# MEETING MINUTES FROM DAY #1 (4/7/03)

# ATTENDANCE: Day 1

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| --- | --- | --- | --- |
| **Name** | **Company** | **Name** | **Company** |
|  |  |  |  |
| Rick Jones | NENA | Gene Johnston | NeuStar |
| Darren Paffenroth | TSI Telecommunications Services | Barry Bishop | NeuStar |
| Janet Bishop | AT&T Wireless | Steve Addicks | NeuStar |
| Sudan Sill | AT&T Wireless |  |  |
| Lori Messing | CTIA | Tom Williams | TracFone |
| Rob Smith | TSI Telecommunications Services | Bob Jones | U. S. Cellular |
| Maggie Lee | VeriSign | Chuck Bohl | U. S. Cellular |
| Jeff Adrian | Sprint | Stephen Sanchez | AT&T Wireless |
| William Long | Qwest Wireless | Tracy Patterson | U. S. Cellular |
| Cheryl Gordon | ALLTEL | Sean Hawkins | AT&T Wireless |
| Paula Jordan | T-Mobile | Susan Ortega | Nextel |
| Susan Tiffany | Sprint | Jennifer Goree | ALLTEL |
| Julie Groenen | Verizon Wireless | WIlliam Phillips | Verizon Wireless, Wholesale |
| Gary Eads | U. S. Cellular | Joe Charles | Cingular Wireless |
| Brad Bloomer | OnStar | Charlotte Holden | U. S. Cellular |
| Shamik Mukherjee | U. S. Cellular | Jean Bekeshka | NTELOS |
| Diane Bordenaro | Sprint | Tiffany Painter | NTELOS |
| David Alexander | Sprint | Jason Loyer | Nextel Partners |
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| **On the phone** |  |  |  |
| Lonnie Keck | AT&T Wireless | Jim Grasser | Cingular Wireless |
| Dave Garner | Qwest | Scotty Parish | ALLTEL |
| Jean Anthony | TSE | Kathy McGinn | Rural Cellular Corporation |
| Ron Steen | BellSouth | Gary Williams | T-Mobile |
| HL Gouda | ATT | Mubeen Saifullah | Nightfire |
| Shannon Collins | NeuStar | Steve Johnson | SBC |
| John Weakly | Qwest Wireless | Michael Britton | Nextel |
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# MEETING MINUTES FROM DAY #1 (4/07/03)

**Remember:** **Signing the attendance sheet does not get a company or individual on the official distribution sheet**.

**To subscribe to the WNPO exploder list, visit:** [**http://lists.neustar.biz/mailman/listinfo.cgi**](http://lists.neustar.biz/mailman/listinfo.cgi)**, select “wireless ops”.**

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

1. **COMBINED WNPO / WTSC MEETING**

**WTSC Read-Out by Gary Eads of U.S. Cellular**

* **Test Schedule Updates**

Team continues to coordinate carrier test schedules and assist in the network aspect of test coordination. Regular schedule updates are being posted at the [www.npac.com](http://www.npac.com) website for all to access. New revised schedules from WTSC including one for Network testing and one for ICP tracking will be updated and posted on the web site by end of week (4/11/03).

**ACTION ITEM: Gary Eads is to update website with new schedule information.**

WTSC is looking for new carrier sign-ups. WTSC wants to reiterate that testing slots are filling up through Sept. with current scheduling and carriers need to get slots assigned. WTSC submitted a draft test participation encouragement letter, which will be reviewed Thursday morning for delivery to LNPA-WG this month. Once finalized, letter will be sent to OBF, WNPO, NNPO, LNPA-WG, CTIA and RCA as well as the NPAC Cross-Regional team.

