# MEETING MINUTES FROM DAY #1 (7/07/03)

# ATTENDANCE: Day 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company** | **Name** | **Company** |
|  |  |  |  |
| Kasra Moinizand | Avasina | Jennifer Goree | ALLTEL |
| Atousa Raissyan | Avasina | Stephen Sanchez | AT&T Wireless |
| Gary Williams | T-Mobile | Sean Hawkins | AT&T Wireless |
| Brad Bloomer | OnStar | Mubeen Saifallah | Nightfire |
| Adam Newman | Telcordia (TRA) | Steve Addicks | NeuStar |
| Liz Coakley | SBC | Audrey Herrel | NeuStar |
| Paula Jordan | T-Mobile | Rosemary Emmer | Nextel |
| Susan Sill | AT&T Wireless | Barry Bishop | NeuStar |
| Teresa Patton | Cingular Wireless | Marcel Champagne | NeuStar |
| Maggie Lee | VeriSign | Susan Tiffany | Sprint |
| Daniel Martin | SBC | Jeff Adrian | Sprint |
| Jean Anthony | TSE | Rick Dressner | Sprint |
| Tom Williams | TracFone | Rob Smith | TSI |
| Rick Jones | NENA | Bob Jones | U. S. Cellular |
| Hong Liu | NeuStar | Craig Bartell | Sprint |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **On the phone** |  |  |  |
| Lonnie Keck | AT&T Wireless | Charlotte Holden | U.S. Cellular |
| Dave Garner | Qwest | Dara Sodano | NeuStar Pooling |
| Jim Grasser | Cingular | Jason Lee | MCI |
| Gary Williams | T-Mobile |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# MEETING MINUTES FROM DAY #1 (7/09/03)

**NOTE: Sept. and Oct. Meeting locations have been swapped. Meeting for Sept. will be held in BANFF, Canada. Oct. meeting will be held in Maine, exact hotel location to be determined.**

1. **COMBINED WNPO / WTSC MEETING**

**WTSC Read-Out by Susan Sill of AT&T Wireless**

1. During the June minutes review of this section a concern was raised regarding the wording of a testing problem. Clarification was provided to ensure the team was aware that it was a ‘filtering’ issue and had nothing to do with the NPAC. It was requested that we get this changed in the WTSC meting minutes and reflect in July minutes the correct situation.

Statement from June Minutes read:

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.

1. Gary Eads has resigned as co-chair. The issue of a replacement strategy will be discussed at this months meeting.
2. Previously any item listed here was a read-out given by WTSC on items and statuses from the previous months meeting. Since the same info is available from the minutes it was suggested and agreed that we would no longer document [again] the issues, but rather would embed or attach the minutes and only post questions, issues, concerns that arise during the WTSC read-out.
3. Issue discovered in testing regarding SUP 2 confirming the entire port even if other problems exist and the WTSC recommending using the SUP 3 after confirmation is a WICIS design flaw. There is a contribution from Sprint to the Wireless Workshop. [Issue 2624]
4. It was requested that the WTSC not only include blackout start dates but also end dates to the ICT schedule. Susan Sill agreed this could be done.
5. A question was raised regarding clarification on what Load Runner and Win Runner, mentioned in the Performance/Volume Testing section, meant. These are simulation programs/systems that carriers would need to simulate/create large amounts of traffic for these tests. Team agreed that mentioning a particular type or vendor name in the minutes is not appropriate. WTSC will remove mention of these particular vendors.
6. June WTSC minutes mentions a contribution from Sprint regarding a contingency plan to be used for managing an influx of carriers wanting to test at the last minute prior to 11/24/03. WNPO has not seen this contribution yet.
7. Schedules continue to be updated for all testing; condensed, updated version of test plan is being worked by the WTSC.
8. The new proposed performance testing definition is still being work, although it was mentioned that the purpose was to test throughput of the ICP/SOA/NPAC. Sprint requested it be done in the test environment. This issue will be discussed further at the WTSC and be presented to the WNPO this meeting through the Verizon contribution.
9. Verizon also stated they would like to do friendly user trial testing which will include tests with each carrier from the point the customer enters the store and through the entire process.

