# MEETING MINUTES FROM DAY #1 (8/11/03)

# ATTENDANCE: Day 1

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| **Name** | **Company** | **Name** | **Company** |
|  |  |  |  |
| Dee Harrington | ALLTEL | Jennifer Goree | ALLTEL |
| Mark Wood  | Cingular  | Stephen Sanchez | AT&T Wireless  |
| Jeff Kelly | T-Mobile | Sean Hawkins | AT&T Wireless  |
| Brad Bloomer | OnStar | Mubeen Saifallah | Nightfire |
| John Malyar  | Telcordia | Steve Addicks | NeuStar |
| Dave Garner  | Qwest | Audrey Herrel | NeuStar |
| Paula Jordan | T-Mobile  | Rosemary Emmer  | Nextel |
| Susan Sill | AT&T Wireless  | Barry Bishop  | NeuStar  |
| Craig Bartell | Sprint | Marcel Champagne  |  NeuStar |
| Maggie Lee | VeriSign | Susan Tiffany | Sprint  |
| Hong Liu | NeuStar | Jeff Adrian  | Sprint  |
| Lonnie Keck  | AT&T Wireless  | Rick Dressner | Sprint  |
| Bob Jones | U. S. Cellular | Rob Smith  | TSI |
| Cora Dare | Surewest Wireless | Tera Tubandt | AT&T Wireless  |
| Vinny Breault | TSI |  |  |
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| **On the phone** |  |  |  |
| John Weakly | Qwest Wireless  | Liz Coakley  | SBC |
| Anne Henderson  | AT&T | Kathy McGinn | RCC |
| Jim Grasser | Cingular | Jason Lee  | MCI |
| Ron Steen  | Bell South  | Scottie Parish | ALLTEL |
| Jean Anthony  | TSE | Earl Scott  | Verizon  |
| Chris Deckett Brown | Verizon Wireless | Shannon Collins  | NeuStar  |
| Susan Sill | AT&T Wireless | Robin Meier  | SBC |
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# MEETING MINUTES FROM DAY #1 (8/11/03)

**NOTE: The Oct. Meeting location has been changed. Meeting will still be hosted by Verizon but in Portsmouth NH.**

1. **COMBINED WNPO / WTSC MEETING**

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

1. WTSC has been asked to send out a memo when documents have been posted to the NPAC website. Sue Sill agreed she could do this.

**8.A.1 ACTION ITEM: Susan Sill will start sending out a notice when WTSC documents have been posted to NPAC website.**

1. The question was raised regarding inter-species porting and how a wireline carrier interested in participating would do that. Susan indicated that would be discussed at today’s meeting and feedback provided.
2. A ‘Lessons Learned’ Matrix will be posted once a month to the NPAC web site. Examples of ‘Lessons Learned’ was shared with the group:
	1. Adding back office systems to the testing has lengthened the duration of the testing for many carriers.
	2. There is a large learning curve surrounding the entire LNP process. Participants must have a very good understanding of the flows and processes including how the NPAC behaves.
	3. For tests which include one carrier using the ICP and the testing partner using a FAX method it is imperative that the carriers validate and follow the requirements of the WICIS standards prior to sending a FAX to avoid major ‘fall-out’ situations which require resolution and time to fix. One report stated that in recent testing there was 100% fall-out associated with this type of testing when not using WICIS guidelines.
	4. Testing coordination takes about two weeks including exchange of information, getting connections in place, testing those connections etc.
3. Questions were raised regarding carriers, those not currently participating or signed up to participate in testing thus far and their ability to get any testing done prior to published black out dates and therefore prior to Nov. 24, 2003. It was assumed then that, by default, testing is actually being done in the production environment.
4. WTSC asked how long WNPO expected this sub-team to continue their work after the Nov. 24th date and it was suggested they continue to meet for 6 months. A sunset date will need to be determined and agreed upon.
5. A proposed JOB AID for new entrants could include items such as:
	1. A smaller number of suggested cases
	2. Advise to do testing now with trading partners in their immediate area that may not be TIER 1 if they cannot get on the TIER 1 test schedule
	3. Identify and list what types of things need to be coordinated up front
	4. Reminder about forms and copyright issues
	5. WNPO provide a list of FAQs to WTSC that they can formally answer for distribution and posting for the WW.

