# MEETING MINUTES FROM DAY #1 (6/09/03)

# ATTENDANCE: Day 1

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| **Name** | **Company** | **Name** | **Company** |
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| Susan Tiffany | Sprint  | Jennifer Goree | ALLTEL |
| Jeff Adrian  | Sprint  | Stephen Sanchez | AT&T Wireless  |
| Gary Williams | T-Mobile | Sean Hawkins | AT&T Wireless  |
| Gary Eads | U. S. Cellular | Joe Charles | Cingular Wireless |
| Janet Bishop | AT&T Wireless  | Steve Addicks | NeuStar |
| Pete Antoniewicz | Comrise  | Gene Johnston | NeuStar |
| Darren Paffenroth | TSI  | Audrey Herrel | NeuStar |
| Paula Jordan | T-Mobile  | Chris Bowe | Nextel |
| Susan Sill | AT&T Wireless  | Barry Bishop  | NeuStar |
| Joseph Clark | Nextel Partners | Marcel Champagne  |  NeuStar |
| Teresa Patton  | Cingular Wireless  | David Alexander  | Sprint |
| Jeff Kelly  | TMobile | Stephanie Baughman | Sprint |
| Maggie Lee | VeriSign | Rick Dressner | Sprint  |
| John Malyar | Telcordia | Rob Smith  | TSI |
| Jason Kempson | Telcordia | Bob Jones | U. S. Cellular |
| Julie Groenen | Verizon Wireless | William Long  | Qwest Wireless  |
| Binata Bose | Nextel  |  |  |
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| **On the phone** |  |  |  |
| Lonnie Keck  | AT&T Wireless  | Shannon Collins  | NeuStar Pooling |
| Dave Garner  | Qwest | Dara Sodano | NeuStar Pooling  |
| John Weakly | Qwest Wireless  | Liz Coakley | SBC |
| Chris Deckett-Brown | Verizon Wireless  | Rob Coffman  | NeuStar |
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# MEETING MINUTES FROM DAY #1 (6/09/03)

**NOTE: Co-Chair reminded participants that during our discussions it is inappropriate to specifically identify a vendor or service provider by name. References should be on a generic basis only.**

1. **COMBINED WNPO / WTSC MEETING (May Meeting Read-out)**

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

1. Complete review of all Inter-Carrier ICP Test Scripts Section 4.0 for incorporation of WICIS 2.0 enhancements. Changes to the Test Scripts were directed by members of the OBF on conference calls held during April. No changes were provided from WNPO after distribution and therefore it will be placed into the WTSC directory on the NPAC website and available for use beginning in June/July.
2. Revised ICT Testing Schedule with all carriers present. Alltel and Nextel Partners representatives attended this meeting and actively participated in scheduling and other discussions. It was noted that approximately 5 additional carriers are expected to join WTSC for High Tech Interface testing this summer. Contacts at those companies are currently being pursued. Concern was raised about sufficient time remaining prior to November 2003 porting implementation to complete all Inter-Carrier Testing. This concern is a result of some carriers not beginning to conduct their ICP Testing until mid-summer, retesting needs, WICIS 2.0 readiness for ICT and the potential late arrival of others to the testing process.
3. Testing plans for Round Robin testing were drafted at the May meeting. Additional attention will be paid to these during this June meeting. The tests revolve around porting a small quantity of MDNs across multiple carriers and verifying that ancillary activities such snapback to Block/Code holder are correct. These tests will be conducted in Mid-summer into fall.
4. WTSC was requested to consider the potential for organizing a “Performance” Test that would focus on system processing based on volumes of transaction activity. It was determined that this could be a very difficult undertaking, insufficient time and resources may be available to plan and perform this, and that it is not a likely event, although further discussions may disclose a course of action. Until, then WTSC makes no commitment to develop, organize or conduct any volume (Performance) testing activities.
5. Joe Charles will be completing his 1 year of service as WTSC Co-Chair in June 03. Susan Sill was elected to replace Joe beginning at the July meeting. Gary Eads will continue to hold the position of Co-Chair, working with Susan. We are very grateful for Joe’s contribution to the WTSC and are confident that Susan will provide as excellent level of service to the organization.
6. E-911 testing is getting additional focus, with Phase 2 testing. Future meetings will attend to this subject.
7. ICP tests between US Cellular, Verizon and ATT Wireless were not successful primarily due to technical problems with a clearinghouse’s connectivity with NPAC, beyond their control. These tests will be rescheduled, but further exacerbates an already busy testing schedule for the 3rd quarter.
8. WTSC notes that carriers will discontinue ICP ICTing no later than November 15 and will not resume testing until no earlier than January 15, 2004. Consequently, carriers that have not performed ICP ICT **may** be prohibited from using their HTI ICP for production porting during that period if they have not successfully tested with trading partners requiring testing prior to production exchange. Additional analysis on this will be done to qualify concerns and address resultant issues.

