



BUILDING GLOBAL COMMUNICATIONS

## Approved by General Counsel

TR-41 Meeting Report

Date: 02/17/03

Location: Newport Beach, California

Approved: 04/03/03

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**Telecommunications Industry Association  
Standards and Technology Department**

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

**Meeting Report**

**Chair: Stephen R. Whitesell  
Vice-Chair: Roger W. Britt  
Secretary: Harry A. Van Zandt**

**Date: February 17, 2003  
Venue: The Sutton Place Hotel  
City: Newport Beach, CA**

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

**a. Call to Order and Introductions**

Chair Steve Whitesell called the meeting to order at 8:00 am, and the attendees introduced themselves.

**b. Roll Call and Quorum**

Roll call was taken and a quorum was declared with 15 of 17 voting member companies represented. Since this was the third consecutive meeting at which National Communications Systems was not represented, they were removed from the quorum list.

**1) Quorum Members or Alternates Present**

Alcatel – François Pinier	Siemens – Tailey Tung
AST – Don McKinnon	Telcordia – Ken Kerpez
Atlinks – Clint Pinkham	Teccor – Phillip Havens
AVAYA – Joanne McMillen	UL – Randy Ivans
Cisco – Bob Bell	Uniden – Al Baum
ECS – Harry Van Zandt	VTech – Steve Whitesell
Mitel – Greg Slingerland	Wyle Labs – Jim Smith
Radio Shack – Rick Carey	

**2) Quorum Members Absent**

Nortel – Roger Britt	Poly Com – Peter Baker
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**3) Others Present**

ETSI STQ Liaison – Joachim Pomy	Siemens – Dave VanderMeiden
Microtronix – Ken Macdonald	TIA Staff – Stephanie Montgomery

**c. Review and Approve Agenda**

The agenda was submitted for review and approved without changes.

**d. 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:

There is no objection in principle to drafting a TIA Publication in terms that may require the use of a patent. Participants in the work of the TR-41 are urged to review the Patent Policy in TIA's Engineering Manual. An electronic version of the Engineering Manual is available on TIA's website at [www.tiaonline.org](http://www.tiaonline.org), or a copy may be obtained from the TIA Secretariat.

Individual participants are encouraged to notify TIA of any patents or pending patent applications that may be essential to the practice of a proposed TIA Publication. Such notification should be made early in the development process to reduce the possibility for delays and increase the likelihood that the proposed TIA Publication will be approved. The participant making such a disclosure will be requested to have his/her company submit a statement concerning its willingness to license the essential patents as set forth in Annex H to the Engineering Manual. The disclosure need not (but may) identify the specific patents or pending patent applications that may be essential to the practice of the proposed TIA Publication.

Patent searches are not required to comply with the TIA Patent Policy.

Dave VanderMeiden of Siemens informed the chair that he was aware of patents affecting the following projects:

- PN-3-3826-RV1
- PN-3-4462-URV
- PN-3-4726-RV1

**e. Chair's Remarks**

Steve again reminded members that we have an open TR-41.7 vice-chair position and requested anyone who was interested to self-nominate for the position. He also announced that elections for the TR-41 chair and vice-chair positions would be held in August, followed by elections of chairs and some vice-chairs of odd-numbered subcommittees in November.

The issue of wording for coversheets is still being worked by TIA's Intellectual property Rights (IPR) Working Group. They are working towards putting most of the IPR statements in the Engineering Manual and having a simple cover sheet that refers to it.

Steve had a brief discussion about the two rather different aspects of TIA and who handles what. TIA, the Standards Development Organization, has the Technical Committee and the various Engineering Committees that develop technical documents. Participation is open to all; non-TIA members pay a participation fee. TIA, the Trade Association, works through its Policy Committee and the various Divisions to influence legislation and regulatory proceedings. It is the side of TIA that makes FCC filings and participation is restricted to TIA members.

**f. TIA Staff Remarks**

There is an upcoming ANSI audit this year and TIA is gathering data to get ready for it.

**2. Previous Meeting Report**

The report of the previous meeting was reviewed and approved without change.

