



## Administrative Council for Terminal Attachments (ACTA)

August 8, 2002

Virtual Meeting

### Draft Meeting Summary

Chair: Jimmy Salinas, SBC Corporation

2:00pm-5:00pm

#### 1) Call to Order

Jimmy Salinas, ACTA Chair, called the meeting to order at 2:10pm.

#### 2) Attendance Check-in and Introductions

Megan Hayes, ACTA Secretariat, performed a role call of all Council Members. Quorum was reached with 8 Council Members and no Alternate Council Members in attendance. All of the participants took the opportunity to introduce themselves.

#### 3) Agenda Review and Approval (ACTA-02-08-08-01)

Mr. Salinas introduced Contribution ACTA-02-08-08-01, the Draft Agenda for this meeting. He asked if there were any suggested additions or modifications. Mr. Chamney asked if the Council would address the ACTA funding issue. Mr. Salinas responded that the issue should be brought up during the "New Business" agenda item. Mr. Pinkham asked if the email correspondence on the "Verbiage for Timeliness of Submissions" would be addressed during the meeting today. Mr. Jeffries answered that the correspondence was the result of an agreement reached during the ACTA Executive Meeting to include the text and that the emails were used to finalize the verbiage. There were no changes made to the agenda. Roland Gubisch moved to accept the agenda as submitted. Clint Pinkham seconded the motion. The motion passed unanimously.

**AGREEMENT REACHED:** *The Draft Agenda (Contribution ACTA-02-05-03-01) was accepted as submitted.*

#### 4) Introduction of Contributions, Numbering, Assignment to Agenda Number (Contributions will be numbered as follows: ACTA-02-08-08-XX)

Tim Jeffries, ACTA Director, introduced 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:

Contribution Number	Title
ACTA-02-08-08-01	Draft Agenda
ACTA-02-08-08-02	Draft Meeting Summary, May 3, 2002 Meeting
ACTA-02-08-08-03A	Administrative Criteria Submission
ACTA-02-08-08-03B	Telecommunications System Bulletin (TSB) 129-A
ACTA-02-08-08-04	Revised Guidelines and Procedures (Draft Rev. 2.2)
<b>Deferred Contributions</b>	
ACTA-EXEC-02-07-12-07	Operating Principles and Procedures (Draft Ver. 1.2)

**5) Approve May 3rd Meeting Summary (ACTA-02-08-08-02)**

Mr. Salinas introduced Contribution ACTA-02-08-08-02, the Draft Meeting Summary from the May 3, 2002 ACTA meeting, and asked if there were any additions or modifications to the Summary. There were none. Chuck Bailey moved to accept the Meeting Summary as submitted. Roland Gubisch seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The Meeting Summary from the May 3, 2002 meeting (Contribution ACTA-02-08-08-02) was accepted as submitted.***

**6) Report(s):**

**a) Consumer Information Ad-Hoc Group (Chair: Mr. Chamney)**

Mr. Chamney reported that the group received a request from a manufacturer to change the ACTA's requirement regarding RJ-31X jacks. The particular alarm that the manufacturer was referencing did not include a RJ-31X jack, but offered the equivalent operability. The system is generally installed by a professional, but can be installed by the consumer. As a result, the group is now editing the Consumer Information recommendations.

Mr. Whitesell noted that the Group was originally formed to deal with the use of URLs instead of a phone number in the Customer Information. That issue has been addressed.

**b) Letter to the FCC notifying them of the Council's decision to require US Agent for Service**

Mr. Jeffries reported that ACTA did send a letter to the Commission regarding the Council's decision to require that all parties, TCBs and RPs using the SDoC method, submitting information to ACTA designate a US Agent for Service. The Commission did not reply, and the ACTA is now requiring that the US Agent for Service be designated.

**7) Review revised ACTA Operating Principles and Procedures (ACTA-EXEC-02-07-12-07)**

Mr. Jeffries introduced Contribution ACTA-EXEC-02-07-12-07, which is a revised version of the Operating Principles and Procedures (OP&P). He noted that the changes made to the document are based on agreements reached by the Council. Chuck Bailey moved to conditionally accept the document pending additional changes to make it grammatically correct and have the Secretariat post the document and have a one-week review period for comment. Clint Pinkham seconded the motion. It passed unanimously.

