Before the
FEDERAL COMMUNICATIONS COMMISSION
Washington, D.C. 20554

In the Matter of	)	
	)	CC Docket No. 95-20
Computer III Further Remand	)	
Proceedings: Bell Operating	)	
Company Provision of Enhanced	)	
Services	)	

REPLY COMMENTS OF THE INFORMATION INDUSTRY LIAISON COMMITTEE

Susan M. Miller, Vice President
and General Counsel
Alliance for Telecommunications
Industry Solutions, Inc.
1200 G Street, N.W., Suite 500
Washington, D.C. 20005

IILC Chair - Donald S. Radovich

May 19, 1995

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REPLY COMMENTS OF THE INFORMATION INDUSTRY LIAISON COMMITTEE

The Information Industry Liaison Committee ("IILC"), as sponsored by the Alliance for Telecommunications Industry Solutions, Inc. ("ATIS"), hereby files these reply comments with the Federal Communications Commission ("FCC" or "Commission") in CC Docket No. 95-20, Notice of Proposed Rulemaking ("NPRM"), In the Matter of Computer III Further Remand Proceedings: Bell Operating Company Provision of Enhanced Services (Adopted: February 7, 1995; Released: February 21, 1995).[1]

[1] The IILC's reply comments reflect the consensus views of its participants. As such, this means that the views expressed herein represent substantial agreement reached by the directly and materially affected participants in the IILC, both from the local exchange carrier and non-local exchange carrier communities. As per the IILC By-laws, substantial agreement is more than a simple majority but not necessarily unanimity. See Attachment B, IILC Handbook (November, 1994), Section II, By-laws - Section 6.2 Consensus Resolution, (1).

By these reply comments,[2] the IILC intends to respond generally to the comments raised regarding its processes and procedures, and its effectiveness, as well as address specifically those concerns with respect to: 1) acceptance of issues by the IILC; 2) voluntary participation in the IILC; and 3) the meaning of consensus in the IILC.[3]

I. OVERVIEW OF THE IILC AND ITS PROCESSES

Chartered in 1987, the IILC serves as an interindustry mechanism for the discussion and voluntary resolution of industry-wide concerns related to Open Network Architecture ("ONA") and/or local network interactivity. ATIS agreed to sponsor the IILC at the request of the Regional Bell Operating Companies ("RBOCs") who learned from non-exchange carriers that there was a common need for an ongoing forum in which interested parties could come together and discuss ONA issues.[4]

The organizational structure of the IILC consists of the full committee, an Interindustry Advisory Group ("IAG"), and issue-specific Task Groups. The full IILC is the deliberative body in which final consensus is reached. It also performs other functions such as being the primary

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[2] A list of the parties, other than the IILC, filing direct comments is contained in Attachment A. These reply comments employ the abbreviations contained in Attachment A in referring to the comments of the parties in this proceeding (e.g., "Comments of ATSI, at p.__").

[3] See Comments of ATSI, at 2; Comments of Hatfield Associates, at 11; Comments of ITA generally; Comments of MCI, at 9, 32, including the affidavit of Peter Guggina, at 4-8; and Comments of Prodigy, at 4.

[4] ATIS (formerly, the Exchange Carriers Standards Association) sponsors a number of industry committees and forums created for the purpose of reaching consensus resolutions on important and at times, contentious telecommunications issues. In its role as sponsor for each of these committees and forums, ATIS ensures that proper procedures are followed for the development of consensus. In this regard, strict adherence to the principles of openness and due process is required.

place where ONA and/or local network interactivity issues are introduced and further defined, as well as performing ongoing issue review, and being a source of industry presentations and tutorials.

The IAG supervises the administrative, procedural, and logistical functions of the IILC. It also reviews recommendations from the Task Groups for adherence to the IILC By-laws and procedures. It is representative of the IILC in that its membership consists of nine positions, four representatives from the local exchange carrier ("LEC") industry and five representatives selected from the non-LEC participating industry groups. Alternates are also selected for each position.[5]

The Task Groups develop recommendations and consensus resolutions for issues assigned by the full IILC or for those issues directly raised by participants on the Task Groups.

Resolution of issues in the IILC and its Task Groups is by consensus which is established when substantial agreement (i.e., more than a simple majority, but not necessarily unanimity) has been reached among the materially affected industry groups participating in the issue at hand. As employed by the IILC, consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution. Under some circumstances, consensus is achieved when the minority no longer wishes to articulate its objections. In other cases, the opinion of the minority may, upon request, be recorded with the substantial agreement (i.e., the

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[5] The details of the IILC's organization and the corresponding responsibilities of the groups in its subtending structure are in Attachment B, the IILC Handbook - Section II, By-laws Section III, at 3.1-3.4. The non-LEC industry groups include participants from the following industry segments: enhanced service providers, manufacturers, interexchange carriers, and end users. It should be noted that currently two (2) of the IAG non-LEC representative positions and five (5) of the alternate non-LEC positions are vacant. The LEC representatives have one (1) vacancy and one (1) alternate vacancy on the IAG. It may be the case that any position on the IAG remains vacant at any given time, although efforts are made to have a full IAG.

consensus) of the majority.

The IILC issue resolution process is called the "going-going-gone" process. It begins when an industry representative brings a specific request or "strategic" issue before the full IILC for consideration. New issues can also be presented initially to the IAG or to a Task Group which will subsequently refer these to the full IILC. The issue originator describes the nature of the request to the IILC participants, who debate whether the issue is an appropriate one for the IILC to investigate. When the IILC accepts a new issue, it is on a pending basis until its Task Group presents a formal issue statement to the IILC. An issue receives a reference number, and a volunteer LEC or non-LEC co-champion is solicited to join the issue originator in leading a Task Group to investigate the issue.

Task Groups consist of issue co-champions, one LEC representative and one non-LEC representative, subject matter experts, and other interested parties. Substantive review of an issue is done at the Task Group level with Task Group progress on issues reported to and tracked by the IAG, and periodic status reports presented to the full IILC. The IILC provides feedback to these issue status reports until the IILC reaches initial consensus on the Task Group's proposed final resolution documentation. When that initial consensus is reached by the full IILC, the first "going" has occurred. This gives the industry an opportunity to review the Task Group's initial resolution before the issue is considered complete.

This initial consensus resolution is also forwarded to the IAG where it is reviewed for procedural fairness. This second step -- review for procedural fairness -- is considered the second "going" in the process. It is the IAG's role in this part of the review to ensure that participants were afforded due process in the resolution of the issue.

Upon completion of the review for procedural fairness, the issue resolution is forwarded to the full IILC for final consensus or remanded to the Task Group to correct identified deficiencies. Only issues that have gained final consensus approval by the full IILC may be adopted and distributed as sanctioned IILC positions. This is the "gone" step and signifies completion of the issue. Of course, if any participant has any concerns with the proposed resolution of an issue at any step of the process, whether it be a substantive concern with the proposed resolution, or a procedural concern with the handling of the issue in the IILC process, they are encouraged to submit written comments for further consideration. Until consensus is reached on these comments, the issue shall be held in its initial "going" status.[6]

The IILC's process, by design, affords a full and fair opportunity for all interested parties to raise and discuss issues, views, objections, and concerns before reaching final agreement on the outcome of a matter. The IILC takes no position as to the merits of any of the concerns raised about its processes in the comments filed in this proceeding.[7] However, the IILC respectfully submits that certain aspects of its processes warrant further detail so as to clarify any misunderstandings or confusion which may exist regarding the IILC processes in general or as these relate to the specific matters of issue acceptance, voluntary participation, and the meaning of consensus as elaborated on below.

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[6] A diagram of the path an issue takes through the IILC consensus process can be found in the first Appendix of the IILC Handbook, Attachment B.

[7] See e.g., comments of ATSI, at 2; comments of GeoNet generally; comments of Hatfield Associates, at 11; comments of ITA generally; comments of MCI, at 9; 32, Affidavit of Peter Guggina, at 4-8; and comments of Prodigy, at 4.

II. ACCEPTANCE OF ISSUES BY THE IILC

The IILC was established to facilitate the exchange of information on network capabilities related to ONA and/or local network interactivity. Importantly, all matters presented to the IILC will be addressed. However, only those issues which are ONA-related or deal with local network interactivity, and which are industry-wide in scope will be substantively discussed by the IILC.[8]

Upon acceptance of an issue, the IILC will normally designate it as "provisional," and the Task Group will make necessary revisions or modifications to the issue statement as needed. "Provisional" acceptance does not preclude initiation of work on the issue by the Task Group but indicates only that some aspect(s) of the issue statement needs clarification, modification or additions. The provisional designation may be removed by the IILC at its next review of the issue in a regular meeting.

If an issue as initially submitted does not meet the requisites, that is, it is not ONA-related, nor does it deal with local network interactivity as per the IILC By-laws, the IILC, historically, has also provisionally accepted such issues to afford both the originator of the issue and the participants the opportunity to further discuss the matter to see, if perhaps, some aspect of the issue or a redefinition of the issue would warrant the IILC's deliberations. If it cannot be recharacterized so that it is appropriate for IILC consideration, then it is determined to be outside the scope of the IILC's activities. However, even in this case, the IILC participants often provide guidance to the originator as to where the issue/concern might be appropriately addressed. Sometimes this guidance will be a suggestion to seek one-on-one discussions with IILC participating companies or to take the issue to another industry forum.

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[8] See Attachment B, IILC By-laws, Section II, 2.2-2.3.

Issues within the scope of the IILC's activities are accepted based upon consensus. Consensus requires that all views and objections be noted and considered, and that a concerted effort be made toward their resolution. In ascertaining whether consensus has been reached, it is the responsibility of the individual moderating the discussions to ensure that the consensus is a fair representation of the various industry groups participating in the discussion and resolution process.[9]

In all cases, meeting minutes are kept to provide a full record of discussions on the IILC's treatment of issues being introduced, including any changes which were made to the issue to bring it within the scope of the IILC so that it is suitable for IILC consideration.

III. VOLUNTARY PARTICIPATION IN THE IILC

As part of its adherence to the principles of openness and due process, it is recognized and understood that participation in the IILC is voluntary. The voluntary nature of participation cuts across several aspects of the IILC's activities. First, interested participants are invited and encouraged to submit issues and contributions. It is expected that the issue originator or a volunteer on behalf of the originator will bring a new issue to an IILC meeting for acceptance into the IILC process. Though issue originators need not attend the IILC meeting when an issue is submitted for acceptance by the IILC, it is highly recommended they do so. It is expected that the originator will participate actively in the proceedings through issue resolution.[10] At no time,

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[9] Note that a party or parties who do not believe that the consensus reached is a fair representation of the participating industry groups may appeal the consensus resolution to the IAG and the full IILC.

[10] The IILC makes an effort to accommodate those times when an issue champion cannot be present by deferring discussions until the next available meeting, recognizing of course that this may delay important work moving forward.

however, is a participant required to submit an issue or a contribution in support of an issue. By way of example, some participants, for valid business reasons (e.g., the information is sensitive and/or proprietary), may refrain from disclosing such information in a public, open arena like the IILC.

Second, when a consensus resolution is reached, its implementation is voluntary. Implementation of IILC findings and/or recommendations is left up to the individual participants, companies, and entities that participate in the IILC.[11]

The IILC does not control which services are offered by the participating companies; nor does it control how services are offered. When consensus is reached, the IILC believes that its participants are committed to consider the IILC resolutions in good faith.

IV. THE MEANING OF CONSENSUS IN THE IILC

As previously stated, IILC consensus is established when substantial agreement has been reached by directly and materially affected industry groups.[12] IILC consensus signifies that the IILC has systematically reviewed an issue, sought to address it in a professional manner that

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[11] In its resolution of Issue #022, *Unbundling Criteria*, September 12, 1991, the IILC agreed upon seven criteria for LECs to consider in evaluating ESP requests for specific services and network capabilities: 1) utility to enhanced service providers; 2) technical feasibility; 3) economic feasibility - market demand and cost considerations; 4) regulatory feasibility; 5) legal feasibility; 6) LEC public policy feasibility; and 7) other (this category provides LECs with the flexibility to address circumstances that are not addressed above). The IILC also recognizes that in the Computer III Inquiry, the FCC also established four criteria for the Bell Operating Companies to consider in reaching their decisions on unbundling: 1) expected utility as perceived by ESPs; 2) market demand; 3) costing feasibility; 4) and technical feasibility. However, the FCC did not define these factors, and it did not provide explicit guidelines for their application.

[12] Under some circumstances, consensus is achieved when the minority no longer wishes to articulate its objections. In other cases, the opinion of the minority may, upon request, be recorded with the substantial agreement of the majority.

