



**TELECOMMUNICATIONS  
INDUSTRY ASSOCIATION**

**HEADQUARTERS**

2500 Wilson Boulevard  
Suite 300  
Arlington, VA 22201-3834  
+1.703.907.7700

**D.C. OFFICE**

10 G Street, N.E., Suite  
550 Washington, DC 20002  
+1.202.346.3240 MAIN  
+1.202.346.3241 FAX

[tiaonline.org](http://tiaonline.org)

## **Approved by General Counsel**

TR-41 Meeting Report

Date: 08/13/10

Location: GoToMeeting

Approved: 08/26/10

**Telecommunications Industry Association  
Standards and Technology Department**

**Engineering Committee TR-41  
User Premises Telecommunications Requirements**

**Meeting Report**

**Chair: Stephen R. Whitesell**  
**Vice-Chair: Vacant**  
**Secretary: Phillip Havens**

**Date: August 13, 2010**  
**Venue: Go To Meeting**  
**City: Teleconference**

**1. Call to Order and Opening Business**

**a. Call to Order and Introductions**

Chair Steve Whitesell called the meeting to order at 1:00 pm, and the attendees introduced themselves.

**b. Roll Call and Quorum**

Roll call was taken and a quorum was declared with 8 of 8 voting member companies represented.

**1) Quorum Members or Alternates Present**

AST – James Bress

CenturyLink – Amar Ray

Cisco – Tim Lawler

Littelfuse – Phillip Havens

Plantronics – Allen Woo

UL – Randy Ivans

Uniden – Al Baum

VTech – Steve Whitesell

**2) Quorum Members Absent**

None

**3) Others Present**

TI – Warren Karapetian

ACTA – John Bipes

Industry Canada – Matthew Mulvihill

**c. Review of Notice for Participation**

The Chair brought the attention of meeting participants to the following Important Notice for Participation as found in the TIA Engineering Manual:

Participation in, or attendance at, any activity of a TIA Formulating Group or any sub-element thereof, constitutes acceptance of and agreement to be bound by all provisions of the TIA Engineering Manual and permission that all communications and statements, oral or written, or other information disclosed or presented, and any translation or derivative thereof, may without compensation, and to the extent such participant or attendee may legally and freely grant such copyright rights, be distributed, published, and posted on TIA's web site, in whole or in part, on a non-exclusive basis by TIA or TIA's licensees or assignees, or as TIA directs. Exceptions to the foregoing may be granted or permitted in writing to the Chair of the Formulating Group by the head of TIA's Standards Program on a case-by-case basis.

**d. Review and Approve Agenda**

An R1 version of the agenda was submitted for review. The only change from the previously published agenda was the deletion of Old Business Item 5a, Review of the Project Status Spreadsheet. The revised agenda was approved as shown. Later, during the Item 1f Chair's Remarks, a question was raised about whether we should allow use of GoToMeeting conferencing in conjunction with face-to-face meetings. This subject was then added under Old Business (it has been the subject of previous Leadership Team discussions) as Agenda Item 5d.

**e. TIA Patent Policy**

The Chair made the attendees aware of the following statement concerning TIA's Patent Policy and the desire for early disclosure of patents, the use of which may be essential to any standard or other document being developed for publication:

TIA's Intellectual Property Rights Policy can be found in Statements of Policy and subsequent sections of the TIA Engineering Manual. Participants in the work of the TIA Formulating Group are urged to review the appropriate Sections. Individual participants are encouraged to notify TIA of any patent(s) or published pending patent application(s) of which they are aware that may be essential to the practice of a proposed TIA Publication, including requirements introduced through normative references, early on in its development to reduce the possibility for delays in the development process and increase the likelihood that the proposed TIA Publication will become a Standard. However, a Patent Holder who has provided TIA with the statement set forth in ANNEX H with respect to the applicable proposed TIA Publication need not (but may elect to) identify its specific patent(s) or published pending patent application(s) that may be essential to the practice of the proposed TIA Publication in question. Patent searches are not required to comply with the TIA Intellectual Property Rights Policy.

No disclosures were made.

**f. Chair's Remarks**

TIA will be holding an information and training session via GoToMeeting on August 17<sup>th</sup> at 2:00 pm EDT for Engineering Committee chairs and vice-chairs. The topics will include online enhancements (automated reply letters, voting pool clean-up, meeting report repository, etc.), additional changes such as the standards numbering scheme and the use of GoToMeeting, and some planned future enhancements. Steve indicated he had asked about the possibility of extending this training to at least the subcommittee chairs who have to deal with the same topics. TIA Standards Director Victoria Mitchell indicated she thought it would be a good idea and will schedule an additional session for that purpose.