NOTE: WTSC did clarify that the decision to halt testing during the above timeframes was strictly on a carrier-by-carrier basis and should be dealt with on business arrangement basis.

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

Paul La Gattuta and ATT hosted in NYC.

1. **REVIEW AND APPROVE MINUTES:**

May minutes were reviewed. Minor changes were made and team agreed to accept the minutes now with those changes incorporated.

1. **OBF UPDATE – JIP Issue, Sue Tiffany:**

The ongoing JIP issue was discussed in May at the Wireless Workshop. While the long-term solution is always populating the JIP, this constitutes a rather large industry change and may be years before being implemented across all carriers. Thus far no short tem solution has been brought forth for discussion at WW.

The OBF has requested industry groups to participate in another conference call to discuss the issue. Due to a conflict with WNPO and LNPA-WG schedules the WNPO will advise OBF that July 21st is a more appropriate date for WNPO team members to participate.

Lonnie Keck advised that WW would be taking a look at quantifying the costs of not providing the JIP – clarification was made that the ‘costs’ are not implementation expenses but rather the lost revenue when JIP is not successfully passed on all calls.

**ACTION ITEM: Maggie will send a response to the OBF regarding the dates.**

**ACTION ITEM: Once details of the call are received Maggie will distribute to the WNPO.**

**4) ITF Update – Lonnie Keck:**

On the last call, May 22 team discussed 10-digit trigger but Sprint contribution was not submitted in time to discuss on last call. Team did discuss the LSOG and NANC flows.

During the call a question was raised regarding wireline carriers’ consideration of using the standardized wireless fax form when porting wireless to wireline. Carriers agreed to take a look at that possibility. For interspecies porting the team does not expect LSR/FOC to be automated initially and there will be plenty faxing.

Two contributions, identified as issues 2570 and 2607, both associated with NPA splits, have been put forth. A communication has been drafted by the Wireless Workshop and is being review by OBF legal prior to sending to WNPO to handle this subject, as it is not ‘interface’ specific but rather an operational issue. This team agreed that we would review the contribution and further discuss this at the WNPO July meeting so those that do not participate at OBF can have input. We should have this contribution in sufficient time to discuss at July meeting.

This team meets (via conference call) every other Thursday.

**ACTION ITEM: Distribute the contribution along with the associated background documentation when received.**

**5) PIM Update – Sean Hawkins:**

This is a new addition to our agenda. PIM 14, 15, 20,21 – These will probably all be closed by Wed. by LNPA-WG.

PIM 18 –Still at LNPA – WG, they have not yet been sent up to NANC for approval.

PIM 24 – This has gone to the LLC for a agreement to permit Pooling Admin (PA) to obtain block info from NPAC.

Note: NAPM LLC meets every month but with conference calls in between if necessary.

**6) Change Order 191 and 291 Update – Gene Johnston:**

NeuStar is making progress on getting subscription versions cleaned up. There are about 120 customers on the list that need to make modifications. NeuStar has had conversations with many of them. There are 10 carriers that will have significant changes and two of those have already submitted change forms for mass modifies of SS7 GTT data.

NeuStar cannot report concrete information on when the entire project will be completed. It was mentioned that while clean up is taking place it is still possible for carriers to include final GTT data in new SVs. This possibility exists until CO 291 is implemented.

NeuStar was asked if there have been any impacts to the 191 Change Order and it was noted that there has been some inquiry there has not been a significant impact or problem

**7) TOTO Update:**

This team came to consensus that the NANC flows currently at LNPA-WG are sufficient for TYPE 1 numbers. TYPE 1 numbers and Resellers will follow the same NANC flows. **This team has been disbanded.**

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

**A) NPAC Holidays During Retail Season – Julie Groenen (VZW)**

*OPTION 1(Submitted Previously)*

*This option would have only Wireless – Wireless ports utilize timers on holidays.*

NeuStar has at a high level indicated it would be possible to check if the port were Wireless to Wireless then run the timers, and if the port was Wireless-Wireline, then do not run the timers.

 This would be a new point release for NPAC. May require some regression testing.

*OPTION 2 (Submitted Previously)*

*While not likely, the option exists to run the timers for both Wireline and Wireless providers on holidays.*

It was suggested that SOA vendors and service bureaus also consider the impacts with this option and may want to comment

*Option 3 (Potential to be Submitted)*

Discussion around potentially identifying the use of new holiday timers by SPID which could accommodate SP’s who may have different business hour requirements and may not do business on the several key holidays that other carriers do. The potential do make these change by SPID and user profile is possible in a point release from NeuStar although it needs further investigation. It would have to be tested as well as change order sent to LNPA\_WG and onto the LLC for negotiation between the LLC and NeuStar.

