

**ADMINISTRATIVE COUNCIL FOR TERMINAL ATTACHMENTS (ACTA)**

MEETING DATE: August 6, 2004

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

SOURCE\*: Forrest Wilhoit

PURPOSE: Informative (Report)

DISTRIBUTION TO: ACTA All

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**ABSTRACT**

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The following is the Secretariat's written report on ACTA-related activities, events, and work-efforts since the last ACTA General Meeting, June 9, 2004.

This Secretariat report is as of August 4, 2004.

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**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 June 9, 2004 meeting.

Item 1:

***ACTION ITEM: ACTA Database Manager Mark Cassarino will put together a conference call to discuss waiver issues and the implementation of an HTML "Waiver Reference Page" in the ACTA database.***

A web page was created to house all information regarding waivers. The page can be found at <http://www.part68.org/waiver.cfm>

The link is also selectable by going to [www.part68.org](http://www.part68.org) and then selecting Terminal Equipment, then selecting Waivered TTE from the side menu. This page will list the Product label, Company, Terminal Approval Date, and the waiver date of issue associated with the TTE. Also, a direct link will be provided to connect to the waivered TTE in the Part 68 database. The following is additional information that will be made available on this web page:

- 1) A link has been provided allowing the visitor to view the white paper regarding waivered products.
- 2) Statement indicating that ACTA is not involved in the distribution or delegation of waivers

Item 2:

***ACTION/AGREEMENT: A working group will meet to discuss the issue of Proposed Criteria for a Transfer in Responsibilities***

The group met on June 30, 2004 and agreed on draft language of a notice to AOF filers regarding procedures to be followed in the event of a transfer of responsibilities. That draft notice was circulated among council members for review and input, and the notice went out to AOF filers on July 13, 2004.

Item 3:

***ACTION: Roland Gubisch will convene a working group to address wording changes to the Customer Information document as they pertain to Z-Ringers.***

This group met on July 15, 2004; Mr. Gubisch will submit an oral update to the ACTA, as well as a proposal for action.

Item 4:

***ACTION: Milton Bush will convene a working group to address issues surrounding the creation of filer accounts for testing laboratories.***

This group met on July 20, 2004. Milton Bush will provide an oral update to the ACTA.

**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 June 9, 2004.

**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:**

Preparations for the 2004 ACTA Educational Conference continued up to the final phase.

**III. ACTA Handling of FCC-Issued Waivers**

On July 30, 2004, ACTA Chair Salinas sent a letter to Cathy Zima, FCC (IATD) outlining ACTA's newly-adopted requirement to assure that terminal equipment approved for Part 68 utilizing FCC-granted waivers are appropriately identified within the ACTA database of approved terminal equipment.

**IV. Guidelines and Procedures Document:**

The ACTA Secretariat consolidated all changes and clarifications to the G&P document made since the last revision. These changes will be reflected in a contribution in the August 6, 2004 meeting.

**V. Webpage Disclaimer Issue**

Forrest Wilhoit met with ATIS Legal to open the issue of placing disclaimer/privacy notice language on the ACTA webpage. Various examples of such language were submitted in that meeting, and the issue continues to be investigated.

**IV. Technical Criteria:**

On July 15th, 2004 ACTA-adopted technical criteria TIA/EIA/IS-968 and TIA/EIA/IS-883 was placed in sunset and was replaced by TIA-968-A.

In order to clarify ACTA technical document information and prevent confusion, the ACTA documents web page has been updated to reflect the ACTA adopted date for all technical criteria. Changes can be viewed on the following link:

<http://www.part68.org/documents.cfm>