TIA will be participating in the Global Standards Collaboration, GSC15, to be held in Beijing at the end of the month. The will be talking about TIA standards activities related to the Smart Grid and will include mention of the TR-41.7 work on protection of Smart Grid devices from voltage surges due to lightning strikes.

Steve indicated he intends to add an action item list as part of the TR-41 meeting reports and will also include it as an attachment to the agenda for the next meeting. Review of the action item list will become an agenda item.

We will plan to hold a recognition event on Wednesday evening of our November meeting.

Steve explained the problem that occurred on Thursday when we tried to run two GoToMeeting sessions in parallel. Other than that snafu, he asked about people's experience with the GoToMeeting format during the sessions over the past two weeks. Comments regarding go-to-meeting arrangements were discussed. The overall experience was positive. Jim Bress raised the question as to whether we intended to allow GoToMeeting teleconferences in conjunction with face-to-face meetings. Discussion of this subject was added to the Agenda as Old Business Item 5d (it has been previously discussed, at least among the leadership team).

**2. Previous Meeting Report**

The report of the previous meeting was submitted for legal review and approval earlier in the week, but had not been cleared as of the time of the meeting. It will be assigned submission number TR41-10-08-003-L and reviewed at the November meeting.

**3. Subcommittee Reports and Requests**

TR-41's subcommittees and working groups met at various times from Monday through Thursday.

**a. TR-41.3 – Analog and Digital Wireline Terminals – Al Baum**

Subcommittee TR-41.3 met via Go-to-Meeting teleconference on Thursday afternoon, August 12, 2010. Its various working groups met at in a similar manor at various times between August 3<sup>rd</sup> and August 10<sup>th</sup>.

Project Status: The following is a summary of the status of each Project assigned to TR-41.3.

- SP-3-0219-RV1, Handset Magnetic Measurement Procedures and Performance Requirements (to become TIA-1083-A)

Current Status: Industry ballot was opened on 5-12-10 and closed on 6-26-10. There were 10 Approve, 1 Approve with Comments (three editorial by VTech), 1 Abstain, and 4 ballots not returned. During the meeting the ballot comments were reviewed and accepted. The WG voted to request TR-41.3 approval to submit the document for publication. On August 12, 2010 TR-41.3 voted to submit the document to TIA for publication.

Target Completion Date: 08/2010

Plenary Action Requested: The Chair of TR-41.3 requests concurrence from TR-41 to submit SP-3-0219-RV1 (TIA-1083-A) to TIA for publication.

Plenary Action Taken: TR41 concurred unanimously.

- PN-3-4350.000-RV4, Overview of Performance Standards for Analog Telephones (to become TIA-470.000-D)

Current Status: The ballot for PN-3-4350.000-RV4 closed on 12-21-09. There were 9 Approve, 1 Abstain, and 9 ballots were not returned. TR-41.3 voted to submit the document to TIA for publication. Unanimous concurrence from TR-41 was received during the February 2010 meeting. However, the document does not appear to have been published by TIA. The Chair of TR-41.3 will investigate this issue with TIA and make sure that the document gets published.

Target Completion Date: 11/2010

- PN-3-4350.110-RV4, Handset Acoustic Performance Requirements for Analog Telephones (to become TIA-470.110-D)

Current Status: Reviewed a contribution on Conversational Gain from Uniden and accepted the proposals. Discussed whether amplified phone requirements should be moved to a new document or remain in TIA-470.110-D. Decided that these requirements should remain in TIA-470.110-D. There were new participants at this meeting representing Clear Sounds and Amplicom.

Target Completion Date: 05/2011

- PN-3-4350.120-RV3, Speakerphone Acoustic Performance Requirements for Analog Telephones (to become TIA-470.120-C)

Current Status: The ballot for SP-3-4350.120-RV3 closed on 12-28-09. There were 11 Approve, 2 Approve with Comments, 1 Abstain, and 5 ballots were not returned. The WG reviewed and resolved all ballot comments and voted to request TR-41.3 to submit the document to TIA for publication. Unanimous concurrence from TR-41 was received during the February 2010 meeting. However, the document does not appear to have been published by TIA. The Chair of TR-41.3 will investigate this issue with TIA and make sure that the document gets published.