* **Testing Plan Updates**
  + Team is setting up standard processes and protocols to help carriers ramp up quickly as well as creating new forms for efficiency and resolution tracking.
  + New definitions will be provided this month, which will include all test phases.
  + Sprint and USCELL completed their intercarrier testing. Verizon has submitted 2 new test cases for ICP testing.
* Round robin tests will be set up for porting of numbers through a variety of carriers.
  + Normal ICP testing (using WICIS 1.0) appears to take about two weeks in a test environment with about 22 test cases including snapback.
* Carriers who have completed ICP testing with WICIS 1.0 will be ready to perform ICP Delta testing with WICIS 2.0 beginning in June. New test scenarios for these Delta tests will be created. Between now and May meeting VZ, ATW and USCELL will be starting testing.
* End-to-End tests need to be refined and there will be separate schedule for these tests.
* Lessons learned from all testing will be documented and changes will be made to test cases on an ‘as needed’ basis.
* Team will also review point of contact lists as there may be different persons for network vs. ICP test phases.
* No Interspecies (wireless/wireline) testing has taking place as of yet although Sprint LD has advised they are available for testing
* About 10 carriers are participating with a ‘high tech’ (HT) pre-port process mechanism. The WTSC assumption is that carriers that have not signed up for HT will be using a ‘low tech’ (LT) pre-port process mechanism (i.e., fax) have not yet signed up for testing that interface as of yet. RCC and Verizon Wireless have announced they will be starting some joint LT testing shortly.

1. **WNPO MEETING:**
2. **INTRODUCTIONS, ANNOUNCEMENTS, AND AGENDA REVIEW**

Steve Addicks and NeuStar hosted the meeting.

1. **REVIEW AND APPROVE MINUTES**

March minutes were reviewed and accepted with no changes made.

1. **OBF UPDATE:**

In terms of ICP transactions received outside the business hours of a carrier, team suggested that each carrier know the policy of your trading partners and SPs should set expectations during testing. It is not appropriate to the industry as a whole to come to any conclusion on Service Providers transaction hours.

Use of the CORBA level reject response is already set-up and OBF defined. Clarification is in the OBF document and has been restated in data dictionary.

For LT interface (i.e. faxing) options may include turning off the fax machine after hours although this may present problems for those carriers using the fax for other business. Those utilizing a fax server most likely do not want to bring down the entire server at the end of the day, as it is just not practical. It was noted that testing of ‘faxes’ is not to test fax machine functionality but to gain understanding on TPs policies and processes.

Speaking from a reseller perspective TracFone requested that hours be set when porting can happen. Team restated that:

* WNPO or any industry forum (including OBF) cannot dictate individual carriers business hours
* Carriers should know what the NPAC business hours and appropriate industry defined porting timers.
* OBF cannot recommend hours but can only provide instructions for responding outside those hours on a CORBA-level.
* Carriers should keep in mind that business-porting hours are determined on a company-by-company basis and these hours as well as non-CORBA l level responses are part of agreements between the porting parties.

For instance: If a positive acknowledgement is received (transmission received positively) by OSP from NSP then the clock starts ticking. As an OSP you must have a solution for your responses whatever that should be. The onus here is on the OSP.

General accepted practice and policies for receipt and validation outside those ICP transaction hours are outside the scope of this team. However an individual carrier wants to bring in a contribution it will be discussed. Detailed minutes can be found at www.atis.org.

NEW ITEM: A recently created InterSpecies Task Force (ISTF) has been created from the Wireless Workshop. A memo will be distributed shortly from the ISTF participation requirements and dates and times for conference calls.

**ACTION ITEM: Lonnie Keck will send notification for participation to WNPO.**

**ACTION ITEM: Lonnie Keck will now provide a read-out at the start of the monthly meeting of ongoing issues at ISTF.**

**4) NENA REPORT – RICK JONES**

Informational Update Only:

An ex parte meeting (at FCC staff request) was held April 2/3 following the Washington DC ATIS ESIF (Emergency Services Interconnection Forum) meeting. The sole topic concerned what to deliver as a callback number to a PSAP for a non-registered phone placing a 9-1-1 call. ESIF had already submitted a letter to the FCC detailing its position on this issue. The letter supported the J36, Annex C standard as part of phase II PSAP delivery. It supported invoking this solution as part of the migration to Phase II by carriers, rather than by FCC mandate.  
  
