# MEETING MINUTES FROM DAY #1 (12/8/03)

# ATTENDANCE: Day 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company** | **Name** | **Company** |
|  |  |  |  |
| Mubeen Saifullah | NeuStar | Stephen Sanchez | AT&T Wireless  |
| Frank Reed | T-Mobile | Rick Jones  | NENA |
| Dave Garner  | Qwest | Steve Addicks | NeuStar |
| Paula Jordan | T-Mobile  | John Malyar | Telcordia |
| Monica Dahmen | Cox Comm. | Marcel Champagne  |  NeuStar |
| Craig Bartell | Sprint | Susan Tiffany | Sprint  |
| Maggie Lee | VeriSign | Jeff Adrian  | Sprint  |
| Brad Bloomer  | Onstar | Rick Dressner | Sprint  |
| Reza Rahsaz | AT&T Wireless  | Deborah Stephens | Verizon Wireless |
| Jason Kempson | Telcordia  | Jean Anthony  | TSE |
| Glenn Mills | TSI | Sean Hawkins | ATW |
| Rob Smith  | TSI | Julie Groenen | Verizon Wireless  |
| Kathy McGinn | RCC | Gene Johnston | NeuStar  |
| Jennifer Goree | ALLTEL | Joe Charles | Cingular Wireless |
| Rosemary Emmer  | Nextel  | Adam Neuman | Telcordia |
| Ginny Cashbaugh | USCell | Priscilla Craig | Cricket  |
|  |  |  |  |
|  |  |  |  |
| **On the phone**  |  |  |  |
| Audrey Herrel | NeuStar | Scottie Parish | ALLTEL |
| Liz Coakley | SBC | Earl Scott | Verizon  |
| Linda Godfrey  | Verizon Wireless  | Onno Bakker | NumberPortability.com  |
| Lonnie Keck  | AT&T WIreless | JJ Rueb | NumberPortability.com  |
| Ron Steen  | BellSouth  | Dave Cockran | BellSouth  |
| Therese Mooney | Global Crossing  | Shannon Collins  | NeuStar Pooling  |
|  |  | John Weakly  | QWest  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# MEETING MINUTES FROM DAY #1 (12/08/03)

1. **COMBINED WNPO/WTSC MEETING**
2. **REVIEW OF MEETING MINUTES:**

October and November minutes were reviewed. Changes previously made to the October minutes were approved and November changes were accepted into final status at this meeting.

1. **INTRODUCTIONS, ANNOUNCEMENTS, AND AGENDA REVIEW**

 John Malyar, Telcordia hosted meeting in San Diego, CA.

1. **NeuStar READ-OUT – Audrey Herrel**

NeuStar reported no significant increase in service provider calls to the NPAC Help Desk since Nov. 24, 2003. The help desk call numbers remain less then 60 per day, typical of the historical data.

|  |  |
| --- | --- |
| Total # of Calls  | Date |
| 6 | Nov. 27 |
| 42 | Nov 28 |
| 11 | Nov 29 |
| 6 | Nov 30 |
| 16 | Dec 6 |
| 9 | Dec 7 |

1. There have been very few calls after 8 pm.
2. The type of calls the NPAC is receiving are not following the usual call trend but rather are related to subscription version (SV) activity. Specifically, service providers were not familiar with the NANC process flows and the NPAC activity that occurs once the ICP process is complete.
3. NeuStar will be scheduling and hosting another web-based training session specifically related to SV activity. An email notification for this training will be going out shortly.

**4) OBF UPDATE – JIP Issue, Sue Tiffany**

1. The TR-45 Committee response (dated November 7, 2003) to the NIIF (NIIF Issue 0208) was attached to the Nov. meeting minutes.
2. The T1S1 (ATIS) Committee also provided a response on Nov. 24, 2003. Document is included below.



1. No additional comments or update available.

**5) WIRELESS WORKSHOP and INTERSPECIES TASK FORCE UPDATE – Rosemary Emmer**

1) WIRELESS WORKSHOP - Weekly Minutes are posted at the ATIS website.

