Resolved: An issue which has been resolved through the consensus process at the CLC/FCS. Resolved issues shall not be addressed further unless a new issue is originated.

Final Closure: Official notification to the industry that consensus has been reached on the resolution of an issue and the issue is closed.

Withdrawn: An issue which has been accepted and later withdrawn by the originator or the consensus of the FCS in the absence of the originator.

No National: Agreement National Agreement has not been reached (see Section 6.8).

6.8.5 Issue Closure Process

This section identifies the process for the closure of issues by the CLC and the FCS.

6.8.5.1 Initial Closure (If Used)

Upon completion of deliberations of an active issue and based on consensus reached by the CLC/FCS participants, the issue under question will be placed in initial closure.

A period of at least one meeting cycle or no less than a period of six weeks must pass before an issue will be moved to final closure. This period of time provides the opportunity for interested parties to review a proposed resolution and, should the need arise, the opportunity to request that an issue not be moved to final closure. In the event an issue is not moved to final closure, such an issue shall be reviewed by the CLC/FCS.

6.8.5.2 Final Closure

An issue will be presented to the General Session of the Forum for acceptance of final closure. A consensus of the participants shall be necessary for an issue to be resolved.

6.8.6 Timely Resolution of Issues

Every effort will be made to work toward rapid and timely resolution of issues. However, this need must be balanced against the need to ensure that resolutions for all involved parties are fair and practical.

The ability of any FCS to attain timely resolution is dependent in part on how the issue has been defined, described and documented by the issue originator for presentation to the FCS for consideration.

6.8.7 Consensus

Consensus is established when substantial agreement has been reached among interest groups participating in the consideration of the subject at hand. Interest groups are those materially affected by the outcome or result. Substantial agreement means more than a simple majority, but not necessarily unanimity. Recommendations of all participants will be considered carefully and in good faith in seeking and in reaching consensus recommendations and resolutions.

The consensus process is to be free from interest group dominance, requiring that all views and objections be considered. This requires that a concerted effort be made toward issue resolution. Under some circumstances, consensus is achieved when the minority no longer wishes to articulate its objection.

6.8.8 Implementation of Resolutions

CLC/FCS resolutions reflect the consensus views of the participants. While it is recognized and understood that such resolutions are not binding upon any CLC/FCS participant, and that it is solely within the independent and voluntary discretion of each participating company as to whether it will or will not implement any specific resolution, broad and consistent implementation of CLC/FCS consensus resolutions is a fundamental goal of the CLC.

For this reason, when a consensus resolution is adopted, a poll may be taken of the CLC/FCS participants regarding their company's present intent to implement the resolution. The information solicited may include whether implementation is intended. If the information is not available, it may be solicited or provided at a later time. Each participating company polled shall provide the information as it deems appropriate and is under no obligation to provide the information requested. Competitively sensitive information, including implementation timing and geographic location, marketing, pricing or similar information, specifically should not be requested or disclosed. Any responses made to the poll shall be recorded in the record of the meeting at which the poll is conducted.

A participating company's statement of intention in response to a CLC/FCS poll shall not be considered binding. To the extent any company or interested party relies upon the information provided in response to a poll, it shall be at the company's risk. Statements of intentions by CLC/FCS participants are not intended to circumvent nor replace direct discussions or negotiations concerning the commercial implementation of CLC/FCS resolutions. The CLC and the Alliance For Telecommunications Industry Solutions disclaim any responsibility for the accuracy or reliability of any information provided in response to a CLC/FCS poll.

6.8.9 Issues Requiring Expedited Handling

Issues requiring expedited handling are normally directed to the CLC or FCS leadership. When an issue is referred to an FCS by a public body (e.g., the FCC or a court) that requires expedited handling, the FCS leadership shall inform the CLC Chair of such a referral.

An issue requiring expedited handling may be accepted by the CLC/FCS but may not be brought to resolution unless notification to the participants of the intent to move the issue to such resolution has occurred. The CLC Chairperson shall be notified immediately and be kept informed of the issue status by the FCS working the issue.

6.8.10 Liaison with Other Industry Bodies

Where certain facets of an issue are outside of the scope of the CLC/FCS' activities, the CLC/FCS shall communicate the issue, in total, or those facets of an issue outside the scope of the CLC/FCS' activities, to an appropriate body for deliberation and action.