The following is a quote from the ESIF report on the meeting:  
"The Commission staff asked whether J-STD-036 Annex C could be implemented in a Phase I environment.  In response, it was noted that technically, it could be done.  However, it was also noted that there are many company-specific issues on various impacts that are really outside ESIF's purview with respect to a company's individual implementation schedule. ESIF's previously explained position of a natural progression as the industry moves to Phase II environment was reiterated.  In response, the Commission staff noted that they would appreciate hearing about these issues from individual companies within the next two weeks.  Accordingly, we are again urging ESIF member companies to contact the Commission to discuss the implementation issue regarding J-STD-036, Annex C.  Companies that want to provide information on this issue should contact Eugenie Barton at (202) 418-1732, or Jared Carlson at (202) 418-2350."

Individual company ESIF representatives should have already received a report of that meeting involving some selected ESIF members (approved by attending ESIF members) and three FCC representatives.

**5) BRIEF INTRODUCTION OF NEW BUSINESS ITEMS:**

1. NeuStar Cancellation Process: This contribution was originally distributed to the team in March. There were no discussion points brought up at this meeting. Team suggested any questions, concerns; comments send directly to Steve Addicks, NeuStar. If any pertinent issues come from those emails Steve will share with the WNPO.

1. MBI MOC Letter. MOC extended, temporarily, a manual MBI Exceptions Process for matching MBIs until 4-30-03. The process allows for a MBI user to manually request a MBI to match a shared NXX.

As of this meeting on May 1, 2003 a carrier will be assigned the entire 10,000 blocks. Requests for specific changes for a specific carrier to the 5/1/03 date must be submitted with information describing what the exceptions are to Jennifer Goree for MBI Oversight Committee consideration.

**ACTION ITEM: Jennifer Gorre agreed to give a read-out of this MBI MOC at the May WNPO**

1. USCELL LRN-Associated Contribution: Reviewed 2 contributions submitted on March 31, 2003 regarding:
   1. Splitting NPA/NXX number ranges across 2 Access Tandems
   2. Multiple LRNs when WSPs service includes 2 ILEC Service Areas.

Both these contributions are listed on the LNPA-WG matrix that will be reviewed at the April LNPA-WG meeting. No further discussion at this time is needed on this contribution.

1. Complex Ports – OnStar (A Telematics Provider) Contribution:

Contribution requested that there be more time, more validation effort and more coordination between old and new SP’s in order to retain the customer’s safety and security service.

After discussion agreement was reached that this should be a 2-way conversation with the service provider (carrier) that acts as the Network SP for Telematics Provider.

**ACTION ITEM**: **Add to the Decision/Recommendation Matrix the following statement: The process of porting a vehicle MDN is based on a formal arrangement between any and all impacted partners.**

1. OBF Correspondence on JIP Solution:

Letter was delivered to WNPO from OBF requesting participation in an industry sponsored conference call to discuss OBF Billing Issue #2308 – Need for Accurate Jurisdictional Information (JIP) for Accurate Billing and Issue # 2349 – Impact of Wireless Number Portability on Wireline Providers. Both these issues and back up documentation has been previously distributed to the WNPO.

WNPO Team Members agreed the preferred date for the requested industry conference call regarding the above referenced OBF issues is April 21, 2003. The WNPO agreed we need clarification on who can participate considering many wireless carriers are not OBF funding companies. In addition the WNPO committee requests permission be granted for the CTIA to attend as an observer and that carriers are participating on an individual basis and not as the WNPO as a body.

**ACTION ITEM**: **Maggie Lee to draft and forward memo to OBF to address items.**

1. NPAC Help Desk Discussion:

PORTS-IN-ERROR:

Contact information for ‘Ports-in-Error’ will be posted to the secure web-site to assist carriers during this situation. Note: This is prior to the utilization of SOW 19 functionality is used.