**7.A.1 ACTION ITEM: Maggie to discuss with Susan Sill regarding changing the WTSC May minutes to reflect correct info (US Cell, Verizon Wireless and ATW) for ICP tests and that it was not a clearinghouse or NPAC problem but rather a filtering issue).**

**7. A.2 ACTION ITEM: WTSC co-chair to include end dates as well as start dates on the ICT blackout period schedule.**

**7. A.3 ACTION ITEM: WTSC will remove mention of Load Runner and Win Runner from minutes.**

1. **WNPO MEETING- MONDAY**
2. **INTRODUCTIONS, ANNOUNCEMENTS, AND AGENDA REVIEW**
3. SBC and US Cellular in Chicago hosted meeting jointly.
4. Questions arose regarding the change of venue for the Sept/October meeting about the timeliness of the change, reason for it and if reservations are automatically moved. Unfortunately, due to a possible impending strike in the Verizon territory, Verizon management asked if dates could be swapped. Canadian Consortium is now hosting in Banff, same location but in Sept.

Please NOTE: All reservations made for October in Banff have been canceled. If you are attending in Sept. you must make a new reservation. The cut-off date for reservations is still August 6, 2003. All info about Banff has previously been distributed.

**7.B.1 ACTION ITEM: Marion Hearn to redistribute info regarding the hotel reservations and cut-off date for the Sept. meeting in Banff due to change of venue.**

1. Sean Hawkins has announced that he will be stepping down as co-chair due to internal AWS requirements. Nominations for a replacement are requested. Please send to either Maggie or Sean before the next meeting although nominations can still be submitted at the August meeting but elections will take place in August. Sean will attend the NANC meeting to do the WNPO report for the month of July. The next NANC face-to-face is the week of Sept. 22nd.

**7.B.2 ACTION ITEM: Team members to consider nominations for co-chair position being vacated by Sean Hawkins and submit names, after receiving agreement from the nominee, between now and August meeting.**

1. **REVIEW AND APPROVE MINUTES**

June minutes were reviewed. Changes discussed and update will be incorporated and resubmitted to the team to be accepted as final at the August meeting.

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

Billing co-chair will add Sue Tiffany’s name to the mailing list for any JIP related issues or correspondence. The JIP issue will be discussed again at the August OBF meeting. As this meeting is the week after the August WNPO we will not have anything to report in August.

The impending conference call, from previous OBF correspondence has not been set-up yet. Notification will go out as soon as call is set.

**7.B.3 ACTION ITEM: Distribute OBF sponsored conference call regarding the JIP info as soon as available.**

**4) ITF Update – Rick Dressner Provided Update**

1. NPA-NXX split was discussed at the June 12th meeting. An action item was given to the LSOP participants requesting them to respond with whether their companies flash cut at the beginning of permissive dialing by July 23, 2003.
2. 10-digit trigger issue is on the agenda for this Thursday’s call.
3. There is a very evident lack of wireline participation in this sub-committee. Current participation is basically made up of wireless carriers and directory folks. OBF and LSOG committees will make requests for more wireline participation.
4. Previously carriers had agreed to using LSOG 5 (see WNPO Decision/recommendation List, # 0018) however not all carriers are adhering to this recommendation as they move forward to LSOG 6 or higher.
5. A previous action item from the OBF was that wireline would look at the fax form but no feedback has come back to the team.
6. It was mentioned that another OBF committee, run by the Leadership team, is looking at standardizing the data exchange/interface protocol types across the industry. No further info available on this at the time of this meeting.
7. Directory listings, associated with the yellow pages, was a discussion point and action items.
8. An additional agenda item included the similarities and differences between the LSOG and NANC flows and if work needs to be done to realign OBF flows with the NANC flows.

**5) PIM Update – Sean Hawkins**

No updates provided for this meeting. Need a more formal mechanism to present this info to team.

**7.B.4 ACTION ITEM: Discuss with LNPA Co-Chairs on how to get PIM info in a timelier manner.**

**6) Change Order 191 and 291 Update - Steve Addicks**

Change Order Edit 191 is turned on at NPAC.

Change Order Edit 291 is turned off at the NPAC. For this CO NeuStar will discuss with the LLC a firm cut-off date to turn on this edit functionality. Currently, most pooled blocks being created for service providers by NeuStar with an SSN other then Zero is challenged at the NPAC level as they are created.

**7) NPAC CONFLICT Timers**

In the current wireless configuration the-24-hour conflict timer is set to automatically return to a 6-hour conflict timer on November 24, 2003, unless this team specifically requests that it remain as a 24-hour timer. If the team wants it to stay at 24-hours then we need to decide and notify NeuStar. Note: 6-hour timer is for wireline while the current wireless is a 24-hour conflict timer.

