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

**Tuesday, May 22, 2009 8am (MST)**

**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

**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 | x |
| Jason Lee | Verizon | vacation |
| Cindy Sheehan | Comcast | x |
| Carolyn Brown | Qwest | x |
| Paula Jordan | T-Mobile | traveling |
| Jim Rooks | Neustar | x |
| John Nakamura | Neustar | x |
| Steve Addicks | Neustar | x |
| Paul Lagattuta | Neustar | x |
|  |  |  |

**Meeting Note Information:**

Specific meeting notes on what everyone said will not be kept. 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.

**Chart for Tracking Discussion:**

5/22/09- “Seems” we may have a few areas that potentially we can agree on… So I’d like to start

the 5/28 call with a short recap to see if that is the case. Also tried to list issues to be worked.

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| **Areas of Agreement** |  | **Areas Still to Work Out** |
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| The clock start with the receipt of a good LSR |  | Days of the week? |
| The FOC interval/confirmation interval is imbedded in the One Business Day |  | Is One Business Day = to Same Business Day? (enough time to between good order to complete if same day?) |
| Triggers have to be set before the port is “ready to port” so as to protect the end users service |  | Rolling 24 hours for due times? (like 2pm today = 2pm tomorrow due date?) |
|  |  | Matching “due time” on due date issue |
|  |  | Order Cut-off times? Needed yes/no? If yes, when? |
|  |  | Electronic order submission versus manual submission? |
|  |  | Define “Holidays”, Local and National? Sensitivity to Carriers Operational differences. |
|  |  | When does old SP have to be ready to deliver the port? Is it still at 12:01am on due date, or do we need one full business day to work, or how soon on due date does it have to be ready to port?? |
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**Action Items:**

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

and Wireless timers run today. **COMPLETED**

Wireline (long timers) run Monday – Friday 7:00a.m. to 7:00p.m. CST.

T1= 9 hours, T2= 9 hours

Wireless (short timers) run 7 days a week, 9 am to 9 pm, time zone\* varies by region. T1 = 1 hour; T2 = 1 hour

\*NPAC timer Time Zones:

Mid-Atlantic, Northeast, Southeast – Eastern

Midwest, Southwest – Central

West Coast – Pacific

Western -Mountain

**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? **OPEN**

Best Practice #1 says: <http://www.npac.com/cmas/LNPA/best_practices_1.htm>

* Intermodal time stamp must be midnight GMT (24 hr clock) 00:00:00
* Wireless-to-Wireless says specific times can be set

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

following: **OPEN**

* 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

5/22/09- AT&T, Comcast and Integra all submitted their contribution papers and they were presented to the group. Clarifying questions were asked of those providers. In the next meeting on 5/28/09, the providers who have not submitted contributions are asked to provide them. We will go through as many of those as is possible.

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**The Cites used to develop the Goal:**

**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

**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.
* Wireline (long timers) run Monday – Friday 7:00a.m. to 7:00p.m. CST.

T1= 9 hours, T2= 9 hours

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