1. The next fast track call is Tues., Dec 9, 2003. An agenda item includes the NeuStar (OSS Division) contribution regarding the “Time Zone Box on WICIS Fax Forms – Lack of Definition”.
2. Lonnie Keck reported that the ATIS and all forums and committees reporting to ATIS are being reorganized. More details will be available after the leadership meeting being held on Jan. 14-16 as well as at OBF 85 being held in Charlotte the week of Feb. 9, 2004.
3. A question was raised regarding the ATIS reorganization and any payment structure changes regarding the NIIF contact list and the ability of carriers to access and update it without incurring any additional charges. It was reported that the Director of OBF has stated that the NIIF section of ATIS website will remain available to non-funding carriers. As a non-member a carrier will still be able to obtain a password and update the contact list without incurring any costs.

*NOTE: Telcordia gave an update to the ATIS reorganization discussion provided during the WNPO meeting. OBF funding companies will continue to get WICIS documentation for free in 2004 and non-funding companies can still purchase the document at the ATIS document store.*

2) ITF Read-Out – Lonnie Keck

1. Nothing new to report.

**6) SUB-COMMITTEE READ-OUTS:**

1. **WTSC Read-Out by Susan Sill, Co-Chair**
2. The WTSC co-chair was unavailable but team members advised there was nothing new to report.
3. **READ-OUT from Fall-Out Reduction Team (FORT)**
4. Craig Bartell is the new co-chair replaces Kathleen Tedrick who has left Sprint
5. Chuck Bohl and team are still developing metrics and determining if vendors can gather the data. The current metrics include:

## Ratio of Fallout Transactions to Confirmed Ports- The ratio of fallout transactions processed compared to the ports that were ‘Confirmed’.

## Percentage of Ports Successfully Completed on Initial Submission - The percent of ports that are ‘Confirmed’ in the ICP process on their initial submission.

## Percent of Fallout by each of the WICIS RCODES - The percentage of fallout attributable to each of the defined WICIS RCODES.

## Fallout Percentages for Single Line vs. Multi-line Ports - The percentage of fallout to total port transactions for ‘single line’ and ‘multi-line’ ports respectively

**UPDATE ON CURRENT FORT ISSUES:**

1. Carriers are trying to send port requests in UTC when using fax forms. However, because there is no option for UTC (GMT) they are not populating the Time Zone box on the WICIS fax forms.
2. Account number field is being populated inappropriately with items other then (hyphen, blank) 0-9 or a-z or a combination. There should be no blanks. 90% of CORBA level rejects are around this issue. This is an educational contribution for carriers to share info to help reduce fall-out. Question was raised if the a-z is case sensitivity even though the WICIS data dictionary capitalizes the ‘A’ and ‘Z’. The WICIS does not specify a rule on capitalization.
3. Agency authorization field (AGAUTH) – valid values are yes or no but if “no” is checked the result is a CORBA level reject sent back though “no” is a valid value. There are business rules tied to this but this should be a resolution required not a CORBA level reject. This has not been opened at OBF but some participants agree this issue should be addressed at OBF.
4. Some service providers are having difficulty connecting to trading partners. Several CORBA level rejects, when trying to connect, have been experienced over the past 2 weeks. This issue is being worked off-line between vendors. The question was asked if this a bandwidth problem associated with timeouts but vendors are still troubleshooting to determine and resolve. Over the past 3 days the number of timeout transactions has dropped dramatically and they are continuing to work towards resolution.
5. Mandatory fields are not present in confirmation or resolution-required responses to SUPs from some carriers.

**7) PIM UPDATE – Maggie Lee**

A read-out from the LNPA-WG distribution identified only 2 PIM updates. PIM 22 (Conflict Timer) still open although an updated PIM has recently been distributed via the LNPA-WG. PIM 24 (Contamination) is still open.

**8) NPAC WIRELESS PORTING VOLUMES - Steve Addicks**

Wireless porting volumes were reviewed and several carriers requested that these numbers be added to the daily report sent to the industry via the NPAC cross-regional list.