Target Completion Date: 05/2010

- PN-3-4350.310-RV3, Cordless Telephone Range Measurement Procedures (to become TIA-470.310-D)

Current Status: Document has already been voted to be published. At the May meeting it was reported that final editorial changes were required and were to be submitted by the editor. However, the document does not appear to have been published by TIA. The Chair of TR-41.3 will investigate this issue with TIA and make sure that the document gets published.

Target Completion Date: 05/2010

- PN-3-4350.330-RV3, Telephone Answering Devices (to become TIA-470.330-C)

Current Status: The Working Group reviewed the only contribution which was from VTech on duration of DTMF tones from cell phones and other phones in the market. Also needed is info on the capability of DTMF detectors used in phones. Changed DTMF detection requirement to 70ms as "shall" detect with 40ms as "should" detect and added an explanation as to why. Dave Stenner will provide draft text for DTMF detection while varying one parameter at time at 100% deviation. The TR-41.3.12 WG worked on the draft document for the entire afternoon and accomplished a lot. The document is close to being ready for Industry Ballot.

Target Completion Date: 02/2011

- PN-3-4705.000-RV1, Overview of Acoustic Requirements for Wideband Digital Wireline Telephones (to become TIA-920.000-A)

Current Status: Already voted to be published. Waiting for publications of any and all TIA-920.xxx-A documents.

Target Completion Date: 11/2010

- PN-3-4705.110-RV1, Transmission Requirements for Wideband Digital Wireline Telephones with Handsets (to become TIA-920.110-A)

Current Status: New contributions received from James Bress of AST, Warren Karapetian of TI, Hong Sodoma of Microsoft regarding the definition and description of 0 dBm0 references. The meeting addressed the contributions in detail:

1. Due to the time constraint it was decided to discuss the issue based on James Bress' contribution but have the authors of the other two contributions to point out the differences from their contributions during the discussion.
2. A consensus was made that: If a codec other than L16-256 or G.722 is used, the 0dBm0 reference level for the codec and a means to interface to and from this codec must be provided to enable testing.
3. A consensus was also made that: Warren's contribution on codec description be placed in the Annex of the standard.
4. A consensus was made to submit the draft with the changes from the meeting to TR41.3 for review and request for a Letter Ballot.

Plan to publish the document as a TIA standard together with TIA-920.000-A and TIA-920.130-A after the second Letter Ballot passes. After it is published as TIA standard the group may apply for an Industry Ballot for this standard to make it as an ANSI/TIA standard.

Target Completion Date: 11/2010

Plenary Action Requested: The Chair of TR-41.3 requests concurrence from TR-41 to submit PN-3-4705.110-RV1 to TIA for a second Letter Ballot.

Plenary Action Taken: TR41 concurred unanimously.

- PN-3-4705.120-RV1, Transmission Requirements for Digital Wireline Speakerphones (to become TIA-920.120-A)

Current Status: Waiting for completion of TIA-920.110-A and TIA-920.130-A to start the work on revising the wideband speakerphone requirements. Plan is to use test methods established in TIA-470.120-C.

Target Completion Date: 08/2011.

- PN-3-4705.130-RV1, Transmission Requirements for Wideband Digital Wireline Telephones with Headsets (to become TIA-920.130-A)

Current Status: Incorporated all the relevant changes made in PN-3-4705.110-RV1 at this meeting to PN-3-4705.130-RV1" and voted to submit the draft for Letter Ballot. Plan to publish the document as a TIA standard together with TIA-920.000-A and TIA-920.110-A after the second Letter Ballot passes. After it is published as TIA standard the group may apply Industry Ballot for this standard to make it as an ANSI/TIA standard.

Target Completion Date: 11/2010

Plenary Action Requested: The Chair of TR-41.3 requests concurrence from TR-41 to submit PN-3-4705.130-RV1 to TIA for a second Letter Ballot.

Plenary Action Taken: TR41 concurred unanimously.

- PN-3-4159-RV1, Automatic Stutter Dialtone Detection Performance (to become TIA-855-A)

Current Status: Industry ballot was opened on 5-10-10 and closed on 6-24-10. There were 10 Approve, 1 Approve with Comments (fifteen editorial and six technical by VTech), 1 Abstain, and 4 ballots not returned. During the meeting the ballot comments were reviewed. Since some of the ballot comments resulted in technical changes, the WG voted to request TR-41.3 approval to submit the document for Default Industry Ballot. On August 12, 2010 TR-41.3 voted to submit the document to TIA for Default Industry Ballot.