**3. Subcommittee Reports and Requests**

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

**a. TR-41.1 – Multiline Terminal Systems – Tailey Tung**

Subcommittee TR-41.1 met on Thursday, February 20, 2003.

Project Status: The following is a summary of the status of each Project assigned to TR-41.1.

- PN-3-0099, Comparison of transmission requirements in standards ANSI/TIA-464-C and ETSI ES 201 168 V1.2.1" (TIA-TSB147)

Current Status: TIA assigned project number PN-3-0099 to create a new TSB-147 for the "Comparison of transmission requirements in standards ANSI/TIA-464-C and ETSI ES 201 168 version 1.2.1" on 1/17/2003. TR41.1 reviewed the first draft TSB-147 and approved the Chair to send a copy of the draft TSB-147 to ETSI STQ Chair for distribution and review in their 3/2003 meeting.

Target Completion Date: 11/2003.

- PN-3-3672-RF1, Overall Transmission Plan Aspects for Telephony in a Private Network (TIA-TSB32-A-12/1998)

Current Status: Closed. TIA reaffirmed TSB32-A on 1/20/2003 and also approved TR-41.1 request to post TSB32-A on TIA public web-site for free download.

Target Completion Date: 2/2003.

- PN-3-3673-RV4, Requirements for Private Branch Exchange (PBX) Switching Equipment (Revision of TIA/EIA-464-C)

Current Status: Started the revision of ANSI/TIA-464-C.

Target Completion Date: Ongoing.

- PN-3-3836-RV1, PBX & KTS Support of Enhanced 911 Emergency Service Calling (ANSI/TIA-689-A)

Current Status: The PN-3-3836-RV1 ballot closed on 11/11/2002 with 0 Disapprove, 10 Approves, 3 Approves with editorial comments, 1 Abstain and 6 Ballots not returned. The ballot comments were pre-discussed and resolved in the 11/2002 meeting. TR41.1 reviewed the ballot resolutions incorporated in the final draft and unanimously approved the publication of the final draft TIA-689-A standard.

Target Completion Date: 8/2003.

- PN-3-4676-RV1, Information Technology - Telecommunications and Information Exchange and Technical Requirements for Private Integrated Services Networks (TIA-594-B)

Current Status: The JTC1/SC6/WG6 that wrote the ISO11573 standard adopted for TIA-594-A was disbanded. TR41.1 voted and approved to re-write TIA-594-A to include the North America technical requirements not covered by the ISO 11573 standard.

Target Completion Date: 5/2004.

Information: TR-41.1 would like to provide the Plenary with the following information.

- Possible joint TR41.1 / STQ working group meeting in 5/2003

TR41.1 Chair requested STQ Chair to consider having a joint 5/2003 working group meeting in Orlando to finalize the TIA-TSB-147 / ETSI EG 2xx xxx document.

Action Items: TR-41.1 has the following action items for Plenary concurrence or approval.

- Agreement to publish ANSI/TIA-689-A standard

TR-41.1 requested Plenary agreement to send TIA the Publication Authorization Form for the publication of the ANSI/TIA-689-A standard.

Plenary Action: Unanimously Approved

- PN 3-XXXX for a new ANSI/TIA-594-B

TR-41.1 unanimously agreed to request Plenary agreement to open a new PN 3-XXXX project to re-write a new ANSI/TIA-594-B standard for the "Information Technology - Telecommunications and Information Exchange and Technical Requirements for Private Integrated Services Networks".

Plenary Action: Unanimously Approved

#### **b. TR-41.3 – Analog and Digital Wireline Terminals – Harry Van Zandt for James Bress**

Subcommittee TR-41.3 met on Thursday afternoon, February 20 2003. Its various working groups met from Monday through Thursday morning.