IILC has systematically reviewed an issue, sought to address it in a professional manner that meets the needs of the originator, and has reached substantial agreement on findings, recommendations, and/or technical descriptions of possible services.[13] A finding and/or recommendation for a service request that has received IILC consensus provides participants with documentation that can be used in the public domain or in interaction with individual companies or entities. The IILC submits, however, that a consensus resolution does not mean that a uniform national solution will be implemented.

The IILC has developed and utilizes the Systematic Uniformity Process[14] to provide a systematic framework to facilitate the uniform development and deployment of new ONA services and capabilities. The Systematic Uniformity Process does not, however, dictate the application of the uniform service request. Implementation is an individual company decision. The IILC submits that achieving uniformity is part of the process. However, at the heart of the Systematic Uniformity Process is the description being requested by the service provider. The goal of the service request is to be as complete a technical description as possible so that a network provider may respond whether it would be technically feasible to implement the request. The process requires "give-and-take" by both interests.[15]

Thus, consensus, whether it be as a result of the IILC's issue resolution process, or in the

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[13] See Attachment B, IILC Handbook-Section II, By-laws, Section VI, 6.2(4).

[14] IILC Issue #021, "A Systematic Approach to Uniformity of ONA Services," adopted by the IILC October 17, 1990.

[15] See Attachment B, IILC Handbook-Section III, Administrative Procedures, specifically, IILC Administrative Procedure 010 which sets forth the steps for service request documentation.

specific context of the IILC's Systematic Uniformity Process, is not an agreement by the participants to uniformly implement the proposed service nor the technology on a national basis. The IILC submits that it does not intend and never has intended to usurp a participating company's ability to make independent business judgments and implementation plans.

The consensus process used by the IILC requires that a concerted effort be made toward resolution, including the consideration of all views and objections. The more complex the issue is and depending on its nature, the longer it may take to reach consensus.

The IILC has gone so far as to develop suggested timeframes for issue resolution based on its experience that issues before the IILC can be broadly grouped into four classifications: 1) education/discussion; 2) specific service requests; 3) position/action by IILC participants (non-service specific); and 4) IILC position/action by external organizations. The proposed timeframes for each group, ranging from two (2) months to twelve (12) months are tools developed by the IILC to afford timely and effective management of issues.[16] The IILC recognizes that in certain limited instances, there may be no agreement. However, the IILC submits that there is a substantial record of successfully resolved issues which supports the IILC's process as a viable means by which to continue to reach resolution.[17] Participants are given an opportunity to share their positions, exchange important information, and have in-depth discussions of the issues. In this regard, the IILC is and can continue to be an effective place to address issues related to ONA and local network interactivity.

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[16] See Attachment B, IILC Handbook-IILC Administrative Procedures, Section III-IILC Administrative Procedures 006, IV.

[17] See Attachment B, IILC Handbook-Appendices: Issue Reference.

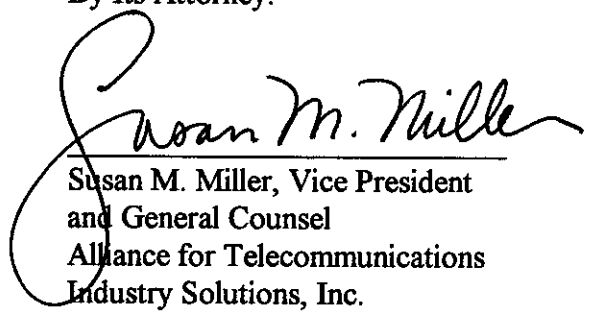
CONCLUSION

For the foregoing reasons, the IILC respectfully submits these reply comments in an effort to respond to comments and concerns as raised in CC Docket 95-20.

Respectfully submitted,

THE INFORMATION INDUSTRY
LIAISON COMMITTEE

By Its Attorney:



Susan M. Miller, Vice President
and General Counsel
Alliance for Telecommunications
Industry Solutions, Inc.

IILC Chair - Donald S. Radovich

ATTACHMENT A

Comments Filed in CC Docket No. 95-20

Ad Hoc Telecommunications Users Committee
Ameritech
Association of Telemessaging Services International, Inc. ("ATSI")
AT&T Corporation
Bell Atlantic Telephone Companies
BellSouth Telecommunications, Inc.
California Cable Television Association ("CCTA")
The Commercial Internet Exchange Association
CompuServe, Inc.
Cox Enterprises, Inc.
GeoNet Limited, L.P.
Hatfield Associates, Inc.
Information Industry Association
Information Technology Association of America
LDDS Communications, Inc.
MCI Telecommunications Corporation
National Cable Television Association, Inc. ("NCTA")
New England Telephone and Telegraph Company
and New York Telephone Company ("NYNEX")
Newspaper Association of America
Pacific Bell and Nevada Bell
Pacific Telesis
Prodigy Services Company
Southwestern Bell Telephone Company
U S WEST, Inc.

ATTACHMENT B

Information Industry Liaison Committee

HANDBOOK

November 1994

Information Industry Liaison Committee

Handbook

November 1994 Edition

For information about the IILC, please contact:

IILC Secretariat
Alliance for Telecomunications Industry Solutions
1200 G Street, N.W., Suite 500
Washington, D.C. 20005
(202) 434-8825/8821
(202) 393-5453 **FAX**

Sponsored by
the Alliance for Telecommunications Industry Solutions

Information Industry Liaison Committee
IILC Handbook
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Information Industry Liaison Committee

Section I

Background of the IILC
Organizational Structure and Responsibilities
The IILC's "Going...Going...Gone" Consensus Process

Background of the Information Industry Liaison Committee

The Information Industry Liaison Committee (IILC) is one of the committees sponsored by the Alliance for Telecommunications Industry Solutions (ATIS), formerly the Exchange Carriers Standards Association (ECSA).

ATIS actively promotes the timely resolution of national and international issues involving telecommunications standards and the development of operational guidelines. It maintains flexible, open industry forums, such as the IILC, to address technical and operational issues affecting the nation's telecommunications facilities and services and the development of innovative technologies. It serves as an information resource to its members, the forum participants, federal and state agencies and other interested parties. ATIS promotes industry progress and harmony with minimal regulatory or legislative intervention. Membership in ATIS is open to domestic providers of telecommunications services with a plant investment in transport and/or switching services.

ATIS agreed to sponsor the IILC at the request of the Regional Bell Operating Companies (RBOCs) who learned from non-exchange carriers that there was a common need for an ongoing forum in which interested parties could come together and discuss Open Network Architecture (ONA) issues. The IILC was chartered in October of 1987.

The IILC's mission is to serve as an interindustry mechanism for the discussion and voluntary resolution of industry-wide concerns related to Open Network Architecture (ONA) and/or local network interactivity.

Organizational Structure and Responsibilities of the *IILC*

The organizational structure of the IILC consists of the full IILC, the Interindustry Advisory Group (IAG), and issue-specific Task Groups, with responsibilities as follows:

- The full IILC is the deliberative body of all IILC participants in which final consensus on issues related to ONA is obtained. Other functions of the IILC include issue introduction and definition, ongoing issue review, and industry presentations and tutorials.

- The IAG supervises the administrative, procedural and logistical functions of the IILC, and reviews recommendations from the Task Groups for adherence to the IILC By-Laws and procedures. Its representation corresponds to the interest groups that participate in the IILC.

- The Task Groups develop recommendations and consensus resolutions for issues assigned by the full IILC or for those issues directly raised by participants on the Task Group.

The *IILC*s "Going...Going...Gone" Consensus Process

The IILC consensus process begins when an industry representative brings a specific service request or "strategic" issue before the full IILC for consideration. New issues can also be presented initially to the IAG (Interindustry Advisory Group) or to a Task Group which will subsequently refer these to the full IILC.

The issue originator describes the nature of the request to the IILC participants, who debate whether the issue is an appropriate one for the IILC to investigate. If the IILC accepts a new issue, it will be on a pending basis until its Task Group presents a formal issue statement to the IILC. An issue receives a reference number, and a volunteer LEC or non-LEC co-champion is solicited to join the issue originator in leading a Task Group to investigate the issue.

Task Groups consist of issue co-champions (one local exchange carrier (LEC) representative and one non-LEC representative), subject matter experts, and other interested parties. Substantive review of an issue is done at the Task Group level with Task Group progress on issues reported to and tracked by the IAG, and periodic status reports presented to the full IILC. The IILC provides feedback to these status reports until the IILC reaches initial consensus on the Task Group findings and recommendations. The initial consensus resolution is then forwarded to the IAG where it is reviewed for procedural fairness.

The *IILC's* "Going...Going...Gone" Consensus Process

When the IILC reaches initial consensus on a Task Group's findings and recommendations **GOING...**, its initial consensus resolution is then forwarded to the IAG where it is reviewed for procedural fairness. **GOING...** Upon completion of this review, the issue resolution is forwarded for final IILC consensus or remanded to the Task Group to correct identified deficiencies. Only issues that have gained final consensus approval by the full IILC may be adopted and distributed as sanctioned IILC positions **...GONE.**

Information Industry Liaison Committee

Section II

By-Laws

(Revised February 1995)

INFORMATION INDUSTRY LIAISON COMMITTEE
BY-LAWS
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THE INFORMATION INDUSTRY LIAISON COMMITTEE
BY-LAWS
(Revised February 1995)

SECTION I
NAME

The name of this Committee shall be the Information Industry Liaison Committee (IILC). It is sponsored by the Alliance for Telecommunications Industry Solutions, Inc. (ATIS).

SECTION II
MISSION, GOALS, SCOPE AND STRUCTURE

2.1 MISSION

The mission of the IILC is to serve as an interindustry mechanism for the discussion and voluntary resolution of industry-wide concerns related to Open Network Architecture (ONA) and/or local network interactivity.

2.2 GOALS

The IILC has been established to facilitate the exchange of information on network capabilities related to ONA and/or local network interactivity. It seeks to develop timely, industry based solutions through broad based industry wide participation, and to be an information resource for the industry.

2.3 SCOPE

All matters presented to the IILC will be addressed. However, only those that are ONA-related or deal with local network interactivity, and are industry-wide in scope will be substantively discussed by the IILC. All discussions and activities shall be consistent with antitrust laws.

2.4 STRUCTURE

The IILC shall consist of: (1) the IILC, (2) the Interindustry Advisory Group (IAG), and (3) Task Groups as deemed appropriate. See Section IV for the responsibilities of each.

SECTION III
ORGANIZATION AND PARTICIPATION

3.1 THE INFORMATION INDUSTRY LIAISON COMMITTEE (IILC)

The function of the IILC is to provide a liaison among all parties with an interest in issues related to Open Network Architecture (ONA) services and/or local network interactivity. The IILC is open to any party with an interest in IILC issues, processes and activities. Participants may include: exchange carriers, interexchange carriers, enhanced service providers, end users, equipment and software manufacturers, trade associations, state and federal government agencies, competitive access providers, cable operators, personal communications service providers, and other companies or groups that have an interest in the information/telecommunications industry. Because of the IILC responsibilities and the nature of the decisions to be made in the IILC (see Section IV), participation in the full IILC generally will consist of management-level representatives from these various interest groups.

3.2 THE TASK GROUPS

The Task Groups generally shall consist of subject matter experts from the various interest groups represented at the IILC.

3.3 THE INTERINDUSTRY ADVISORY GROUP (IAG)

The Interindustry Advisory Group (IAG) shall be representative of the IILC. It shall consist of nine representatives. Four representatives shall be from the Local Exchange Carrier (LEC) industry. The remaining five members shall be selected from among the Non-LEC participating industry groups. Alternate representatives shall also be selected, with four from among the LECs and five from the Non-LEC participating industry groups. LECs as a group will select their representatives and alternates. Non-LECs as a group will select their representatives and alternates. Each representative and alternate shall serve a minimum term of one year but no more than three consecutive one-year terms. In the event that an IAG representative cannot attend a meeting or complete the minimum term, the alternate will act as the representative. However, alternate representatives need not attend each meeting. In addition, for purposes of representation on the IAG, any entity affiliated with a LEC shall be represented by the exchange carrier interest group. Further, no two entities under common control shall have more than one representative or alternate on the IAG. All meetings of the IAG are open to interested parties. Special invitations shall be extended to those IILC participants who may have a particular interest in a matter of an issue on the IAG agenda.

3.4 THE SECRETARIAT

The professional staff of the ATIS shall act as the Secretariat and provide support for the IILC and the IAG. ATIS staff will also provide support to the Task Group(s). The Secretariat shall report to the IAG.

