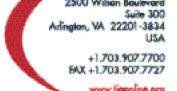# Approved by General Counsel

TR-41 Meeting Report
Date: 05/09/32
Location: Lake Bunea Vista, Florida

Approved: 06/12/03
**T# 7261**

**Telecommunications Industry Association**
**Standards and Technology Department**

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

**Meeting Report**

| | |
|---|---|
| **Chair: Stephen R. Whitesell** | **Date: May 9, 2003** |
| **Vice-Chair: Roger W. Britt** | **Venue: The Grosvenor Resort** |
| **Secretary: Harry A. Van Zandt** | **City: Lake Buena Vista, FL** |

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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 13 of 17 voting member companies represented.

   1) **Quorum Members or Alternates Present**

   | | |
   |---|---|
   | Alcatel – François Pinier | Nortel – Roger Britt |
   | AST – James Bress | Siemens – Tailey Tung |
   | Atlinks – Roger Hunt | 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 | |

   2) **Quorum Members Absent**

   | | |
   |---|---|
   | Poly Com – Peter Baker | Telcordia – Ken Kerpez |
   | Radio Shack – Rick Carey | Wyle Labs – Jim Smith |

   3) **Others Present**

   | | |
   |---|---|
   | Atlinks – Roger Hunt | Industry Canada – Efrain Guevara |
   | Aurial Systems – Richard Hatherill | Siemens – Dave VanderMeiden |
   | Cisco – Tim Lawler | TIA Staff – Stephanie Montgomery |
   | Dietrich Lockard Group – Richard Frank | US Dept Commerce – Rob Stafford |
   | ETSI STQ Liaison – Joachim Pomy | Verizon – Trone Bishop |

   c. **Review and Approve Agenda**

   The agenda was submitted for review and approved with the addition of a liaison report from ACTA as item 4c.

   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, 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.

### e. Chair's Remarks

Steve reported that a recognition dinner had been held on Tuesday evening to honor Clint Pinkham, who is retiring from Atlinks. Steve thanked Clint for his valuable contributions over the years, and the rest of the meeting attendees joined in a round of applause.

Steve discussed the fact that the concept of "late" contributions introduced at the last meeting prompted him to suggest that they be identified by appending an "L" to the contribution number so that such contributions could be easily identified in contribution lists, meeting reports, etc. This was discussed further and agreed to at the Chair's meeting on Monday evening. The use of R1, R2, etc. to designate revisions to documents was also formalized. Roger Britt has documented these changes in FolderFileNameGuidelinesR5.doc in the TR41PoliciesAndProcedures folder on the TIA FTP site.

Finally, Steve mentioned that the TIA IPR Working Group continues to work on a new contribution cover page that will make reference to copyright and IPR provisions in the Engineering Manual rather than the several paragraphs of statements that are now required. The technical committee must still approve these changes, so we should continue using the current cover pages for now.

### f. TIA Staff Remarks

Stephanie Montgomery stated the ANSI audit is finished and appears to have gone well.

## 2. Previous Meeting Report

The report of the previous meeting was reviewed and approved with the following changes:

- In item 1d, replace PN-3-3826-RV1 with PN-3-3836-RV1 in the list of projects identified by Dave VanderMeiden of Siemens as being affected by patents of which he was aware.

- In item 7b, the date of the August 2003 meeting should be August 18-22 instead of August 11-15.

## 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, May 8, 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 (to become TSB-147)

  Current Status: Because of the significant changes in ANSI/TIA-968-A-1 net-amplification and signal power limitation requirements, TR41.1 decided to delay the completion of the draft TSB-147 until ANSI/TIA-464-C updated its loss plan to align with the ANSI/TIA-968-A-1 and TIA-912 standards.

  Target Completion Date: Moved from 11/2003 to 2/2004.

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

  Current Status: TIA posted TSB32-A on TIA public web-site for free download.

  Target Completion Date: Complete.