***AGREEMENT REACHED AND ACTION ITEM: The revised Operating Principles and Procedures (ACTA-EXEC-02-07-12-07) was conditionally approved. The Secretariat will make editorial changes to the document and post it to the web site for a one-week review period.***

**8) Review Guidelines and Procedures, Draft Rev.: 2.2 (ACTA-02-08-08-04)**

Mr. Jeffries introduced Contribution ACTA-02-08-08-04, the Guidelines and Procedures for submittal of information to ACTA. This document has been changed several times since the last time it was approved for use. Many of the changes in this version were made to address the on-line filing system that will roll out soon. Changes were also made in the fee structure due to that filing system. Several Council members commented that the section on the fee structure was not as clear as it could be. A suggestion was made to create two fee structure categories, one for on-line filing and one for those who wish to handle their submittal in other ways.

***ACTION ITEM: Mr. Jeffries will make all suggested changes to the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) and send it to the Council for its comment.***

Roland Gubisch moved to accept changes in Section 3, Page 8. Cliff Chamney seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The changes in Section 3, Page 8 of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved.***

Mr. Jeffries noted that Section 3.2, pages 9-11 address the new ACTA Online Filing (AOF) system. A Council Member asked whether there should be an additional filing type to address Responsible Parties that want to file their own TCB-certified products. Mr. Jeffries noted that Responsible Parties generally have the TCB do the filing when the product is TCB Certified, but it does happen occasionally. Mark Cassarino, the ACTA Database Manager, noted that under this scenario, the Responsible Party would simply upload the TCB Certificate rather than the SDoC statement. Additionally, there would be a significant amount of work required in the database to add an additional filing type. It was suggested that guidance be provided on AOF to cover this scenario.

A Council Member noted that the word “Filee” was confusing to those that might not be familiar with the ACTA process and that perhaps the word should be changed for the sake of clarity. A Council Member suggested changing the word “filee” to “filer” to make it clearer to the reader of the document.

***ACTION ITEM: The Secretariat will change the word “filee” to “filer” throughout the Guidelines and Procedures document (Contribution ACTA-02-08-08-04). In addition, the change should be made in the AOF process as well.***

There were some minor grammatical changes made to Sections 4 and 5 on pages 12, 14 and 15. Clint Pinkham moved to accept Sections 4.2 and 5.3 as submitted. Cliff Chamney seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The changes in Section 4.2 and 5.3 of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved.***

There was a discussion of the necessity of the new Indemnification and Liability Statement required for online filing. Mr. Jeffries explained that ACTA currently requires a statement for each submission. For AOF, however, a submitter need only to agree with the AOF indemnification statement one time when setting-up its account. The one-time statement would then cover all transactions done through AOF. He further explained that submitters that have filed with ACTA in the past already have an AOF account and would need to physically complete and mail the AOF Indemnification Statement in the document to the ACTA Secretariat before they could gain access to AOF. Roland Gubisch moved to accept Section 6.1 as submitted. Cliff Chamney seconded the motion. It passed with no nays and one abstention.

***AGREEMENT REACHED: The changes in Section 6.1 of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved.***

A Council Member noted that Section 6.2 uses similar language regarding the public switch telephone network (PSTN) that had been discussed via email over the past week. He suggested that the language in Section 6.2 be changed to mention connection to certain private-line services. In addition, a Council Member suggested that the Guidelines and Procedures make it clear that the information goes to the consumer, and not to ACTA.

Clint Pinkham moved to accept the changes. Chuck Bailey seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The changes in Section 6.2 of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved.***

There were several grammatical changes made to Appendix A, Page 19. Cliff Chamney moved to approve Item 1a as modified. Trone Bishop seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The changes in Appendix A, Item 1a of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved as modified.***

A Council Member suggested that Item 4 of Appendix A should remain solely to address Responsible Parties and that the language regarding the SDoC process could be confusing to the reader. Mr. Pinkham moved to accept Appendix A, Item 4 as modified. Mr. Haynes seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The changes in Appendix A, Item 4 of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved as modified.***

Steve Whitesell moved to accept Item 5 on page 20 of the revised Guidelines and Procedures. Cliff Chamney seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The changes in Appendix A, Item 5 on page 20 of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved.***

Cliff Chamney moved to accept Appendix A, Item 7 as written and Item 9 as modified to remove re-certification/re-registration. Roland Gubisch seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The changes in Appendix A, Item 7 of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved.***

Cliff Chamney moved to accept item 13a as submitted. Clint Pinkham seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The changes in Appendix A, Item 13a of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved.***

Clint Pinkham moved to accept Item 14 regarding blanket modifications as modified. Cliff Chamney seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The changes in Appendix A, Item 14 of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved as modified.***

There was a discussion of Appendix E, Item (g). A Council Member noted that the option of providing a URL was added at the request of a specific company, but that it should not be an alternative to a telephone number. It was suggested that the section be changed to “company name or service center in the U.S.A. and phone number or URL, if available.” In addition, it was suggested that the sentence regarding the return of the equipment to the dealer be removed. Cliff

Chamney moved to accept Appendix E, Item (g) as modified. Roland Gubisch seconded the motion. It passed unanimously.