**ACTION ITEM**: **NeuStar will permanently note on Cross-Regional minutes distribution list as well as NeuStar newsletter to remind carriers to update the contact list.**

**ACTION IITEM**: **Audrey Herrel, NeuStar will amend the current authorization list on secure web site to either include a new column with contact information for LNP-provisioning knowledgeable SME’s or some indication that one of the current contacts on the list is also a LNP-provisioning knowledgeable SME. It may be a new name or merely an asterisk along side an existing entry. Details have not been finalized.**

Carriers will be able to view the entire contact list for all carriers to determine whom they need to contact. NPAC Help Desk will also use the same list.

Every company that has a user agreement with the NPAC has access (log-in and password) to the NPAC secure web-site. It is the responsibility of the individual companies to distribute internally that access to appropriate personnel. Callers to the NPAC help desk must be on the access list prior to any help being given. If the caller is not on the list for a particular company they will be referred to the official company contact.

Audrey advised that there are periodic audits to the data but that can take some time and may not clean up list 100% of the time.

Current Hours of Operation:

Hours of operation are 7am to 7 pm CT. Monday through Friday when user support analysts are available and 90% of the time answer within 10 seconds.

Non-business hours are 7pm to 7 am Monday through Friday, all day Sat and Sunday and certain holidays. Help desk personnel is ‘on-call’ and responds (call-backs customer) within ½ hour.

1. NPAC Help-Desk Hours Extension:

Team discussed extending the Help Desk hours of operations associated with the start of wireless porting in November 2003 to ensure coverage. Audrey advised that if NPAC needs more resources effective in Nov. it must be decided quickly. NPAC lead-time to ramp up is about 3 months in order to hire and train personnel as needed. NeuStar is also mindful of the increasing volumes and that there will be a surge after Nov. 24, 2003. The actual changing of the help desk hours is a contract-related issue and therefore must get the approval of the LLC. NeuStar reminded the team that through the SLAs with the LLC, NPAC is required to provide the number of resources needed to support portability.

Team requested NPAC provide additional data at the June meeting as to the number of out-of-hours calls in May. While this data will help to determine if resources are needed now (without wireless porting) situation could be very different in November. Team agreed it is critical to review previous matrix, come to agreement and forward to the LNPA-WG quickly to ensure needs are met for Nov. 2003.

**ACTION ITEM: Put on the LNPA-WG agenda for May meeting.**

**ACTION ITEM: NPAC to provide a read-out of call reports for May at the June meeting.**

**ACTION ITEM: Send out (March ’02) NPAC Help-Desk Matrix including wireless hours.**

1. NPAC Training Available:

NeuStar reminded team that SPs using the NPAC GUI have training available either in Sterling or suit-cased to a SPs location.

**I) NeuStar REPORT by Rob Coffman**

NPAC Release 3.2 Testing Update – Turn up testing (TUT), scheduled through April 28, 2003 is going well. 28 SPs are scheduled to perform TUT 16 have completed, 6 are in process and 6 scheduled to start this week or next

* 1. Group testing begins 4/28 and ends 5/14.
  2. Fail-over testing, from Sterling to Charlotte, is 5/15 and 5/16. There is no new hardware with this release so fail over should not be a problem.
  3. 3.2 Go live May 19, 2003 in MidWest
  4. June 2, 2003 for MA, SE, and SW go live date
  5. June 16, 2003 in NE, WC and WE regions.
  6. NAPM LLC has approved a 24 hours maintenance window starting Sunday 5/19/03 at 00:00 CT to 00:00 5/19. The same maintenance window start and stop times are approved for all other regions.

**6) MONDAY WRAP-UP AT 4:45P:**

Reviewed action Items. Meeting was successfully adjourned.