6.8.11 Issues with Business Implications

In accordance with the antitrust laws, competitively sensitive information including pricing, market allocation and individual company competitive plans shall not be discussed. However, realizing every issue has business implications (e.g., implementation costs), discussion and resolution shall not be inhibited nor precluded by these business implications. It is recognized that costs may be a factor in implementation decisions.

6.8.12 Regulatory/Public Policy Issues

Some issues may be associated with a pending regulatory/public policy ruling. This shall not preclude the CLC or FCS from working such issues. However, no resolution dependent upon a specific ruling shall be adopted until such ruling has been made.

Discussion and resolution of issues should not be withheld because it might lead to the need for a tariff filing.

6.8.13 Issue Tracking System

An issue tracking system shall be devised so that all interested parties, whether or not in attendance at a FCS, shall be able to adequately ascertain the status of issues before any of the committees. The issues shall be appropriately formatted and assigned an issue number.

6.8.14 FCS Appeal Process

Participants in the CLC/FCS shall be afforded due process. When a participant believes that he/she has been denied due process and that he/she has been or will be adversely affected by a procedural action or inaction, a statement from the participant should be recorded in the meeting record. The statement should include the nature of the participant's objection, any details regarding the objection, and the action/outcome which would satisfy the participant's objection. Efforts to address and resolve the participant's objection and the outcome of these efforts should also be noted .

If the objection occurred within the FCS, the Moderator/Chair should be notified as soon as is reasonably possible and efforts to resolve the objection should proceed within the FCS. If after a reasonable period of time and the exhaust of all available opportunities and procedures at the FCS to resolve the objection, and if the participant still wishes to maintain the objection, the Moderator/Chair shall advise the CLC Chair and Vice Chair of the objection and provide the documentation of the FCS efforts to the CLC leadership. The CLC leadership shall distribute the documentation to the full CLC. The matter should be addressed before the full CLC at the next available meeting unless circumstances warrant more immediate attention to the objection, and thus, the need for an emergency CLC meeting. The participant shall be invited to the CLC meeting for a presentation of his/her objection. The Moderator/Chair shall present the meeting record as it was established within the FCS. The full CLC shall address the objection and reach consensus on an appropriate resolution.

6.9 No National Agreement (NNA) Issue Disposition

The following sections address the declaration of issues in a NNA status, procedures for referring these issues to the CLC, issue documentation and presentation and the CLC action alternatives.

6.9.1 Declaration of NNA Status

A state of initial No National Agreement (NNA) shall be declared when a lack of consensus exists to continue the work toward resolution of an issue. Additionally, the Chairs or committee leaders may declare a state of initial NNA unless there is FCS consensus to continue working the issue. Further work on an initial NNA issue is suspended except for review of new contributions which could lead to changing the status from initial NNA to active.

The FCS will treat initial NNAs on an urgent basis with due consideration for other issues being addressed at the FCS, which may include calling special meetings, conference calls, etc. The leadership shall confirm the initial NNA status at the next meeting (the confirmation meeting) at which discussion would occur. Thereafter, development of the documentation required in Section 6.8.3 will proceed expeditiously. An initial NNA issue shall be changed back to active status in order for work to continue.

6.9.2 Procedures for Reference to the CLC

Issues initially declared NNA shall be expeditiously presented to the CLC in accordance with these procedures. Documentation shall be prepared to summarize the issue as accurately and completely as possible as specified below to provide a basis for subsequent CLC action. With due consideration for other issues being addressed at the FCS, the required documentation should be prepared and forwarded to CLC on a priority basis, but in no case later than 60 days from the confirmation meeting.

Upon receipt of the documentation, CLC should act on the issue in an expeditious manner. The first stage of CLC action should occur within 4 weeks of receipt and distribution of the documentation. When necessary, CLC meetings should be convened by conference call in accordance with the procedures for calling emergency meetings.

6.9.3 Documentation & Presentation

The documentation package shall provide a fair and unbiased representation of the initial NNA issue. It will include the issue statement, related meeting records, the various positions as recorded in the meeting records, and a summary which highlights the major points of the discussions. The documentation package shall

include additional input if provided by individual participants or groups of participants which reflect their positions. These individual inputs are not subject to consensus review of the FCS.

The Chairs/Co-Chairs are responsible for compiling the documentation package. This package shall be made available for review by the FCS participants for completeness prior to submission to the CLC for discussion. Individual participants or groups of participants are responsible for providing their additional input directly to the Chair.

Based on the documentation package, the Forum Moderator shall present this issue to the CLC as well as any additional activity which has occurred since the documentation package was prepared.