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

- PN-3-4078-RV1, Caller Identity and Visual Message Waiting Indicator Equipment Performance Requirements (Revision of TIA/EIA-777)  
Current Status: Document was sent for a 45-day default ballot. No opposition. Ready for TIA and ANSI approval and publication.  
Target Completion Date: Completed
- PN-3-4350.110-RV3, Performance and Compatibility Requirements for Telephone Sets with Loop Signaling: Electroacoustics (Revision of TIA/EIA-470-B)  
Current Status: Document was sent for Industry Ballot. The working group accepted technical and editorial changes. The document will be submitted for rebalot  
Target Completion Date: 2003-05
- PN-3-4350.210-RV3, Performance and Compatibility Requirements for Telephone Sets with Loop Signaling: Resistance and Impedance (Revision of TIA/EIA-470-B)  
Current Status: Document should be ready for an Industry Ballot after the 2003-05 meeting. Need to resolve several requirements with T1E1 and TR 41.9.  
Target Completion Date: 2003-08
- PN-3-4350.230-RV3, Performance and Compatibility Requirements for Telephone Sets with Loop Signaling: Alerting (Revision of TIA/EIA-470-B)  
Current Status: Document is out for Industry Ballot that closes on March 31 2003. Known comments, including one that will result in a negative vote, were dealt with in the meeting.  
Target Completion Date: 2003-05
- PN-3-4350.310-RV3, Performance and Compatibility Requirements for Telephone Sets with Loop Signaling: Cordless Telephone Range Measurement Procedure (Revision of TIA/EIA-470-B)  
Current Status: Document did not get sent out for Industry Rebalot. All editorial changes have been made and it will be sent prior to the May TR 41 meeting.  
Target Completion Date: 2003-08

Information: TR-41.3 would like to provide the Plenary with the following information.

None

Action Items: TR-41.3 has the following action items for Plenary concurrence or approval.

- At the request of TR41.4, TR41.3 requests TR41 to determine support for re-opening TIA-810-A to address the Acoustic Performance Requirements of VoIP over Wireless LAN (WLAN) CPE through a press release.  
Plenary Action: Unanimously Approved
- TR41.3 requests Plenary concurrence to send TIA-777-A to publishing and to dissolve WG TR41.3.1.  
Plenary Action: Unanimously Approved
- TR41.3 requests Plenary concurrence to send SP-3-4350.110-RV3 (Analog CPE Handset Acoustic) to default ballot.  
Plenary Action: Unanimously Approved
- TR41.3 requests Plenary concurrence to send SP-3-4350.000-RV3 (470.xxx-C Document structure) to Industry ballot  
Plenary Action: Unanimously Approved

**c. TR-41.4 – IP Telephony Infrastructure and Interworking - Bob Bell**

Subcommittee TR-41.4 met on Wednesday, February 19, 2003. Part of the afternoon session was a joint meeting with TR-30.1. The 41.4.4 Working Group met on Tuesday.

Project Status: The following is a summary of the status of each Project assigned to TR-41.4.

- PN-3-0061, IP Telephony Security Framework (To become new TSB)  
Current Status: No new work was submitted  
Target Completion Date: November 2004
- PN-3-4462-URV, Performance and Interoperability Requirements for Voice-over-IP (VoIP) Telephone Terminals (Revision and Upgrade of TIA/EIA-IS-811)  
Current Status: Revisions were discussed, but the current draft was not available  
Target Completion Date: Aug 2003
- PN-3-4601, IP Telephony Gateways and Related Control Infrastructure  
Current Status: No Active Work  
Target Completion Date: None
- PN-3-4726, Location Identification and Callback Procedures for IP Terminals (To become TSB-146)  
Current Status: Previously approved for publication. Clean Copy was created. Reply letters required prior to publication.  
Target Completion Date: Immediately
- PN-3-4726-RV1, Location Identification and Callback Procedures for IP Terminals (Revision of TSB-146)  
Current Status: No submissions  
Target Completion Date: Feb 2004
- PN-3-4826-RV1, IP Telephony Voice Gateway Transmission Requirements (Revision of TIA-912)  
Current Status: Drafts 1 and 2 were presented  
Target Completion Date: Aug 2003

Information: TR-41.4 would like to provide the Plenary with the following information.

TR41.4 has requested a work item from TR41.3 to help define the acoustic performance requirements for a new class of IP Telephony endpoints.

Action Items: TR-41.4 has the following action items for Plenary concurrence or approval.