SECTION IV
RESPONSIBILITIES OF THE IILC, THE IAG AND THE TASK GROUPS

4.1 IILC RESPONSIBILITIES

The full IILC shall be responsible for:

(1) Providing a forum which promotes an open exchange of information, and the timely identification, discussion, and consensus resolution of industry-wide issues concerning ONA and/or local network interactivity;

(2) Approving these By-Laws and approving any amendments thereto;

(3) Ensuring the availability of appropriate Task Groups, including their establishment and dissolution;

(4) Referring matters to existing Task Groups as appropriate;

(5) Monitoring the work and the progress of the associated Task Groups, including final review and approval of all Task Group(s') output, findings, recommendations, and resolutions;

(6) Delegating various responsibilities to the IAG, such as the review of Task Group findings, recommendations, and resolutions, in those instances where consensus on an issue cannot be reached by a Task Group and where Interindustry Advisory Group review of the issue would be appropriate; and,

(7) Reviewing the recommendations of the IAG, including recommendations as they pertain to:

   (a) Task Group output and findings, recommendations, and resolutions; and

   (b) IAG recommendations on those issues which did not reach consensus resolution at the Task Group level.

(8) IILC participants who believe they have been or will be adversely affected by a procedural or substantive action or inaction by the IAG shall have the right to appeal such action or inaction to the full IILC.

4.2 TASK GROUP RESPONSIBILITIES

Each Task Group shall be responsible for:

(1) Developing consensus findings, recommendations, and resolutions to those issues assigned by the full IILC or to those issues directly raised by participants on the Task Group;

(2) Ensuring compliance with the operating and administrative procedures of the IILC;

(3) Reporting to the full IILC as to all activities, findings, recommendations, and resolutions, and;

(4) Establishing subcommittees as necessary.

4.3 INTERINDUSTRY ADVISORY GROUP (IAG) RESPONSIBILITIES

The IAG shall be responsible for:

(1) Reviewing IILC processes and activities and making recommendations on them to the full IILC;

(2) Performing and supervising the administrative and logistical functions of the IILC, such as establishing meeting dates, locations, agendas, and distributing information;

(3) Overseeing presentation of IILC issues by IAG Co-chairs acting as co-moderators, and determining when consensus has been reached;

(4) Designating its own Co-Chairpersons, with one selected by the LEC industry and one selected by the remaining Non-LEC industry groups. The Co-Chairpersons shall be subject to approval by the full IILC;

(5) Monitoring progress of issues being worked in Task Groups, and taking a proactive role in assuring that issues are discussed and worked in an open and thorough manner consistent with the needs of IILC participants. The IAG makes recommendations to Task Groups or the full IILC as appropriate;

(6) Reviewing Task Group findings and recommendations for adherence to IILC procedures and principles, procedural fairness, matching with suggested resolution or output in the issue statement, and adherence to IILC documentation standards;

(7) Reviewing recommendations of the Task Groups, on its own initiative or by referral from the full IILC, in those instances where consensus cannot be reached on an issue, including review of the Task Group record on the issue, compilation of a report, and development of alternative recommendations for disposition of the issue by the full IILC;

(8) Making preliminary disposition of items which may arise between IILC meetings and which because of the time frame and the urgency of the item, require review prior to

the next IILC meeting. Any items of this nature will be reviewed at the next full IILC meeting;

(9) Developing Ad Hoc Task Forces when it is deemed both appropriate and necessary by the IAG, in order to address discrete issues outside the scope of the Task Groups. The full IILC shall be notified when an Ad Hoc Task Force is used to address an issue;

(10) Reviewing and approving the IILC meeting minutes prepared by the Secretary, including recommendations for revision and ensuring that dissents are appropriately and properly presented;

(11) Ensuring compliance with these By-Laws including recommendations to the full IILC for action when such compliance has not occurred;

(12) Reviewing appeals by IILC participants who believe they have been or will be adversely affected by a procedural or substantive action or inaction and recommend action to the full IILC.

4.4 SECRETARY RESPONSIBILITIES

ATIS, as the Secretariat of the IILC, shall provide a Secretary to the organization whose duties and responsibilities shall include:

(1) Providing secretarial and support services for the IILC, the IAG, and support services for the Task Groups, as necessary, including clerical services, meeting arrangements, preparation and distribution of meeting notices, agendas, minutes, reports, and maintenance of adequate records as supervised by the IAG and/or directed by the full IILC;

(2) Tracking and reporting the status of all issues before the full IILC and its subtending committees; and

(3) Performing other functions as supervised by the IAG and/or directed by the full IILC.

SECTION V
OFFICERS

5.1 IILC CHAIRPERSON

(1) The officer of the IILC shall be a Chairperson elected by the ATIS-member participants of the IILC and confirmed by the ATIS Board of Directors.

(2) The Chairperson of the IILC shall be a representative from a member of ATIS, Inc.

(3) The Chairperson shall preside at all meetings of the IILC. In the Chairperson's absence, the Chairperson shall designate a representative to perform the duties of the Chairperson.

(4) The Chairperson shall serve a minimum term of one year and may, upon approval of the ATIS Board of Directors, serve up to three consecutive one-year terms.

5.2 THE IAG CO-CHAIRPERSONS

(1) The IAG shall be chaired by Co-Chairpersons, one selected by the LEC industry and one selected by the Non-LEC industry.

(2) The Co-Chairpersons shall preside at all meetings of the IAG, and serve as co-moderators of the issues discussions at the IILC meetings.

(3) The Co-Chairpersons shall serve a minimum term of one year but no more than three consecutive one-year terms.

(4) The Co-Chairpersons shall review and sign all meeting minutes prepared by the Secretary for the Interindustry Advisory Group.

SECTION VI
THE IILC, THE IAG, AND THE TASK GROUPS OPERATING AND ADMINISTRATIVE PROCEDURES

6.1 CHANNELS FOR ISSUE INTRODUCTION AND DISCUSSION

(1) The first channel for addressing any matter is one-on-one discussion between the affected parties.

(2) The second channel for addressing matters is submission to the IAG and/or the full IILC.

(3) Routine matters or issues clearly within the scope of a Task Group's mission may be submitted directly to a Task Group.

(4) All issues will be reported to and tracked by the IAG.

6.2 CONSENSUS RESOLUTION

(1) Consensus is established when substantial agreement has been reached by directly and materially affected interest categories. Substantial agreement means more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution.

Under some circumstances, consensus is achieved when the minority no longer wishes to articulate its objections. In other cases, the opinion of the minority may, upon request, be recorded with the substantial agreement (consensus) of the majority.

(2) Recommendations of all participants will be considered carefully and in good faith in seeking and in reaching consensus recommendations and resolutions.

(3) In ascertaining whether consensus has been reached, it is the responsibility of those individual(s) moderating the discussions (the Co-Chairpersons of the IAG and/or the Co-leaders of the Task Group(s)) to ensure that the consensus is a fair representation of the various industry groups participating in the discussion and resolution process.

(4) Consensus resolutions are not binding. IILC consensus signifies that the IILC has systematically reviewed an issue, sought to address it in a professional manner that meets the needs of the originator, and has reached substantial agreement on findings, recommendations, technical descriptions of possible services, etc. (e.g., a finding and/or recommendation for a service request that has received IILC consensus provides participants with documentation that can be used in the public domain or in interaction with individual companies or entities). Implementation of IILC findings and/or recommendations is left up to individual participants, companies and entities. IILC findings and recommendations may include suggestions as to how participants, companies or entities may implement those findings and recommendations.

6.3 MEETING MINUTES

(1) Minutes of the IILC and the IAG (and the Task Groups when such minutes are taken) will be published and made available to all interested parties. Copies may be obtained by contacting the Secretary and requesting that the requestor's name be placed on the appropriate mailing lists.

(2) Dissenting comments will be included in meeting minutes. Written dissents will be attached to all meeting minutes.

(3) Minutes of the IILC meetings will not be published as final until the IAG has reviewed the meeting minutes for compliance with established IILC procedures, and has ensured that dissenting comments are appropriately and properly presented. Minutes of the Task Group meetings when such minutes are taken are not to be considered final positions of the IILC.

(4) Minutes of the IAG will not be published until the Co-Moderators have reviewed and signed the meeting minutes. The IAG Co-Chairpersons, and the Task Group Co-leaders shall ensure that dissenting comments are appropriately and properly presented.

(5) The IAG shall be responsible for developing a process for preparation, review, and approval of the meeting minutes.

6.4 MEETINGS

(1) The IILC, the IAG, and the Task Group meetings will be open to all interested parties.

(2) Meeting dates of the IILC will be set by the IAG. The IAG and the Task Groups will establish meeting dates as they deem necessary. All meeting dates are reviewed and coordinated at the IILC meetings.

(3) Except in unusual circumstances, there shall be 30 calendar days advance notice of all IILC meetings. The agenda for all meetings shall be sent at least three weeks in advance. In cases of emergency, shorter advance notice may be given. Action shall be taken at the meeting only with respect to items which may have been placed on the agenda.

(4) At the end of each IILC, or IAG meeting, there will be an opportunity to introduce agenda items for the next meeting. Parties unable to attend a particular meeting may present proposed agenda items in writing to the Chairpersons or Co-Moderators for inclusion in this process.

(5) The cost of the IILC, the IAG, and the Task Group meetings will be borne on a voluntary basis by IILC participants.

(6) In order to encourage maximum participation and in order to avoid inhibiting the interchange of ideas, voice recording devices are not permitted at the IILC meetings, the IAG meetings, or the Task Group meetings.

6.5 TRACKING ISSUES

A system to track issues shall be devised so that all interested parties, whether or not in attendance at a full IILC meeting, an IAG meeting, or a Task Group meeting shall be able to ascertain the status of issues before any of the committees. When issues have been assigned to a Task Group or accepted by a Task Group, the issue shall be appropriately framed and assigned an issue tracking number.

6.6 IILC POSITIONS

IILC participants should recognize that only those positions adopted by the full IILC pursuant to these By-Laws shall be considered resolved. Correspondence and other external communications of IILC positions and resolutions shall be limited to matters upon which the IILC has reached consensus, as reflected in duly prepared and approved minutes. Such correspondence shall be originated only by the IILC Chairperson. Copies of such correspondence shall be presented to the full IILC.

6.7 BY-LAWS AMENDMENTS

Any participant in the IILC may propose amendments to the IILC By-Laws. Proposed revisions will first be presented to the full IILC. The IAG shall have the opportunity to make its recommendations thereon. The IAG By-Laws recommendations shall be presented to the full IILC for approval. Thirty (30) days advance notice must be given of all IILC meetings which consider proposed By-Laws amendments and shall include a description of the proposed By-Laws amendment.

Information Industry Liaison Committee

Section III

IILC Administrative Procedures

AP-001 - Hosting Responsibilities
AP-002 - Meeting Agendas
AP-003 - Pre-Meeting Package Format
AP-004 - Document Identifiers
AP-005 - Official Internal Correspondence
AP-006 - IILC Issue Management

NOTE: AP-007 (Task Group Working Notes), AP-008 (Task Group Meeting Notices and Materials) and AP-009 (Uniform Issue Resolution Documentation) were incorporated into AP-006

AP-010 - Systematic Approach to Uniformity of ONA Services

IILC
Administrative
Procedure 001

Hosting Responsibilities for IILC, IAG and Task Group Meetings

Each meeting of the IILC, IAG, and Task Groups is sponsored by a participating company host. Hosting a meeting is entirely voluntary, nonetheless it is expected that a company will do its fair share and periodically volunteer to host or co-host.

These guidelines are intended to help ensure that IILC events are held in an environment supportive of its mission and under circumstances conducive to the IILC process and to minimize the burden to hosting companies of the time and cost associated with sponsoring an IILC meeting, activity or event.

Meeting hosts, whether a single company or several, have the option of making the arrangements themselves or asking that ATIS make the arrangements on their behalf. If the option is that ATIS make the arrangements, ATIS will reserve the necessary hotel accommodations and meeting rooms, work with the hosting company(ies) to select a continental breakfast and refreshments at meeting breaks, confirm the number of the expected attendees, and send the hosting company(ies) a contract for approval and signature.

The following gives requirements for the specific committee meeting:

1. <u>Information Industry Liaison Committee (IILC) Meetings</u>

- A block of sleeping rooms must be reserved for the expected number of attendees for the evening prior

1. Information Industry Liaison Committee (IILC) Meetings (cont'd.)

to the meeting and the evening(s) of the day(s) of the meeting.

- The block of rooms must be reserved under the meeting name and host(s), i.e. IILC/Company(ies).
- A deadline for reservations must be established (usually a "cut-off" date determined by the hotel).
- The host may provide a reception the evening before or the evening of the first day of the IILC meeting.
- The host(s) must obtain a main meeting room as well as meeting rooms for those task groups which wish to meet prior to or after the main meeting.
  - The main meeting room should contain the following:
  - o A reception table outside the meeting room.
  - o Classroom style setup (seating at tables facing one direction).
  - o An overhead projector and screen.
  - o A lavaliere microphone.
  - o An easel with marker.
  - o Continental breakfast and refills at meeting breaks.
  - o Lunch **shall not** be provided.

2. Interindustry Advisory Group (IAG) Meetings

- A block of sleeping rooms must be reserved for the expected number of attendees for the evening(s) prior to the meeting and the evening(s) the day(s) of the meeting.