- PN-3-3673-RV4, Requirements for Private Branch Exchange (PBX) Switching Equipment (to become TIA-464-D)

  Current Status: TR41.1 is in the process of creating an addendum to ANSI/TIA-464-C to align the loss plan requirements with the ANSI/TIA-968-A-1 net-amplification requirements and the TIA-912-A loss plan.  TR41.1 also approved the deletion of ANSI/TIA-464-C - Annex D for "Private network synchronization planning guidelines" after the publication of the new ANSI/TIA-594-B standard.

  Target Completion Date: For the addendum is 2/2004.

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

  Current Status: TIA published the standard on 3/28/2003.

  Target Completion Date: Complete.

- PN-3-4676-RV2, Information Technology - Telecommunications - Synchronization Methods and Technical Requirements for Private Integrated Services Networks (to become TIA-594-B)

  Current Status: TR41.1 reviewed the draft TIA-594-B and approved the changes proposed by Alcatel, Siemens and Dietrich Lockard.

  Target Completion Date: 5/2004.

  Plenary Action Requested: TR41.1 voted and unanimously approved the Chair to request Plenary concurrence to send TIA the "Ballot Authorization" for the industry ballot of the revised draft TIA-594-B.

  Plenary Action Taken: Unanimously agreed.

Additional Information: TR-41.1 would like to provide the following additional information.

- Telcordia and Mitel Networks were not represented in the last three consecutive meetings. TR41.1 voted and unanimously approved the Chair to delete these two companies from the quorum member list.

- TR41.1 Chair may not be able to attend and chair the 8/2003 meeting in Montreal.  Francois Pinier, TR41.1 Vice Chair agreed to chair the 8/2003 meeting if Tailey Tung is not able to attend.

b. **TR-41.3 – Analog and Digital Wireline Terminals – James Bress**

Subcommittee TR-41.3 met on Thursday afternoon, May 8, 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 (to become TIA-777-A)

  Current Status: TIA-777-A was officially published in April 2003.  The working group will now go inactive.  Request TIA to make TR-41.3.1 inactive.

- PN-3-4350.110-RV3, Performance and Compatibility Requirements for Telephone Sets with Loop Signaling: Electroacoustics (to become TIA-470.110-C)

Current Status: Working Group members have agreed to do more studies on RLR HATS measurements and work with ITU SG-12 to have Agreement on receiver acoustic methods related to using HATS (including the handset force used during measurements). Plan is to make document a TIA only standard first with a ballot completed before the 8-2003 meeting. An interim web-based meeting will be held in mid June to review results of the study. Document will be voted for ANSI status after SG-12 issues are resolved.

Target Completion Date: 09/2003 (TIA document) 02/2004 (ANSI document)

Plenary Action Requested: Concurrence to send PN-3-4350.110-RV3 for TIA ballot.

Plenary Action Taken: Unanimously agreed.

- PN-3-4350.210-RV3, Performance and Compatibility Requirements for Telephone Sets with Loop Signaling: Resistance and Impedance (to become TIA-470.210-C)

  Current Status: Document updated per On-Hook impedance information from Verizon (Trone Bishop). Still needs longitudinal balance test specifications. Plan to ballot after the 08-2003 meeting.

  Target Completion Date: 02/2004

- PN-3-4350.220-RV3, Performance and Compatibility Requirements for Telephone Sets with Loop Signaling: Alerting (to become TIA-470.220-C)

  Current Status: Ballot comments were reviewed during the WG meeting. TR-41.3 voted to go to Industry re-ballot.

  Target Completion Date: 11/2003

  Plenary Action Requested: Concurrence to send PN-3-4350.220-RV3 for Industry re-ballot.

  Plenary Action Taken: Unanimously agreed.

- PN-3-4350.310-RV3, Performance and Compatibility Requirements for Telephone Sets with Loop Signaling: Cordless Telephone Range Measurement Procedure (to become TIA-470.310-C)

  Current Status: WG reviewed ballot comments. Ballot had zero No votes and all comments were resolved. TR41.3 voted to publish the document.

  Target Completion Date: 5/2003

  Plenary Action Requested: Concurrence to send PN-3-4350.310-RV3 (to be TIA-470.310-C) for publication.