- TR41.4 requests the concurrence of TR41 for the creation of a new project within TR41.4 to create a standard to define the requirements for a wireless LAN-based IP Telephony subsystem. This project will address a number of issues including access point features, core network characteristics, power-save mode management, QoS (Quality of Service) management, mobility features (e.g. handover, roaming), and security aspects (e.g. authentication, key management, and encryption). Editor is to be Francois Pinier.

Plenary Action: Unanimously Approved

- TR41.4 requests the concurrence of TR41 for the creation of a new project within TR41.4.4 to create a standard to define the requirements for a wireless LAN-based IP Telephony endpoint. Editor is to be Francois Pinier.

Plenary Action: Unanimously Approved

- TR41.4 requests the concurrence of TR41 in issuing a letter of liaison between TR41.4 and ATIS ESIF informing them of our work in the area of E911 in the IP Telephony space and offering to aid them in the performance of their work. The intent is to see that duplication of effort is minimized. The letter is TR41.4-03-02-016.

Plenary Action: Unanimously Approved

- TR41.4 requests the concurrence of TR41 to withdraw the previously authorized liaison letter to ATIS and NRIC and to issue a joint letter of liaison between TR41.4 and TR30.1 to NRIC and ATIS concerning the ability of IP Telephony systems to transport TDD/TTY messaging. The TR41.4 portion of the letter is complete and the finished letter will be transmitted upon the completion of the portion of the letter from TR30.1. The TR41.4 portion of the letter is TR41.4-03-02-020.

Plenary Action: Unanimously Approved

- TR41.4 requests the concurrence of TR41 in sending the edited draft of TIA-912-A out for letter ballot immediately upon the completion of harmonization with related work being finished in TR41.9. Harmonization is expected to be complete in 4-5 weeks. This is to enable the resolution of the ballot at the May 2003 meeting of TR41.4.

Plenary Action: Unanimously Approved

- TR41.4 requests the concurrence of TR41 in the creation of a new project to develop a TSB for the definition of classes of functionality associated with IP Telephony residential gateways wherein the IP Telephony messaging is transported over facilities with restricted uplinks, such as DSL and Cable Modems. Such a document would allow users and providers to communicate concerning minimum features supported without requiring significant in-depth knowledge on the part of the user. The primary functionality classes are related to handling of IP Telephony traffic, particularly the real-time media traffic on bandwidth constrained uplinks. Alan Clark is to be the editor.

Plenary Action: Unanimously Approved

- TR41.4 requests the concurrence of TR41 in the creation of a new project to develop a standard for IP Telephony endpoint performance metrics. This work will be done in TR-41.4.4. Alan Clark is to be the editor.

Plenary Action: Unanimously Approved

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

Subcommittee TR-41.7 met on Thursday afternoon, February 20, 2003. The TR-41.7.1 Working Group met on Thursday morning and part of Thursday afternoon preceding the TR-41.7 meeting. A part of the morning working group meet was held jointly with the IEEE Subcommittee on Telephone Instrument Testing.

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

- PN-3-3210-RV1, Radio Frequency Immunity Requirements for Equipment Having an Acoustic Output (Revision of TIA/EIA-631)

Current Status: Document has been published.

Target Completion Date: January 2003

- PN-3-3283-RV2, Environmental Considerations (Revision of TIA/EIA-571-A)

Current Status: Draft 0 developed. WG formed.

Target Completion Date: May 2005

Information: TR-41.7 would like to provide the Plenary with the following information.

- The TR41.7.5 WG (if concurrence is received) will be seeking avenues to obtain broad representation and expertise to contribute to the effort. One suggestion was to seek a TIA press release on the formation of the WG. In addition, we are looking for any other groups or committees that may have an interest in this activity to solicit participation.
- The TR41.7.1 WG plans to receive a contribution based on discussions held on Thursday concerning new acoustic pressure limits. It is anticipated that if consensus and concurrence is obtained on the new requirements in May they will be forwarded to the UL/CSA 60950 BNWG for consideration.
- TR41.7 is still seeking nominations for Vice Chair. If nominations are received, a vote will be held at the May meeting.

Action Items: TR-41.7 has the following action items for Plenary concurrence or approval.