2. Interindustry Advisory Group (IAG) Meetings (cont'd.)

- A deadline for reservations must be established (usually a "cut-off" date given by the hotel).
- The block of rooms must be reserved under the meeting name and host(s), i.e. IAG/Company(ies).
- The host(s) must also provide a meeting/conference room.
  - The meeting room should contain the following:

    - o A "U" shape table set-up for IAG Representatives and Secretary usually ten people.
    - o Chairs in the back of room for observers.
    - o An overhead projector and screen.
    - o An easel and marker.
    - o Continental breakfast and refills at meeting breaks.

3. Task Group meetings are usually conducted by conference call, with member companies sharing the expense of providing conference bridges and ports. The guidelines above can also apply to on-site Task Group meetings.

IILC
Administrative
Procedure 002

Meeting Agendas

IILC and IAG meeting agendas use a standardized format as an efficient way to inform IILC participants of specific discussion items for an IILC or IAG meeting or event.

It is the responsibility of the IAG Co-Chairs to establish the agendas for the meeting or events for which they are responsible as set forth in the IILC By-Laws.

At the end of each IILC or IAG meeting, a preliminary agenda should be established for the next meeting consistent with the recommended standard format.

Chairpersons should submit final agendas to the IILC Secretary for inclusion in the pre-meeting package no later than three weeks before the next meeting; these should include specific agenda items submitted after the formulation of the preliminary agenda.

RECOMMENDED STANDARD AGENDA FORMATS FOR IILC AND IAG MEETINGS FOLLOW ON THE NEXT TWO PAGES:

IILC Administrative Procedure 002
Meeting Agendas

RECOMMENDED IILC AGENDA FORMAT

Date and Location

CALL TO ORDER

OPENING REMARKS AND INTRODUCTIONS

CALL FOR NEW ISSUES

SPECIAL PRESENTATION(S)

STATUS OF OTHER INDUSTRY FORA

IAG ADMINISTRATIVE REPORT**

ISSUE SPECIFIC DISCUSSIONS*

Issues at Resolution
Issue Statements in Revision
Active Issue Reports
New Issues to be Introduced
Items for IAG Consideration

NEW BUSINESS

IILC CALENDAR REVIEW

CLOSING REMARKS

ADJOURNMENT

* Issues presented by Issue Co-Champions; Discussion moderated by IAG Co-chairs

** Presented by IAG Co-chairs

RECOMMENDED IAG AGENDA FORMAT

Date and Location

CALL TO ORDER

OPENING REMARKS AND INTRODUCTION

REVIEW OF IAG AND IILC MEETING MINUTES

TASK GROUP ACTIVITIES

Issues at Resolution
Issue Statements in Revision
Active Issue Reports
Items for IAG/IILC Consideration

IAG ADMINISTRATIVE ACTIVITIES

SPECIAL PRESENTATIONS

NEW BUSINESS

AGENDA FOR NEXT IAG AND IILC MEETINGS

IILC CALENDAR

NEXT MEETING

CLOSING REMARKS

ADJOURNMENT

Meeting Agendas: *Special Presentations*

- Educational/tutorial sessions are encouraged as a regular part of each IILC meeting. These sessions could be conducted by Local Exchange Carriers (LECs) on their tariffed Open Network Architecture (ONA) services, including service demonstrations where feasible, and/or by enhanced service providers or external speaker. The purpose of these presentations is informational and should not be construed as an opportunity to give a sales presentation. Non-LECs may also expect to learn more about ONA service offerings, current ONA related developments and industry issues.

- Regional Bell Operating Companies (RBOCs) and other interested LECs are encouraged to give annual updates on LEC implementation of IILC consensus resolutions to impart what results have been achieved as a result of IILC activity. Such updates may help to facilitate additional IILC participation.

Meeting Agendas: *Additional Considerations*

- Holding IILC meetings in different parts of the country allows participation by non-LECs in various regions. Attending an IILC meeting engenders confidence that their interests on issues will be competently represented by their issue co-champion at meetings they cannot attend and that the IILC consensus process will address their concerns thoroughly and fairly.

- Each IILC meeting may include an informal pre-meeting introduction by the IAG co-chairs or their designates to welcome new participants and orient them to the IILC issue identification and resolution process. The IAG representatives may also complete a post-meeting personal follow-up to determine to what extent the new participants' needs were met and reinforce that their concerns and potential contributions are important.

  As part of the orientation, a copy of the IILC Handbook is given to each new participant.

IILC
Administrative
Procedure 003

Pre-Meeting Package Format

A pre-meeting package for a forthcoming IILC meeting or event is mailed to the IILC Mailing List at least three weeks in advance of the upcoming meeting. It contains documents essential to informed discussion and provides meeting participants timely and comprehensive information essential for effective participation in the IILC process and associated activities.

The pre-meeting package can include the following material:

- Cover Note listing the enclosures and giving the meeting room locations;
- Meeting Announcement with hotel address and reservation information;
- Meeting Agenda with issue-specific attachments;
- Full documentation for issues up for initial consensus;
- Issue Identification Forms for all active issues;
- Attachments as needed, such as a Proposed Meeting Calendar for the following year, if relevant;
- Meeting Announcement for the IILC meeting immediately following the current meeting, giving hotel location and reservation information.

Documents submitted for inclusion in the pre-meeting package will be accumulated by the IILC Secretary and should be submitted to the Secretary no later than three weeks prior to the associated IILC meeting or event. The IILC Secretary is required to disseminate the pre-meeting package as soon as practicable thereafter but no later than two weeks prior to the particular IILC meeting or event.

IILC Administrative Procedure 003
Pre-Meeting Package Format

All documents submitted for initial IILC consensus or adoption at a particular meeting must be included in the pre-meeting package to afford participants ample opportunity to examine and review the issues.

IILC
Administrative
Procedure 004

Document Identifiers

Issue identification, development and final resolution involve an iterative process of company contributions and documentation.

Documents associated with active issues are widely circulated, both among participants in the IILC and its committees and within participating companies.

Due to the number of issues under consideration and documents in circulation, the IILC recommends the use of cover sheets as well as a footer on every page of each active document that states whether or not the document represents Task Group consensus and whether it has obtained IILC consensus approval. Clearly indicating the status of each document avoids potential problems in attribution during the IILC process. This method is intended to delineate Task Group working documents from those which have received either Task Group or IILC consensus.

- Cover sheets for IILC documents in circulation should include the following minimum identifiers:
  - Source (e.g., Task Group, IAG or other entity)
  - Indication of whether "draft" or final report
  - Body to which submitted (e.g., Task Group, IAG or IILC)
  - Issue number
  - Issue name
  - Date of submission/adoption

- A designation, in the form of a footer statement, should appear at the bottom of the cover sheet and on each page of issue documentation and should address the following two points:
  - Has the document achieved task group consensus?
  - Has the document been adopted by the full IILC?

IILC Administrative Procedure 004
Document Identifiers

RECOMMENDED COVER SHEET FORMATS AND IDENTIFYING FOOTER STATEMENTS FOLLOW ON THE NEXT FOUR PAGES:

IILC Administrative Procedure 004
Document Identifiers

(WORKING DRAFT IDENTIFIER)

THIS DOCUMENT IS A WORKING DRAFT
AND DOES NOT REFLECT A CONSENSUS
OF THE ISSUE (NUMBER) TASK GROUP
OR THE IILC

IILC Administrative Procedure 004
Document Identifiers

A REPORT OF THE

ISSUE (NUMBER) TASK GROUP OF THE

IILC

ON

(ISSUE NAME)

(DATE SUBMITTED TO / ADOPTED BY THE COMMITTEE)

THIS DOCUMENT REPRESENTS A CONSENSUS
OF THE ISSUE (NUMBER) TASK GROUP
AND IS SUBJECT TO REVIEW AND APPROVAL
OF THE IILC

IILC Administrative Procedure 004
Document Identifiers

A REPORT OF THE

ISSUE (NUMBER) TASK GROUP OF THE

IILC

ON

(ISSUE NAME)

(DATE SUBMITTED TO / ADOPTED BY THE COMMITTEE)

THIS DOCUMENT REPRESENTS A CONSENSUS OF THE
ISSUE (NUMBER) TASK GROUP
AND HAS RECEIVED IILC APPROVAL

IILC Administrative Procedure 004
Document Identifiers

SUBMISSION OF (COMPANY NAME)

TO THE

ISSUE (NUMBER) TASK GROUP OF THE

IILC

ON

(ISSUE NAME)

(DATE SUBMITTED)

THIS DOCUMENT IS A SUBMISSION
TO THE ISSUE (NUMBER) TASK GROUP
BY (COMPANY NAME) AND DOES NOT REPRESENT
CONSENSUS OF THAT TASK GROUP OR THE IILC

IILC
Administrative
Procedure 005

Official Internal Correspondence

Official internal IILC correspondence is any correspondence which is intended to be acted upon in committee or Task Group or to become part of the IILC record.

The IILC process is designed to encourage open discussion and dissemination of views and positions during issue examination, resolution and adoption. A set of standard procedures for circulating correspondence among IILC participants supports the IILC's mission and goals and ensures that all positions and suggestions are considered.

Recognizing and adhering to established channels of communication within the IILC for dissemination of contributions, comments and dissenting opinions is appropriate to the IILC consensus process.

Matters of concern should be addressed to the person or persons currently serving as Chair(s)/Co-Champion(s) of the appropriate Task Group, IAG or IILC. If the originator(s) feel insufficient consideration has been given to their correspondence, escalation to the next higher Chair may be considered. Names and addresses for the various IILC Chairs are available from the IILC Secretariat.

It is the responsibility of the Task Group Chairs/Co-Champion(s), the Co-Chairs of the IAG, and the IILC Chairperson to assure the distribution of all correspondence.

As a courtesy, the subject and the appropriate issue tracking number (where applicable) should appear on all correspondence to facilitate action by the responsible Chair(s)/Co-Champion(s) and assist IILC participants to associate such correspondence with the appropriate IILC activities.

IILC
Administrative
Procedure 006

IILC Issue Management

The Issue Management section describes the progress of an issue through the IILC consensus process,

from (I) New Issue Introduction
to (II) Task Group Presentation at IILC Meetings
to (III) Issue Resolution

It is designed to assist IILC participants to formulate and introduce ONA (Open Network Architecture) and/or local network interactivity issues as well as to shorten the time required for initial issue acceptance and final issue resolution. Section IV is Suggested Time Frames for Issue Resolution.

* * * * *

Below is an outline of the following Administrative Procedure on IILC Issue Management:

I. NEW ISSUE INTRODUCTION

A. New Issue Introduction at an IILC or IAG Meeting

1) Issue Originators
2) Solicitation of New Issues at an IILC Meeting
3) IAG Preview as an Alternative
4) Assistance from LEC or non-LEC Volunteers

B. Preliminary Documentation: the Issue Statement / Issue Identification Form

C. IILC Issue Acceptance

1) Selection of Co-Champions and Task Group
2) "Provisional" Status and Clarification of Issue Statement
3) Issue Reference Number and Issue Identification Form

II. TASK GROUP ISSUE PRESENTATION AT IILC MEETINGS

A. Issue Statement / Issue Identification Form

B. Work Plan

C. Progress Timeline
D. Documentation of Issue Progress
E. Issue Status Statement
F. Anticipated Events
G. List of Task Group Participants

III. ISSUE RESOLUTION
A. IILC Resolution Process: "Going...Going...Gone"
B. Task Group Consensus and Initial Closing Documentation
C. Format for Initial Closing Documentation
D. Co-Champions' Presentation to the IILC
E. IAG Review
F. Final IILC Resolution
G. Issue Report

IV. SUGGESTED TIME FRAMES FOR IILC ISSUE RESOLUTION

* * * * *

I. NEW ISSUE INTRODUCTION

A. New Issue Introduction at an IILC or IAG Meeting

Participants who bring a new issue to the IILC must prepare an Issue Statement. A new issue may be presented initially to the full IILC or to the IAG in advance of a full IILC meeting. In any case, a participant new to the IILC process may solicit help from a LEC or non-LEC IILC participant, and the IILC Secretary can provide a list of volunteers to anyone desiring to introduce a new issue to the IILC.

1) Issue Originators

The issue originator or a volunteer on behalf of the originator brings a new issue to an IILC meeting for acceptance into the IILC process. Though issue originators need not attend the IILC meeting when an issue is submitted for acceptance by the IILC, it is highly recommended they do so. It is expected that the originator will participate actively in the proceedings through issue resolution. If the originator is unable to work on the issue through its resolution, other interested parties should be found. In the absence of support from the originator or alternative parties, the IILC may withdraw the issue.

