**LNPA-WG “Define a Business Day” Team**

**Tuesday, May 19. 2009 11am (MST)**

**The Agenda:**

1. Define the task we are charged to do based on FCC 09-41, pp10
2. Discuss how often we think we’ll need to meet
3. Discuss contribution method
4. Discuss how we’ll track items
5. Discuss how a ‘Business Day’ was defined/described in previous LNP related orders to use as a starting point. (If anyone has these cites, please send them to me and I can distribute to the rest of the team. If we don’t have them, one of the first tasks will be to locate them.)
6. Set the next meeting date and expected deliverables

**The Team:**

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| **Name** | **Company** | **Attend?** |
| Jan Doell | Qwest |  X |
| Tracey Guidotti | AT&T |  X |
| Ron Steen | AT&T | vacation |
| Mark Lancaster | AT&T |  X |
| Sue Tiffany | Sprint-Nextel | vacation |
| Bonnie Johnson | Integra |  X |
| Linda Peterman | One Communications |  X |
| Gary Sacra | Verizon | traveling |
| Jason Lee | Verizon |  X |
| Cindy Sheehan | Comcast |  X |
| Carolyn Brown | Qwest |  X |

**Meeting Note Information:**

 I am not going to keep specific meeting notes on what everyone said. I will just summarize the action items and any actual agreements and areas to work on, as they come up. I will also show cites as applicable. If someone feels they want notes on what everyone said, they will need to keep them, themselves.

**The Cites:**

**FCC 09-41 pp7:** As such, we find that the record supports Commission action to reduce the current porting interval for simple wireline-to-wireline and simple intermodal port requests to one business day.30

**FCC 09-41 pp8:** *“*We adopt a porting interval in terms of a business day, as opposed to adopting our tentative conclusion that was in terms of hours, to accommodate providers that may not have adequate staffing to handle port requests outside of regular business hours.33”

**FCC 09-41 pp10:**“We leave it to the industry to work through the mechanics of this new interval. In particular, we direct the NANC to develop new LNP provisioning process flows that take into account this shortened porting interval. In developing these flows, the NANC must address how a “business day” should be construed for purposes of the porting interval, and generally how the porting time should be measured.39

**The Agreed Upon Goal:**

To address how a “business day” should be construed for purposes of the porting interval, and generally how the porting time should be measured (stop and start times of a business day). Also to address FOC interval in relation to the One Business Day.

**Action Items:**

**BD09-0501**: Cindy Sheehan: Find out from NPAC what hours and days the current Wireline

 and Wireless timers run today.

**BD09-0502:** For Entire group**:** Is the “due time” in a due date utilized on orders to the NPAC

 and between providers? If not, is there a generally agreed upon definition of Due

 Time?

**BD09-0503**: The Entire Group: Prepare a one page “white paper” that addresses the

 following:

* What you consider a “One Business Day”
* Address if you think FOC included and if so, what interval to assign it
* What are the “stop and start” times should be in defining the business day
* List some examples of different times during the day, (both inside and outside a business day) when orders arrive and when you view the business finished and the port should be completed.
* Talk to whether you think this mandate is on port-in and port-out of just port-out.
* Any other critical issue on the definition to bring up for discussion

**Other Information/Cites discussed:**

* NPAC Help Desk Business Hours are **Monday – Friday, 7 am – 7 pm Central Time**
* NPAC Non-Business Hours are defined as **7:01pm to 6:59am Central Time, Monday through Friday, and all day Saturday and Sunday**. During these hours, on call personnel will be provided to assist SMS users if necessary.

**Chart for tracking Discussion:**

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| **Areas of Agreement** | **Areas Still to Work Out** |
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