Target Completion Date: 08/2010

Plenary Action Requested: The Chair of TR-41.3 requests concurrence from TR-41 to submit PN-3-4159-RV1 to TIA for default industry ballot (meaning only technical changes made for this default industry ballot are open for comment during this ballot process).

Plenary Action Taken: TR41 concurred unanimously

Additional Information: TR-41.3 would like to provide the following additional information.

- TR-41 is advised that TR-41.3 voted to place TR-41.3.9 on inactive status until additional work is needed by this Working Group.

#### **b. TR-41.7 – Environmental and Safety Considerations - Randy Ivans**

Subcommittee TR-41.7 met on Thursday afternoon, August 12, 2010. The TR41.7.1 WG did not meet in August.

Project Status: The following is a summary of the status of each Project assigned to TR-41.7.

- PN-3-0339, Ethernet First Mile Overvoltage Tests

Current Status: TR41.7 received an initial contribution TR41.7-10-05-006 with a draft outline of a standard at the last meeting. Phillip Havens is driving this effort and was not able to attend the August meeting. Therefore, no new work was done on this standard. Based on comments the chair received last meeting, there is increasing interest and need for this standard. We plan to pick up where we left off in November.

Target Completion Date: 02/2011

- PN-3-0340, Telecom Circuit Overcurrent Protectors Application Guide  
 Current Status: After some delays related to work priorities, the final draft has been completed and submitted for committee ballot to the TIA. The plenary concurred with this action at a previous meeting.  
 Target Completion Date: Changed to 12/2010
- PN-3-xxxx, Protection of Home Networking Systems related to SmartGrid Technologies (adjust project name as appropriate)  
 Current Status: The TR41.7 subcommittee reviewed and revised the draft standard (TR41.7-10-05-008-L-MR2-SmartGridSurges-MartinR8.doc) during Thursday's meeting and it is ready to go out for ballot after a few editorial changes are made to the figures (agreed upon by the subcommittee). The subcommittee unanimously voted to send it to ballot. We noted that we never requested a project for this work. A project number has been requested.  
 Target Completion Date: 02/2011  
 Plenary Action Requested: TR41.7 requests plenary concurrence to send the standard out for ballot once the project is open and after the agreed upon revisions are made to the figures.  
 Plenary Action Taken: TR41 concurred unanimously.
- PN-3-3210-RV2, Radio Frequency Immunity Requirements (to become TIA-631-B)  
 Current Status: The final draft has been completed and sent out for ballot. The plenary concurred with this action at a previous meeting.  
 Target Completion Date: Changed to 12/2010

Additional Information: TR-41.7 would like to provide the following additional information.

- None.

**c. TR-41.9 – Terminal Attachment Programs – Phillip Havens**

Subcommittee TR-41.9 met via Go-to-Meeting teleconference on Wednesday, August 11, 2010. Its 41.9.1 Working Group met in a similar manner on Thursday, August 5, 2010.

Project Status: The following is a summary of the status of each Project assigned to TR-41.9.

- PN-3-0017-RV2, TSB-129-B Telecommunications - Telephone Terminal Equipment - U.S.Network Connections Regulatory Approval Guide  
 Current Status: Ballot comments resolved and ready to be published.  
 Target Completion Date: 08/2010  
 Plenary Action Requested: Ask for concurrence to proceed to publication after the final edits are completed.  
 Plenary Action Taken: TR41 concurred unanimously.
- PN-3-3602-RV4, Rationale and Measurement Guidelines for TIA-968, (to become TSB-31-D)  
 Current Status: Edited with plans to conduct administrative ballot among the TR41.9 voting members asking if they agree to send this document to ballot. Assuming the administrative ballot passes, the document will then be submitted for PN ballot.  
 Target Completion Date: 11/2010  
 Plenary Action Requested: Ask for concurrence to proceed to PN letter ballot if administrative ballot passes.  
 Plenary Action Taken: TR41 concurred unanimously.

- PN-3-4124, Responses to Part 68 and TIA-968 Questions (On-going effort)  
Current Status: No changes.

Additional Information: TR-41.9 would like to provide the following additional information.