  Plenary Action Taken: Unanimously agreed. Comment resolution letters will be sent.

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

- TR41.3 requests TIA to open a new project for development of a new standard for Cordless Telephone Features to be worked in WG TR-41.3.9 (Cordless Telephones).

  Plenary Action Requested: Concurrence requested for new project.

  Plenary Action Taken: Unanimously agreed.

- TR-41.3 unanimously voted to withdraw TIA-504-A (HAC measurements) in favor of leaving the FCC Part-68 referenced TIA-504. TIA-504-A expired from ANSI status this past quarter and can now be voted to be withdrawn within the committee without a need for a ballot to withdraw.

  Plenary Action Requested: Concurrence to withdraw TIA-504-A.

  Plenary Action Taken: Unanimously agreed.

- TR-41.3 requests TIA to obtain an extension (or other recommended method) to allow more time for TIA-470.000 (TIA-470 base document: pseudo TOC) to be published as it must wait until referenced TIA-470.xxx documents are published.  Decision was to make this a TIA only document for now.  Also request TIA to open a formal project number for this document.

  Plenary Action Requested: Concurrence and advice.

  Plenary Action Taken: TR41 chair recommended this be worked off-line.

- The TIA-470.000-C ballot was reviewed and the document edited to address comments and no votes.  TR-41.3 voted to send document for TIA ballot.

  Plenary Action Requested: Concurrence to send TIA-470.000-C for TIA ballot.

  Plenary Action Taken: Unanimously agreed.

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

Subcommittee TR-41.4 met on Monday, May 5th in the afternoon and Wednesday, May 7th, 2003. Its 41.4.4 Working Group met on Tuesday, May 6th, 2003.

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-139)

  Current Status: Bob Bell submitted a framework document. There was a lot of discussion about the contents and we are going to proceed with the generation of the doc.

  Target Completion Date: 11/2004

- PN-3-0102, Requirements for a Wireless LAN Based IP Telephony Subsystem (to become TIA-1002)

  Current Status: Francois Pinier presented the framework for the document and discussed some of the areas of concern. Talked about the security aspects as well.

  Target Completion Date: 11/2004

- PN-3-0103, Requirements for a Wireless LAN Based IP Telephony Endpoint (to become TIA-1003)

  Current Status: Francois Pinier presented a framework for the document based on TIA-811. Some editing was done in the meeting. Additional submissions were requested.

  Target Completion Date: 11/2004

- PN-3-0104, Functionality Classes for IP Telephony Residential Gateways (to become TSB-148)

  Current Status: Alan Clark presented a framework for the document to include 4 classes of residential/soho gateways. It was suggested that the title be changed from Residential to Residential/SOHO to better represent the work in progress.

  Target Completion Date: 11/2004

- PN-3-0105, IP Telephony Endpoint Performance Metrics (to become TIA-1004)

  Current Status: Alan Clark also presented this framework. There was a lot of discussion relative to the voice quality metrics that were suggested.

  Target Completion Date: 11/2004

- PN-3-4462-URV, Performance and Interoperability Requirements for Voice-over-IP (VoIP) Telephone Terminals (to become TIA-811-A)

  Current Status: No new submissions were presented. However Dave VanderMeiden of Siemens agreed to take over as the Editor.

Target Completion Date: 11/2003

- PN-3-4601, IP Telephony Gateways and Related Control Infrastructure

  Current Status: Bob Bell presented a framework for the definitions and reference models for this document.

  Target Completion Date: Living Doc.

- PN-3-4726, Location Identification and Callback Procedures for IP Terminals (to become TSB-146)

  Current Status: Published.

  Target Completion Date: Done

- PN-3-4726-RV1, Location Identification and Callback Procedures for IP Terminals (to become TSB-146-A)

  Current Status: No New Work items were presented.

  Target Completion Date: 11/2004

- PN-3-4826-RV1, Voice Gateway Transmission Requirements (to become TIA-912-A)

  Current Status: Update presented by Roger Britt. The submission of this document is pending the resolution of some issues in other groups.