Generally there was a mixed bag of opinions, although team did agree that reviewing internally might provide further insight. Some carriers voiced the opinion that we should leave it at 24 hours, determine the impact and at some later date change it back.

**7.B.5 ACTION ITEM: Each provider needs to look at ramifications of changing from a 6-hour timer to a 24-hour timer in the production environment and if revisiting the timers after some short ‘production’ time to re-evaluate is needed.**

**7.B.6 ACTION ITEM: For interspecies porting, NeuStar agreed to confirm that regardless of the wireless timer, setting the wireline timer will always supercede it.**

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

**A**) **Interaction of Wireless Service Areas and Wireline Rate Centers & Rate Areas**

US CELLULAR contribution dated June 25, 2003 on service areas overlapping the rate district was discussed and the team agreed that neither WNPO nor LNPA-WG could resolve the issue or make a statement due to differences in interpretation. It was agreed that a more exact definition of the order from the FCC is the appropriate means to resolve. Team agreed to identify this as an open issue to the NANC.

**7.B.7 ACTION ITEM: The US Cellular contribution regarding service areas overlapping rate districts will be put on the NANC report for July.**

**B) 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.

**C) 10 Digit Trigger – Rick Dressner, Sprint**

Sprint provided a presentation on 10-digit trigger to educate wireless SPs on the purpose and use of the trigger. During the discussion it was reminded that use of the trigger would not shorten the porting intervals between carriers. After review of the presentation the outcome is that wireless carriers need to specifically request, in their operating agreements between themselves and their wireline trading partners that the 10-digit trigger be used. Some wireline carriers require the 10-digit trigger option be requested using the LSR/FOC process to avoid defaulting to a manual coordinated method.

**7.B.8 ACTION ITEM: Add the following recommendation to the WNPO Decision/Recommendation List.**

**“In your operating agreements with wireline trading partners make the 10-digit trigger functionality the default.”**

**10) ARCHITECTURE PLANNING TEAM UPDATE**

**7.B.9 ACTION ITEM: Rick Dressner will obtain the Read-Out from the ACT to the LNPA-WG, which is given every Wed. morning during the LNPA-WG, and provide that same read-out to this team although it will be one month late. Steve will be a back-up for this read-out.**

**11) VERIZON CONTRIBUTION on NPAC Holidays During Wireless Retail Seasons**:

The revised Verizon Contribution for NPAC Holidays During Wireless Retail Seasons after discussion has been closed without accepting any of the proposed options. However, the team agreed inclusions of the following statement on the WNPO Decision/Recommendation Matrix would be appropriate.

**7.B.10 ACTION ITEM: Add the following statement to the WNPO Decision/Recommendation Matrix:**

**If Service Providers [mutually] agree to do the Intercarrier Communication Process on holidays then, by default, the Service Providers agree to follow normal intervals for concurrence in order to complete the port.**

**12) Service Provider Extended Maintenance Window (EMW) HOURS Overlap:**

A new Job Aid – Revision 1 is the current matrix, was distributed by NeuStar and includes the most popular timers. Questions were raised as to whether any ‘secret timers’ exist that carriers need to be aware of and the answer is NO.

Wireless porting hours, on the East Coast, overlaps the EMW by 2 hours on the first Sunday of the month. Industry agreement is that ‘no transactions’ will be done during that maintenance window; see PIM 2 for additional info on this.

Proposal is to change the EMW to Midnight to 8:00 AM CT. The discussion made here will be sent to the LNPA- WG.

Wireless carriers raised the concern that cancellation will take 18 hours, at the current rate, if there is no concurrence. Cancel timers are currently set as follows:

* Short initial cancel timer – 9 hours
* Short final cancel timer – 9 hours

Wireless carriers could be impacted with these timers should they be left at the current 9-hour timers. Question was raised if we wanted timer remain at 9-hours or do we want to make it a shorter period of time such as one hour, similar to the concurrence short T1 and short T2 timers.

**7.B.11 ACTION ITEM: Carriers need to determine from their SOA and LSMS perspective, what the impact to your maintenance will be if we agreed to shorten the maintenance window. Participants should be prepared to discuss and come to a final conclusion for the August meeting.**

1. **NPAC HELP DESK Presentation Follow-up – Audrey Herrel**

Audrey advised that, using the NeuStar authorization list a letter regarding the upcoming NPAC training sessions was sent to the primary and secondary contacts on that list as well as the names on the WNPO distribution list. First week after letter sent only 4 requests for participation were received. There is no charge to attend the NPAC wireless training. These are train the trainer sessions.