- None.

#### 4. Liaison Reports

None.

#### 5. Old business

##### a. Obligations of Formulating Group re Plenary Non-Concurrence

Obligations of Formulating Group regarding plenary non-concurrence topic was reviewed. There was general agreement at the May meeting that a formulating group (typically a subcommittee) chair should report the lack of Plenary concurrence back to the formulating group. The formulating group should then consider the objections raised by the Plenary and consider if some change could be made to its previous decision that would overcome the Plenary objection. However, it is not obligated to make any changes and may decide to go forward with its original decision. The formulating group chair should report the outcome of the discussion back to the Plenary.

During the discussion at this meeting, a question was raised as to whether this applied to things like decisions to start new projects in addition to decisions about balloting and publishing documents. The consensus was that it applied to any substantive decision made by the formulating group and brought to the Plenary for concurrence. The TR41 Chair reported he had started working on including this information in the TR-41 Policies and Guidelines document, but had found other information in the document that also needed updating. He will submit the proposed changes as a contribution for consideration during the November 2010 TR41 meeting.

##### b. Call for Candidates for Open Leadership Positions

Chair Steve Whitesell repeated the call for candidates for the following open leadership positions: TR-41 Vice-Chair, TR-41.7 Vice-Chair, TR-41.9 Chair and Vice-Chair. He noted that he had discussed the issue of the vacancies during a recent TIA Technical Committee meeting and had taken note that there were some people who might be willing to serve but could not secure their companies' support for doing so. Steve indicated TC Chair Charles Kenmore had asked whether there was anything he or TIA Staff could do, such as contacting the companies to encourage their support. Steve indicated he had responded by saying he would make the offer known, but felt that had to be a decision made by the potential candidates.

##### c. Parallel GoToMeeting or Speakerphone Arrangements During Face-to-Face Meetings

The pros and cons of virtual meetings were discussed. The question of whether GoToMeeting document sharing speakerphone audio arrangements should be provided for face-to-face meetings was the main topic. Doing so may encourage wider participation, particularly from people with constrained travel budgets. On the other hand, making the arrangements available for every meeting is likely to be a start down the slippery slope that winds up with the chair in a room by himself/herself running a virtual meeting that was supposed to be face-to-face. Virtually everyone felt that continuing face-to-face meetings was important, but that it would be good if we could allow occasional exceptions. The final suggestion that gained consensus was to only allow remote access to face-to-face meetings in the case where an individual had made a written contribution to the meeting but could not attend in person to present it. This allows for the hard ship travel cases of active contributors while hopefully preventing the demise of face-to-face meetings. Steve agreed he would discuss this position during the upcoming training session as discussed in the first paragraph under Chair's Remarks (Item 1f).



**6. New Business**

None

**7. Meeting Schedules****a. Next Meeting**

The next meeting will be held the week of November 8-12, 2010 in Salt Lake City, UT. The preliminary meeting schedule for the various TR-41 subcommittees and working groups is given in Appendix A. The details for the meeting hotel are as follows:

Embassy Suites Hotel  
110 West 600 South  
Salt Lake City, UT 84101  
Phone: 801 359 7800  
Fax:  
Room Rate: \$119.00  
Cut off date: 10/08/2010

**b. Future Meetings**

The schedule for future TR-41 meetings is given below.

<b>Date</b>	<b>Location</b>
February 7-11, 2011	
May 2-6, 2011	
August 8-12, 2011	
November 7-11, 2011	

**8. Adjournment**

There being no further business, the meeting was adjourned at 3:00 pm. This meeting was conducted in accordance with the TIA Legal Guides and the Engineering Manual.