6.9.4 CLC Action Alternatives

Upon receipt of documentation and presentation of the issue, the CLC shall check for completeness of the material presented. The CLC must review the documentation regarding whether initial NNA process sequence, as outlined above, has been met. After the review, CLC has two options. First is a remand to the Forum for further action - the second is a declaration of final NNA in which the issue is closed. Prior to a final decision, the CLC may conduct a maximum of two meetings on the issue.

6.9.4.1 Remand to Originating Forum

In order for CLC to return an issue for further work at the FCS level, CLC must have provided some new insight or information that has a reasonable chance of changing the outcome. In the event that remand is under consideration, CLC shall develop the basis for remand, and at its option, may 1) return the issue to the Forum at the same meeting, or 2) may elect to provide an opportunity for further consideration and schedule another meeting. A second meeting shall be scheduled in accordance with procedures for calling meetings. At the second meeting, CLC shall remand the issue or declare NNA status. In order that CLC remand an issue to the originating Forum, one or more of the following conditions must apply:

1. CLC identifies a possible compromise or solution that has not been considered by the FCS. This must be stated and provided as a part of the remand.

2. CLC participants have gained a new perspective or information that could change the outcome of the issue, which they will share with their FCS representatives.

6.9.4.2 Declaration of Final NNA

In this case, the CLC affirms that the issue under dispute has been thoroughly worked in accordance with established procedures, that there is no likelihood that further work in the FCS will result in a resolution and there is no basis for remand.

Reaching NNA on an issue shall not preclude the subject matter or portions thereof from being submitted to the appropriate FCS as a new issue.

7. CLC and Forum Leadership

This section defines the CLC and Forum leadership selection process and leadership responsibilities.

7.1 Selection Process and Terms of Office

The following sections address the process used to select both the CLC and Forum leadership and their terms of office.

7.1.1 CLC Chair and Vice Chair

The Chair and Vice Chair of the CLC shall be representatives from companies which are members of ATIS and shall be confirmed by a majority of the entire ATIS Board of Directors.

The Vice Chair will normally succeed the Chair. The incoming Chair shall recommend the CLC Vice Chair candidate. The CLC Vice Chair shall come from an interest group and company different from the Chair's and requires consensus approval by the full CLC and confirmation by the ATIS Board of Directors. It is recommended that the candidate have previous CLC/FCS and industry experience.

In the event the Vice Chair cannot assume the responsibilities of the Chair, the CLC will select, via consensus, a new CLC Chair and Vice Chair, subject to the confirmation of the ATIS Board of Directors.

The CLC Chair should be prepared to serve a minimum of one year and a maximum of two years to begin on the date that the individual assumes the role of Chair.

The CLC Vice Chair's term will generally be concurrent with the CLC Chair's term.

7.1.2 Forum Moderators and Assistant Moderators

The Moderators of the CLC sponsored Forums shall be selected from the Forum participants. It is recommended that the selected individuals have previous forum and industry experience.

The Assistant Moderator will normally succeed the Moderator. The incoming Moderator shall recommend an Assistant Moderator candidate from an interest group and corporate affiliation different from the Moderator's for acceptance by the Forum participants and confirmation by the CLC.

In the event the Assistant Moderator cannot assume the responsibilities of the Moderator, the outgoing Forum Moderator, with input from the Forum, shall recommend a new Forum Moderator, subject to the confirmation of the CLC.

A Forum Moderator and Assistant Moderator typically serve a one year term in each position.

When there is no current leadership for a Forum (i.e., the formation of a new Forum under the CLC), an election of the Forum Moderator and Assistant Moderator will be held. Announcement of this meeting where the election will be held shall follow CLC guidelines for meeting notifications. Each participating entity present at an election meeting will have one vote per entity. This includes consortiums and associations. An entity is defined as a firm or group of firms under common ownership or control. No proxy votes will be permitted and individuals cannot act as more than one entity during a leadership selection process. Before the selection process begins, each representative voting will declare their entity affiliation.

7.2 Leadership Responsibilities and Attributes

The person in a leadership role is expected to facilitate resolution of issues by the group. This includes conducting meetings in an unbiased, efficient and orderly manner. Leaders will remain neutral in all discussions and will not interject any biases or company positions into issue discussions. Individuals in a leadership role may state a company position only after formally stating that they are speaking as a company representative and not as the leader. Therefore, it is suggested that the leader not attempt to serve in the dual capacity of participant and leader. Leaders are not empowered to influence or change any output or decision agreed to by their FCS.

