

ADMINISTRATIVE COUNCIL FOR TERMINAL ATTACHMENTS (ACTA)

MEETING DATE: December 11, 2003

TITLE: ACTA Secretariat Report (incl./Action Items)

SOURCE*: Megan Hayes

PURPOSE: Informative (Report)

DISTRIBUTION TO: ACTA All

ABSTRACT

The following is the Secretariat's written report on ACTA-related activities, events, and work-efforts since the last ACTA General Meeting, September 9, 2003.

This Secretariat report is as of December 4, 2003.

NOTICE

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A. Report on Secretariat's Action Items

The following is the Secretariat's written report on the Action Items stemming from the ACTA September 9, 2003 meeting.

Item 1:

Trone Bishop will make the appropriate changes to the OP&P and provide it to the Secretariat for posting to the web site.

The ACTA Operating Principles and Procedures Version 1.6 was posted to the web site and an announcement was sent to the list serve regarding its availability.

Item 2:

The ACTA Database Manager will add an ACTA-adopted Labeling and Customer Information heading to the ACTA Documents web site.

The ACTA Database Manager completed the action item.

Item 3:

To ease the transition to TSB-168-A, the ACTA Secretariat will release a Public Notice regarding the adoption of the document, make the document publicly available on the ACTA Web Site and begin educational efforts by sending a notice to those that file using AOF. The Public Notice will be sent to the ACTA Council Members for review before its release.

The Secretariat released Public Notice (PN) 03-08 on September 24, 2003 regarding the adoption of TSB-168-A after a review by ACTA Council Members.

Item 4:

The ACTA Secretariat will monitor filings for discrepancy between the date on the Certificate and the time it was filed and report back to the ACTA on problems identified to determine if there are additional steps that need to be taken to ensure the timeliness of filing.

The AOF (ACTA Online Filing) database was queried from September 9, 2003 to November 15, 2003. Information was distributed to Roland Gubisch for analysis.

Item 5:

Milton Bush and Roland Gubisch will work with Mark Cassarino to assist him in determining the parameters of an audit report to provide statistical data to the ACTA on the timeliness of TCB and SDoC filings.

No action has been taken as of yet.

B. Secretariat Report on ACTA Activities:

The following is the Secretariat's written report on activities and events relevant to the ACTA since the last ACTA meeting on September 9, 2003.

I. ACTA On-line Filing (“AOF”)/TTE Submission Update:

There are no major changes to report. AOF Filings continue to run smoothly and submissions are audited for completeness and accuracy.

II. ACTA Educational/Awareness Initiatives:

- Preliminary planning is underway for a 2004 ACTA Educational Conference. A conference call was held on November 25, 2003 with interested ACTA Members.

III. Liaison(s) Request:

In November 2003, Megan Hayes, ACTA Manager, attended the TR41.9 and TR41.11 meeting in Dallas, TX as the ACTA liaison. She provided a written and verbal report on ACTA’s activities.

IV. Technical Criteria:

No proposed technical criteria were received by the Secretariat since the September 9, 2003 meeting