

**Telecommunications Industry Association
TR45 Committee
Mobile & Personal Communications Standards (TR45)
Report of Meeting
November 28-29, 2001
Swissotel, Atlanta, GA**

Quorum List, Members Present

Member	Representative	Attendance	
		Last	Prior
1. ArrayComm, Inc.	W. Lye	X	X
2. AT&T Wireless Services	P. Musgrove	X	X
3. CommWorks Corporation	E. Campbell	X	X
4. CRAG	J. Willse	X	X
5. Ericsson	B. Slocum	X	X
6. Federal Bureau of Investigation (CIS)	D. Codling	X	
7. InterDigital Communications, Corp.	B. Kiernan	X	X
8. Lucent Technologies, Inc.	C. Blum	X	X
9. Motorola, Inc.	J. Kay	X	X
10. NEC America, Inc.	S. Jones	X	X
11. Nokia Mobile Phones	S. Willhoff	X	X
12. Panasonic	S. McConoughey		
13. Qualcomm	D. Ott	X	X
14. Rogers Wireless, Inc.	P. Oldfield	X	
15. SBC Technology Resources, Inc.	T. Watts	X	X
16. Sprint PCS	D. Baldwin	X	X
17. Telcordia Technologies	B. Pramanik	X	X
18. Toshiba	S. Sheldon	X	X
19. Verizon Wireless	G. Flynn	X	X

Quorum List, Members Absent

[Note: This table identifies the member companies not present at this meeting. Of these member companies, the ones who also have not attended the last two meetings (no "X" in either the "Last" or "Prior" column) will be dropped from the quorum list for the next meeting.]

Member	Representative	Attendance	
		Last	Prior
1. Alps Electric	R. Miyano		
2. CDMA Development Group	S. Samra	X	X
3. Fujitsu	S. Takenaka	X	
4. Nortel Networks	L. Valerius		
5. Qwest	C. Cook	X	
6. Tantivy Communications	C. Barber		X
7. Universal Wireless Communications	B. Harvey	X	X

Others Present

Member	Representative
1. ATIS	E. Hall
2. CTIA	R. Kemper
3. Lucent Technologies, Inc.	J. Alphonse
4. Lucent Technologies, Inc.	J. Brownley
5. Lucent Technologies, Inc.	D. DeVaney
6. Lucent Technologies, Inc.	B. Kidwell
7. Lucent Technologies, Inc.	P. Nurse
8. Nokia, Inc.	T. Brooks
9. TIA	B. Belt
10. TIA	S. Hoyler
11. Verizon Wireless	C.Carroll

[Note: The number/letters associated with the sections/paragraphs are related to the agenda item number/letter and the order in which they were addressed during the meeting.]

1. The TR45 Committee was convened on November 28, 2001, at the Swissotel Hotel, Atlanta, GA at 9:10 AM local time.
 - C.Blum/Chair TR45 called the meeting to order and welcomed the TR45 membership to Atlanta.
2. Meeting attendance was recorded as indicated by the above list and quorum was established.
3. The attached meeting agenda was reviewed and approved.
4. Regarding the Early Disclosure Policy, the Chair duly informed the meeting attendees. There were no comments from the meeting attendees.
5. Relative to contributions, the following documents were numbered and assigned accordingly.

Number	Title	Source	Agenda Item
TR45/01.11.28.01	Meeting Agenda	C. J. Blum Chair TR45	3
TR45/01.11.28.02	TR-45 Meeting Report of September 5-6, 2001	J. Brownley Secretary	6
TR45/01.11.28.03	TR-45 Committee Correspondence	J. Brownley Secretary	7, 9c
TR45/01.11.28.04	Report of TIA Subcommittee TR45.1 to TIA Committee TR45	J. Kay Chair TR45.1	8a, 13b
TR45/01.11.28.05	Subcommittee TR45.2 Report	T.Watts Chair TR45.2	8b, 13b
TR45/01.11.28.06	Report of TR45.3 to TR45	P. Nurse Chair TR45.3	8c, 13b
TR45/01.11.28.07	Engineering Subcommittee TR45.4 Report to TR45	S. Jones Chair TR45.4	8d, 13b
TR45/01.11.28.08	TR45.5 Report	J. Alphonse Chair TR45.5	8e, 13b
TR45/01.11.28.09	TR45.6 Report	E.Campbell Chair TR45.6	8f, 13b