2) Solicitation of New Issues at an IILC Meeting

At the beginning of an IILC meeting, the IILC Chairperson asks if anyone will be introducing an issue, so that participants may be apprised and prepared to discuss a new issue during the "Issue Specific Discussions" phase later in the meeting. Soliciting new issues at the beginning of the meeting also affords the issue originator or co-champions an opportunity to make a brief announcement of the issue, with questions and related issue discussion deferred until the issue is formally introduced later in the meeting. Announcing a new issue allows opportunity for informal discussion of the proposed issue prior to its formal presentation.

3) IAG Preview as an Alternative

To facilitate issue introduction, it is helpful if possible to present an issue to the IAG on an IAG conference call before its introduction at a full IILC meeting. This provides an opportunity for the originator to preview the issue with IILC participants on the IAG and receive feedback. This also provides an opportunity to solicit a volunteer to assist in fine-tuning the Issue Statement for presentation

to the IILC. The originator may choose to ask a LEC or non-LEC volunteer to present the issue to the IAG. The purpose of the IAG preview is to expedite issue acceptance.

4) Assistance from LEC or non-LEC Volunteers

Interested LEC and/or non-LEC participants may volunteer to assist new participants to develop a preliminary Issue Statement and introduce their issues efficiently. Such volunteers can act as temporary co-champions by working with new participants in advance of their first IILC meeting, helping them to frame an appropriate Issue Statement, arranging for its inclusion in the pre-meeting package, explaining how the IILC process works and what to expect, and even helping with the formal issue introduction at the IILC meeting. Such assistance can result in reduced time intervals for issue introduction, acceptance and resolution by the IILC. The IILC Secretary can provide a list of volunteers to any party desiring assistance with an Issue Statement, as well as referring all such requests immediately to an appropriate volunteer for follow up.

B. Preliminary Documentation: Issue Statement and Issue Identification Form

To familiarize participants with the issue to be presented, it is recommended that new issues be described briefly in a memo and/or associated Issue Statement for inclusion in the IILC pre-meeting package. However, prior notification of the intent to present an issue to the IILC is not a requirement, and the IILC can engage a new issue by soliciting it in an IILC meeting, as described above.

An IILC Issue Identification Form has two similar formats, one for a Service Request and one with slightly different categories used for a strategic issue.

♦ ***Format for a Service Request Issue ID Form***

1. Issue Title
2. At the upper right-hand corner, the following information:
   - Issue Number (assigned by the IILC Secretary upon acceptance by the IILC; indicates any revisions, e.g., Issue XXX, Rev. 1)
   - Date Submitted (date of original acceptance by the IILC)
   - Latest Revision (date of last revision to Issue ID Form)
   - Current As Of (date of last IILC/IAG meeting at which discussed)
   - Resolution date (date of initial IILC consensus)
   - IAG Review (date of IAG procedural fairness review)
   - IILC Adoption (date of final IILC consensus)
3. Description of Requested Service
4. Suggested Resolution or Output(s)
5. Other Impacts
6. Requested Resolution Date
7. Issue Originator and Co-Champions

♦ ***Format for a Strategic Issue ID Form***

1. Issue Title
2. At the upper right-hand corner, the following information:
   - Issue Number (assigned by the IILC Secretary upon acceptance by the IILC; indicates any revisions, e.g., Issue XXX, Rev. 1)
   - Date Submitted (date of original acceptance by the IILC)
   - Latest Revision (date of last revision to Issue ID Form)
   - Current as of (date of last IILC/IAG meeting at which discussed)
   - Resolution date (date of initial IILC consensus)

- IAG Review (date of IAG procedural fairness review)
- IILC Adoption (date of final IILC consensus)

3. Issue Statement (description of the issue to be addressed; provide sufficient background information to be a stand-alone statement of requirement)
4. Suggested Resolution or Output(s)
5. Other Impacts
6. Requested Resolution Date
7. Issue Originator and Co-Champions

Issue originators should strive to describe their service request or issue as clearly as possible (#3 above), identify the desired resolution or outputs from their perspective (#4 above), identify any other impacts they see (#5 above), the requested resolution date, with an explanation (optional) of the reason for its selection (#6 above). ***NOTE:*** The APPENDIX to this Handbook provides examples of the Issue Identification Form for Service Requests and for strategic issues.

C. IILC Issue Acceptance

When a new issue is presented, the full IILC determines the appropriate next step, which could include:

- accepting the issue;
- referring the requesting party to another ATIS forum or standards body; or
- providing the issue originator relevant information based on other current or closed IILC issues, in the event these adequately address the concerns of the originator.

As an open forum, the IILC encourages discussion and interindustry exchange of information to identify how to approach each matter brought before it. The IILC will determine in some cases that

an issue is outside the scope of its mission and will direct the interested party to another forum, association, company, etc. Issues are accepted, referred, or otherwise handled based on the full IILC reaching consensus.

1) Selection of Co-Champions and Task Group

A LEC or non-LEC IILC participant usually volunteers to co-champion a new issue, with the issue originator normally serving as the other co-champion, although this is not a requirement. A volunteer Task Group is solicited from among the IILC participants, and it is recommended that the co-champions schedule the first Task Group meeting/conference call at the time of issue acceptance.

2) "Provisional" Status and Clarification of Issue Statement

Upon initial acceptance of an issue, the IILC will normally designate it as "provisional," and the Task Group will make necessary revisions or modifications to the Issue Statement as needed. "Provisional" acceptance does not preclude initiation of work on the issue by the Task Group but indicates only that some aspect(s) of the Issue Statement need clarification, modification or additions. The provisional designation may be removed by the IAG at its next review of the issue or by the IILC at its next review of the issue in a regular meeting.

If revision of the Issue Statement is necessary prior to acceptance, every effort should be made by IILC participants to revise and accept the issue at the same IILC meeting at which it is introduced, particularly those containing service request issues that should be handled in accordance with IILC Administrative Procedure 010 on the Systematic Uniformity Process. Otherwise, a revised Issue Statement should be reintroduced at the next IILC meeting.

3) Issue Reference Number and Issue Identification Form

The IILC Secretary will provide an issue reference number and prepare the official Issue Identification Form for inclusion in the next pre-meeting package.

II. TASK GROUP ISSUE PRESENTATION AT IILC MEETINGS

This section describes the information required in Task Group active issue reports to each IILC meeting. These requirements have been established to give IILC participants adequate opportunity to review the progress of active issues. These materials must be available in viewgraph form, and at least one hard paper copy should be provided to the IILC Secretary for attachment to the IILC minutes.

Task Groups should report the following information at every IILC meeting:

A. Issue Statement / Issue Identification Form
B. Work Plan
C. Progress Timeline
D. Documentation of Issue Progress
E. Issue Status Statement
F. Anticipated Events
G. List of Task Group Participants

If for any reason a particular issue report is not given at an IILC meeting, the information listed above should be provided to the IILC Secretary for inclusion with the IILC meeting minutes.

A. Issue Statement / Issue Identification Forum

Any recent changes or updates to the Issue Statement or Issue Identification Form should be so noted. The current Issue Statement establishes the context for evaluating the progress of an issue in terms of its suggested resolution or output.

B. Work Plan

The development, maintenance and presentation of an appropriate work plan should reflect the major goals of the issue as defined by the suggested resolution or outputs on the Issue Statement. The work plan should include projected dates for the completion of each major goal, as well as ongoing estimates of timely resolution of the issue.

C. Progress Timeline

The presentation of a progress timeline provides a graphic representation of key milestones of the issue work plan, with the format developed by individual Task Groups as appropriate. The timeline should include comparisons of actual and projected dates for the completion of each major goal as well as the ultimate time frames for final resolution of the issue.

Each issue Task Group should develop a timeline and milestones for issue resolution and approval processing. The IAG (Interindustry Advisory Group) should monitor the progress of issues by comparing actual developments with Task Group objectives originally identified at each milestone. The resolution of some issues may require more than the suggested number of months. In that event, a timeline and associated milestones should be identified for the projected time frame.

D. Documentation of Issue Progress

Documentation of issue progress should focus on activities which have transpired since the last meeting of the IILC. It should include materials related to major accomplishments, such as action items, identified issues, roadblocks, contributions, correspondence, etc. These reports are expected to stimulate discussion among and input from the IILC participants and therefore should be appropriately detailed. It is also expected that issue progress documentation will be sufficiently self-explanatory to facilitate review by industry participants who may be unable to attend IILC meetings and must rely on IILC meeting minutes (with attachments) for issue progress updates.

E. Issue Status Statement

For purposes related to the preparation of the IILC minutes, the IILC Issue Tracking Sheets and the IILC ONA News, the Task Group is expected to present at each IILC meeting a statement of the current status of the issue under examination. This statement should be brief (1-2 paragraphs) and should provide a clear and concise summary of the current disposition of the issue. This will facilitate an accurate transposition of that status throughout subsequent IILC documentation.

F. Anticipated Events

Task Groups should provide a calendar of anticipated events, including meetings and conference calls, at each IILC meeting. This serves to provide adequate notification of Task Group activities in accordance with IILC By-Laws and Administrative Procedures, as well as to facilitate coordination of the overall IILC calendar.

G. List of Task Group Participants

Each Task Group is expected to provide and maintain an accurate list of individuals participating in the examination of the issue in question. Participants should be listed alphabetically by company, and both telephone and facsimile numbers should be included.

III. ISSUE RESOLUTION

OFFICIAL CONSENSUS CAN ONLY BE REACHED BY THE FULL IILC.

A. IILC Resolution Process: "Going...Going...Gone"

Consistent with the IILC's mission and goals, every opportunity is afforded participants for timely and comprehensive review of pending issue resolutions. In keeping with this objective and recognizing that some participants cannot participate directly in Task Group activities or attend every IILC meeting, a phased full IILC resolution process has been established. This process is called informally: "Going...going...gone."

Issues proposed for resolution follow a progression within the IILC towards initial and final consensus resolution. The "Going...going...gone" consensus resolution process operates on each level, within Task Groups, in the IAG during its procedural fairness review of issues, and at IILC meetings. Every attempt should be made to resolve both substantive and administrative concerns prior to presentation of the issue to the IILC for consensus resolution.

B. Task Group Consensus and Initial Closing Documentation

Generally, substantive issue definition, examination and documentation is performed at the Task Group level. When a Task Group has reached consensus on its investigation of an issue and is ready to present it to the full IILC for initial resolution, it submits full issue closing documentation to all IILC participants for review. The Task Group co-champions forward the issue documentation to the IILC Secretary for distribution in the pre-meeting package. Consistent format and contents, explained below and in IILC Administrative Procedure 004, will assist IILC participants to readily identify IILC resolution documentation.

If the IILC reaches initial consensus on an issue (**GOING...**), the IAG (Interindustry Advisory Group) performs a procedural fairness review (**GOING...**) before giving its recommendation for final consensus and adoption by the full IILC (**...GONE**). Therefore, by the time an issue is presented to the full IILC for its final resolution, it has been thoroughly examined and reviewed, and consensus adoption by the full IILC should be straightforward.

C. Format for Initial Closing Documentation

While the resolution documentation for most IILC issues will readily conform to the following format, it is recognized that there are instances where the nature of the issue or the desired output may not be fully compatible with this procedure. The issue co-champions, and the Interindustry Advisory Group (IAG) in its oversight capacity, should make every effort to ensure the greatest level of uniformity. Certain items which every issue resolution package should incorporate are indicated below with an asterisk (*).

A. Table of Contents (*), with subheadings describing contents under the major headings
B. Issue Identification Form (*)
C. Task Group Participants
   - List all participants, indicating those active at closure, with issue co-champions identified.
   - List will be sorted by company, and exclude telephone/facsimile numbers.
D. Findings and Recommendations (*)
   - Findings should be listed first, followed by recommendations. Findings are based on factual information, and recommendations are from the Task Group on behalf of the IILC.
E. Summary of Proceedings (*)
   - A chronological listing of all issue-related activities starting with initial issue presentation and concluding with final issue resolution. Key activities, accomplishments, etc., should be identified if not covered in the Task Group minutes.
F. Reference Documents
   - This could include Systematic Uniformity Process documentation, Task Group minutes (if taken) presentations before the IILC, or any other pertinent information.
G. Contributions
   - This section would include any contributions specific to the issue.

   NOTE: In order to conserve paper resources, only key contributions or Reference Documents, as determined by the Task Group, should be included in the closing documentation package. However, a listing of all Task Group documents will be included and can be requested through the IILC Secretary.
H. Issue Tracking Sheet (*), furnished by the IILC Secretary.

D. Co-Champions' Presentation to the IILC

At the IILC meeting, the issue co-champions will present the issue resolution in detail for initial consensus. This presentation should address the original Issue Statement and suggested output, and a review of the various considerations and factors which framed the resolution. At this meeting the issue will either receive initial IILC consensus or be remanded back to the Task Group for further action. Minor changes will be edited into the documentation prior to final consensus.