**11.A.1 ACTION ITEM: NeuStar will determine if the daily wireless interservice provider port activations can be included in its daily reports to the industry.**

**9) WNPO DECISION/RECOMMENDATION MATRIX:**

A carry-over discussion from last month about where WICIS Methods & Procedure (M&P) documentation and information should reside was held. To maintain this type of documentation at the OBF would incur additional costs to the members. However, WNPO documents have always been free and accessible to the public. Team did agree that M&P’s could be maintained as an entry on the WNPO Decision/Recommendation matrix with the following provisions:

* Matrix would include an additional column identifying the team that requested the item be included.
* If the inclusion request is confusing or lacks all necessary information it will be sent back to the contributing team for further contribution or clarification.

**11.A.2 ACTION ITEM: Another column will be added to the WNPO Decision/Recommendation matrix identifying the team that requested an item be included.**

**10) COMBINING WNPO AND LNPA-WG:**

Follow-up discussion raised these comments or issues of concern:

1. T-Mobile recognized that at some point in time the two teams must combine but has no problem combining WNPO and LNPA sometime after the second quarter of 2004.

2. When the issue of having Monday as a strictly wireless meeting day was discussed, Bell South commented that this type of structure did not reflect a true team ‘combination’.

3. The team talked briefly about where interspecies issues would or should be discussed and a suggestion was made that the FORT committee would be best suited to manage those issues.

**11.A.3 ACTION ITEM**: **February’s agenda will include additional discussion around combining the WNPO and LNPA-WG teams. Specifically we need to determine if we are ready to move forward with the joint meetings in April or May. Logistics will also need to be worked out for space and room size at that time.**

  **11) NENA REPORT – Rick Jones**

A. On Nov. 24, 2003 there was increased interest and inquiry from PSAPs on the subject of WNP. General information is posted to the NENA website for those PSAPs.

B. The AT&T ESRD contribution to INC will be discussed Friday Dec. 12, 2003 during a joint conference call of ATIS INC and ESIF study group H.

C. Some wireline carriers may not have an automated process to track the NPDI field on the LSR form resulting in ALI records being unlocked rather then deleted. The NENA LNPWG, which addresses wireline porting issues, has this issue and will be working it on an upcoming conference call on December 18th.

D. There is increased interest from NENA and some government entities regarding wireline to wireless porting in areas that are not yet 9-1-1 Phase 2 compliant.

E. In late 2001/early 2002, it was determined that there could be an ALI display issue during mixed service and in other conditions, dependent on the delivery to and display of wireless ANI at the PSAP. If the wireless callback number (MDN) is displayed at the PSAP as ANI (rather than pseudo-ANI/pANI), the ALI Database providers were advised that their systems must be capable of creating 2 ALI entries – one for the wireless side and one for the wireline side, to ensure the correct ALI displays at the PSAP. In those circumstances where the MDN was delivered as ANI, and the database was not capable of having 2 identical ANIs (wireline and wireless), the ALI display could show a wireline address record for a wireless 9-1-1 call and vice-versa.

A wireless call to 9-1-1 creates a dynamic or transient database record for use at that moment. This entry may not become a permanent number in the database. However, wireline numbers should always have permanent records in the ALI database. In addition, wireline carriers do not delete any records from the database until the disconnect has been done. Failure of the database provider to maintain these 2 entries can impact successful ALI PSAP display in a mixed service portability environment. NENA reminded all wireless providers to ensure that, if there is an area where wireless callback numbers are being delivered as ANI, they should check with the ALI database providers to ensure that they can in fact account for two numbers in the database.

**11.A.4 ACTION ITEM: Rick Jones will forward the 2002 NENA document for distribution, explaining the ALI database provider’s requirements.**

F. Type 1 Numbers – As the industry is aware, Type 1 number estimates recently was considerably higher than thought to be earlier this year. Porting non-migrated Type 1 numbers between wireless service providers without involving the 3rd party wireline service provider results in an ALI database record of the Type 1 provider still present. Rick report that Verizon wireline has recently scrubbed all Type 1 numbers to ensure that the ALI database records are all clean. NENA wishes to remind carriers that Type 1 numbers should NOT have an ALI record and would urge wireline carriers to scrub their own databases.

