**20-22 September 2016**

**NPA 709 Relief Planning Committee Meeting**

**St. John’s, NL**

**Hosted by CNA**

**Participants:** David Comrie – Leidos Canada (CNA)

Glen Brown – Leidos Canada (CNA)

Suresh Khare – Leidos Canada (CNA)

Fiona Clegg – Leidos Canada (CNA)

Olena Bilozerska – TELUS

Laurie Bowie – Bell Canada/Aliant

Gerry Thompson – Rogers Communications

Kim Brown – Bragg/Eastlink

Joseph Cabrera – CRTC Staff

Mark Duggan – Bell Canada (Thursday only)

**Welcome:**

Glen Brown welcomed the attendees and each of the participants introduced themselves. It was asked whether there were any administrative items that needed to be discussed before getting to the substance of the meeting. The response was negative.

David Comrie reviewed the logistics of the meeting.

**Agenda**

It was noted that an agenda for this week's meetings had been posted on the CNA website on 5 August 2016. The following summarizes the agenda for the next three days:

**Day One**

9:00 Registration

9:15 Welcome and introductions

9:20 Approval of agenda

9:30 CNA review of industry guidelines

9:45 CNA role in the NPA Relief Planning Process

10:00 CRTC staff comments on the NPA Relief Planning Process/Telecom Notice of Consultation CRTC 2016-205

10:15 Break

10:30 Review of the NPA 709 Initial Planning Document

12:00 Lunch

13:00 Continued review of the NPA 709 Initial Planning Document

14:30 Break

15:00 Review of contributions

16:30 Adjourn

**Day Two**

9:00 Welcome and introductions

9:05 Review of contributions

10:15 Break

10:30 Review of contributions/round-table discussions of issues and alternatives

12:00 Lunch

13:00 Integration of contributions into Planning Document

14:30 Break

15:00 Integration of contributions into Planning Document

16:30 Adjourn

**Day Three**

 9:00 Welcome and introductions

 9:05 Review of contributions

 10:15 Break

 10:30 Review of contributions/round-table discussions of issues and alternatives

 12:00 Lunch

 13:00 Integration of contributions into Planning Document

 14:30 Break

 15:00 Integration of contributions into Planning Document

 16:30 Adjourn

There were no proposed changes to the agenda.

**DAY ONE – 20 September 2016**

**CNA review of industry guidelines**

Glen Brown reviewed the Telecom Notice of Consultation CRTC 2016-205.

Suresh Khare reviewed the NPA Relief Planning Principles and Considerations.

Glen Brown noted that the guideline tells the CNA, when developing the IPD, that a split relief plan was not an option. He also noted that a member of the public could come with a split recommendation and the RPC would have to consider it, even if it was not in the initial planning document.

**CNA role in the NPA Relief Planning Process**

Suresh Khare reviewed the role of the CNA in the NPA Relief Planning Process.

Glen Brown noted that NANPA and iconectiv are on the NPA RPC distribution list and see all correspondence.

Suresh Khare reviewed the background of the NPA exhaust.

Laurie Bowie noted that the projected growth is 15 codes per year suggesting that the growth is caused by footprint expansion.

Glen Brown asked if the group would like to spend time discussing how the CNA determined that it was footprint expansion instead of growth. He noted that it was impossible to determine this until the CNA had the data reported at the exchange level which the CNA obtained by conducting a J-NRUF.

Glen Brown noted that the CNA works with the CRTC staff letter until the CRTC or the NoC directs otherwise.

**CRTC staff comments on the NPA Relief Planning Process/Telecom Notice of Consultation CRTC 2016-205**

The Commission released Telecom Notice of Consultation CRTC 2016-205, *Establishment of a CISC ad hoc committee for relief planning for area code 709 in Newfoundland and Labrador*, on 31 May 2016. In that Notice of Consultation the Commission announced the establishment of a CRTC Interconnection Steering Committee ad hoc relief planning committee (RPC) to examine options and make recommendations for providing relief to area code 709 in Newfoundland and Labrador. The Commission also invited the public and telecommunications service providers to participate in the activities of the RPC.

A copy of the Notice of Consultation is available from: <http://www.crtc.gc.ca/eng/archive/2016/2016-205.htm>.

Joe Cabrera noted that companies are going to be required to stick to their forecasts though they can move requested CO Codes from their forecast from one exchange to another.

Glen Brown noted that a company can only get 1 initial code for an exchange. Not multiple initial codes for an exchange simultaneously.

Glen Brown noted that NPA 879 had been set aside for relief of NPA 709 in a 2010 CRTC Decision.