***AGREEMENT REACHED: The changes in Appendix E, Item (g) of the revised Guidelines and Procedures (Contribution ACTA-02-08-08-04) were approved as modified.***

There was a discussion of the language used in many ACTA documents regarding the PSTN. It was noted that the language agreed upon via email by the Council includes more than just the PSTN, and that some equipment that connects to private line networks also needs to be included in the database. Cliff Chamney moved to require a global change for all ACTA documents to have the language regarding PSTN match what was agreed upon via email by the Council Member. Trone Bishop seconded the motion. It passed unanimously.

***ACTION ITEM AND AGREEMENT REACHED: The Secretariat will make a global change to all ACTA documents where there is mention of the PSTN. Instead of including just the PSTN in ACTA language, private line services should also be included. The language agreed upon is “public switched telephone network (PSTN) services and certain private line services that require such approval.”***

**9) Review TIA/EIA/TSB-129-A, Telecommunications – Telephone Terminal Equipment – U. S. Network Connections Regulatory Approval Guide (ACTA-02-08-08-03A & 03B)**

Bobbie Breden, TIA, introduced Contribution ACTA-02-08-08-03A, which is a transmittal letter from TIA regarding TSB-129-A. Ms. Breden then asked Steve Whitesell, as TR41 Chair, to present the contributions. Steve Whitesell noted that TSB-129-A is not a standard, but a procedural document that TR41 believes is valuable for the industry. A different transmittal letter was used for the purposes of such documents. Mr. Whitesell explained that while TR41 understands that ACTA cannot “adopt” such a document, they were hoping to get some kind of approval or endorsement for the document.

There was discussion of how to handle such a contribution, since ACTA has no ability under the R&O to deal with documents other than standards, but many Council Members believe that the R&O gives the Council the leeway to accept this document. Mr. Bishop suggested having an ad hoc committee to address the development of a template for transmittal letters for such documents and how to deal with such documents. Roland Gubisch moved to accept the transmittal letter from TIA for this submission, but to study whether it is appropriate to use as a template for future similar submissions. Chuck Bailey seconded the motion. It passed unanimously.

***AGREEMENT REACHED: ACTA accepted the submission letter from TIA (ACTA-02-08-08-03A). There will be an ad hoc working group to determine the development of a template letter for similar submittal letters and documents. Working Group members will include Roland Gubisch Chair, Cliff Chamney, Trone Bishop, Bobbie Breden, and Dan Bart.***

Mr. Whitesell introduced Contribution ACTA-02-08-08-03B, which is TSB-129-A. He noted that TR41.11 is hopeful that ACTA will accept this document in lieu of the ACTA Guidelines and Procedures. There was a discussion of how changes would be made to the TSB document. Several Council Members expressed concern that due to the nature of SDOs, it would take too long for changes to be implemented into the document. Mr. Whitesell explained that there would be a 30-day ballot for any changes to the TSB. There was also a discussion of how ACTA would endorse such a document: As an informative document or as a reference document. There was also a discussion of the overlap between the two documents and how ACTA could best deal with the overlap and still endorse TSB-129-A.

***ACTION ITEM:** Council members should review TSB-129-A and send comments to Steve Whitesell for the purpose of using said comments for an interim conference call with TR41.11 to discuss TSB-129-a. Council Members should have at least 30 days to review the document. Council Members should also review the disclaimer language. The Working Group tasked with developing a template for the transmittal of such documents will report back to the Council and then the full Council will proceed based on the outcome of both projects.*

***ACTION ITEM:** Jimmy Salinas will draft an additional indemnity statement for the endorsement of non-technical criteria documents.*

**10) New Business**

**a) Open floor discussion/questions**

This was not addressed due to lack of time.

**11) Next Meetings**

**a) Wednesday, August 28, 2002, 2pm ET – ACTA Executive Meeting to discuss funding issues**

**b) December 10<sup>th</sup> Virtual Meeting**

**12) Adjournment**

Mr. Salinas adjourned the meeting at 5:35pm.