TR45/01.11.28.10	AHAG Report	C. Carroll Chair AHAG	8g
TR45/01.11.28.11	AHG on NRM, Acronyms & Definitions, Guide to Standards (NAG) Report	B. Slocum Chair NAG	8h
TR45/01.11.28.12	AHG on UIM/ESN Report	T.Watts Chair AHG on UIM/ESN	8j
TR45/01.11.28.13	ESN Administrator's Report	J. Willse ESN Administrator	8j
TR45/01.11.28.14	TR-45 Program Management Report	B.Kidwell TR45 Program Manager	8l
TR45/01.11.28.15	AHG on LAES Report	T.Brooks Chair AHG on LAES	8k
TR45/01.11.28.16	ITU-R Liaison Report	M. Epstein ITU-R Liaison	11e
TR45/01.11.28.17	OAS/CITEL Liaison Report	G. Gardner CITEL Liaison	11f
TR45/01.11.28.18	[NOT PROVIDED]		
TR45/01.11.28.19	ATIS Liaison Report	E.Hall ATIS Liaison	11k
TR45/01.11.28.20	CTIA Liaison Report	R. Kemper CTIA Liaison	11a
TR45/01.11.28.21	TR45 Committee Correspondence Re: Cryptographic Key Strength Reduction	J.Brownley Secretary	8g
TR45/01.11.28.22	TR45 Committee Correspondence Re: AKA Joint Control Agreement	J.Brownley Secretary	8g
TR45/01.11.28.23	TR45 Committee Correspondence Re: Harmonized IMEI	J.Brownley Secretary	8j, 9a
TR45/01.11.28.24	TR45 Committee Correspondence Re: LAES Requirements	J.Brownley Secretary	8k
TR45/01.11.28.25	TR45 Committee Correspondence Re: TR45 AHG on LAES Participation	J.Brownley Secretary	8k
TR45/01.11.28.26	TR45 Committee Correspondence Re: ITU IMT2000 Initiatives	J.Brownley Secretary	11e
TR45/01.11.28.27	TR45 Committee Correspondence Re: Referencing Work in Process	J.Brownley Secretary	11h
TR45/01.11.28.28	TR45 Committee Correspondence Re: FBI TR45 Voting Status	J.Brownley Secretary	11h
TR45/01.11.28.29	RAST10 Report to TR45	J.Brownley Secretary	11h
TR45/01.11.28.30	TR45 Year 2002 Meeting Schedule	J.Brownley Secretary	13a
TR45/01.11.28.31	TR45 Committee Correspondence Re: TR45 LAES Ad-Hoc Group	J.Brownley Secretary	8k
TR45/01.11.28.32	ATIS Press Release Re: Integration of Standards Development Work	S.Hoyler TIA Liaison	11h
TR45/01.11.28.33	TIA Press Release Re: ATIS "Blueprint"	S.Hoyler TIA Liaison	11h
TR45/01.11.28.34	RAST/GSC Resolution - Draft	S.Hoyler TIA Liaison	11h

TR45/01.11.28.35	TIA Technical Committee Report (9/01) - Draft	S.Hoyler TIA Liaison	11h
TR45/01.11.28.36	TIA Wireless Communication Division (WCD) Report to TR45	B.Belt TIA	11g