Skills in communication, presentation, facilitation, negotiation and conflict resolution are recommended attributes for a leadership position.

7.2.1 CLC Chairperson Responsibilities

It is the responsibility of the CLC Chairperson to:

- Facilitate adherence to CLC principles and procedures.
- Ensure that FCS either adopt and/or develop principles and procedures that are consistent with those of the CLC.
- Preside at CLC meetings.
- In expedited situations, approve external communications related to CLC/FCS activities to entities outside the CLC structure (e.g., the FCC, other regulatory bodies and media) after review with the Vice Chair.
- Develop and deliver liaison reports in cooperation with the Vice Chair.
- Receive notification from Forum leaders of general information exchanged among and between subtending Forums.
- Establish CLC meeting agendas (usually via conference call) with CLC participants.
- Call emergency meetings of the CLC.

7.2.2 CLC Vice Chairperson Responsibilities

It is the responsibility of the CLC Vice Chairperson to:

- Perform the duties of the Chairperson when the CLC Chairperson is absent.
- Review and comment on draft CLC/FCS external correspondence.
- Review and comment on internal CLC correspondence and distributions.
- Assist the Chairperson with other duties as required.

7.2.3 Forum Moderator Responsibilities

It is the responsibility of the Forum Moderator to:

- Facilitate adherence to CLC and Forum principles and procedures.

- Preside at Forum meetings.
- Obtain approval for external correspondence per Section 8.2.
- Inform CLC Chair, Vice Chair and ATIS General Counsel of inquiries from external organizations.
- Communicate to the CLC Chair within five (5) working days any allegation by an FCS participant that due process has not been followed.
- Provide appropriate approved reports and liaisons to the CLC and other organizations on all activities, recommendations, and resolutions. Forum Moderator reports to the CLC shall include both a written and oral report of what transpired during the general session and committee meetings. Identification shall be made of new issues, resolved issues, issues with rationale where no national agreement was reached and issues that have been active beyond twelve (12) months. Reports on the latter two items shall be more than just a statement of the issue. They shall include a summary description which objectively captures FCS efforts expended to reach resolution.
- Develop and deliver liaison reports in cooperation with the Assistant Moderator (when one exists).
- Receive notification from committee co-leaders of general information exchanged among and between subtending FCS.
- Establish Forum meeting agendas (usually via conference call) with Forum participants.
- Call an emergency meeting of the Forum and notify the Forum participants and the CLC leadership when there is an emergency meeting of the Forum.

7.2.4 Forum Assistant Moderator Responsibilities

It is the responsibility of the Forum Assistant Moderator to:

- Perform the duties of the Moderator when the Forum Moderator is absent.
- Review and comment on draft FCS external correspondence.
- Assist Moderator with other duties as required.

7.2.5 Secretary Responsibilities

Each CLC/FCS will have designated personnel who will act as secretary with primary responsibility for administrative and operational support for CLC/FCS meetings. The secretary may make statements provided they are impartial and do not attempt to influence the outcome of the issues.

The secretariat function for the CLC/FCS is provided by ATIS or Bellcore. The CLC/FCS shall separately determine whether a real time or summary meeting record will be used. If the real time meeting record process is used, the meeting record is generally considered final at the conclusion of the meeting.

Following are the responsibilities of the secretary:

- Maintain a current and accurate roster which includes the following:
  - Title of the FCS and its designation
  - Mission and scope of the FCS
  - Secretariat - name of organization, name of secretary and address
  - Chairperson, Vice Chairperson, Forum Moderators and Assistant Moderators, Chairs, Committee Co-Chairs
  - Participants - names of organization or agency, addresses and business affiliations of representatives and alternates as applicable.
- Publish and distribute draft meeting records, pursuant to approval as appropriate.
- Maintain and make available upon request documentation on all CLC/FCS business.
- Include meeting record corrections with the meeting record of the meeting at which they were approved.
- Record the action of the CLC/FCS in regards to approval for initial and final closure of issues.
- Provide services such as clerical, meeting arrangements and logistics in conjunction with the meeting host, preparation and distribution of meeting notices and reports.
- Publish and distribute schedules and agendas. In addition, the CLC Secretary will maintain a master calendar of activities that will be published to the Forum membership on a quarterly basis.

- Devise a system, subject to approval of the CLC/FCS participants, to track the status of all issues before the full CLC or any of the FCS.

8. Communications

The following sections discuss the requirements for CLC/FCS internal and external communications.