# MEETING MINUTES FROM DAY #2 (4/08/03)

# ATTENDANCE: Day 2

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| --- | --- | --- | --- |
| **Name** | **Company** | **Name** | **Company** |
|  |  |  |  |
| Rick Jones | NENA | Kimberly Johnson | NeuStar |
| Rob Smith | TSI Telecommunications Services | Barry Bishop | NeuStar |
| Susan Ortega | Nextel | Steve Addicks | NeuStar |
| Maggie Lee | VeriSign | Audrey Herel | NeuStar |
| Jeff Adrian | Sprint | Paula Jordan | T-Mobile |
| William Long | Qwest Wireless | Bob Jones | U. S. Cellular |
| Jim Rooks | NeuStar | Chuck Bohl | U. S. Cellular |
| Cheryl Gordon | ALLTEL | Stephen Sanchez | AT&T Wireless |
| Susan Tiffany | Sprint | Jason Loyer | Nextel Partners |
| Brad Bloomer | OnStar | Sean Hawkins | AT&T Wireless |
| Diane Bordenaro | Sprint | Gene Johnston | NeuStar |
| Jeff AdrIan | Sprint | Jennifer Goree | ALLTEL |
| Tom Williams | TracFone | WIlliam Phillips | Verizon Wireless, Wholesale |
| Jean Bekeshka | NTELOS | Charlotte Holden | US CELL |
| Tiffany Painter | NTELOS |  |  |
|  |  |  |  |
| **On the phone** |  |  |  |
| Lonnie Keck | ATW | Jim Grasser | Cingular Wireless |
| Dave Garner | Qwest | Kathy McGinn | RCC |
| Jean Anthony | TSE | Earl Scott | Verizon |
| HL Gouda | ATT | Scotty Parish | ALLTEL |
| Amy Putnam | NeuStar | Debbie Faucs | Sprint |
| Michael Britton | Nextel | Stephanie Baughman | Sprint |
| Ron Steen | Bell South |  |  |
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**1) Follow up Items from Monday Meeting**

The team reviewed WTSC encouragement letter. Several suggestions were made regarding the content rearrangement and additions. It was suggested that after comments are received back from WNPO it be sent directly to Bob Atchinson of the NANC with a CC to LNPA-WG for comments and suggestions. Once approval from NANC final letter will be sent to all previously identified industry groups**.**

**ACTION ITEM: Maggie will update letter and redistribute for comment from WNPO by Friday April 4/11/2003.**

**ACTION ITEM: WNPO will review and provide comments back by 4/18/2003.**

**ACTION ITEM: After comments, if any, are incorporated Maggie will forward letter to NANC for approval.**

**ACTION ITEM: Ideally would like to have letter distributed to industry fora by May 1, 2003.**

**2) PORTING/POOLING OF NON-MIGRATED “TYPE 1 NUMBERS”**

Generally across the team it appears that carriers are in various stages of progression. Some are in joint discussions, some are in progress of the migration, and some are completed. Prior to migration code should be opened in the NPAC by wireline. However, if the code is to be migrated before porting starts then it is not necessary to open it at the NPAC. Reminder: An important part of the migration is to ensure that the LERG is updated as part of the process.

Type 1 porting scenarios flows been updated and team will review the flow next month as well as work on the narratives. Some folks felt that we oversimplified the complexities of the flow in the current version.

Team agreed on an ‘OLSP’ definition – non-facility based SP who provides numbering resources or the SP who bills the customer – which could be the old network SP or the reseller. Note: there are circumstances whereby the OLSP may or may not be the reseller.

Typically full codes will be associated with the wireline SPID. Dedicated NXXs should be moved prior to migration. Partial code should be marked with the wireline SPID. When a block is migrated it should show a wireless SPID but the code is still the wireline SPID. If code is not yet opened in the NPAC then the full code should be transferred to the wireless carrier in the LERG.