6. The meeting report of September 5-6, 2001 numbered TR45/01.11.28.02 was reviewed. A motion was made and passed with no objections to approve the meeting report with the following modifications.
 - Change "Over-The-Air" to "Geo-Location" in page 5, section 8a.
 - Change "TR45.4" to "TR45.6" in page 6, section 8f.
 - Change "the U.S. standards developing organizations" to "ATIS and TIA" in page 10, section 11h.
 - Add "It was recommended that any additional concerns regarding contribution template language be raised to the TIA Technical Committee to address." in page 11, section 14 dash item 1.
7. In terms of correspondence, the following item was addressed:
 - **Document 28.03** - This correspondence was provided for information.
8. The following Subcommittee and Ad-Hoc Group reports were provided:
 - a. **TR45.1 Subcommittee** - J. Kay provided Document 28.04 as the written report. It was reported that the Addendum to TIA/EIA/IS-817-1 (PN-4862) was approved for publication. In accordance with the TIA Engineering Manual, John Kay was elected Chair by acclamation at the October 9, 2001 TR45.1 meeting. And, there were no candidates for Vice-Chair.
 - b. **TR45.2 Subcommittee** - T.Watts provided Document 28.05 as the written report. It was noted that parts of PN-3590 (TIA/EIA-41-E) are out for ballot and parts are in ballot resolution. Revision A of J-STD-036 was approved for ballot. While the ANSI version of J-STD-025-A (LAES) recommendation for publication was suspended pending ANSI Standards Action Review and FCC response to the U.S. Court of Appeals ruling punch list items. In addition, TR45.2 recognized C.Ishman and T.Richter for their outstanding contributions and requested that TIA honor each with a plaque.
 - c. **TR45.3 Subcommittee** – P.Nurse provided Document 28.06 as the written report. Attention was drawn to the list of documents issued for ballot prior to publication as ANSs. A publication-ready date for TIA/EIA-136 Revision D is anticipated for January 2002. It was noted that most future work in 2002 would be in support of external organizations such as the ITU.
 - d. **TR45.4 Subcommittee** – S.Jones provided Documents 28.07 as the written report. It was noted that the 100th meeting anniversary of Subcommittee would be celebrated at the December 2001 TR45.4 meeting in Maui, Hawaii. Election of TR45.4 Chair and Vice-Chair would be held at the December 2001 meeting of TR45.4. To date, two candidates were nominated for Chair, namely, Dale Baldwin of Sprint PCS and Stephen Jones of NEC with no candidates nominated for Vice-Chair. In Document 28.07 the location of meeting number 103 changed from Austin, TX to Alexandria, VA.
 - e. **TR45.5 Subcommittee** – J.Alphonse provided Document 28.08 as the written report and agreed to comply with the TIA copyright policy. TR45.5 was congratulated on completing its RSPC submission at the ITU-R WP 8F meeting in Tokyo in early October 2001. It was noted that cdma2000 Release A was completed except for resolution of the Sync Channel issues. While cdma2000 Release B work was reinitiated based on the current version of Release A (i.e., without Sync Channel resolution.) Further discussion of the Sync Channel issues was expected at the December 2001 meeting of TR45.5. Attention was drawn to the summary of recommendations from the 3GPP/3GPP2 harmonization meeting held November 13-14, 2001 in East Brunswick, NJ.

- f. **TR45.6 Subcommittee** – E.Campbell provided Document 28.09 as the written report. It was reported that work continues on the next version of the cdma2000 Wireless IP Network Standard (TIA/EIA/IS-835-B) as well as on the All IP Network Standards. A new project (PN-3-0048) was initiated for a new Lawfully Authorized Electronic Surveillance for Packet Mode Communications standard (TIA-908.)

The Committee recessed for a break at 10:25 AM and reconvened at 10:55 AM.