- TR41.7 requests concurrence to establish a new Working Group to work on the development of requirements for Telecom Circuit Overcurrent Protectors. The intent is to develop a seed document that will be submitted to UL for their consideration in the development of a new safety standard. A motion to form the WG to be designated as TR41.7.5 was approved by TR41.7 at the Feb 20 meeting. Work will be done jointly with T1E1.7 membership.

Plenary Action: Unanimously Approved

- TR41.7 requests concurrence in issuing a TIA press release concerning the formation of the new TR-41.7.5 WG.

Plenary Action: Unanimously Approved

- TR41.7 is requesting concurrence to send comments and a revised proposal to the CSA/Canadian National Committee regarding the IEC proposal on power contact with the TELECOMMUNICATION NETWORK. TR41.7 comments were solicited by the committee as a result of the CSA Integrated Subcommittee CSC/IEC/TC108 meeting on February 3-4, 2003 in Toronto Canada. (See TR41.7-03-02-005)

Plenary Action: Unanimously Approved

#### **e. TR-41.9 – Terminal Attachment Programs – Phillip Havens**

Subcommittee TR-41.9 met on Wednesday, February 19, 2003. The TR-41.9.1 and TR-41.9.2 Working Groups met on Monday.

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

- PN-3-0016-URV, Technical Criteria for Terminal Equipment to Prevent Harm to the Telephone Network (Revision and Upgrade to ANS status for TIA/EIA/IS-968).

Current Status: The document has been published as TIA-968-A and adopted by ACTA.

Target Completion Date: Jan 21, 2003

- PN-3-3602-RV3, Rationale and Measurement Guidelines for TIA-968 (Revision of TSB-31-B)

Current Status: Work is continuing in TR-41.9.2 and is expected to form the basis for new J-Std-069 rather than be published as TSB-31-C.

Target Completion Date: February 2004.



- PN-3-4124, Responses to Part 68 and TIA-968 Questions (On-going effort)  
Current Status: on going  
Target Completion Date:
- PN-3-NNNN, Technical Criteria for Terminal Equipment to Prevent Harm to the Telephone Network (to become J-Std-068, replacing TIA-968-A and T1.TRQ.6-2001)  
Current Status: Project number has been requested  
Target Completion Date: Feb 2004
- PN-3-nnnn, Rationale and Measurement Guidelines for J-Std-068 (to become J-Std-069, replacing TSB-31-B).  
Current Status: Project number has been requested (as ANSI Std)  
Target Completion Date: Feb 2004

Information: TR-41.9 would like to provide the Plenary with the following information.

A conference call will be held to discuss the net amplification table contained in TIA-968-A and possible changes to some of the values. After this conference call is completed, an administrative ballot will be sent to the quorum list for approval. If this is obtained, then an addendum change to TIA-968A will be forwarded as a ballot request. This will also include a minor editorial change to a section numbering error.

Action Items: TR-41.9 has the following action items for Plenary concurrence or approval.

- Request a liaison letter from TR 41 Chair be sent to both FCC and ACTA to inform them of the new J-STD-068 & 069 work that TR 41.9 and T1E1 are beginning.  
Plenary Action: Unanimously Approved
- Request concurrence to send out a ballot on an addendum change to TIA-968A IF the administrative ballot is approved.  
Plenary Action: Unanimously Approved

**f. TR-41.11 – Administrative Regulatory Considerations – Greg Slingerland**

Subcommittee TR-41.11 met on Tuesday, February 18, 2003.

Project Status: The following is a summary of the status of each Project assigned to TR-41.11.

- PN-3-0014-RV1, Labeling Requirements (Revision of TSB-168)  
Current Status: Technical work complete approved for ballot and conditionally approved publication.  
Target Completion Date: May 2003
- PN-3-0017-AD1, Guide to the U.S. Supplier's Declaration of Conformity and TCB Approval Processes (Addendum to TSB-129-A)  
Current Status: Technical work complete approved for ballot and conditionally approved publication.  
Target Completion Date: May 2003
- PN-3-0017-RV2, Guide to the U.S. Supplier's Declaration of Conformity and TCB Approval Processes (Revision of TSB-129-A)  
Current Status: Still ongoing as TR41.11 Task Group works with the ACTA's task group on this issue.  
Target Completion Date: Nov 2003

Information: TR-41.11 would like to provide the Plenary with the following information.