8.1 CLC/FCS Internal Communications

Correspondence which involves issues or decisions affecting other FCS shall be sent to all affected FCS leadership and placed on the record in the following meeting record.

8.2 CLC/FCS External Communications

External communication is defined as CLC/FCS correspondence being directed to any entity outside the CLC sponsored organization. External communication from all FCS shall be reviewed and approved by the CLC when time permits. When time constraints do not permit review by the CLC, the CLC Chair and/or Vice Chair shall review the communications and shall have approval authority. The Chair and/or Vice Chair should coordinate with other CLC members to ensure a balanced view is represented in the external liaisons and communications. Consideration should be given to requests from other participants to provide input directly in the external communication.

When the need should arise for the direct interaction between a CLC sponsored forum or one of its subtending committees with an external source (non CLC sponsored forum or committee), the forum/committee required to perform that direct interaction, whether it be in written form or oral form, shall seek approval from the CLC, time permitting. If time does not permit, the subtending committee should interact directly with the external body upon receiving approval of the CLC or the CLC Chair and Vice Chair.

A time frame shall be determined for which the interaction(s) may take place (i.e., one month, two months). In the event that the initially approved time frame proves to be insufficient, then the CLC Chair and Vice Chair shall determine if an extension is necessary and for what length of time.

In the event that approval is provided, the forum/committee shall provide to the CLC Chair and Vice Chair a copy of the information/presentation for approval prior to the interaction taking place. If the interaction is to be of more than one occurrence, then subsequent information shall be provided on an ongoing basis to the Chair and Vice Chair of the CLC for approval prior to the interaction with the external organization.

External communication of CLC positions and resolutions shall be limited to matters reflected in duly approved meeting records and issue identification forms.

As a matter of principle, any external communication shall present a balanced view of any items discussed. Dissenting opinions must be included as part of the communication. Participants shall have the opportunity to attach written opinions or comments as part of external communications regarding specific issues.

Communication regarding general information about the CLC will go through the CLC Chairperson for approval.

Copies of the correspondence shall be provided to CLC participants and the involved FCS participants.

All such external communications shall include a disclaimer which states that the contents of the response may not necessarily represent the views of all industry segments and participants since not all may have participated in the development of the issue.

The ATIS General Counsel will review and provide input to all CLC/FCS external communications.

8.3 Press Releases/Media Relations

CLC/FCS press releases and relations with media should be developed by consensus and follow the external communications process.

9. Documentation

The following identifies documentation that is maintained by the CLC.

9.1 CLC Procedures

The ***CLC Principles and Procedures*** is a living document subject to changes by consensus of the CLC. These procedures are applicable to all CLC activities.

9.2 CLC Forums New Participant Training Package

A CLC Forums New Participant Training Package shall be maintained and published which will include, but not be limited to, the following:

- Mission statements for the CLC and each FCS;
- General concepts of CLC and Forum administrative process;
- Forum organization and relationships;
- Reference material for and expectation of participants.

9.3 CLC Brochure

A CLC Brochure containing information about the CLC and its subtending Forums shall be maintained and made available to any interested party.

ATTACHMENT 1

NEW ISSUE ACCEPTANCE CRITERIA

Attachment 1

NEW ISSUE ACCEPTANCE CRITERIA

WHEN A NEW ISSUE IS PROPOSED, ASK:

DOES THIS ISSUE MEET THE FORUM MISSION STATEMENT CRITERIA?

NO, DOES NOT MEET MISSION STATEMENT

↓

ISSUE MAY BE APPROPRIATE FOR ANOTHER CLC FORUM

YES

IS THIS A CUSTOMER-PROVIDER ISSUE?

NO, NOT A FORUM ISSUE

↓

THEN YOUR CONCERN IS NOT APPROPRIATE FOR FORUM REVIEW - CONSULT CLC LEADERSHIP FOR DIRECTION

YES

IS THE ISSUE INDUSTRY-WIDE IN SCOPE?

NO, NOT A FORUM ISSUE

↓

TO BE 'INDUSTRY-WIDE IN SCOPE,' AN ISSUE MUST CAUSE IMPACT TO MULTIPLE CUSTOMERS AND/OR MULTIPLE PROVIDERS

YES

DOES A SOLUTION ALREADY EXIST ?