- g. **Ad Hoc Authentication Group (AHAG)** – C. Carroll provided Document 28.10 as the written report. It was noted that F.Quick was appointed 3GPP2 TSG-S WG4 Chair with M.Marcovici appointed Vice-Chair. Discussion was reported on the possible transfer of Joint 3GPP AKA Control from TR45 to 3GPP2. The AHAG recommended that TR45 retain Joint Control of 3GPP AKA while serving as a conduit between 3GPP SA3 and 3GPP2 TSG-S WG4. TR45 agreed without objections to retain joint control. TR45 to forward correspondence to 3GPP2 and T1P1 that reflects the TR45 intention to retain Joint Control of 3GPP AKA. In addition, TR45 to inform 3GPP2 of the nature of the relationship between TR45 and 3GPP as it relates to AKA. The correspondence to be provided in time for the joint AHAG and WG4 meeting scheduled the week of December 3, 2001 in Maui, Hawaii. The AHAG to work with TIA based on its notification of BXA regarding the URL that points to the Common Cryptographic Algorithms (CCA) prior to its presentation to the ITU-T SSG. Documents 28.21 and 28.22 were provided for information.
- h. **AHG on NRM, Acronyms & Definitions, Guide to Standards (NAG)** - B. Slocum provided Document 28.11 as the written report. It was noted that the NAG plans to correspond with the 3GPP2 TSG-S relative to potential future work.
- i. **AHG on Electronic Media Documentation** – It was noted that S.Hoyler would provide a brief verbal report on electronic tools during the TIA Report under agenda item 11h. It was reported that TIA intends to convene the meeting previously planned to address TR45 electronic resource needs.
- j. **AHG on UIM/ESN** - T.Watts provided Document 28.12 as the written report. At the next TR45 meeting in March 2002 the AHG plans to provide a recommendation to address equipment identification in light of anticipated ESN code exhaust. The expectation is that TR45.5 would provide input to the AHG on the use of MEID for cdma2000 for consideration in formulating the AHG recommendation. TR45 recommended that the AHG propose a recommendation to the 3GPP2 TSG-S Joint Experts Meeting (JEM) scheduled for January 2002 to discuss issues related to equipment identifier and associated administration. Document 28.23 was provided for information.
 - **ESN Administration** – J.Willse provided Document 28.13 as the written report. It was reiterated that J.Willse would be retiring at the end of year 2001. TIA plans to bring ESN Administration in house at the beginning of 2002. It was report that 3Q04 is the anticipated ESN exhaust date. There was unanimous agreement to recognize J.Willse with a TIA certificate of appreciation for his contributions to TIA and TR45 and for serving as the ESN Administration.
- k. **AHG on LAES** – T.Brooks provided Document 28.15 as the written report. TR45.2 agreed to contact TIA to re-assign the relevant LAES Project Numbers from TR45.2 to TR45. It was noted that the baseline Stage 1 of PN-4465-RV1 Lawfully Authorized Electronic Surveillance (J-STD-025-B) would to be sent from the AHG to the TR45 Subcommittees during the 1Q02. Plus the AHG would send correspondence to the participating SDOs, groups, and fora regarding the baseline Stage 1 availability and the scheduled December 18, 2001 conference call to discuss the high-level J-STD-025-B requirements. Documents 28.24, 28.25, and 28.31 were provided for information.
- l. **TR45 Standards Development Program Report** – B.Kidwell provided Document 28.14 as an updated version of the TR45 Program Management Report, Version 4.2. Document 28.14 was remanded to the Subcommittee Chairs to take action as appropriate to ensure and clarify end-to-end support as well as 2002 workplans. The Chairs were directed to respond directly back to B.Kidwell by end-of-January 2002.

The Committee recessed for lunch at 12:00 PM and reconvened at 1:40 PM.

9. Regarding the continuation of old business, the following items were addressed:

- a. **ESN Manufacturer Code Use for UIM_IDs** – Document 28.23 was provided for information. It was noted that there were no objections to the use for assignment of ESN in the range 129-216 as UIM_IDs. TR45.2, TR45.4, TR45.5, and AHAG were directed to investigate any potential impacts relative to fraud/security resulting from the re-use of ESN as UIM_IDs. It was suggested that TR45 propose a timeframe for a recommendation for a long-term solution to address ESN exhaust. The AHG plans to provide a recommendation at the next TR45 meeting in March 2002.
- b. **2002 TR45 Subcommittee Workplans and TR45 Features and Capabilities End-to-End Support** - Covered previously under agenda item 8l.
- c. **Subcommittee Leadership Election Confirmations** - It was noted that TR45.4 Chair and Vice-Chair elections are scheduled for the December 2001 meeting of TR45.4.

10. Relative to new business, the following items were addressed:

- a. **Other** – Nothing was addressed.