E. IAG Review

After the issue has received initial consensus, the IAG will review the issue for procedural fairness. Any IILC participant with a procedural fairness complaint must submit it in writing to the IILC Secretary within 15 days after the issue receives initial consensus.

F. Final IILC Resolution

At the IILC meeting following IAG review and approval, the issue resolution will be presented by the issue co-champions for final consensus and closure.

G. Issue Report

Upon final issue consensus resolution by the IILC, issue co-champions are responsible for providing in a timely manner to the IILC Secretary those items which are to be included in the issue resolution documentation package.

These items may be provided to the Secretary in final form ready for distribution or in their initial closing documentation form, in which case the IILC Secretary will be responsible for final typing and

formatting. Items will appear in the IILC issue resolution package in the sequence outlined above. Initial closing documentation bears the legend as a footer at the bottom of each page:

This document represents a consensus of the
Issue # Task Group
and is subject to review and approval of the IILC.

while final issue documentation bears the following legend:

This document represents a consensus of the
Issue # Task Group
and has received IILC approval.

The IILC Secretary will be responsible for ensuring that each resolution package includes the standard IILC issue resolution documentation cover sheet with the issue name, number, and date of final IILC consensus resolution.

IV. SUGGESTED TIME FRAMES FOR IILC ISSUE RESOLUTION

Based upon experience since 1987, issues and projects addressed by the IILC can be broadly grouped into four classifications: 1) Education/Discussion; 2) Specific Service Requests; 3) Position/Action by IILC Participants (non-service specific); and 4) IILC Position/Action by External Organization(s). Below are definitions of these four broad categories with suggested time frames from issue introduction to final resolution. It is recognized that the nature of the Issue Statement should dictate the amount of time required before the issue is resolved and/or implemented. These time frames are approximations and should not serve to delay issue resolution where more expeditious determination is possible.

1) ***Education/Discussion*** - Issues or projects whose object is to share information among IILC participants, provide updates of information, hold workshops, classify positions, and provide a better understanding of participant positions or plans. This category does not involve outcomes that require the IILC to reach an industry consensus or to act on a specific issue or portion of an issue. Proposed time for IILC resolution, 2 months - 12 months. [Examples: Alarm Industry Workshop, Future Technologies Workshop]

2) ***Specific Service Requests*** - This issue category is addressed by the IILC's Administrative Procedure 010 on the Systematic Uniformity Process. Proposed time for IILC resolution, 6 months - 8 months. [Examples: Issue #012 - Ability to Detect Break in Telco Line Within 60 Seconds; Issue #025 - ESP Access to LEC Audible Ringing, etc.]

3) ***IILC Position/Action*** (non-service specific) - This category includes issues or projects in which the outcome is more strategic, global or policy-oriented and which may require that all or some IILC participants take action as a result of the consensus resolution. Proposed time for IILC resolution, 6 months - 12 months. [Examples: Issue #007 - Uniformity Principles and Guidelines; Issue #021 - Systematic Uniformity Process; Issue #013 - Proprietary Demand Information Protection, etc.]

4) ***IILC Position/Action by External Organization(s)*** - This classification involves publication of a document or White Paper with an IILC Issue recommendation(s). Recommendations may involve proposed actions by groups outside of the IILC, such as Committee T1, the Carrier Liaison Committee (CLC), etc. This category requires IILC consensus. Proposed time for IILC resolution, 6 months -12 months. [Examples: Issue #010 - ESP Frame Relaying Access to ISDN Customers; Issue #024 - IILC Paper on Calling Party Identification Privacy/Anonymity]

IILC
Administrative
Procedure 010

Systematic Approach to Uniformity of ONA Services

Purpose

The purpose of this document is to address the application of a systematic framework which facilitates the uniform development and deployment of new ONA services and capabilities. The degree of uniformity attainable will be a function of the level of commitment offered by each segment of the industry in participating in this process. This document is intended to be a standard guide and represents the resolution of IILC Issue #021 of the same title adopted by consensus of the IILC in 1990.

Procedure

This procedure is referred to as the IILC "Systematic Approach to Uniformity of ONA Services." This procedure addresses uniformity by means of a four step process which is initiated by a Service Request (Step 1.00), thereafter substantiated by a Description of Functionality (Step 2.00), documented by a Technical Description (Step 3.00) and considered for Technical Feasibility (Step 4.00).

Once a candidate service has been defined through the systematic uniformity process, a variety of progressive activities can be pursued through the IILC and other industry mechanisms to encourage the broad dissemination of this information on network needs and related capabilities and thereby increase the probability of the eventual development and deployment of the requested service.

As the requested service moves through this process each step is documented and monitored for completeness. That documentation will also serve as handoff material for each successive step. Furthermore, while this process is designed to facilitate the

uniform development and deployment of new ONA services, it should be recognized that the terms outlined herein may or may not apply to specific applications of uniformity and it is left to the judgment of industry participants involved in those applications to implement these guidelines as appropriate.

STEP 1.00

Service Request Documentation

The steps included in the Service Request Documentation phase provide the means to formally initiate a request for a new ONA service or capability and begin the examination of that request through the IILC "Systematic Approach to Uniformity of ONA Services."

The task of documenting the Service Request for a new ONA service or capability involves the preparation and presentation of an IILC Issue Identification Form using the specific format for addressing service request issues (see also AP-006, Item B, "Preliminary Documentation: Issue Statement and Issue Identification Form," under I. "New Issue Introduction").

The four sections included on this Issue Identification Form are intended to provide IILC participants with appropriate documentation with which to review a potential service request issue and understand the framework around which that request will be addressed.

STEP 1.10 -- Description of Requested Service

STEP 1.20 -- Suggested Resolution or Output

STEP 1.30 -- Other Impacts

STEP 1.40 -- Issue Originator and Co-Champions

IILC Administrative Procedure 010
Systematic Approach to Uniformity of ONA Services

The preparation and presentation of a service request IILC Issue Identification Form (Step 1.00 - Service Request Documentation) are the responsibility of the issue originator, or a volunteer on behalf of the originator. Acceptance of the issue by the IILC is subject to the normal consensus process as documented in the IILC By-Laws.

STEP 1.00 -- Service Request Documentation

Preparation of the IILC Service Request Issue Identification Form

STEP 1.10 -- Description of Requested Service

This information is expected to provide direct input to Step 2.00 (Description of Functionality) and should therefore include a description of the required capability, its operating attributes and any general requirements considered essential to the examination of the request. It should provide sufficient information to facilitate a consensus understanding of the requested capability.

STEP 1.20 -- Suggested Resolution or Output

This section of the IILC Service Request Issue Identification Form outlines the process by which the examination of the request will progress. This is a standard framework and should be used for all IILC issues which address service requests. It ensures that a minimal set of considerations will be examined and documented through this process consistent with the requirements of the "Systematic Approach to Uniformity of ONA Services," including:

- a consensus understanding of requested capability;
- a description of the basic network functional requirements;
- a meaningful technical description of requested service;
- current and future technical feasibility;
- critical issues; and
- documentation of findings and recommendations for future action.

STEP 1.30 -- Other Impacts

A particular service request may not be totally new or may overlap or conflict with other requests, existing services or planned capabilities. Identify any relationships to other active or previous IILC requests and existing or planned services and/or capabilities. If the request is not sufficiently singular, the IILC may choose to reject or defer it. Conflicts with other requests or services should be carefully identified.

STEP 1.40 -- Issue Originator and Co-Champions

If the issue originator can serve as issue co-champion, the other co-champion will be from the LEC or non-LEC sector that the originator does not represent. If the originator is not able to participate, the Task Group co-champions will represent respectively the LEC and non-LEC communities. Formal request documentation should also include a list of industry representatives who constitute the Task Group devoted to the progress of this issue through the systematic uniformity process.

IILC SERVICE REQUEST
ISSUE IDENTIFICATION FORM

ISSUE TITLE:

ISSUE NUMBER_____
DATE SUBMITTED_____
LATEST REVISION_____
CURRENT AS OF_____
RESOLUTION DATE_____
IAG REVIEW_____
IILC ADOPTION_____

DESCRIPTION OF REQUESTED SERVICE:

SUGGESTED RESOLUTION OR OUTPUT:

1) Establish consensus understanding of requested capability.
2) Describe basic network functional requirements.
3) Develop technical description of requested service.
4) Determine current and future technical feasibility.
5) Identify critical issues.
6) Document findings and recommendations for future action.

OTHER IMPACTS:

ISSUE ORIGINATOR AND CO-CHAMPIONS:

STEP 2.00

Description of Functionality

Once a service request has been formally accepted, the general information gathered in Step 1.00 needs to be expanded into a clear, detailed description of the functional need. The objectives of this step are to:

- achieve a common understanding of the need;
- describe the functional capabilities that meet the need;
- establish a generic name for the functionality; and
- create sufficiently detailed and unambiguous service description and operational requirements to allow for technical development.

This phase of the process consists of three steps.

STEP 2.10 -- Description of Need.
Define fully the problem or function the request is intended to address.

STEP 2.20 -- Description of Capability.
Define fully what the request needs to do to meet the need.

STEP 2.30 -- Functional Description.
Define fully how the request is intended to operate.

Activities associated with Step 2.00 of the Systematic Uniformity Process are the responsibility of the issue originator working with the assistance, and consensus, of the Task Group members.

STEP 2.10

Description of Need

To enable subsequent steps of the process to unfold, additional information about the request will usually be necessary, and is collected in Step 2.10. Each part of the step is described below.

Part 2.11: Elaborate Upon the Preliminary Background for the Request using the information presented in Step 1.10 and included on the Issue Identification Form. This description should include:

- **Scope of Need**. What are the general parameters of the request? For example, is the request useful only if it operates on an interswitch basis, or is single switch capability adequate? Is the request unique to a particular community of interest?

- **Interest Level**. Identification of interest level and/or utility of the request will facilitate each individual LEC's analysis of the request. Appropriate activity in the IILC to explore the utility of the requested capability could include:

  - promotional workshops presenting information on a particular requested service in order to cultivate a better understanding of its utility and stimulate interest in that service;
  - formal or informal surveys of interest and/or utility; and

- identifying the range of information services that would benefit from the availability of the requested capability.

- **Pertinent Operational Environment**. Are there existing technologies or capabilities with which the request must interact?

Part 2.12: Document the Description of Need. A summary of the information gathered in Part 2.11 should be recorded on the Step 2.00 output documentation form.

It is possible that the elaboration of needs and requirements during this step will result in significantly different forms of the functionality being requested. For example, consideration of a call forwarding select feature might generate requests from one community of participants for a feature in which only calls originating from a list of predesignated numbers are forwarded and requests from other participants for a feature in which all calls except those originating from a list of predesignated numbers are forwarded. To avoid confusion during the technical development process, any request that appears to include functionally distinct variants should be documented as separate service requests.

STEP 2.20

Description of Capability

In this step, more complete information is gathered about the requested capability. The three parts of this step are outlined below.

Part 2.21: Describe the Requested Capability. Provide a description of what the requested capability is expected to accomplish. This part could be identical with the description on the Issue Identification Form or could include additional information as deemed necessary by the issue originator and/or the Task Group members.

Part 2.22: Analysis of Described Capability. In this part the Task Group should ensure that:

- The capability matches the need described on Step 2.10.
- All essential aspects of the requested capability have been identified and addressed.

As a result of this part, adjustments may be required in the description of need (Step 2.10), the description of capability (Step 2.21), or both in order to secure a match.

Part 2.23: Document the Described Capability. A summary of the information gathered in parts 2.21 and 2.22 should be recorded on the Step 2.00 output documentation form.

STEP 2.30

Functional Description

In this step, the results of Steps 2.10 and 2.20 may be used to produce greater detail on the requested functionality. The two parts of the step are presented below.

Part 2.31: Develop Description of the Functional Operation of the Request. The functional characteristics of the request could include, if known, the manner of information transfer, the point in the network that provides the requested functionality, the associated functionalities that should tie into the request, etc.

Step 2.32: Document the Functional Description. A summary of the information gathered in Part 2.31 should be recorded on the Step 2.00 output documentation form.

STEP 3.00

Technical Description

The third step of the Systematic Uniformity Process details the technical description of the request. This part of the process consists of four steps.

Step 3.10: Functional Review. The functional parameters of the request that were developed in Step 2.00 will be reviewed so that additional technical description of the request can be developed.

Step 3.20: Performance Requirements. In this step, the specific technical performance requirements are identified and documented.

Step 3.30: Interface Requirements. The manner in which the requested capability must interact with existing and planned interfaces is defined.

Step 3.40: Documentation of Technical Service Description. On the Step 3.00 Output Form, the information gathered in the foregoing steps will be summarized.

STEP 4.00

Technical Feasibility

This step determines the technical feasibility of meeting the request documented in Step 3.00.

Step 4.10: Network Architectural Review. The first step is to evaluate whether the request can be addressed with current/planned or future network technologies.