**ACTION ITEM: Redistribute LNPA-WG Migration Plan document as well as 1 page Bell South presentation to team.**

It was duly noted that each wireline company might have different requirements for the migration process including but not limited to:

* + - Interconnection agreements
    - Profile requirements
    - Addendums to agreements
    - Modified GUI access
    - Possible trunking rearrangements

The important note here is that wireless carriers interesting in migrating Type 1 numbers must contact either the appropriate company-specific Sales or Service Representative or Account Manager for full details, processed and requirements.

Some wireline carriers volunteered information that they have begun migrating full NXX’s as well as 1K blocks to the wireless carriers but most will not be able to migrate less then a full 1K block until November 24, 2003.

**3)   NeuStar New Business**

NPDB Capacity Planning Model: This new model created and submitted by NeuStar utilizes real data located in the NPAC associated with, for instance, pooled blocks and wireline ported information. Updates to the model will be made shortly and distributed to the team for discussion next month. The sole purpose of the model will be to assist carriers in the engineering of Number Portability Databases and is not to be taken as exact science information. NeuStar has agreed to update this information to the team on some occasional basis but this has not been agreed upon.

Please note the NeuStar Disclaimer that this is not NeuStar model or their official projection but merely a gathering of data from several sources including the old WNPO model from April 2002.

**ACTION ITEM: Gene Johnston will update model and provide for distribution to the team.**

SP Procedural changes related to implementation of NANC Change Orders 191 and 291 with NPAC Release 3.2 were discussed. NeuStar reviewed implications of both change orders; time frames and important issues carriers need to be aware of for implementation. NANC CO 191 immediately impacts entering data for SS7 based services upon implementation of NPAC 3.2. NANC CO 291 does not immediately impact SPs however, SPs who have populated SSN values other than 000 will be required to update any entries to the value of 000. There are approximately 1.8 million subscription versions that need to be changed. NeuStar, specifically Gene Johnston will be working closely with carriers and Service Bureaus to make the necessary changes.

**ACTION ITEM: Gene Johnston will provide slides for distribution to the team.**

**ACTION ITEM: This issue will be placed on the agenda for next month, as team members need time to review the documents internally.**

**ACTION ITEM: Gene Johnston will provide an update each month on progress to the WNPO.**

**5) NNPO (National Number Portability Operations Team) Read-Out**

Earl Scott of Verizon gave a brief overview of the NNPO.

**ACTION ITEM: Provide email address to get on NNPO distro list –** [**earl.scott@verizon.com**](mailto:earl.scott@verizon.com)

**ACTION ITEM: NNPO team to provide meeting info for next face-to-face in Kansas City in May.**

**ACTION ITEM: NNPO will update the WNPO on a regular basis.**

**6) WTSC MEETING WRAP-UP:**

Updates are basically technical in nature therefore rather then getting an oral review at this time a typed report will be sent.

**ACTION ITEM: WTSC will forward meeting wrap-up information directly to co-chairs who will send out to team ASAP for review.**

**7) MEETING AGENDA FOR MAY**

Put together a draft agenda for next meeting.

Reminder: Participants wishing to discuss major issues should provide documentation/contributions prior to the meeting for all to review.

**8) WRAP-UP:**

1. **Finalize Implementation Guideline/Narrative Update for NANC**
2. **Review Action Items and Issues List**
3. **Update Decision/Recommendation Matrix**
4. **Review Agenda for Next Month**
5. **Review Items to be Reported to NANC**

NOTE: Items not discussed will be carried over to next month’s agenda and will be documented here.

**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.

**Future meetings:**

WNPO Dates: Location & Host:

March 10 – 11 San Antonio, TX SBC

April 7 – 8 Sterling, VA NeuStar

May 5 – 6 Overland Park, KS Sprint

June 9-10 New York City ATT

**July 7-8 Sterling, VA NEXTEL\*\***

August 11-12 Seattle ATW

Sept. 15-16 Portland, ME Verizon

Oct.13-14 Banff Canadian Consortium

Nov.10-11 Overland Park, KS VeriSign

Dec. 8-9 San Diego Telcordia

**\*\* Please note location and host changes**.