11. In terms of Liaisons, the following was reported:

- a. **CTIA** – R.Kemper provided Document 28.20 as the written report. Attention was drawn to the Priority Access System initiative underway with DynCorp. TR45 members not currently participating and interested were encouraged to contact DynCorp.
- b. **T1S1, T1E1 & T1A1** – T.Watts indicated that there was no report.
- c. **T1P1** – T.Watts indicated that there was no report.
- d. **ITU-T** – The ITU-T Liaison remains vacant. There was no report. Nevertheless, TIA volunteered to investigate the possibility of D.Thompson of TIA providing the ITU-T Report to TR45 going forward.
- e. **ITU-R** – On behalf of M.Epstein, C.Blum presented Document 28.16, the written report. It was reported that the second revision of the ITU-R Recommendation M.1457 was approved to go forward to SG8 for ballot. TR45.3 and TR45.5 were congratulated on the inclusion of their respective, TIA/EIA-136 and cdma2000 (1x-EV DO and DV), updates to the RSPC. It was noted that TR45.3 and TR45.5 as well as the AHG on UIM/ESN would be reviewing the ITU-R preliminary draft new recommendations on Circulation of IMT-2000 Terminals. It was noted that the next meeting of the ITU-R WP 8F would be held in Queenstown, New Zealand February 27 through March 5, 2002. Document 28.26 was provided for information.
- f. **CITEL** – B.Slocum, on behalf of G.Gardner, presented Document 28.17, the written report. There was no discussion.
- g. **Wireless Communications Division (WCD)** –
 - **Regulatory and Policy Issues** – B.Belt provided Document 28.36 as the written report. Two strategic WCD items were noted, namely, the role of the WCD in the changing TIA structure and the role of the TIA standards activities in the evolving globalized environment. Regarding TRIC, among the key issues reported was work on procedures for testing Specific Absorption Rate (SAR) for

mobiles and private radios, the FCC speed-of-processing for certification of wireless products, and Mutual Recognition of Standards.

- **Technical Regulatory Issues Committee (TRIC)** – Covered during the Regulatory and Policy Issues agenda item above.
- h. **TIA** – S.Hoyler provided Documents 28.32, 28.33, 28.34, and 28.35. Furthermore, Documents 28.27, 28.28, and 28.29 were provided. The disposition of these documents and other items addressed were as follows.
- Documents 28.32 and 28.33 were Press Releases from ATIS and TIA, respectively, on the subject of the integration of standards development work. It was noted that the TIA Board of Directors (BoD) continues its discussions on “NewCo” and “SpinCo” in parallel. Interested parties were encouraged to contact either TIA or ATIS board member companies to express their concerns. The next TIA BoD meeting is scheduled for the week of April 22, 2002.
 - Documents 28.29 and 28.34 were provided for information on the outcome of the RAST10/GSC7 meetings held November 4-8, 2001 in Sydney, Australia. In Document 28.29, it was noted that Resolution RAST 10/3 was not removed.
 - Regarding Document 28.35, attention was drawn to two key items. (1) The TIA Technical Committee (TC) recommendation to add language to the contribution templates to indicate that TIA language supersedes any other additional language relative to IPR and copyright. Until new language was approved by the TIA TC, all were directed to comply with the contribution template language as provided in the TIA Engineering Manual and to enforce compliance at the Subcommittee, AHG, and subgroups levels. (2) The recommendation to centralize locations for standards meeting to reduce meeting costs. It was noted that the TIA meeting management was in the process of preparing a list of suggested locations for meetings in 2002 and beyond based on a list of standardized requirements from standards committees.
 - It was noted that the next TIA TC and WCD meetings would be co-located with TR45 in March 2002 in Vancouver. Plans are for Paul Vishny, TIA Legal Counsel, to provide an IPR presentation to TR45 during the TR45 meeting on Thursday morning March 7, 2002. It was suggested that in addition to including the IPR presentation to the TR45 meeting agenda that a separate notice be distributed via e-mail to the TR45 membership.
 - Regarding electronic sign-in rosters, it was reported that Subcommittees and AHG are required to use written sign-in rosters at this time based on the advise of TIA legal council.
 - Regarding web conferencing, by the end-of-January 2002 Subcommittees and AHGs were directed to review their needs for web conferencing during year 2002 (i.e., how many meetings) and report their needs directly to TIA Staff and copy-to to C.Blum and J.Brownley.
 - It was noted that the TIA Style Manual would be circulated in December 2001 for comments. Subcommittees and AHGs were requested to provide comments directly to B.Zidek-Conner as soon as possible prior to ballot.
 - A re-ballot of the revised TIA Engineering Manual is planned for early 2002 with anticipated approval at TIA Technical Committee meeting scheduled for March 2002 co-located with the TR45 meeting in Vancouver.
 - Regarding password protection, the Subcommittees and AHG Chairs were requested to participate in the AHG on EMD meeting scheduled for Thursday morning November 29 at 9:00 AM at the Swissotel in Atlanta, GA. An item for discussion would be password protection rights to the TIA ftpsite directories.
 - Document 28.27 regarding referencing work in process was provided for information.
 - Document 28.28 regarding FBI TR45 voting status was provided for information. It was noted that the FBI was added to the TR45 quorum that increased the total quorum present for the meeting to 19.
 - TIA recognized Peter Nurse for his contribution, support, and commitment to TIA and TR45. Particularly, for the many years that he served as TR45 Vice-Chair often stepping-in as TR45 Chair over the years. TIA to honor Peter Nurse with a certificate of appreciation.