**8.A.2 ACTION ITEM: Maggie will draft an initial list of questions from this meeting and forward**

1. Discussion on FAX forms, access and copyrights.
	1. Fax Forms come from the WICIS document and are copyrighted by the OBF
	2. Forms can be obtained from the OBF website however there is a disclaimer that carriers need to be compliant with prior to copy and distributing the forms to trading partners. Funding companies can distribute with their own logo only after completing the disclaimer form. It explicately states that forms but not guidelines can be distributed.
	3. Guidelines can only be obtained after purchase from OBF – it was noted that forms without guidelines might not be of any value to new entrants. Carriers are urged to check the first page after the cover sheet on guidelines for distribution.
	4. In terms of LSOG forms (LSR/FOC) wireline carriers are permitted to obtain forms and reformat for distribution amongst their trading partners.
2. **WNPO MEETING- MONDAY**
3. **INTRODUCTIONS, ANNOUNCEMENTS, AND AGENDA REVIEW**

AT&T Wireless, Steve Sanchez, Susan Sill and Sean Hawkins, hosted meeting in Redmond, WA.

1. **Co-Chair Elections:**

As Sean Hawkins had previously announced his resignation as a WNPO co-chair. An official announcement of elections was sent at last months meeting. Elections were held for a replacement co-chair. The voting was tied and the WNPO decided to have three co-chairs. Maggie Lee from VeriSign will continue and Bob Jones from US Cellular and Sue Tiffany from Sprint PCS will be joining her as co-chairs.

1. **REVIEW AND APPROVE MINUTES**

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

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

Call with various committees to discuss the JIP issue again to ensure that the industry understands the issue. Sue and Maggie, both on the call, provided some updates and feed back on status. Standards committees, T1P1 for GSM and TR45 for Cellular technologies, have not put JIP into the standards and it was observed by this team that until that happens chances of carriers voluntarily asking vendors to build this software functionality and install it is not likely to happen.

There are no further scheduled conference calls at this time. Minutes for this call are posted at [www.atis.org](http://www.atis.org) and is available to the public. Any further developments will be reported to the team.

**5) WW and ITF Update – Lonnie Keck**

1. First ITF face-to-face is being held at the next OBF meeting being held next week in San Diego. The meeting is being held on Wed afternoon between 1:00 and 5:00 pm PT.
2. A new issues matrix for use by this team has been created by Jennifer Goree of Alltel.
3. There is still a very evident lack of wireline participation in this sub-committee.
4. There is now a matrix for directory services to be completed by service providers.
5. A previous action item from the OBF was that wireline would look at the fax form and provide feedback. There still has been no feedback from wireline carriers.
6. LSOG vs. WICIS differences and the fact that some major fields are missing is up for discussion. Anything added to the WICIS fax forms should be agreed upon but there is not a lot of wireline participation.
7. Carriers were given an action item on splits and determine internally if they refer the old or the new NPA being sent [ICP process]. A second communications to SPs is going out.
8. Julie Groenen’s position as Wireless Workshop co-chair of this team has expired and election of a co-chair is needed at the next meeting.
9. An a new ‘fast track’ process for wireless workshop critical issues or major ‘X’ release issues [IDL changes] is being put into place.
10. Currently there are 14 contributions at WW and 11 have been accepted to be worked at the next meeting in San Diego.

**6) PIM Update – Sean Hawkins**

Read out from the distribution from the LNPA –WG for the July Meeting.

 **7) NeuStar Update on Wireless Porting Model**

ATC group is looking at the models from the SOA/LSMS perspective.

**8) NeuStar Change Order 191 and 291 Update - Steve Addicks**

LNPA – WG will address this at the August meeting and an updated in Sept. will be provided.

No info available at this time regarding the LLC and a firm cut off date on the 291edit functionality.

**9) 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 arrange to have the NAPM LLC notify NeuStar. Note: 6-hour timer is for wireline while the current wireless is a 24-hour conflict timer.