TR41.11 would like to request a full day during the next TR41 meetings,

Action Items: TR-41.11 has the following action items for Plenary concurrence or approval.

- TR41.11 voted to send the PN-3-0014-RV1 (to be published as TIA/TSB-168-A) out for industry ballot (TR41.11-03-02-004 plus edits during the meeting). TR41.11 seeks TR41's concurrence in this action.

Plenary Action: Unanimously Approved

- With PN-3-0014-RV1 out for industry ballot, TR41.11 has agreed to inform the TCB Council and T1E1 of this action and will invite them to comment on the document and that their comments will be considered equally with comments from voting members of TR41.11. TR41.11 seeks TR41's concurrence in this action.

Plenary Action: Unanimously Approved

- If the industry ballot of PN-3-0014-RV1 is affirmative or can be resolved as affirmative (through an editing committee) TR41.11 has agreed to send the document to TIA for publication as TIA/TSB-168-A. TR41.11 seeks TR41's concurrence in this action.

Plenary Action: Unanimously Approved

- If the publication of TIA/TSB-168-A occurs before the next meeting in May 2003, TR41.11 has agreed to ask TIA to forward the document to the ACTA for adoption. TR41.11 seeks TR41's concurrence in this action.

Plenary Action: Unanimously Approved

- TR41.11 voted to send the PN-3-0017-AD1 (to be published as TIA/TSB-129-A-1) out for industry ballot (TR41.11-03-02-007 and TR41.11-03-02-008 plus edits to occur after the meeting). TR41.11 seeks TR41's concurrence in this action.

Plenary Action: Unanimously Approved

- If the industry ballot of PN-3-0017-AD1 is affirmative or can be resolved as affirmative (through an editing committee) TR41.11 has agreed to send the document to TIA for publication as TIA/TSB-129-A-1. TR41.11 seeks TR41's concurrence in this action.

Plenary Action: Unanimously

#### **4. Liaison Reports**

No reports

#### **5. Old business**

The committee reviewed a revision of the TR-41 scope (TR41-03-02-004). Final changes were made to the last two sentences. It was moved and seconded that this new statement of scope be accepted. The Plenary committee unanimously accepted the new version (TR41-03-02-004-R1).

Stephanie Montgomery, of the TIA staff, discussed the Contribution Template Copyright and IPR Statements. She also discussed the status of TIA website information related to inactive subcommittees and working groups. The scope of the groups remains in the Engineering Committee Scope Manual that is available on the website. Folders generally remain on the ftp site and may be archived.

#### **6. New Business**

The chair presented a proposal for a new TR-41 Contribution Posting Policy (TR41-03-02-005) based on a marked up copy of a draft that he had socialized at the Chairs meeting on Monday evening and in the various subcommittee meetings during the week. After considerable discussion, it was moved and seconded to proceed with the distribution of the policy in its present form (see TR41-03-02-005-

R1 for a clean copy). The motion passed with 1 objection and 1 abstention. Everyone was asked to review it completely and submit contributions that can be considered in future meetings.

Steve Whitesell stated that the last few meetings have extended well beyond the allotted 2 hour timeframe due to the amount of information that has been disseminated and addressed by the Plenary. As a result, some of the quorum members have had to leave prior to the meeting being adjourned. This could cause some critical decision and voting delays if a quorum is not present. It appears it will be necessary to extend the official meeting length another 30 minutes from its present allotted schedule (8am-10am). Steve asked all attendees to consider this when scheduling flights out on Friday. Unless it is absolutely unavoidable, please allow enough time to maintain your presence during the complete Plenary meeting.