**ACTION ITEM: VZW to resubmit contribution for July meeting to include a 3rd option for timers by SPID rather then timers.**

 **B) E 9-1-1 System Risks During Porting – Sue Tiffany (SPRINT):**

Per Rick Jones, NENA has an education committee that could assist in creating the scripts but as they do not know all the technical issues they request volunteers from the WNPO to provide that expertise. Folks were reminded that many of their companies already have representation on the NENA and to check with them on participation.

Rick advised that although he wasn’t’ sure the timeframe to distribute the M&P, with the combined groups working the issue, it should be about 45 days.

**ACTION ITEM: Rick Jones to coordinate initial call, which should be prior to July WNPO meeting.**

**ACTION ITEM: Those interested in participating should contact Rick Jones directly.**

 **C) OBF and Wireless Workshop:**

The question was raised regarding procedural and operational issues that are initiated at the OBF or Wireless Workshop and the appropriate venue for discussion, resolution. Team agreed these types of things should be directed to the WNPO as contributions.

**9) Architecture Planning Team Update:**

It was requested that a read-out from the APT be conducted each month along with the other read-outs.

 **ACTION ITEM: Add an agenda item.**

**10) NPAC Help-Desk Hours Extension:**

The NAPM LLC approved the changes to the NPAC Help-Desk hours. Team discussed the Matrix and agreed all entries were correct and it could be marked as final at this time.

However, NeuStar reminded us that the service provider extended maintenance window with possibly overlap some wireless retail hours in some region and on either side of the window an impact to the T1 and T2 timers could happen. The maintenance window is not time zone specific. PIM 2 was an industry agreement that carriers would not generate traffic during this time period and it was advised that carriers ensure their internal M&Ps are in place to prevent porting during this time. There was no agreement to shorten the maintenance window so it does not overlap.

Team agreed we needed to add a statement to the Recommendation/Matrix stating:

“Due to the overlapping extended maintenance hours service providers should start maintenance at the beginning of the maintenance window.”

We also agreed we needed to update PIM 2 with verbiage regarding the possible overlap of the window with retail hours.

**ACTION ITEM: Maggie to check with LNPA-WG on how the process of adding verbiage to a closed PIM is accomplished**.

**ACTION ITEM: Send out final matrix.**

**11) NPAC HELP DESK Presentation – Audrey Herrel:**

* 1. Slide 4 – Company’s expressed that they would like NeuStar to provide their internal authorization list if requested. NeuStar clarified that the reason for the restrictions were based on SP requirements. SPs wanted to ensure limitations on who could call NPAC, as many items are chargeable.
	2. Slide 6 Audrey advised the numbers in bullet items 1 & 2 might be slightly different now.
	3. Slide 6 it was requested to remove (clarify) the service bureau statement regarding regular business hours to ensure carriers can call the NPAC on their own without service bureau intervention and that service bureaus also operate outside normal business hours.
	4. Slide 10 – staffing is based on scenario 2 although the most likely scenario is 3, which shows a lesser volume of calls.
	5. Peak hours (Slide 8) to the NPAC are typically from the Help Desk point of view when fall–out would occur. The bulk of the business occurs the last week of the month.
	6. Slide 15 – In addition to the training there will be individual conference calls for SP’s on Tuesday and Thursday to cover other stuff when no training is being conducted. It was also suggested that NPAC publish a list of prerequisites prior to training, which would make training smoother and more effective.

**Action item: Steve Addicks will get break down of NPAC wireless users with LTI, SB, SOA and LSMS.**

**12) NeuStar REPORT by Rob Coffman:**

MW, MA, SE, SW regions have successfully completed 3.2 upgrades. Thus far there have been no problems associated with the upgrade.

June 16, 2003 in NE, WC and WE regions. An extended maintenance window will be in effect for this upgrade.

There are currently 2 test environments (3.1 and 3.2). After June 16th 3.1 test platform will be upgraded to 3.2.

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

Reviewed action Items. Meeting was successfully adjourned.