After healthy discussion, a majority of carriers present or on the bridge felt the timer should stay at 24 hours for some period of time while others preferred the current previously agreed upon plan (revert to 6 hour timers on 11/24/03) should be adhered to without changes.

Since ‘consensus’ could not be reached the reversion to a 6-hour timer would remain. Carriers were reminded that those opposed to this decision had options including taking this to LNPA as a walk on from an individual carrier perspective, escalation to the NANC, or presenting a new contribution with new or additional options for resolution to WNPO at the next meeting.

**10) Service Provider Extended Maintenance Window Overlap:**

**Recap:** Wireless porting hours, on the East Coast, overlaps the EMW by 3 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 (8-hour time period), eliminating the need to turn off the short conflict 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

The team discussed a short term (reduce window to 8 hours) and long term solution (NPAC Change Order providing some method to treat maintenance windows, i.e. to suspend timer operations during maintenance window. .). Some attendees had an issue with this being the second time the EMW had been reduced and that while they would agree to this reduction asked that there be no more maintenance window reduction.

It was agreed that the WNPO was in support of the reduction and this would be a ‘walk-in’ issue for the LNPA-WG during this weeks meeting. However, it is already an item on the LNPA-WG agenda for Wed. August 13.

Two Action Items from this discussion:

1. Short Term resolution: Consensus was reached at WNPO to shorten the Service Provider Maintenance Window from the current 11 hours to 8 hours.

**8.B.2 ACTION ITEM: Submit to LNPA-WG WNPO consensus to shorten SP Maintenance Window from 11 to 8 hours.**

2. Long term resolution: Develop NANC Change Order(s) to address how the NPAC handles timer expiration and calculations during Service Provider and NPAC extended maintenance windows.

**8.B.3 ACTION ITEM: Refer to LNPA-WG.**

 **11) OBF and Wireless Workshop**

OBF meets next week in San Diego.

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

Reviewed action Items. Meeting was successfully adjourned.

# MEETING MINUTES FROM DAY #2 (8/12/03)

# ATTENDANCE: Day 2

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| **Name** | **Company** | **Name** | **Company** |
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| John Malyar | Telcordia | Steve Addicks | NeuStar |
| Maggie Lee | VeriSign | Rosemary Emmer  | Nextel |
| Jeff Adrian  | Sprint  | Paula Jordan  | T-Mobile  |
| Audrey Herrel | NeuStar  | 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  | Hong Liu | NeuStar |
| Marcel Champagne | NeuStar | Rick Dressner | Sprint |
| Rick Jones  | NENA | Barry Bishop  | NeuStar |
| Brad Bloomer  | OnStar | Liz Coakley | SBC |
| Adam Newman  | TRA  | Rob Smith | TSI  |
| Dave Garner  | Qwest | Mark Wood | Cingular  |
| Lonnie Keck  | AT&T Wireless  |  |  |
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| **On the phone** |  |  |  |
| Jason Lee | MCI | Rick Jones  | NENA |
| Earl Scott  | Verizon  | jJm Grasser  | Cingular Wireless |
| Liz Coakley | SBC | Jean Anthony | TSE |
| Ron Steen | Bell South  | Lori Itkin | LEAP |
| Anne Henderson | ATT | Shannon Collins | NeuStar Pooling |
| Scottie Parish | ALLTEL | Bhafkar ??? | Verizon Wireless |
| Chris Deckett-Brown  |  |  |  |

###### C) WNPO MEETING TUESDAY

1. **New Contributions:**
	1. **NPAC Operates on GMT – Verizon Wireless**

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Members voiced the opinion that this contribution sounded more like a ‘error condition’ rather then something that required fixing at the NPAC level. Following the M&Ps should decrease the likelihood of this scenario taking place.

A better Solution may be to fix, update the language in the WICIS and ICP process. Team was reminded that methods and procedures need to be followed, that responses must happen in a timely manner and should be incorporated that into each company’s M&P documentation.

Discussions resulted in this contribution not accepted for further discussion at the WNPO. It was decided that Verizon Wireless should reword this contribution and resubmit to the wireless workshop for consideration. Verizon Wireless agreed to this course of action.