Step 4.20: Architecture Specific Technical Description(s). Descriptions of all current/planned technology solutions (if any) are captured in this phase.

Step 4.30: Target Architecture Technical Description. If no uniform solution is available utilizing current/planned network capabilities, this step determines what future network capability or capabilities will best meet the request and achieve ONA's uniformity objective.

Step 4.40: Technical Feasibility. Completion of this step results in a detailed report describing a set of current, planned and/or future solutions to the requested need.

At the conclusion of Step 4.00, the issue Task Group seeks IILC consensus approval for the fully documented service request.

Information Industry Liaison Committee

APPENDICES

Diagram of the IILC Consensus Process
Diagram of the Systematic Uniformity Process
Examples of Issue Identification Forms
- Service Requests
- Strategic Issues

Issue Tracking Sheet
Issue Reference Sheet
IAG Representatives
IILC Meeting Calendar

PATH OF ISSUE THROUGH IILC CONSENSUS PROCESS

(1) Issue is introduced at IILC. Issue co-champions are identified and task group formed to work the issue.

(2) Task Group works issue

(3) Task Group makes regular status reports to IILC

(4) IILC gives feedback to status reports

(2), (3) & (4) continue until . . .

(5) IILC reaches initial consensus on issue resolution **("going once . . . ")**

(6) IAG reviews for procedural fairness **("going twice . . .")** and:

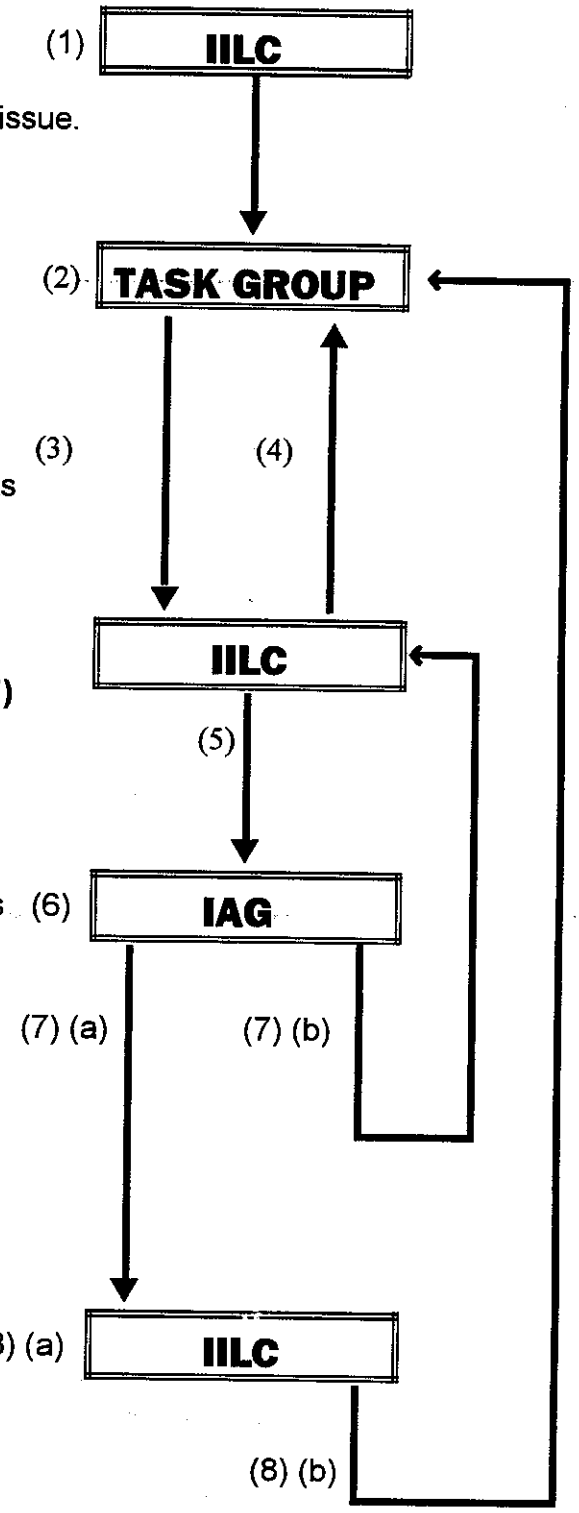
(7) (a) approves

- OR -

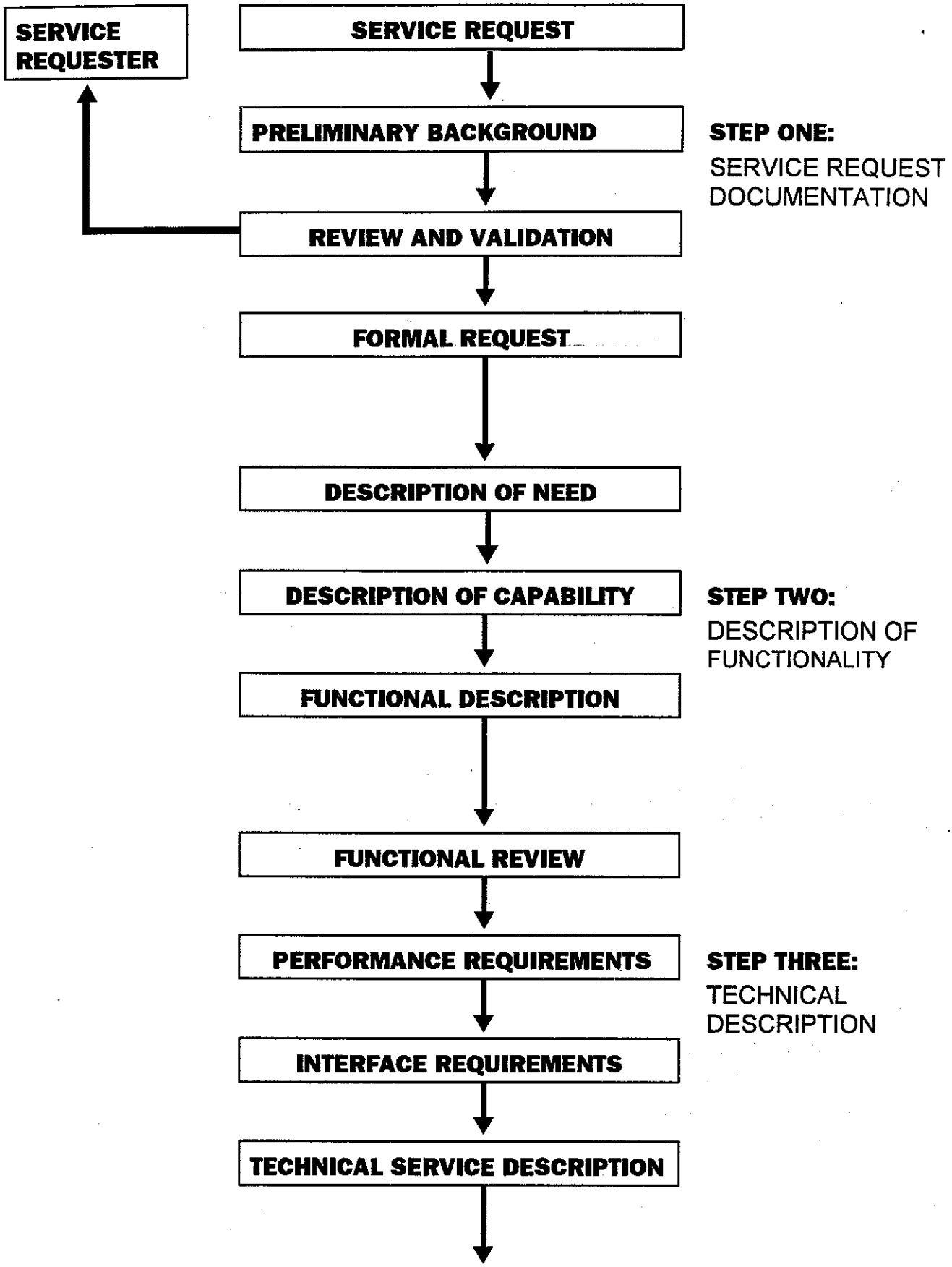
(7) (b) remands to IILC to correct identified deficiencies

(8) (a) IILC gives final approval to consensus **("gone")**

(8) (b) remands issue to task group for further work



IILC ADMINISTRATIVE PROCEDURE 010
SYSTEMATIC APPROACH TO UNIFORMITY OF ONA SERVICES



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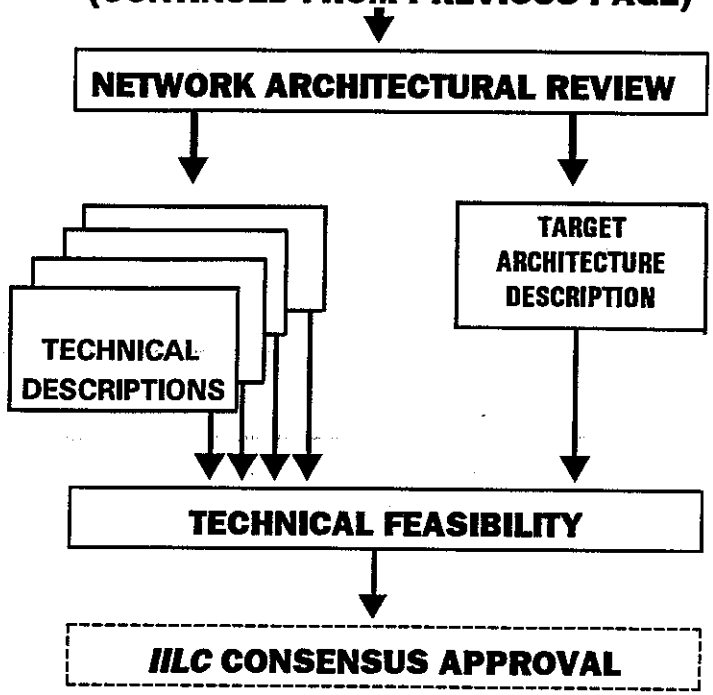

STEP FOUR:
TECHNICAL FEASIBILITY

IILC SERVICE REQUEST
ISSUE IDENTIFICATION FORM

ISSUE TITLE:

ISSUE NUMBER_____
DATE SUBMITTED_____
LATEST REVISION_____
CURRENT AS OF_____
RESOLUTION DATE_____
IAG REVIEW_____
IILC ADOPTION_____

DESCRIPTION OF REQUESTED SERVICE:

SUGGESTED RESOLUTION OR OUTPUT(S):

1) Establish consensus understanding of requested capability.
2) Describe basic network functional requirements.
3) Develop technical description of requested service.
4) Determine current and future technical feasibility.
5) Identify critical issues.
6) Document findings and recommendations for future action.

OTHER IMPACTS:

REQUESTED RESOLUTION DATE:

ISSUE ORIGINATOR AND CO-CHAMPIONS:

IILC
NON-SERVICE REQUEST
ISSUE IDENTIFICATION FORM

ISSUE TITLE:

ISSUE NUMBER_____
DATE SUBMITTED_____
LATEST REVISION_____
CURRENT AS OF_____
RESOLUTION DATE_____
IAG REVIEW_____
IILC ADOPTION_____

ISSUE STATEMENT:

SUGGESTED RESOLUTION OR OUTPUT(S):

OTHER IMPACTS:

REQUESTED RESOLUTION DATE:

ISSUE ORIGINATOR AND CO-CHAMPIONS:

(DATE)

IILC ISSUE TRACKING SHEET

ISSUE NUMBER	ISSUE TITLE ISSUE ORIGINATOR/CHAMPION	STATUS	DATE/PLACE OF ACTION	COMMENTS

STATUS CODES: A=ACTIVE IN=INACTIVE P=PENDING T=FORWARDED TO A TASK GROUP R=RESOLVED BY THE WORKING COMMITTEE OR TASK GROUP W=WITHDRAWN IR=IAG REVIEW IA=IILC APPROVAL (ISSUE CLOSED) AP=IAG APPEAL PROCESS RP=RESOLVED PENDING ANNUAL REVIEW