TO BE 'INDUSTRY-WIDE IN SCOPE',' ISSUES MUST INVOLVE AT LEAST ONE PROVIDER AND MORE THAN ONE CUSTOMER, OR AT LEAST ONE CUSTOMER AND MORE THAN ONE PROVIDER. 'INDUSTRY-WIDE IN SCOPE' MAY INCLUDE CROSS BORDER ISSUES

NO

SUBMIT ISSUE

↓

PREPARE AND INTRODUCE AN ISSUE TO THE FORUM

YES

EDUCATE → REFER TO THE FORUM PUBLISHED DOCUMENTATION FOR THE ANSWERS OR CONTACT THE FORUM LEADERSHIP FOR DIRECTIONS

Attachment C

A Systematic Approach to Uniformity of ONA Services

NIAC

A Report of the
Network Interconnection and Architecture Committee (NIAC)
a sub-committe of the Network Interconnection and Interoperability Forum (NIIF)*

A Systematic Approach
to Uniformity of
ONA Services

September 1997

Sponsored by the Association of Telecommunication Industry Solutions

H8-00511

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INTRODUCTION

MOTIVATION

The purpose of this document is to address the need for a systematic process to facilitate the continued and uniform development and deployment of Open Network Architecture (ONA) services. In addition, it constitutes a response to the FCC directive that the BOCs "...demonstrate how they will address in a systematic fashion uniformity issues involving specific ONA services of particular interest to the ESP industry" and documents in particular the role and responsibilities of NIAC in affecting uniformity.

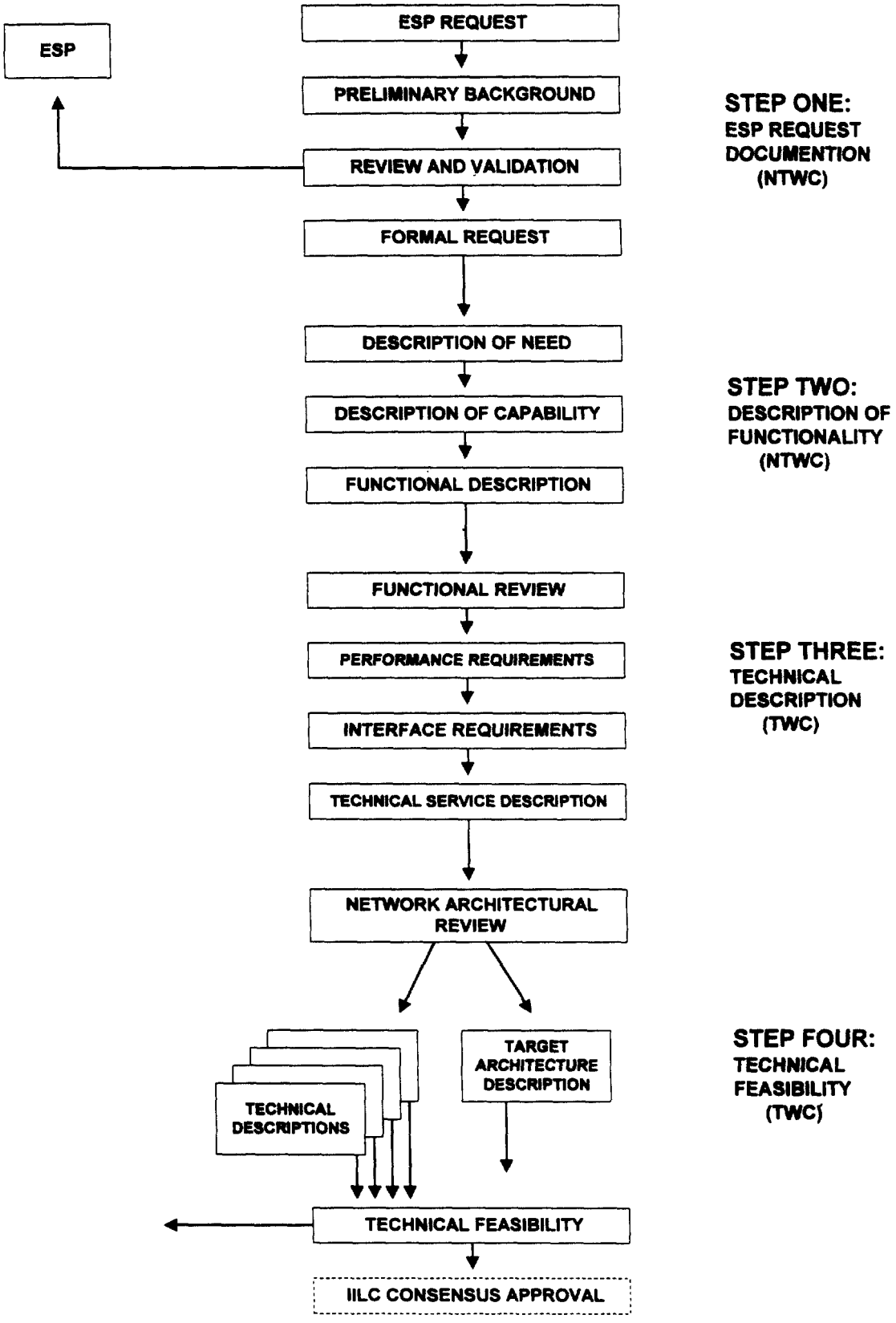
Participation in the systematic uniformity process, as in the NIAC generally, is voluntary. The fullest level of participation is encouraged.

