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|  | Federal Communications Commission  Washington, D.C. 20554 |

June 20, 2018

**VIA ECFS ELECTRONIC DELIVERY**

Ms. Marlene H. Dortch, Secretary

Federal Communications Commission  
445 12th Street SW  
Washington, DC 20554  
  
Re: Measuring Broadband America Program (Fixed Collaborative), GN Docket No. 12-264  
  
Dear Ms. Dortch,  
  
On March 29, 2018, a collaborative meeting was held between members of the Commission Staff along with representatives of broadband providers, public interest groups, companies, and other organizations to discuss plans pertaining to the fixed Measuring Broadband America (MBA) program.[[1]](#footnote-1)

After general introductions, Walter Johnston, Chief, EMCD/OET welcomed all the collaborative members and introduced Charlotte Wilson, Client Services Executive at SamKnows to present the agenda for the meeting.[[2]](#footnote-2) The following topics were discussed:

1. **Key dates for the 2018 reporting month:** In order for the FCC to determine what ISP tiers need to be measured as a part of the 2018 validation period (generally chose as a 30 day period within September and October) Ms. Wilson set the following timeline for getting subscriber data:

* SamKnows to request subscriber data from the ISPs by April 3
* The ISPs to send subscriber data for each of their tiers to SamKnows by April 17
* SamKnows to create the first draft of sample plan by April 24

1. **Code of Conduct:** Ms. Wilson informed the ISPs that she would be contacting them soon for signing new Code of Conduct forms for 2018.
2. **Automated Validation update:** SamKnows has been in close discussions with a number of ISPs to automate their validation processes. Ms. Wilson noted that SamKnows is working one-on-one with each of these service providers since they all have different management procedures.

Mr. Johnston concluded the meeting by thanking all the attendees for their active participation.

Sincerely,  
  
/s/ Rajender Razdan  
  
Rajender Razdan, Electronics Engineer,  
Electromagnetic Compatibility Division/OET  
Federal Communications Commission

1. A list of attendees is attached to this filing in GN Docket No. 12-264. [↑](#footnote-ref-1)
2. SamKnows presentation is attached to this filing in GN Docket No. 12-264. [↑](#footnote-ref-2)