Audrey agreed to send a follow-up email to all on the authorization list in hopes of reaching a wider audience of users.

Clarification of the NeuStar June presentation on NPAC Readiness for Wireless carriers, [Slide 6, 54 out of some 60 companies have signed NPAC User Agreements]

included discussion on the number of unique wireless service provider companies. There are 48 with at least one association to the NPAC. Two carrier names implied wireless but were not. This number (52) includes wireless carriers who have NPAC Users Agreements in place.

Previously when team looked for providers in the top 100 MSAs there were 72 providers, although the list has yet to be completed. It was suggested that number differences can be attributed to one or more factors including 1) acquisitions and/or bankruptcies; 2) carriers have not contacted NPAC because they do not feel LNP applies to them; 3) contract with others for traffic routing or will not be ‘porting-in’.

A previous action item for Steve Addicks on user agreements only and was completed last year. That action was for a count of the number of wireless SPs that have any relationship with the NPAC.

**14) NeuStar REPORT by Rob Coffman**

By June 15th all regions have successfully completed 3.2 upgrades. On June 19th the test bed was upgraded to NANC 3.2 and all wireless test data was kept intact.

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

Reviewed action Items. Meeting was successfully adjourned.

# MEETING MINUTES FROM DAY #2 (7/10/03)

# ATTENDANCE: Day 2

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company** | **Name** | **Company** |
|  |  |  |  |
| Teresa Patton | Cingular Wireless | Steve Addicks | NeuStar |
| Maggie Lee | VeriSign | Jean Anthony | TSE |
| Jeff Adrian | Sprint | Paula Jordan | T-Mobile |
| Ron Steen | Bell South | 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 | Jennifer Goree | ALLTEL |
| Craig Bartell | Sprint | Tom Williams | TracFone |
| Marcel Champagne | NeuStar | Rick Dressner | Sprint |
| Rick Jones | NENA | Barry Bishop | NeuStar |
| Brad Bloomer | OnStar | Liz Coakley | SBC |
| Adam Newman | TRA | Rob Smith | TSI |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **On the phone** |  |  |  |
| Lonnie Keck | ATW | Dara Sodano | NeuStar Pooling |
| Dave Garner | Qwest | Jack Reddy | SureWest Wireless |
| Shannon Collins | NeuStar Pooling |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

###### C) WNPO MEETING TUESDAY

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.

1. **REPORT – Rick Jones**

Rick Jones reviewed the 9-1-1 Public and PSAP Education 2nd Draft and discussed changes to that draft and requested that other comments be sent directly to Rick Jones. Team wanted to ensure that this is not labeled solely as a ‘wireless’ issue as it also has impacts on wireline associated porting.

The intent is to have this finalized by the Sept. WNPO meeting and will be looking for final approval at that meeting. There has been no announcement of the next call until after this WNPO meeting. Rick will let us know when the next call is as soon as scheduled – probably within 2 weeks of this meeting.

Once this document is finalized questions were raised regarding distribution of this document. It was suggested that distribution could be accomplished through the NENA, LNPA-WG, WNPO, NPAC; RCA; CTIA and possibly the FCC. In discussing distribution it was advised that the FCC could be distribution point but not an approval mechanism. Discuss with Bob Atkinson of if/how distribution through the FCC could occur. Presenting the issue at the next NANC meeting in July was important. Sean Hawkins agreed to that.

Rick advised that ATW filed a new issue with the Emergency Service Interoperability Forum (ESIF) regarding the use of pooled or ported numbers for ESRDs (emergency service routing digits). Contribution has not yet been posted (as of July 7th) but it is on the agenda for the next ESIF meeting and has been previously discussed at the INC.

**7.C.1 ACTION ITEM: Rick Jones to redistribute updated 9-1-1 Public and PSAP Education document from today’s meeting as soon as possible.**

**7.C.2 ACTION ITEM: This 9-1-1 Public and PSAP Education Issue will be on the next NANC report in July.**

**7C.3 ACTION ITEM: Maggie Lee to correspond with Bob Atkinson on using FCC as a distribution channel for completed document.**

###### 3. NNPO (National Number Portability Operations Team) Read-Out

No Report made by NNPO. Team determined that any additional or further participation needed on the part of the NNPO should be as needed and submitted as a contribution.

**7.C.4 ACTION ITEM: Sean Hawkins to contact Earl Scott on how we will handle future read-outs.**

**4. Wireless Porting NPDB Model:**

The Architecture Planning Team (APT) readout will cover this issue going forward. There are two purposes for this model:

1. Budgetary – Allow carriers to use this data (total volumes of billable transactions) to determine upcoming budget dollars.