G. Rick asked that carriers contact him personally if there are any 9-1-1 issues or problems they are encountering and wish to share.

**12) NEW BUSINESS**

 **1. TOP 100 MSA LIST CONTRIBUTION:**

Nextel reviewed the contribution previously submitted. CTIA, in a separate Dec 5th call, polled participating carriers to determine which Top 100 list was currently being used. [Important to note that non-CTIA member were not included in the poll or the call.] Carriers were urged on that CTIA call to be ready to agree at this WNPO meeting which Top 100 MSA list would be used. During this discussion Nextel stated that there were 2 things that need to be addressed:

1. What do we do with the collective port request backlog that currently exists – Nextel suggested that we grandfather the current backlog and let the ports go through.

* + 1. All carriers must/should agree to use one list (Nextel proposes to use the Oct. list)

 During an initial straw poll the following information was gathered:

 (3) Carriers use the October List: ATW, Nextel, Cingular

 (3) Carriers use the November List: Dobson, Verizon, and T-Mobile

 (2) Carriers using a self-generating list: Sprint, US Cell

 (1) Wireline carriers using the Nov. 13th list: Verizon

 (1) Small Carrier concerned with creating a small carrier disadvantage: RCC

However, the members in attendance and on the conference bridge worked through the issue and did make a final recommendation (with the exception of one carrier) that one list (previously dated Oct.) is the wireless industry recommended, preferred list for the top 102 MSAs. Also agreed upon the following two amendments:

1. A new title (file name) has been created to alleviate confusion - WNPO Recommended Top 102 MSA Rate Center 12082003.xls

2. A second sheet has been added labeled “Add - 11 RCs” to include 11 rate centers as agreed to by the team.

In addition, since some carriers have to make changes to internal systems/processes based on this agreement, some time period is needed to work those changes. A conference call will be held to discuss an industry-wide acceptable date for all carriers to begin using the list. A conference call for Dec. 16th was arranged to discuss the sunrise date. Service providers should discuss a sunrise date internally and be prepared to announce that date on the call so the team can move forward.

**2. WNPO Contribution: Desired Due Date & Time**

 Differences in interpretation (November 26, 2003) submitted by NeuStar (OSS division)



After lengthy discussion the team came to consensus regarding the interpretation of the 2.5-hour window and any associated validation restriction by agreeing to the following statement. There is no change recommended to the WICIS at this time. This issue is closed.

*ICP process should be able to support porting 24 X7 and it is up to the trading partners to add additional restrictions.*

**11.A.5 ACTION ITEM: The following agreed upon sentence will be added to the WNPO Decision/Recommendation Matrix. ICP process should be able to support porting 24 X7 and it is up to the trading partners to add additional restrictions.**

**3. Wireless Carriers Provider Port Protection – Updated Sprint Contribution**



Sprint reviewed the updated contribution and the specific changes. As a rebuttal to the Sprint Contribution, Nextel advised that they had a lengthy statement prepared regarding a service they offer to customers called ‘Number Guard’. Nextel read this statement but advised that it was not available for distribution. However, Nextel did provide a telephone number for customer assistance on this issue, which is 866-967-WLNP.

Alltel also provided a customer care number of 1-800-ALLTEL1.

Nextel Partners provided a customer care number of 866-793-1967 for a similar service.

This contribution was withdrawn by Sprint after this discussion. Sprint may submit a different contribution for the next meeting.

**4. PIC/LPIC Freeze Fall Out in Intermodel Porting – Sprint**

This contribution was revised by Sprint to include a suggestion to create a tool, such as a matrix, that defines procedures for removing a PIC line restriction including Local Service, InterLATA and/or IntraLATA PIC Freeze. This tool would be available to wireless carriers to determine the trading partner procedures associated with the removal of that line restriction in order to allow a customers’ port request. This item has been accepted as an issue by the WNPO.