- i. **3GPP2** – On behalf of S.Dennett, C.Blum provided a verbal report. Sad news was shared regarding the death of Akio Sasaki. Gratitude was expressed to all that sent notes, e-mails, and gifts to ARIB and the family. Thanks was extended to those who attended the funeral that coincided with the ITU-R WP 8F meeting in Japan in October 2001. It was note that Yoshihide Ishida was appointed as the new Head of Delegation (HOD) for ARIB. It was reported that the TSG-S PMT has efforts underway to address release planning. Regarding regional regulatory requirements, it was noted that the TSGs and SC/OP have put a new process in place. In light of the future plans of TIA, 3GPP2 expressed interest in which organization would be the SDO member of 3GPP2.
 - j. **3GPP** – It was announced that P.Musgrove of AWS volunteered to serve as the 3GPP Liaison to TR45 going forward. P.Musgrove provided a brief verbal report. Hot topics mentioned included (1) The Systems and Aspects (SA) Multi-Media broadcast service work underway, (2) the key new work item on PAS (Priority Access Service) relative to packet, (3) SA3 security work underway, (4) The Radio Access Network (RAN) groups' work on HSDPA toward the Release 5 deadline in March 2002, (5) Core Network (CN) work items such as QoS and IETF related issue, and (6) the harmonization meeting held between 3GPP and 3GPP2 in November 2001 in East Brunswick, NJ.
 - k. **ATIS** – E.Hall provided Document 28.19 as the written report. Regarding TIA and ATIS standards development work integration, interested parties were encouraged to seek out Board members of either TIA or ATIS for further information. Attention was drawn to the recent activities of IFAST, TTSI, ETS, and WWINA. Furthermore, a presentation was provided on the TTSI TTY testing summary. It was reported that TDMA performed well in TTY testing. And, that CDMA TTY testing was underway. It was noted that service providers were required to have TTY capable mobiles by June 2002.
12. In review of assignments,
- Document 28.12 - Input anticipated from TR45.5 regarding the use of MEID for cdma2000.
 - Document 28.11 - TR45 to forward correspondence to 3GPP2 and T1P1 that indicates the intentions of TR45 to retain Joint Control of 3GPP AKA. In addition, TR45 to inform 3GPP2 of the relationship between TR45 and 3GPP relative to AKA. And, correspondence to be provided in time for the joint AHAG and WG4 meeting the week of December 3, 2002 in Maui, Hawaii.
 - Document 28.15 - TR45.2 to contact TIA to re-assign LAES PNs from TR45.2 to TR45. Baseline Stage 1 of PN-4465-RV1 (J-STD-025-B) to be sent to the TR45 Subcommittees in 1Q2002. AHG to send correspondence to SDOs and others regarding the Stage 1 availability and the planned December 18, 2001 conference call to address the high-level J-STD-025-B requirements.
 - Document 28.14 - As updated by B.Kidwell to be remanded to the Subcommittee Chairs to take action as appropriate to ensure and clarify end-to-end support. The Chairs were directed to respond directly back to B.Kidwell by end of January 2002.
 - ESN/UIM_ID - TR45.2, TR45.4, TR45.5, and AHAG were directed to investigate any potential impacts relative to fraud/security by the re-use/simultaneous use of ESN as UIM_IDs. The AHG to provide a recommendation to address ESN exhaust at the next TR45 meeting in March 2002.
 - ITU-T Liaison - TIA to investigate the possibility of D.Thompson providing the ITU-T Report to TR45 going forward.
 - Document 28.16 - TR45.3 and TR45.5 as well as AHG on UIM/ESN to review the ITU-R preliminary draft new recommendations on Circulation of IMT-2000 Terminals.
 - ESN Administration - TIA to contact J.Willse to transition ESN Administration to TIA. A certificate of appreciated to be forwarded from TIA to J.Willse for his contribution to TIA and TR45 as the ESN Administrator.
 - Electronic Sign-in Rosters - Subcommittees and AHGs were directed to use written sign-in rosters based on the advise of TIA legal council.
 - Web Conferencing - By the end-of-January 2002 Subcommittees and AHGs were directed to review their needs for web conferencing during year 2002 (i.e., how many meetings) and report their needs directly to TIA Staff and copy-to both C.Blum and J.Brownley.