INFORMATION INDUSTRY LIAISON COMMITTEE

ISSUE REFERENCE

February 15-16, 1995

001-TWC	(R)	Uniform Provision of Calling Number Identification
002-TWC	(R)	Customer Proprietary Network Information Availability
003-TWC	(R)	ESP/Customer Access to BOC Network Management Systems
004-TWC	(R)	InterLATA Transport of ONA Services
005-NTWC	(R)	Notification of State ONA Tariff Filings
006-NTWC	(R)	Maintenance of ONA Plan Reference Document
007-NTWC	(R)	Guidelines and Principles of Uniformity
008-TWC	(R)	ESP/User Initiated Diagnostics
009-NTWC	(W)	Uniform Non-Geographic Number Access to ESP Services
010-TWC	(R)	ESP Frame Relay Access to ISDN Customers
011-NTWC	(R)	Uniform Access Numbers for ESPs
012-TWC	(R)	Ability to Detect Break in Telco Line Within 60 Seconds
013-NTWC	(R)	Proprietary Demand Information Protection
014-TWC	(R)	Direct ESP Packet Connection to ISDN End Office
015-TWC	(R)	Information and Delivery Mechanisms for ESP Billing
016-TWC	(R)	ESP Input To The BOC Network Planning Process
017-TWC	(R)	Uniform Delivery of Lineside CNI in the Near Future
018-TWC	(R)	Ability to Control CNI Delivery
019-TWC	(R)	Computer-Telecommunications Switch Call Control
020-TWC	(W)	Sub-rate Multiplexing for Data Over Voice (DOV)
021-NTWC	(R)	Systematic Approach to Uniformity of ONA Services
022-NTWC	(R)	Unbundling Criteria
023-NTWC	(W)	Estimating Market Demand
024-NTWC	(R)	CPID Anonymity/Privacy
025-TWC	(R)	ESP Access to LEC Audible Ringing for Certain Originating Calls
026-IILC	(A)	Long Term Unbundling and Network Evolution
027-IILC	(R)	Call Forward Busy/Don't Answer on All-Trunks-Busy Situation
028-IILC	(R)	Inter-Switch SMDI
029-IILC	(R)	Activation of Message Waiting Indication in non-SMDI Environment
030-IILC	(R)	Message Waiting Indication: Ringback After Busy Transfer
031-IILC	(I)	Switch-Computer Applications Interface (Telemessaging Applications)
032-IILC	(W)	Information for ISDN Services
033-IILC	(R)	Visual Message Waiting Indicator
034-IILC	(R)	Call Busy/Call Idle Audio/Video Message Application
035-IILC	(R)	Clarification of BSA Definitions
036-IILC	(R)	Local Calling Area Abbreviated Dialing Access To Info. and Enhanced Services

A = Active R = Resolved I = Inactive W = Withdrawn P = Pending Issue Statement Revision

INFORMATION INDUSTRY LIAISON COMMITTEE

ISSUE REFERENCE

February 15-16, 1995

037-IILC	(R)	ESP Provision of Call Control
038-IILC	(A)	Call Forwarding Control Capabilities for End Users and ESPs
039-IILC	(R)	ESP Needs for OSS Capabilities Associated With End-User Complementary Network Services
040-IILC	(R)	Abbreviated Call Forwarding Activation
041-IILC	(R)	Delivery of Billing Information and Called Number to ESP Utilizing Non-Access Dialing Format
042-IILC	(R)	Call Transfer for ESP Lines with Called Number Identification
043-IILC	(R)	Call Screening and Intercept
044-IILC	ON HOLD	Advanced Intelligent Network (AIN) Access by Non-LEC Resource Element
045-IILC	(A)	Series Circuits on Selected Telemessaging Subscribers
046-IILC	(A)	Delivery of Intra-LATA (NPA) 555-XXXX Dialed Calls to Service Provider
047-IILC	(A)	Call Forward - Transfer Back
048-IILC	(A)	Client Controlled Call Screening of a Forwarded Line
049P-IILC	(P)	Trigger Usage in a Multi-Provider Environment
050P-IILC	(P)	AIN/IN Trigger Provisioning and Subscription in a Multi-Vendor Environment
051P-IILC	(P)	Procedures for Access to OSSs in a Multi-Provider Environment
052P-IILC	(P)	Criteria for Definition and Placement of Mediation Functions
053P-IILC	(P)	Application, Control and Management of Mediation Functions Between Multiple Service and Network Providers
054P-IILC	(P)	Management of Network Interactions Among Multiple Service Providers
055P-IILC	(P)	ISDN Feature Information

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The IILC Issue Reference sheet is revised following each IILC meeting to reflect the current status of issues in the IILC process. For the latest listing, please contact Sally Sherman at ATIS, 202-434-8825.

+ + + + +

A = Active R = Resolved I = Inactive W = Withdrawn P = Pending Issue Statement Revision

April 1995

IAG REPRESENTATIVES AND ALTERNATES

Exchange Carriers

Representatives

Don Radovich
US WEST Communications
1400 SW 5th St., Rm. 603
Portland, OR 97201
(503) 242-4629
FAX (503) 242-8853

VACANT

Mike Drew
GTE Telephone Operations
P O Box 152092
600 Hidden Ridge Dr., HQE02GI8
Irving, TX 75015-2092
(214) 718-5215
FAX (214) 718-2398

John Feneck
NYNEX
222 Bloomingdale Road
Room 224B
White Plains, NY 10605
(914) 644-4830
FAX (914) 644-4954

Alternates

Al Baird
Bell Atlantic
1320 N. Courthouse Rd.
Floor 9W4
Arlington, VA 22201
(703) 974-8520
FAX (703) 974-2188

Carey Caldwell
Southwestern Bell Tel.
One Bell Center, Rm. 8-N-11
St. Louis, MO 63101
(314) 235-2432
FAX (314) 235-9318

Merrianne Hoffman
Pacific Bell
2600 Camino Ramon
3S350T
San Ramon, CA 94583
(510) 823-3335
FAX (510) 275-1699

VACANT

IAG REPRESENTATIVES AND ALTERNATES

Enhanced Service Providers

Representatives	Alternates
Martha Lockwood ATSI 1150 S. Washington St., Suite 150 Alexandria, VA 22314 (703) 684-0016 **FAX** (703) 684-3415	**VACANT**
Byron Biddle Dial Page P.O. Box 506 Vernon, FL 32462-0506 (904) 535-4933 **FAX** (904) 535-6951	**VACANT**

Manufacturers

Robert Bell Northern Telecom 8200 Dixie Road Brampton, Ontario, L6T4B8 Canada (905) 452-5765 **FAX** (905) 452-3659	**VACANT**

Interexchange Carriers

Tony Toubassi MCI 2400 North Glenville Road Richardson, TX 75081 (214) 918-5167 **FAX** (214) 918-6038	**VACANT**

IAG REPRESENTATIVES AND ALTERNATES

End Users

Representatives	Alternates
VACANT	VACANT

IILC Secretary

IILC Secretary
Alliance for Telecommunications Industry Solutions
1200 G Street, N.W., Suite 500
Washington, D.C. 20005
(202) 434-8825
FAX (202) 393-5453

Information Industry Liaison Committee (IILC)

1995 Meeting Calendar

Meeting	Location	Date/Time	Host
January			
IAG	Conference Call	January 18 - 11:00 am EST	
February			
IILC	San Diego, CA	February 15-16	Pacific Bell
March			
IAG	Conference Call	March 1 - 2:00 pm EST	
IAG	Conference Call	March 22 - 11:00 am EST	
April			
IILC	Richardson, TX	April 19-20	MCI
May			
IAG	Conference Call	May 3 - 2:00 pm EDT	
IAG	Conference Call	May 24 - 2:00 pm EDT	
June			
IILC	Annapolis, MD	June 28-29	Bell Atlantic
July			
IAG	Conference Call	July 12 - 2:00 pm EDT	
August			
IAG	Conference Call	August 16 - 2:00 pm EDT	
September			
IILC	Washington, DC area	September 13-14	ATSI
IAG	Conference Call	September 27 - 2:00 pm EDT	
October			
IAG	Conference Call	October 18 - 2:00 pm EDT	
November			
IILC	Dallas, TX	November 15-16	GTE
IAG	Conference Call	November 29 - 2:00 pm EST	

CERTIFICATE OF SERVICE

I, Vermel Allen do hereby certify on this 19th day of May, 1995, that I have served a copy of the foregoing document via first class mail, postage prepaid, upon the parties listed:

Vermel Allen

Ad Hoc Telecommunications Users Committee
James S. Blaszak
D. E. Boehling
Levine, Blaszak, Block and Boothby
1300 Connecticut Avenue, N.W., Suite 500
Washington, D.C. 20036

Ameritech
Frank Michael Panek
Room 4H84
2000 W. Ameritech Center Drive
Hoffman Estates, Illinois 60196

Association of Telemessaging Services International, Inc.
Robert J. Butler
Paul C. Smith
Wiley, Rein and Fielding
1776 K Street, N.W.
Washington, D.C. 20006

AT&T Corporation
Mark C. Rosenblum
John J. Langhauser
Clifford K. Williams
Room 3244J1
295 N. Maple Avenue
Basking Ridge, New Jersey 07920

Bell Atlantic Telephone Companies
Michael E. Glover
Lawrence W. Katz
1320 North Court House Road
Eighth Floor
Arlington, Virginia 22201

BellSouth Telecommunications, Inc.
M. Robert Sutherland
A. Kirven Gilbert III
4300 Southern Bell Center
675 West Peachtree Street, N.E.
Atlanta, Georgia 30375

California Cable Television Association
Alan J. Gardner
Jerry Yanowitz
Jeffrey Sinsheimer
4341 Piedmont Avenue
Oakland, California
and
Frank W. Lloyd
Donna N. Lampert
Sara F. Seidman
Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, P.C.
701 Pennsylvania Avenue, N.W.
Washington, D.C. 20004

The Commercial Internet eXchange Association
Robert D. Collet
Chairman of the Board and President
and
Ronald L. Plesser
Julie A. Garcia
Mark J. O'Connor
Piper and Marbury
1200 19th Street, N.W., Seventh Floor
Washington, D.C. 20036

CompuServe Incorporated
Randolph J. May
Brian T. Ashby
Sutherland, Asbill and Brennan
1275 Pennsylvania Avenue, N.W.
Washington, D.C. 20004-2404

Cox Enterprises, Inc.
J.G. Harrington
Dow, Lohnes and Albertson
1255 23rd Street, N.W.
Washington, D.C. 20037-1194
and
Alexander V. Netchvolodoff
Cox Enterprises, Inc.
1320 19th Street, N.W., Suite 200
Washington, D.C. 20036

GeoNet, Ltd., L.P.
C. Donald Berteau
3339 Cardinal Drive
Suite 200
Vero Beach, Florida 32963

Hatfield Associates, Inc.
Jeffrey A. Campbell
Squire, Sanders and Dempsey
1201 Pennsylvania Avenue, N.W.
P.O. Box 407
Washington, D.C. 20044-0407

Information Industry Association
Albert Shuldiner
555 New Jersey Avenue, N.W.
Suite 800
Washington, D.C. 20001

Information Technology Association of America
Joseph P. Markoski
Jonathan Jacob Nadler
Jeffrey A. Campbell
Squire, Sanders and Dempsey
1201 Pennsylvania Avenue, N.W.
P.O. Box 407
Washington, D.C. 20044

LDDS Communications, Inc.
Catherine R. Sloan
Richard Fruchterman
1120 Connecticut Avenue, N.W.
Washington, D.C. 20036
and
Peter A. Rohrbach
Linda L. Oliver
Hogan and Hartson
555 13th Street, N.W.
Washington, D.C. 20005

MCI Telecommunications Corporation
Frank W. Krogh
Donald J. Elardo
1801 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

National Cable Television Association, Inc.
Daniel L. Brenner
Neal M. Goldbert
David L. Nicoll
1724 Massachusetts Avenue, N.W.
Washington, D.C. 20036
and
Howard J. Symons
Donna Lampert
Sara F. Seidman
Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, P.C.
701 Pennsylvania Avenue, N.W., Suite 900
Washington, D.C. 20004

New England Telephone and Telegraph
Company and New York Telephone
Company ("NYNEX")
Edward R. Wholl
Campbell L. Ayling
William J. Balcerski
1111 Westchester Avenue
White Plains, New York 10604

Newspaper Association of America
John F. Sturm
529 14th Street, N.W.
Washington, D.C. 20045-1402
and
Richard E. Wiley
Michael Yourshaw
Steven A. Augustino
Wiley, Rein and Fielding
1776 K Street, N.W.
Washington, D.C. 20006

Pacific Bell and Nevada Bell
James P. Tuthill
Jeffrey B. Thomas
140 New Montgomery Street, Room 1522A
San Francisco, California 94105
and
Keith J. Epstein
Bruce A. Ramsey
3401 Crow Canyon Road, Suite 100
San Ramon, California 94583
and
James L. Wurtz
Margaret E. Garber
1275 Pennsylvania Avenue, N.W.
Washington, D.C. 20004

Pacific Telesis
Gina Harrison
1275 Pennsylvania Avenue, N.W.
Suite 400
Washington, D.C. 20004

Prodigy Services Company
Robert J. Butler
Wiley, Rein and Fielding
1776 K Street, N.W.
Washington, D.C. 20006

Southwestern Bell Telephone Company
Robert M. Lynch
Durward D. Dupre
Michael J. Zpevak
One Bell Center
Suite 3520
St. Louis, Missouri 63101

U S WEST, Inc.
Robert B. McKenna
1020 19th Street, N.W.
Suite 700
Washington, D.C. 20036