**11.A.6 ACTION ITEM: Sprint will create a draft matrix defining trading partner procedures associated with the removal of a PIC/LPIC Freeze. Draft document will be ready Tuesday Dec. 16 for initial distribution. Comments on the matrix should be returned to Sue Tiffany by Friday, Dec. 19th, at which time the initial matrix will be sent to the LNPA-WG for discussion and hopefully distributed to the industry for completion.**

**5. WRONG ENTITY CONTACTS:**

Several carriers expressed the concern that they are receiving misdirected porting trouble calls from other carriers. For instance Nextel continues to get calls for Nextel Partners. Qwest wireless and wireline as well as Sprint PCS and Sprint Local are receiving calls for the wrong entity. It was asked that carriers ensure their call centers or troubleshooting centers are calling the correct company or entity. This should reduce the time spent trying to correct problems.

**6. COMBINING WTSC WITH WNPO**

While the WTSC team previously agreed to remain intact through June 2004 over the course of the past several meetings they have seen a decrease in attendance. Some of the members thought it better, and more productive, to combine the meeting with the WNPO meetings. If there was a need to meet separately as new carriers prepare for the May 24, 2004 rollout they could regroup.

**11.A.7 ACTION ITEM: WTSC will have a membership conference call to discuss combining WTSC meetings with the WNPO and should be prepared to discuss this issue at the January WNPO meeting**.

# MEETING MINUTES FROM DAY #2 (12/9/03)

# ATTENDANCE: Day 2

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company** | **Name** | **Company** |
|  |  |  |  |
| Mubeen Saifullah | NeuStar | Stephen Sanchez | AT&T Wireless  |
| Frank Reed | T-Mobile | Rick Jones  | NENA |
| Dave Garner  | Qwest | Steve Addicks | NeuStar |
| Paula Jordan | T-Mobile  | John Malyar | Telcordia |
| Monica Dahmen | Cox Comm. | Reza Rahsaz | AT&T Wireless  |
| Craig Bartell | Sprint | Susan Tiffany | Sprint  |
| Maggie Lee | VeriSign | Jeff Adrian  | Sprint  |
| Brad Bloomer  | OnStar | Rick Dressner | Sprint  |
| Dan Deneweth | TSE | Deborah Stephens | Verizon Wireless |
| Jason Kempson | Telcordia  | Jean Anthony  | TSE |
| Glenn Mills | TSI | Sean Hawkins | ATW |
| Rob Smith  | TSI | Julie Groenen | Verizon Wireless  |
| Kathy McGinn | RCC | Gene Johnston | NeuStar  |
| Jennifer Goree | ALLTEL | Joe Charles | Cingular Wireless |
| Rosemary Emmer  | Nextel  | Adam Neuman | Telcordia |
| Ginny Cashbaugh | USCell | Priscilla Craig | Cricket  |
|  |  |  |  |
|  |  |  |  |
| **On the phone**  |  |  |  |
| Audrey Herrel | NeuStar | Scottie Parish | ALLTEL |
| Liz Coakley | SBC | Earl Scott | Verizon  |
| Marcel Champagne  |  NeuStar | Onno Bakker | NumberPortability.com  |
| Lonnie Keck  | AT&T WIreless | Jason Lee | MCI |
| Ron Steen  | BellSouth  | Dave Cockran | BellSouth  |
| Keagan O’Rourke | Evolving Systems | Shannon Collins  | NeuStar Pooling  |
| Dale Knitt | Western Wireless  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# MEETING MINUTES FROM DAY #2 (12/09/03)

1. **COMBINED WNPO/WTSC MEETING**

###### 13) NNPO (National Number Portability Operations Team) Read-Out – EARL SCOTT

* Nov 14 meeting conference call update was provided. The meeting included a read-out from NeuStar, a review of current PIM activity, and a read-out of the latest WNPO activities.
* Other business covered was a review of CLEC to CLEC migration and mass migration guidelines as well as an update of state status. Two states have approved the migration guidelines (NH and Texas.) 10 other states are still waiting approval of the guidelines by the state commissions.
* Also reviewed was the Type 1 interconnection migration process.
* There were no questions from participants on the recently received FCC orders.
* New Business includes the election of co-chairs for NNPO and 2004 meeting schedules. A meeting is now scheduled on Dec. 17, 10:00 to 3;00 CT to specifically discuss these 2 issues.