- TIA Style Manual - Subcommittees and AHGs were requested to provide comments directly to B.Zidek-Conner as soon as possible prior to ballot.
- Contribution Templates - All were directed to comply with the contribution template cover language as provided in the TIA Engineering Manual and to enforce Subcommittee, AHG, and subgroup compliance.
- TIA Legal Presentation on IPR – To be added to the TR45 agenda as well as a separate notice to be distributed to the TR45 membership. The IPR presentation to be held during the TR45 meeting in Vancouver on Thursday morning March 7, 2002.
- Electronic Media - TIA intends to convene the meeting previously planned to address TR45 electronic resource needs at 9:00 AM local time on Thursday November 29, 2001 at the Swissotel in Atlanta, GA.
- Password Protection - Subcommittee and AHG Chairs were requested to participate in the AHG on EMD meeting scheduled for Thursday, November 29 at 9:00 AM at the Swissotel in Atlanta, GA. An item for discussion to be password protection rights to their TIA ftpsite directories.
- Recognition - TIA to provide a certificate of recognition to P.Nurse for the many years that he has served as the TR45 Vice-Chair. In addition, TR45.2 to work directly with TIA to provide certificates of recognition to C.Ishman and T.Richter.

13. Review Meeting Schedules

- a. **TR45 2002 Schedule** – Document 28.30 was provided for information. All were encouraged to make hotel reservation for the next TR45 meeting March 2002 in Vancouver as soon as possible. It was noted that year 2003 meeting schedules should be finalized by end-of-June 2002 and provided to the TIA Meeting Managers.
- b. **Subcommittees and AHG 2002 Schedules** - Documents 28.04, 28.05, 28.06, 28.07, 28.08, and 28.09 were provided for information.

14. Open Discussion

- The Chair highlighted the year 2001 accomplishments of Engineering Committee TR45. It was noted that nearly 100 documents were published during 10 months in year 2001 as quite an accomplishment! Congratulations and appreciation was extended to all for their work, dedication, and support. And, to all Happy Holidays!

15. Having concluded the meeting's deliberations, a motion was made to adjourn. The meeting was conducted in accordance with the TIA Engineering Manual and was adjourned at approximately 5:05 PM local time November 28, 2001.

Cheryl J. Blum
Chair
Engineering Committee TR45

Jane C. Brownley
Secretary
Engineering Committee TR45



BUILDING GLOBAL COMMUNICATIONS

Approved by General Counsel

TR-45 Meeting Report
Date: 11/28-29/01
Location: Atlanta, GA

Approved: 12/19/01
T# 6202