## 7. Meeting Schedules

### a. Next Meeting

The next meeting will be held the week of May 5-9, 2003 in Lake Buena Vista, FL near Orlando. 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:

The Grosvenor Resort  
1850 Hotel Plaza Blvd.  
Lake Buena Vista, FL 32830  
Phone: 800-624-4109  
Fax: 407-828-8192  
Room Rate: \$89.00  
Cut off date: April 4, 2003

### b. Future Meetings

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

<b>Date</b>	<b>Location</b>
August 11-15, 2003 (Co-located with T1E1)	Montreal (Tentative)
November 10-14, 2003	Dallas (Tentative)
<b>Tentative 2004 Dates</b>	
February 18-20	TBD
May 10-14	TBD
August 9-13	TBD
November 8-12	TBD

## 8. Adjournment

Being no further business, the meeting was adjourned at 10:45 am. This meeting was conducted in accordance with the TIA Legal Guides and the Engineering Manual.

Harry A. Van Zandt  
Secretary, TR-41

Stephen R Whitesell  
Chair, TR-41

**Appendix A**  
**Tentative TR-41 Meeting Schedule for May 5-9, 2003**

<b>MONDAY</b> 0800 – 1200 5 May 2003	<b>TR-41.3.9</b> (Van Zandt – 20)		<b>TR-41.9.2</b> (Slingerland – 20)	
<b>MONDAY</b> 1300 – 1800 5 May 2003	<b>TR-41.3.9</b> (Van Zandt – 20)	<b>TR-41.4</b> (Bell – 20)	<b>TR-41.9.1</b> (Havens – 20)	
<b>MONDAY</b> 1900 – 2200 5 May 2003	<b>TR-41 Leadership</b> 1800 – 1930 (Whitesell – 20)			
<b>TUESDAY</b> 0800 – 1200 6 May 2003	<b>TR-41.3.6</b> (McKinnon – 20)	<b>TR-41.4.4</b> (Baker – 20)	<b>TR-41.9</b> (Havens – 25)	
<b>TUESDAY</b> 1300 – 1800 6 May 2003	<b>TR-41.3.6</b> (McKinnon – 20) Followed by <b>TR-41.3.8</b> (McKinnon – 20)	<b>TR-41.4.4</b> (Baker – 20)	<b>TR-41.9</b> (Havens – 25)	
<b>TUESDAY</b> 1900 – 2200 6 May 2003				
<b>WEDNESDAY</b> 0800 – 1200 7 May 2003	<b>TR-41.7.4</b> (McKinnon – 20)	<b>TR-41.4</b> (Bell – 20)	<b>TR-41.11</b> (Slingerland – 25 )	
<b>WEDNESDAY</b> 1300 – 1800 7 May 2003	<b>TR-41.3.5</b> (McKinnon – 20)	<b>TR-41.4</b> (Bell – 20)	<b>TR-41.11</b> (Slingerland – 25 )	<b>TR-41.7.5</b> (Lindquist – 15)
<b>WEDNESDAY</b> 1900 – 2200 7 May 2003				
<b>THURSDAY</b> 0800 – 1200 8 May 2003	<b>TR-41.3.7</b> (McKinnon – 20)	<b>TR-41.1</b> (Tung – 20)	<b>TR-41.7.1</b> (Ivans – 20)	
<b>THURSDAY</b> 1300 – 1800 8 May 2003	<b>TR-41.3</b> (Bress – 20)	<b>TR-41.1</b> (Tung – 20)	<b>TR-41.7.1</b> (Ivans – 20) Followed by <b>TR-41.7</b> (Ivans – 20)	
<b>THURSDAY</b> 1900 – 2200 8 May 2003				
<b>FRIDAY</b> 0800 – 1200 9 May 2003	<b>TR-41 Plenary</b> (0800 – 1030) (Whitesell – 20)			

**Appendix B  
Document List**

<u>Number</u>	<u>Source</u>	<u>Description</u>
TR41-03-02-001		TR-41 Document List for 2003
TR41-03-02-002	Secretary	Report for November 22, 2002 Meeting in Atlanta
TR41-03-02-003	Chair	Agenda for February 21, 2003 Meeting in Newport Beach
TR41-03-02-004	Chair	Proposed TR-41 Scope (Revision of TR41-02-11-019)
TR41-03-02-004-R1	Chair	Proposed TR-41 Scope (Revised in Plenary)
TR41-03-02-005	Chair	Proposed TR-41 Contribution Posting Policy
TR41-03-02-005-R1	Chair	Proposed TR-41 Contribution Posting Policy (Revised in Plenary)