 **14) ARCHITECTURE PLANNING TEAM UPDATE – Rick Dressner**

Reviewed LNP Architecture model. First time transaction rates by busy hour including notifications and activations were discussed. A correction to spread sheet was made and redistributed. No new issues brought forward. NPAC test bed contribution action item for SPs is to internally determine the amount of transactions their companies would like to see for the test bed. Everyone needs to be prepared to discuss this and provide feedback.

 **15) New Business**

* Lessons Learned – WNPO will create the lessons learned matrix and maintain that list. This will be a replacement for the matrix maintained by the WTSC.

**11.B.8 ACTION ITEM: A lessons learned matrix will be created starting with the lessons discussed in this meeting which will post to the Web site. Carriers should send any other lessons learned directly to Maggie Lee for inclusion on an ongoing basis**.

* Carrier to Carrier Backlog – Sprint

Sprint suggested that carriers, with port centers open on Christmas and New Years day, could possibly use those days to work together to clean up some of the porting backlog. Several of the large carriers will be available, some are still not sure and other carriers will not have resources available. If a carrier wishes to participate in this activity please send an email to Sue Tiffany.

* Porting of ISDN Service – Sprint

Question was raised if an ISDN line can be ported from a wireline to wireless carrier. All were reminded that porting allows a customer to take thenumber to the new provider not the service or the telephone line. If the new carrier offers the same or similar services to the customer then it would be the new carrier providing their service to the customer.

* Porting of 555 Numbers – Sprint

 Question was raised if a 555 (NXX) number can be ported to a new service provider. Telcordia reminded us that 555 numbers are assigned by NANPA at the line level only and therefore are not portable.

* Porting of 800 Numbers – Nextel

Nextel asked if 800 numbers are portable. 800 numbers have been portable for several years but the method of moving 800 numbers from one carrier to another is using a completely different methodology. Anyone carrier interest in finding out more info can go to [www.800sms.com](http://www.800sms.com).

**16) NANC REPORT ITEMS – Carried over to December.**

* Draft NANC report will be out for review by Dec. 29, 2003 and will be reviewed in the January WNPO meeting.
* The NANC report must be submitted by January 7, 2004 and the NANC meeting is scheduled for January 13, 2004.

**11.B.9 Action Item: If the FORT co-chairs wish to have anything included on the NANC report they should identify those items to the WNPO co-chairs by Dec. 24, 2003.**

 **17) TUESDAY WRAP-UP;**

Reviewed all other items. Meeting was successfully adjourned.

**MEETING AGENDA FOR January**

Establish a draft agenda for next meeting.

Reminder: Participants wishing to discuss major issues should provide contributions 5 business days prior to the next meeting for all to review. If contributions are received after that they will be considered walk-on and discussed if time permits. Otherwise they will be on the following months agenda. Please ensure that either the header or footer of the contribution includes contributor’s name/company, date and page numbers.

**18) WRAP-UP:**

1. **Update Decision/Recommendation Matrix**
2. **Review Agenda for Next Month**
3. **Review Items to be Reported to NANC**

**Remember:** To subscribe to the WNPO exploder list, visit: <http://lists.neustar.biz/mailman/listinfo.cgi>

 select “wireless ops”, and add yourself to the list.

To subscribe to the LNPA-WG or LNP Architecture distribution list subscribe at: http://lists.neustar.biz/mailman/listinfo.cgi/lnpa

**Future meetings: (Please note many locations are still subject to change.)**

WNPO Dates: Location Host:

January 5 - 6 Phoenix, AZ Qwest, NeuStar

February 2 – 3 Tampa, FL TSI

March 8 – 9 Birmingham, AL Bell South

April 5 – 6 Sterling, VA NeuStar

May 3 – 4 Overland Park, KS Sprint

June 14 – 15 Atlanta, GA Cox

July 19 – 20 Raleigh, NC Tekelec

August 9 – 10 California T-Mobile

September 7 – 8 Canada LNP Canadian Consortium

October 4 – 5 TBD Nextel

November 1 - 2 Nashville, TN Verizon Wireless

December 6 – 7 New York, NY AT&T