2. Engineering – Compilation of statistics for service providers to use for determining internal throughput volumes for engineering internal systems.

The question was asked on how the model will be updated if and when a wireless service provider has a change in their forecasted numbers. It is important to reflect those changes in the model. NeuStar agreed to accept changes from carriers and update the model without revealing the source of the update. Model is available at [www.npac.com](http://www.npac.com)

There are a variety of factors or information that could impact the model and in order to keep awareness on it we will keep this as an action item to be discussed each month.

**7.C.5 ACTION ITEM: NeuStar will update the forecasting model with actual data from the previous 2 months on a going forward basis.**

**5. Wireless Workshop Update – Lonnie Keck**

The wireless workshop has approved WICIS release 2.0.1 and it has been posted to the OBF website as of June 25, 2003. A backwards compatibility meeting is scheduled for week of July 14, 2003 in Orlando and a conference bridge is available although we were reminded that conferencing in this way may not be productive for folks on the bridge as there is a lot of white boarding during the meetings.

Changes in the WICIS documentation are identified as follows:

X = IDL change

Y = Business Rules Change

Z = Clarifications

**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) **WTSC Production/Volume testing prior to Nov 24**. Verizon Contribution to be sent out again. Overview of testing: Objective to test transactions per second tentatively planned for late Sept. or early Oct. Two providers interested in doing it but results shared with everyone. Tests would be run using 1 block of TNs per provider. Pooled or non-pooled blocks can be used but obtaining the necessary numbering resources may be an issue. No NPAC region defined yet. Contingency planning should also happen and may include an NPAC test engineer monitor the tests. May be a cost to SPs for the additional transactions from a download perspective as LSMSs will get transactions even if systems not part of the testing.

250 TNs per round per carrier – 4 rounds of transactions. Include port in and out and port to original, possibly not using back office systems.

Concerns: Carriers expressed concern about performing these production tests in production systems with live customers. However running these tests in the test bed would not be an accurate test as carriers typically do not emulate the production environment in their test labs nor is the connectivity always replicated from lab to production.

Share all info with the industry and request any carrier feedback. Notifications when tests are going to occur, possibility conference calls could be set-up etc.

Recommendation this be done in the production and the question was raised if any initial performance testing has been done in individual company’s test environment before doing this on the production network. Testing new functionality must be done in a test environment before being testing in the production environment. Some voiced the opinion that the tests being described may not achieve the WTSC objectives including the fact that testing with single TN ports and 2 blocks (2000) TNs does not constitute large volume testing.

Clean-up process needs to be well documented and distributed to everyone even those that are not involved particularly LSMS in the region that are receiving downloads must have appropriate data to ensure that clean-up is complete and TNs are not left dangling in LSMSs and NPDBs once wireless production begins**.**

Sprint PCS and Verizon Wireless are the two interested parties as well as NPAC and some vendors and will continue to discuss on an interim conference calls. WTSC will provide us with a plan and we will get an update at the next meeting. Sprint withdrew from participating in the performance testing in the production environment.

Discussion at the LNPA-WG from the WNPO perspective is acceptable but there is no a recommendation from the WNPO to go ahead.

**7.C.6 ACTION ITEM: WTSC will provide a preliminary plan for production volume testing and an update of the issue progress at the August meeting.**

**B) USCELLULAR Contribution, submitted June 26, OBF CORRESPONDENCE 030617-001 (T) MDN INCLUDED IN ICP DURING NPA-NXX SPLITS**

This was discussed previously at the WW and according to some an agreement was reached at the WW. USCELL offers this contribution as a minority opinion as a customer – facing issue.

If the issue needs to be reopened at WW then it needs to go back to WW. However this will be on the agenda for next meeting.

**8. MEETING AGENDA FOR JULY**

Put together a draft agenda for next meeting.

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**
   1. Issue 47 [ICP Clearinghouse Testing] is still outstanding and needs to be sent back to WTSC for updating**.**

**7.C.7 ACTION ITEM: Maggie will check with WTSC on the status of the ICP Clearinghouse Testing issue**.

1. **Update Decision/Recommendation Matrix**
2. **Review Agenda for Next Month**
3. **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 Banff, Canada Canadian Consortium

Oct.13-14 Portland, ME Verizon

Nov.10-11 Overland Park, KS VeriSign

Dec. 8-9 San Diego Telcordia