  Target Completion Date: 11/2003

Additional Information: TR-41.4 would like to provide the following additional information.

- TR41.4 requests the concurrence of TR41 in collapsing TR41.4.4 back into TR41.4. The members of both groups are the same and it is felt that this will give better coverage of the projects that were in TR41.4.4.

  Plenary Action Requested: TR41.4 requests the concurrence of TR41 in collapsing the work of TR41.4.4 back into TR41.4.

  Plenary Action Taken: Unanimously agreed.

- TR41.4 wishes to inform TR41 that Joachim Pomy has agreed to be the Secretary for TR41.4. TR41.4 also wishes to thank Stephanie Montgomery for her help in this capacity during the meetings of this week.

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

Subcommittee TR-41.7 met on Thursday afternoon, May 8, 2003.  Its 41.7.4 and 41.7.5 Working Groups met on Wednesday and its 41.7.1 Working Group met on Thursday morning.

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

- PN-3-3283-RV2, Environmental Considerations (to become TIA-571-B)

  Current Status: TR41.7.4 discussed and set the direction for some changes that will make TIA-571-B a more usable and valuable document for designers and specifyers of equipment. For example, more specific requirements and more information on the equipment the requirements apply to.

  Target Completion Date: 05/2005

- PN-3-XXXX, Telecom Circuit Overcurrent Protectors (to be submitted to UL)

  Current Status: Work In-Process in the TR41.7.5 WG. A project number will be requested on-line to track this activity.  The scope of the WG and standard were refined. A document format of a main body of requirements with sub-parts for specific types or devices was

agreed to. During a review at the TR41.7 meeting it was agreed that CSA should be informed and invited to participate as a bi-national standard would be desirable.

Target Completion Date: 08/2004

Plenary Action Requested: TR41.7 is requesting concurrence to send a letter to CSA outlining our intent to develop draft requirements for overcurrent protectors for telecom circuits in TR41.7.5, requesting participation in the work and asking for a commitment to use the draft to develop a new UL/CSA safety standard for these devices.

Plenary Action Taken: Unanimously agreed.

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

- As reported last time, the TR-41.7.1 WG planned on receiving a contribution concerning new acoustic pressure limits. The contribution was delayed. It is expected that the proposal will be available soon and discussed at the August meeting.

- TR41.7.1 wil be reviewing information from The US TAG regarding power contact requirements and enclosure flammability testing and requirements that may have a significant impact on telecom equipment. The US TAG plans on submitting proposals based on the information to the IEC for eventual inclusion into IEC and UL60950-1.

- TR41.7.1 plans to have an expert from UL give a presentation on Hazardous-Based safety standards development and use.

  Plenary Action Requested: TR41.7 is requesting a ½ day time slot at the next meeting. Monday afternoon was suggested.

  Plenary Action Taken: Approved by TR41 chair.

- TR41.7.5 elected Carl Lindquist as their WG chair.

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

Subcommittee TR-41.9 met on Tuesday, May 6, 2003.  Its 41.9.1 and 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-AD1, Technical Criteria for Terminal Equipment to Prevent Harm to the Telephone Network (Addendum for TIA-968-A).

  Current Status: Agreement was reached on the relaxation of certain signal power and encoded analog content requirements with appropriate adjustments made in the through gain table.  Previously agreed changes to the grandfathering requirements in Annex A and a number of errata were added to the document.  The subcommittee approved sending the document out for industry ballot.  If it is approved without comments, it will be submitted for publication and forwarded to ACTA for adoption.  If it is approved with comments, an editorial group will be coveined to deal with editorial comments only; any technical comments will be deferred to the next revision.  The document with agreed editorial changes will then be submitted for publication and forwarded to ACTA for adoption.  Action will be deferred to the next meeting if any negative ballots are received.

  Target Completion Date: August 2003.

  Plenary Action Requested: Concurrence for balloting of this new addendum.

  Plenary Action Taken: Unnanimously agreed.