* 1. **Abandoned Ports during ICP – Cingular**

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Jim Grasser reviewed the contribution. After discussion consensus the importantancethat carriers follow the WICIS standards - use of the SUP 1 tool.

How a OSP views numerous ports requests could possibly be addressed in Business Arrangement documents. Team determined that this has already been addressed by the industry and it is now an internal issues which SPs should include some M&P to handle. Company’s should take this back to their internal teams to ensure they have a method in place.

It was also suggested that several members harmonize the contribution for submission to the San Diego Wireless Workshop. This contribution was not accepted for further discussion at WNPO.

* 1. **Update on Volume Testing - Verizon Wireless**

Julie Groenan has withdrawn the contribution. Verizon will continue to look for volume test partners independently of WTSC.

* 1. **Update on Wireless SA & Wireline RC with WNP - US Cellular**

Feedback from NANC, from Sean Hawkins, was that this needed to be addressed though regulatory channels. This issue is closed at WNPO.

For the record US Cellular expressed the following opinion regarding two major concerns:

1. Top 100 MSAs don’t intersect with given wireless carriers service area
2. Rate Center coordinates can fall either in or out of the top 100 MSAs
3. **REPORT – Rick Jones**

A) ESIF Issue Regarding ESRDs

ATW had submitted contribution regarding not using pooled or ported numbers as routing digits. If carriers do use a pooled or ported number routing may not occur correctly. Issue accepted at ESIF and was worked and agreement reached that carriers should use non-dialable numbers (511, 211) for ESRD and issue should be submitted to INC next month.

Located at ATIS website, ESIF button, Issue 25

B) 9-1-1 Public and PSAP Education Drafts

Rick Jones advised that since there were no additional comments from anyone on the wording of the document that NENA considered it to be ‘FINAL’. Two companies advised they had comments and suggestions. During discussion it was agreed to remove the word ‘Now’ in three places in the documents. Additional comments from ALLTEL will be submitted to Mr. Jones by Friday August 15, 2003. ALLTEL indicated comments were merely word smithing and not changes that have major impact.

Once that is done the document will be considered finalized. There was concern regarding WNPO sending this out to the distribution list or any other industry body with statements attached that WNPO was recommending this document for use by internal company departments in order to educate either employees or customers.

However, team did come to a resolution that after it is final, NENA should send this document to WNPO co-chairs and merely ask the WNPO to distribute to it’s mailing list. A consensus was reached that this was the appropriate action for the WNPO. This document may also be forwarded to Mr. John Muleta, Chief, Wireless Telecommunications Bureau by NENA and possibly the FCC.

C) Rick Jones also asked for volunteers to participate on an Industry committee for wireless consumer education as it relates to wireless and Phase II location and the differences in Phase II and what that means in a competitive marketplace and how it affects the consumer. This request for participation in this newly formed team is directly related to comments made at a recent Industry meeting by John Muleta and William Powell. If anyone is interesting in working on this committee they should contact Mr. Rick Jones.

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

No Report made by NNPO. Scottie advised that this team meets every other month and that some team member, Earl Scott, Anne Henderson or Monica Dahlmen will be on conference call for each WNPO meeting and provide a read-out when a meeting or call has taken place. The next face-to-face meeting is in Sept. in Phoenix.

**6. ARCHITECTURE PLANNING TEAM UPDATE**

At the last meeting most of the time was spent reviewing the NFG model. The NFG did meet twice since the July WNPO/LNPA meetings. Any changes carriers wish to include should be sent to Steve Addicks.

 **7. MEETING AGENDA FOR AUGUST**

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.

**8. WRAP-UP:**

1. **Finalize Implementation Guideline/Narrative Update for NANC**
2. **Update Decision/Recommendation Matrix**
3. **Review Agenda for Next Month**
4. **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:**

WNPO Dates: Location & Host:

Sept. 15-16 Banff, Canada Canadian Consortium

**Oct.13-14\* Portsmouth, NH Verizon**

Nov.10-11 Overland Park, KS VeriSign

 Dec. 8-9 San Diego Telcordia

\* WTSC will be meeting separately in Las Vegas