify different manufacturing locations. Mr. Jeffries suggested that this issue be deferred for review and discussion by the working group formed to review TR41.11 contribution.

Mr. Pinkham requested a vote on the issue and moved that a single product with multiple registration numbers can be changed via one filing. Mr. Whitesell seconded the motion. The motion did not pass with four nay votes and two abstentions.

There was discussion whether the working group formed to review ACTA's filing processes would be open to all interested parties. It was noted that this meeting should be open. A Council Member moved to change the working group meeting to a full ACTA Interim Virtual Meeting. Mr. Bipes seconded the motion. The motion passed unanimously.

ACTION ITEM: ACTA Director will investigate when blanket modifications were removed from the ACTA process.

AGREEMENT REACHED: ACTA will hold an interim virtual meeting on Monday, March 25, 2002 2-4:30pm ET, to discuss ACTA filing procedures with respect to equipment with multiple registration numbers.

b) Open floor discussion/questions

Mr. Bipes noted that TSB 129-A was finished at the TR41 meeting last week in Vancouver, and is meant to replace the ACTA Guidelines and Procedures. Mr. Bipes suggested that Council members study the document and be ready to discuss how to act on it. Since TSB 129-A is not currently available for public review, Council members will be included on the TSB 129-A ballot notice.

ACTION ITEM: Council Members will study TSB 129-A and be prepared to discuss the issue at the next meeting.

10) Next Meeting

- a) March 25, 2002 – Virtual Meeting, 2-4:30pm ET
- b) May 3, 2002 – Face-to-Face Meeting
- c) August 8, 2002 -- Virtual meeting
- d) December 10, 2002 -- Face-to-face

11) Adjournment

Mr. Bipes moved that the meeting be adjourned. Mr. Nguyen seconded. Mr. Jeffries adjourned the meeting at 4:35pm ET.