  Plenary Action Requested: If all ballots are for approval, concurrence for publishing the addendum, with any agreed editorial changes resulting from the balloting process.

  Plenary Action Taken: Unnanimously agreed.

Plenary Action Requested: If the document is published, concurrence for requesting TIA to forward the document to ACTA for adoption.

Plenary Action Taken: Unnanimously agreed.

- PN-3-0016-RV2, Technical Criteria for Terminal Equipment to Prevent Harm to the Telephone Network (Addendum for TIA-968-A).

Current Status: A discussion of the possibility of adding additional xDSL technologies to TIA-968-A was held. Some committee members were supportive of this concept, others objected.

Target completion date: Unknown

- PN-3-0100, Technical Requirements for Connection of Terminal Equipment to the Telephone Network (to become J-STD-068)

Current Status: This may be abandoned depending on response of T1E1. (see contribution – 006 from TR 41.9 meeting)

Target Completion Date: Undetermined

- PN-3-0101, Test Methods for Connection of Terminal Equipment to the Telephone Network (to become J-STD-069)

Current Status: This may be abandoned depending on response of T1E1. (see contribution – 006 from TR 41.9 meeting).

Target Completion Date: Undetermined

- PN-3-3602-RV3, Rationale and Measurement Guidelines for TIA-968 (to become TSB-31-C)

Current Status: Work is progressing.

Target Completion Date: 2/2004

- PN-3-4124, Responses to Part 68 and TIA-968 Questions (On-going effort)

Current Status: New title and scope developed for this project number. Discussed liaison request from TR-41 concerning changes to dimensions for 6-pin modular plugs to prevent damage when used in 8-pin modular jacks. Decided more information is needed on seriousness of problem. TR-42 will be invited to next meeting.

Target Completion Date: N/A

Plenary Action Requested: Request reply letter to be sent out under TR41 Chair signature in response to request from TR 42 Chair regarding 6-pin plug and 8 pin jack issues.

Plenary Action Taken: Unanimously approved.

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

- TR-41.9.1 will not meet at the next meeting. It will likely most likely be shut down if the decision is made not to proceed with PN-3-0100.

- A discussion was held about the possibility of consilidating the TR-41.9 and TR-41.11 subcommittees. There was a consensus that this was a good idea. A final decision will be made at the next meeting.

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

Subcommittee TR-41.11 met on Wednesday, May 7, 2003.

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

- PN-3-0014-RV1-1, Labeling Requirements (to become TSB-168-A)

Current Status: Substantive changes were made as a result of the resolution of the recent ballot comments. Therefore it will be sent out for default ballot. If successful it will then be sent for publication and adoption by the ACTA.

Target Completion Date: 5/2003

Plenary Action Requested: TR41.11 voted to send the PN-3-0014-RV1-1 (to be published as TIA/TSB-168-A) as modifed during this meeting out for default ballot. TR41.11 seeks TR41's concurrence in this action.

Plenary Action Taken: Unanimously agreed.

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

Plenary Action Taken: Unanimously agreed.

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

Plenary Action Taken: Unanimously agreed.

- PN-3-0017-AD1, Guide to the U.S. Supplier's Declaration of Conformity and TCB Approval Processes (to become TSB-129-A-1)

  Current Status: Published April 2003.

  Target Completion Date: Complete

- PN-3-0017-RV2, Guide to the U.S. Supplier's Declaration of Conformity and TCB Approval Processes (to become TSB-129-B)

  Current Status: Project stopped as TR41.11 agreed to retract letter of adoption from the ACTA for this document.

  Target Completion Date: N/A.

  Plenary Action Requested: It is request that TIA send a letter to the ACTA to rescind the request for adoption of TIA-TSB-129-A. TR41.11 seeks TR41's concurrence in this action.

  Plenary Action Taken: Unanimously agreed.

Additional Information: TR-41.11 would like to provide the following additional information.

- TR41.11 discussed the possibility of combining the TR41.9 and TR41.11 committees into one. There was general consensus that this was a good idea and that it should be pursued.

