**Contract Oversight Subcommittee (COSC)**

*A Committee of the Numbering Administration Oversight Working Group of the North American Numbering Council (NANC)*

Meeting Minutes

December 11, 2018

**Attendees:**

Phil Linse (CenturyLink) (Co-Chair)

Betty Sanders (Charter) (Co-Chair)

Myrva Charles (FCC)

George Guerra (AT&T)

Carolee Hall (Idaho)

Richard Kania (Maine)

Karen Riepenkroger (Sprint)

Shaunna Forshee (Sprint)

Rosemary Leist (T-Mobile)

Dana Crandall (Verizon)

Laura Dalton (Verizon)

Rebecca Beaton (Washington)

**Administrative**

* Phil Linse, Co-Chair, welcomed everyone to the meeting.
* Somos has indicated that they would be agreeable to a balloon payment. The FCC Contract Agent has not made a decision at this time as there are other cost options that have to be considered by the FCC. There was no date provided when the FCC will make their decision.
* Proposed Meeting Dates for 2019 Meetings:
	+ All times will be at 8:00 PT, 9:00 MT, 10:00 CT and 11:00 ET

January 24

February 20

March 21

April 25

May 23

June 6

July 25

August 29

September – no meeting

No dates were established for October, November, or December because the current NANC charter ends in September 2019.



**Vendor Reports**

* **Billing & Collections Agent (B&C) Report**

Heather Bambrough provided the following B&C Agent report.

* + The fund balance at the beginning of November was $5.6M.
	+ There was $153K in receivables.
	+ Payments in November, which included payments to Somos. was $1.0M.
	+ The fund balance at the end of November was $4.6M.
	+ The current budget year ending in September 2019 shows a deficit of $1.2M.
	+ Highlights from the Deliverables report include:
		- Invoices were sent on 11/12/19
		- Call volumes were down and Heather noted this was likely due to the outreach they did in October
		- FCC audit was completed in November and report should be available the end of December of first part of January 2019.
	+ It was asked of Heather what was IPERIA, as this has not been on previous Deliverables Reports, and she noted that this was a new reporting requirement were Welch now needs to provide detailed reports to the FCC and the auditors.
	+ The evaluation matrix was discussed and Phil has been working with the FCC and Heather to update the matrix to reflect the requirements under the new contract. The COSC will start utilizing the new matrix in January 2019. Since the new contract for Welch started in May the new evaluation matrix will need to be updated back to the start of the Welch contract in May 2018.
		- **Action Item:** Phil Linse to update the new evaluation matrix from the start of the Welch contract in May 2018 through December 2018.



* **Pooling Administrator (PA) Report**
	+ PA Attendees: Linda Hymans, Cecilia McCabe, Amy Putnam, Shannon Sevigny, Gary Zahn, Jesse Armstrong. Florence Weber, and Dara Flowers
	+ Highlights from the monthly Pooling Report:
		- The number of pooling applications processed in November was down from October, other metrics were within normal ranges.
		- P-ANI applications were slightly down in October.
		- No new trouble tickets.
		- INC – two issues will go into initial closure on January 2, 2019. See PA Pooling Report for details.
		- Regulatory update:
			* Alisha Malloy is back as the main contact in Texas.
			* Evidence of state certification on the NANP website has been updated for Kentucky.
		- Two INC issues went into initial closure and are noted in the PA Pooling Report
		- There were 13 customer focus items for pooling and 2 for p-ANI. Details of these items are noted in the PA Pooling Report.
		- Somos update: Transition progress – RNAS was cut over to Somos on Friday December 7. PAS is scheduled to cut over to Somos starting on Thursday, December 14 and a notification will be sent when PAS is available.
		- Next call is scheduled for January 24, 2019.
		- Following is the PA document provided for the meeting:



* **NANPA Report**
	+ NANPA Attendees: Nancy Fears, Amy Putnam, Beth Sprague, , Al Cipparone, and Jesse Armstrong.
	+ Highlights from the monthly NANPA Report:
		- November 2018 no software builds, trouble tickets or complaints.
		- There was an incident on 12/1 where there was an attempt of multiple requests for a public report and the software security patch that was implemented in September 2018 work to prevented this attempt from occurring.
		- CO Code activity for November – nothing out of the ordinary for November.
		- Non-Geo Activity for November – nothing out of the ordinary for November.
		- NRUF –November had a light volume. Published 4 NNS notifications including new email address where to send NRUF reports (COCUS@somos.com) starting on January 2, 2019 and the decommissioning of the Rev-cocus email address), a reminder notice that NRUF reports were due February 1, moratorium on NAS and PAS, and notification about the FCC order on aging for natural disasters.
		- NPA Relief planning – no relief planning or implementation meetings in November
		- NPA Relief activities – nothing new on relief planning activities
		- NPA inventory status – no changes in November
		- Customer Focus items in November were related to reminders for semi-annual CIC entity reports and industry requirements on NXD records.
		- Two INC issues will go into initial closure on January 2, 2019. See the below NANPA document for details.
		- NANPA experienced an outage on November 17, 2018 for 48 minutes. This outage was due to using an incorrect script – this was Neustar user error.
		- Advised NANPA of the 2019 revised dates for January and August (was previously a September date).
		- Following are the NANPA documents provided for the meeting:



* **PA and NANPA Vendor Transition**
	+ Mary Retka and John Manning provided an update on the vendor transition.
	+ 11/30 – NANPA, PA, RNA sent out notifications on the cutover scheduled for RNAS, PAS, and NAS
	+ 12/6 – initiated process of cutover of RNAS from AWS Neustar to AWS Somos. John detailed the activities that took place to convert the system including testing the system. Once testing from Neustar to the Somos RNAS site was complete, the RNAS public and secure websites were made available. This occurred on Friday 12/7 around 2:15 pm.
	+ Somos will initiate the cutover process on 12/13 for PAS and NAS and they will be rebuilding them in the Somos AWS environment. More testing and verification that will need to occur for PAS and NAS. The earliest date that PAS and NAS would be available could be Saturday and at the latest Monday 8 am ET. As soon as PAS and NAS are successfully cutover and go live the notifications will be sent.
	+ Staffing efforts have been completed.
	+ Notification will be sent to the industry on phone and email changes and updates will be made to the websites.

**ACTION ITEMS from 12/12/18 Meeting**

* + Phil Linse to update Welch Evaluation Matrix to start of the Welch new contract in May 2018.
	+ Phil Linse to update vendors with 2019 meeting dates.