# MEETING MINUTES FROM DAY #2 (6/10/03)

# ATTENDANCE: Day 2

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| **Name** | **Company** | **Name** | **Company** |
|  |  |  |  |
| Chris Bowe  | Nextel | Steve Addicks | NeuStar |
| Maggie Lee | VeriSign | Audrey Herrel  | NeuStar |
| Jeff Adrian  | Sprint  | Paula Jordan  | T-Mobile  |
| William Long  | Qwest Wireless  | Bob Jones | U. S. Cellular |
| Jim Rooks | NeuStar | Stephen Sanchez | AT&T Wireless  |
| Jeff Kelly  | T Mobile | Sean Hawkins | AT&T Wireless  |
| Susan Tiffany | Sprint  | Gene Johnston | NeuStar |
| Stephanie Baughman | Sprint | Jennifer Goree | ALLTEL |
| Marcel Champagne | NeuStar | William Phillips  | Verizon Wireless, Wholesale |
| John Malyar  | Telcordia | Rick Dressner | Sprint |
| Jason Kempson | Telcordia | Barry Bishop  | NeuStar |
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| **On the phone** |  |  |  |
| Lonnie Keck  | ATW | Kathy McGinn | RCC |
| Dave Garner  | Qwest | Rick Jones | NENA |
| Shannon Collins  | NeuStar Pooling  | Ron Steen  | Bell South  |
| Liz Coakley  | SBC |  |  |
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**1) Follow up Items from Monday Meeting**

1. **NPAC TIMER Matrix:**

The NPAC Help Desk Timer Matrix has been approved for finalization by team. A question was raised as to the effect of these changes to other timers at the NPAC.

**ACTION ITEM: Steve Addicks will provide a list of all timers that are offset by our matrix and group according to timer type.**

**3) NENA REPORT – Rick Jones:**

Recent Decisions from NENA included:

1. On a wireline to wireless port SP must educate the new customer and referred us to the recent Sprint contribution.

2. The wireline donor should use the 10-digit trigger

3. Team agreed to disagree on shortening the porting intervals or activations

Discussions based on the CTIA petition NENA agreed that for carriers networks need to be MIN/MDN compliant in order to ensure delivery of the correct call back number and that there are difficulties with mixed service porting and possibly Type 1 migrations.

The question was raised on what happens to those carriers that are not compliant? From NENAs perspective there is no technical way to determine compliancy. PSAP would not have insight into why the wrong number was being displayed but if they or some other entity could determine that a carrier was in violation a complaint could be filed with the FCC.

One last point made was the Wireless SPs should be very clear with their customers on when they are going to activate the service.

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

No Report made by NNPO. However there was discussion around combining the WNPO and the NNPO. NNPO has no accountability while the WNPO reports to LNPA-WG. The LNPA\_WG originally was created to direct NPAC functionality and interface issues and was later expanded by the NANC to include management of the PIM process. All agreed we needed to encourage more wireless carriers to participate in the LNPA-WG.

It was suggested that we speak with Bob AtKinson regarding what he perceives will happen after the sunset of the WNPO.

 **5) Wireless Porting NPDB Model:**

The new model reflects changes made from action items 1-3 below. NeuStar will distribute this new model to all teams. NeuStar has not committed to wireline modeling as described in the action item below yet.

**ACTION ITEM: Gene Johnston will begin working on a wireline version of the same model but has not provided a due date**. Clarification at July Meeting – This action item is canceled as the APT readout will cover this going forward.

The LLC NPAC Forecasting Group (NFG) team meeting was held in DC and a new spreadsheet will be distributed from the NFG. This model is for ‘billable transactions’ and is intended for budgeting projections for service providers.

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

Due to the overlap in meetings this wrap-up will no longer be done on Tuesday morning. Meeting minutes will be distributed after each meeting but the wrap-up will still be done on Monday mornings by the WTSC co-chair.

**7) New Business**

**A) SHORT CONFLICT TIMERS**

Back in December Sprint originally recommended increasing the short timers to 24 hours for an interim period of time (testing).

Appears that some participants may be abusing the timers, and if this is the case do we need to go back to the original 6-hour conflict timers. Suggested that NeuStar see if they can provide data on who is abusing. No easy way to gather that data.

What do we want to do for production – stay at 24 hours or go back to 6 hours? NeuStar advised that if the industry feels the tunables need to be changed back to the 6 hours then we need to advise the LLC. While changing the actual time takes only minutes, advising the LLC and scheduling the tunable change is the timely part.

Are we looking for consensus to leave it or move – can companies voice their opinions now or do they need to go back to their individual companies? Or do we need to review before we make the decision?

**ACTION ITEM: Steve Addicks to confirm whether timers automatically revert to 6 -hour on Nov. 24, 2003**.

 **8) MEETING AGENDA FOR JULY**

Put together a draft agenda for next meeting.

**ACTION ITEM: Long-term addition to the agenda: Laundry list of items that need to be provide prior to production.**

Reminder: Participants wishing to discuss major issues should provide contributions prior to the meeting for all to review. Please ensure that either the header or footer of the contribution includes contributor’s name/company, date and page numbers.

**9) 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.

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

**Future meetings:**

WNPO Dates: Location & Host:

August 11-12 Seattle ATW

Sept. 15-16 Portland, Maine Verizon

Oct.13-14 Banff, Canada Canadian Consortium

Nov.10-11 Overland Park, KS VeriSign

 Dec. 8-9 San Diego Telcordia