

ADMINISTRATIVE COUNCIL FOR TERMINAL ATTACHMENTS (ACTA)

MEETING DATE: December 9, 2004

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

SOURCE*: Brian Krasney

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, August 6, 2004.

This Secretariat report is as of December 7, 2004.

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 August 6, 2004 meeting not explicitly covered by contributions.

Item 1:

ACTION: ACTA Secretariat will notify the originating TCB of the Z-Ringer language change adopted by the Council on the recommendation of the working group.

The Z Ringer language change, developed by Roland Gubisch and the Z-Ringer Criteria working group, is now included in Appendix E – Consumer Information, in the latest version of ACTA Guidelines and Procedures (version 2.6). After making this document available on the ACTA website, the Secretariat emailed the acta-all list serve to let the industry know the updated ACTA Guidelines and Procedures (version 2.6) was available.

Item 2:

ACTION: ACTA Secretariat will look into the feasibility of creating lab filer accounts and report back to the Council.

Milton Bush and Mark Cassarino met to address the feasibility of creating lab filer accounts. With the proposal for a new AOF still outstanding, this issue was put on hold pending the Council's decision. (See contribution ACTA-04-12-09-05)

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 August 6, 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:

The 2004 ACTA Educational Seminar was a huge success. Completion certificates and surveys have been mailed to the nearly 50 participants. The Secretariat will use the information from the surveys to plan an even better 2006 ACTA Educational Conference.

III. Webpage Disclaimer Issue

The webpage disclaimer working group met on November 22nd to share thoughts on an ACTA privacy policy and to create language specific to the ACTA. Work on a webpage disclaimer and privacy policy is ongoing.

IV. Technical Criteria:

No new technical criteria have been provided to the ACTA. Upon receipt of new technical criteria, the Secretariat will follow its procedures for ensuring proper review prior to becoming ACTA adopted technical criteria.

V. Vacant Council Seats:

Currently, there are 9 vacant seats on the Council, as follows:

LEC: 1 Primary, 1 Alternate

IXC: 1 Primary, 1 Alternate

NEM: 1 Primary, 1 Alternate

TEM: 1 Alternate

LAB: 1 Alternate

OIP: 1 Alternate

Efforts are currently underway to educate and encourage industry stakeholders to participate in the activities of the ACTA. Where appropriate, industry stakeholders are encouraged to pursuing a seat on the Council of their interest segment.