THE SYSTEMATIC UNIFORMITY PROCESS

The systematic approach to uniformity is described herein by a four step process which is initiated by an **ESP Request (NIIF Issue statement),** thereafter substantiated by a **Description of Functionality,** documented by a **Technical Description,** and considered for **Technical Feasibility.**

Once candidate services have been defined through the Systematic Uniformity process, a number of useful activities can be pursued within the NIAC which will encourage the broad dissemination of information on network needs and capabilities and increase the probability of the candidate service(s) eventual deployment and availability.

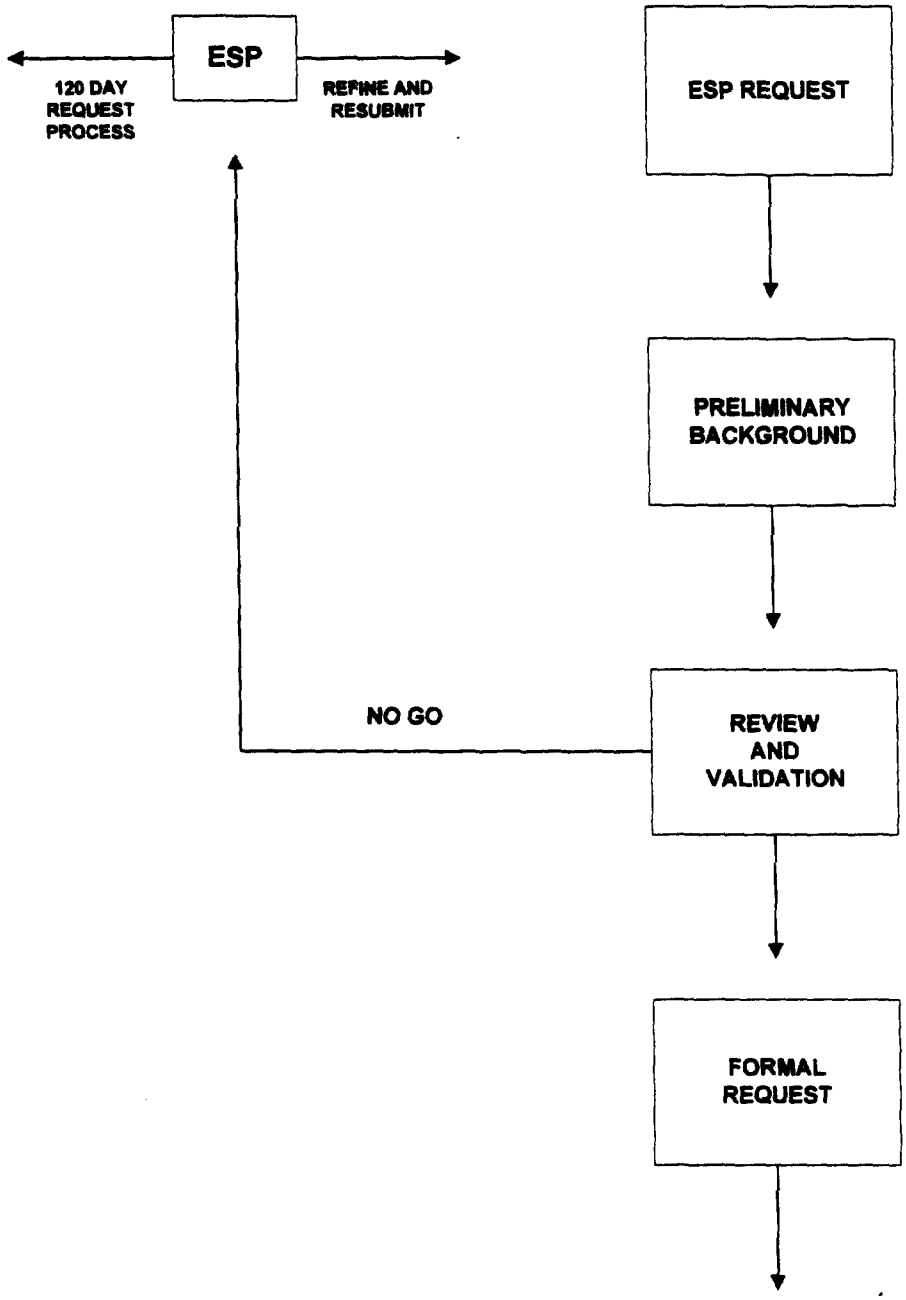
As a candidate service moves through the process each step is monitored and documented for completeness. This documentation also serves as a "hand-off" mechanism as each step is completed thereby providing appropriate inputs to each successive step. Furthermore, while the process is designed to provide every opportunity for the uniform development and deployment of an ONA service, a mechanism has been incorporated at appropriate points in the process to allow for future reconsideration of any service request that does not complete the entire process.