- TR41.11 discussed the letter that TR41 recevied from the ACTA on FIC, SOC and equipment codes. It formulated an opinion that will form the basis of a response letter.

  Plenary Action Requested: TR41.11 voted to send a response letter back to the ACTA under the signature of the TR41 chair. It also requests that the TR41 Chair participate in the communication that is planned to occur between the ACTA and T1M1 on this issue. TR41.11 seeks TR41's approval in this action.

  Plenary Action Taken: Unanimously approved.

4. **Liaison Reports**

   a. **T1A1**

   Roger Britt reported that action on completing the loss plan table for T1.508 is being held up pending the agreement on the changes to be made to the TIA-968-A through transmission gain

table.  Since agreement has now been reached and the addendum document approved for ballot, work can resume as soon as the document is approved.

**b. IEEE 802.11/15/19**

Chair Steve Whitesell reported that he had attended the IEEE 802.11/15/19 Plenary meetings in March and would be attending their Interim meetings next week.  The Chair of the 802.11 Wireless Next Generation Standing Committee (WNG SC) had contacted François Pinier after hearing about the new TR-41.4 projects on VoIP via Wireless LAN.  A dialogue has been established, and Steve will be giving a high level overview of the TR-41 VoIP activities at the WNG SC next week (see TR41-03-05-009-L).  This will be followed up by a more in-depth presentation on the VoIP via WLAN projects by TR-41.4 experts at the July Plenary meeting of 802.11.  The work in 802.11 Task Group E on Quality of Service and in Task Group I on Security measures should be of interest to our TR-41.4 work.  We are also inviting IEEE 802.11 participation in our work.

Steve mentioned that he saw a presentation on Bluetooth headsets by Plantronics at one of the 802.15 Wireless Personal Area Networks (WPAN) sessions in March.  This may be of interest to the TR-41.4 work as well as to TR-41.3.  He also reported that he had attended the 802.19 Coexistence meeting and had been asked about the possibility of any cooperative work on protocols for coexistence of cordless telephones and WLANs in the 2.4 and 5.8 GHz ISM bands.  He discussed this with TR-41.3.9 earlier in the week and will be taking a message to 802.19 of an interest of what might could be done in defining a spectrum etiquette.

**c. ACTA**

Chair Steve Whitesell reported that a liaison letter had been received from ACTA concerning the continued need for FIC and SOC codes in the database of approved terminal equipment.  This letter was forwarded to TR-41.9 for information and to TR-41.11 for action.  TR-41.11 has drafted a reply as outlined in its subcommittee report.

**5. Old business**

A brief discussion of the new contribution policy adopted at the last meeting indicated people were complying and that no problems had been identified as yet.

**6. New Business**

The TR-41 Chair and Vice-Chair positions are up for election at the August meeting.  Self-nominations are welcome and encouraged.  Anyone interested in running for either or both positions should submit a letter of support from your company and a brief biographical sketch of your qualification for the position(s) to Dan Bart, TIA Vice-President of Standards & Special Projects, with a copy to Stephanie Montgomery.  An electronic submittal is satisfactory.

A call for elections for the Chair and Vice-Chair positions in most of the odd-numbered subcommittees will be made in August, with the elections to be held in November.

**7.  Meeting Schedules**

**a. Next Meeting**

The next meeting will be held the week of August 18-22, 2003 in Montreal, Canada.  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 Delta Centre-Ville
> 777 University Street
> Montreal, Quebec H3C 3Z7
> Phone: 800 268 1133
> Fax: 888 315 1515
> Room Rate: $184 CDN (~$136 US)
> Cut off date: July 10, 2003

b. **Future Meetings**

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

| Date | Location |
|------|----------|
| November 10-14, 2003 | Dallas (Tentative) |
| February 16-20, 2004 (Tentative) | TBD |
| May 10-14, 2004 (Tentative) | TBD |
| August 9-13, 2004 (Tentative) | TBD |
| November 8-12, 2004 (Tentative) | TBD |

## 8. Adjournment

There being no further business, the meeting was adjourned at 10:20 am. This meeting was conducted in accordance with the TIA Legal Guides and the Engineering Manual.