Phillip Havens  
Secretary, TR-41

Stephen R Whitesell  
Chair, TR-41

## Appendix A

## Tentative TR-41 Meeting Schedule for November 8-12, 2010 Meeting in Salt Lake City

Room			
MONDAY 0830 – 1230 8 Nov 2010	TR-41.3.3/IEEE STIT Digital Xmission Perf (Woo/Bareham – 15)		
MONDAY 1330 – 1730 8 Nov 2010	TR-41.3.3/IEEE STIT Digital Xmission Perf (Woo/Bareham – 15)		
MONDAY 1800 – 1930 8 Nov 2010	TR-41 Leadership User Premises Eqpmt (Whitesell – 10)		
TUESDAY 0830 – 1230 9 Nov 2010	TR-41.3.5/IEEE STIT Handset Telephones (McKinnon/Bareham – 15)	TR-41.9.1 Regulatory Criteria (Havens – 15)	
TUESDAY 1330 – 1730 9 Nov 2010	TR-41.3.5/IEEE STIT Handset Telephones (McKinnon/Bareham – 15)	TR-41.9.1 Regulatory Criteria (Havens – 15)	
TUESDAY 1900 - 2200 9 Nov 2010			
WEDNESDAY 0830 – 1230 10 Nov 2010	TR-41.3.2 Stutter Dial Tone (Bress – 10)	TR-41.9 Regulatory (Havens – 15)	IEEE STIT (Bareham – 10)
WEDNESDAY 1330 – 1730 10 Nov 2010	TR-41.3.12 Telephone Ans Devices (Ray – 10)	TR-41.9 / TR41.7.1* Regulatory / Intl Safety Stds (Havens / Ivans – 15)	IEEE STIT (Bareham – 10)
WEDNESDAY 1900 – 2200 10 Nov 2010	Recognition Event		
THURSDAY 0830 – 1230 11 Nov 2010	TR-41.3 Wireline Terminals (Baum – 15)	TR-41.7.1 Int'l Safety Standards (Ivans – 10)	IEEE STIT (Bareham – 10)
THURSDAY 1330 – 1730 11 Nov 2010	TR-41.3 Wireline Terminals (Baum – 15)	TR-41.7 Environmental & Safety (Ivans – 10)	IEEE STIT (Bareham – 10)
THURSDAY 1900-2200 11 Nov 2010			
FRIDAY 0800 – 1030 12 Nov 2010	TR-41 Plenary User Premises Eqpmt (Whitesell – 15)		

**Appendix B  
Document List**

<u>Number</u>	<u>Source</u>	<u>Description</u>
TR41-10-08-001-R1	Chair	Agenda for Teleconference Meeting
TR41-10-08-002-R1	Chair	Document List
TR41-10-08-003-L	Secretary	Nashville Meeting Report
TR41-10-08-004-MR1	Chair	Attendance Spreadsheet
TR41-10-08-005-MR1	Baum	TR-41.3 Chair's Report
TR41-10-08-006-MR1	Ivans	TR-41.7 Chair's Report
TR41-10-08-007-MR1	Havens	TR-41.9 Chair's Report

### **Appendix C List of Action Items**

The following action items were identified during the meeting. Where an item is shown assigned to a Subcommittee, the Chair of the Subcommittee is responsible for completing the action item or delegating someone else (e.g., document editor) to do so.

1. TR-41.3 to submit TIA-1083-A for publication.
2. TR-41.3 to investigate publication status of TIA-470.000-D.
3. TR-41.3 to investigate publication status of TIA-470.120-C.
4. TR-41.3 to investigate publication status of TIA-470.310-D.
5. TR-41.3 to submit PN-3-4705.110-RV1 (TIA-920.110-A) for second letter ballot.
6. TR-41.3 to submit PN-3-4705.130-RV1 (TIA-920.110-A) for second letter ballot.
7. TR-41.3 to submit SP-3-4159-RV1 (TIA-855A-A) for default industry ballot.
8. TR-41.7 to officially open project for Protection of Home Networking Systems Related to SmartGrid Technologies.
9. TR-41.7 to submit draft standard on Protection of Home Networking Systems Related to SmartGrid Technologies to industry ballot.
10. TR-41.9 to complete final editorial changes and submit TSB-129-B for publication.
11. TR-41.9 to conduct administrative ballot to determine if PN-3-3602-RV4 (TSB-31-D) is suitable for going to ballot.
12. TR-41.9 to submit PN-3-3602-RV4 (TSB-31-D) for letter ballot if administrative ballot passes.
13. TR-41 Chair to submit proposed draft revision of TR-41 Operational Guidelines document reflecting discussion on the obligations of a formulating group in the case of Plenary non-concurrence with a decision on a substantive matter. Additional changes to update the document to be included as well.
14. TR-41 Chair to discuss proposed TR-41 position regarding use of GoToMeeting document sharing in conjunction with face-to-face meetings during upcoming Engineering Committee Chair and Vice-Chair training on the use of new tools. TR-41's proposed position is to use GoToMeeting in conjunction with face-to-face meetings only when the author of a written contribution is unable to attend and present the contribution in person.