ESP
ESP REQUEST
PRELIMINARY BACKGROUND
REVIEW AND VALIDATION
FORMAL REQUEST
DESCRIPTION OF NEED
DESCRIPTION OF CAPABILITY
FUNCTIONAL DESCRIPTION
FUNCTIONAL REVIEW
PERFORMANCE REQUIREMENTS
INTERFACE REQUIREMENTS
TECHNICAL SERVICE DESCRIPTION
NETWORK ARCHITECTURAL REVIEW
TECHNICAL DESCRIPTIONS
TARGET ARCHITECTURE DESCRIPTION
TECHNICAL FEASIBILITY
IILC CONSENSUS APPROVAL
STEP ONE:
ESP REQUEST DOCUMENTION (NTWC)
STEP TWO:
DESCRIPTION OF FUNCTIONALITY (NTWC)
STEP THREE:
TECHNICAL DESCRIPTION (TWC)
STEP FOUR:
TECHNICAL FEASIBILITY (TWC)

STEP ONE

ESP Request Documentation

STEP ONE : ESP REQUEST DOCUMENTION



STEP TWO:
Description of Functionality

STEP 1.00

ESP REQUEST DOCUMENTATION

OVERVIEW

The steps included in the ESP Request Documentation phase provide the means to formally initiate a request and begin the NIAC Systematic Approach to Uniformity of ONA service or feature involves the four steps outlined below. These steps are designed to provide every opportunity for the NIAC participants to consider each request fully.

Step 1.10: ESP REQUEST NOTIFICATION. The process begins when a request is presented to the NIAC or the NIIF.

Step 1.20: PRELIMINARY BACKGROUND. In this step, the working committee reaches a common understanding of the general request and its associated requirements and implications.

Step 1.30: REVIEW AND VALIDATION. The working committee considers the originality of the request and its relationship to other requests in progress.

Step 1.40: FORMAL REQUEST DOCUMENTATION. Comprehensive documentation of all information on the request generated throughout Step 1.00 occurs at this point.

Activities associated with Step 1.00 in the systematic uniformity process are the responsibility of the Issue Co-champions.

STEP 1.10

ESP REQUEST NOTIFICATION

A request from or on behalf of an ESP for a new feature or function initiates the Systematic Approach for Uniformity process. The introduction of a request will be facilitated of the following is taken into consideration:

Part 1.11: Introduction of the Request. A clear and concise presentation of the request will allow NIAC participants and service request initiators latitude for informal discussion about the request.

Part 1.12: Characteristics of the Request. Materials documenting the initial service request do not need to be extensively detailed at the original presentation, but should present the source of the request, a description of the motivating problem, a brief description of the capability being requested and an indication of whether or not the request represents and enhancement of an existing service or is a new initiative.

Part 1.13: Opportunities for presenting the Request. In the interest of convenience, individuals introducing new requests may do so at any regular meeting of the NIAC or the NIIF. As a matter of practicality and in order to expedite the process, requests are encouraged to take place at a regular meeting of the NIAC.

Part 1.14: Disclosure of the ESP Request. To encourage broad-based consideration of the request, it is advisable to include materials describing the request in the pre-meeting package for the meeting where the request is to be presented. Doing so gives participants due notice and opportunities for review of the request materials. Supporting materials distributed at the meeting will become part of the meeting record and attached to the minutes.