Harry A. Van Zandt                                              Stephen R Whitesell
Secretary, TR-41                                                Chair, TR-41

**Appendix A**
**Tentative TR-41 Meeting Schedule for Montreal**

| | | | | |
|---|---|---|---|---|
| **MONDAY**<br>**0830 – 1230**<br>**18 Aug 2003** | **TR-41.3.9**<br>**(Van Zandt – 20)** | | **TR-41.9.2**<br>**(Slingerland – 20)** | |
| **MONDAY**<br>**1330 – 1730**<br>**18 Aug 2003** | **TR-41.3.9**<br>**(Van Zandt – 20)** | **TR-41.7**<br>**Hazards-Based**<br>**Safety Standards**<br>**Presentation**<br>**(Ivans – 45)** | **TR-41.9.2**<br>**(Slingerland – 20)** | |
| **MONDAY**<br>**1800 – 1930**<br>**18 Aug 2003** | **TR-41 Leadership**<br>**1800 – 1930**<br>**(Whitesell – 20)** | | | |
| **TUESDAY**<br>**0830 – 1230**<br>**19 Aug 2003** | **TR-41.3.6**<br>**(McKinnon – 20)** | **TR-41.4**<br>**(Bell – 20)** | **TR-41.11**<br>**(Slingerland – 25 )** | |
| **TUESDAY**<br>**1330 – 1730**<br>**19 Aug 2003** | **TR-41.3.6**<br>**(McKinnon – 20)**<br>**Followed by**<br>**TR-41.3.8**<br>**(McKinnon – 20)** | **TR-41.4**<br>**(Bell – 20)** | **TR-41.11**<br>**(Slingerland – 25 )** | |
| **TUESDAY**<br>**1900 – 2200**<br>**19 Aug 2003** | | | | |
| **WEDNESDAY**<br>**0830 – 1230**<br>**20 Aug 2003** | **TR-41.7.4**<br>**(McKinnon – 20** | **TR-41.4**<br>**(Bell – 20)** | **TR-41.9**<br>**(Havens – 25)** | |
| **WEDNESDAY**<br>**1330 – 1730**<br>**20 Aug 2003** | **TR-41.3.5**<br>**(McKinnon – 20)** | **TR-41.7.5**<br>**(Lindquist  – 15)** | **TR-41.9**<br>**(Havens – 25)** | |
| **WEDNESDAY**<br>**1900 – 2200**<br>**20 Aug 2003** | | | | |
| **THURSDAY**<br>**0830 – 1230**<br>**21 Aug 2003** | **TR-41.3.7**<br>**(McKinnon – 20)** | **TR-41.1**<br>**(Tung – 20)** | **TR-41.7.1**<br>**(Ivans – 20)** | |
| **THURSDAY**<br>**1330 – 1730**<br>**21 Aug 2003** | **TR-41.3**<br>**(Bress – 20)** | **TR-41.1**<br>**(Tung – 20)** | **TR-41.7.1**<br>**(Ivans – 20)**<br>**Followed by**<br>**TR-41.7**<br>**(Ivans – 20)** | |
| **THURSDAY**<br>**1900 – 2200**<br>**21 Aug 2003** | | | | |
| **FRIDAY**<br>**0800 – 1030**<br>**22 Aug 2003** | **TR-41 Plenary**<br>**((Whitesell – 20)** | | | |

**Appendix B**
**Document List**

TR-41 Documents for 2003

| Number | Source | Description |
|---|---|---|
| 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) |
| TR41-03-05-001-R1 | | TR-41 Document List for 2003 |
| TR41-03-05-006 | Secretary | Report for February 21, 2003 Meeting in Newport Beach |
| TR41-03-05-007 | Chair | Agenda for May 9, 2003 Meeting in Lake Buena Vista |
| TR41-03-05-008 | Chair | Liaison Letter from ACTA on FIC/SOC Codes |
| TR41-03-05-009-L | Chair | Liaison to IEEE 802.11 on Overview of TR-41 VoIP Activities |