**Review of the NPA 709 Initial Planning Document**

Suresh Khare noted that the Canadian Numbering Administrator (CNA) initiated Relief Planning based on the results of the January 2016 G-NRUF, which indicated NPA 709 would exhaust in May 2019. On the 14 March 2016, the CNA declared a Jeopardy Condition and requested a Jeopardy NRUF (J-NRUF) from the current and prospective Code Holders in NPA 709. On 16 May 2016 the CNA, the CNA published the April 2016 J NRUF results which indicated that the PED had advanced to March 2019.

The CNA released the Initial Planning Document for NPA 709 on 5 August 2016.

Suresh Khare reviewed the different relief options.

Glen Brown noted that on the map for Relief Option 2, there is a bit of a red area surrounded by green and that is correct as it is based on where the switches are.

**Bell Canada contribution**

Laurie Bowie presented the Bell Canada Draft Planning Document contribution.

**Review of contributions**

On 9 September 2016, Bell Canada submitted three (3) contributions to be posted on the CNA website.

* Draft NPA 709 Planning Document
* Draft NPA 709 Relief Implementation Plan
* Draft NPA 709 Relief Implementation Schedule

Laurie Bowie presented the contribution and indicated that it was a “build” on the CNA’s Initial Planning Document.

It was recommended that the 9 September 2016 Bell Canada contribution be used as the straw model for developing the NPA 709 Planning Document.

Agreement was reached to use the 9 September 2016 Bell Canada contribution as a straw model document for the development of the NPA 709 Planning Document.

Glen Brown noted that while the CNA can initiate the reclamation process under a JCP for any codes not put into service, the code cannot be removed without the assistance of the company’s AOCN. The Company will be contacted when a code is being reclaimed. This process takes time in excess of the 6 months indicated in the JCP.

Joe Cabrera asked if the reclamation process is any quicker if the CO Code Holder returns a CO code rather than having it just be automatically reclaimed. Glen Brown noted that it is not significantly faster.

Joe Cabrera asked why two versions of the J-NRUF were requested. Glen Brown noted that if additional codes were available at a later time, then the thinking might be that they could be assigned to those people who indicated they would like additional codes in version 2 of their J-NRUF. Suresh Khare noted that some Carriers take the opportunity to indicate that they have been limited by the code assignment restrictions.

Glen Brown noted that the CNA did not suggest the two versions of a J-NRUF. It was a recommendation by the CSCN who felt that the information could be valuable to the industry. The difference between the two versions has been very difficult to explain to the industry and resulted in many instances of the J-NRUF being completed incorrectly.

Olena Bilozerska noted that the two versions of the J-NRUF were a helpful exercise for Telus internally.

Glen Brown noted that there is value in the two versions if they are done correctly.

Glen Brown noted that in the past, the CNA has revised J-NRUF submissions in consultation with CRTC staff.

Joe Cabrera asked if a letter on company letterhead needed to be submitted by applicants to the CRTC staff for any CO Code requests in a Jeopardy NPA or if it was only for additional growth codes. Glen Brown confirmed that it is for any CO Code application in an NPA where a Jeopardy Condition is in effect.

Gerry Thompson asked if the J-NRUF reports are required to go to the CISC since they go to the CSCN. Fiona Clegg confirmed that it does not need to go to the CISC as the CSCN does not approve the results.

**DAY TWO – 21 September 2016**

**Welcome and introductions**

Glen Brown welcomed the attendees back and reviewed the itinerary for the day.

The group continued to work on the Bell Canada contribution of a Draft Planning Document.

Suresh Khare noted that during relief planning of NPA 902, there were concerns about the reserved NPA 942 being too similar to the original NPA. In NPA 709, the reserved NPA is 879 and might be considered too similar as well. Laurie Bowie noted that Bell Canada discussed it internally and decided that 879 and 709 are sufficiently distinct.

Fiona Clegg asked about the formation of the Consumer Awareness and Network Implementation Task Forces which could be complicated by the absence of any local representation.

Laurie Bowie volunteered to chair the Network Implementation Task Force.

Glen Brown noted that the proposed Relief Date of 24 November 2018 gets close to the Christmas break and could be problematic.

Suresh Khare noted that condition brown could also be a concern.

Laurie Bowie noted that Bell had considered both the condition brown and holiday time and as such, did not want a later date.

Glen Brown noted that initially there are no objections to the proposed Relief Date from the participants but the participants reserve the right to review the dates internally and bring back any concerns.

Action Item: the CNA will provide an updated CNA CO Code inventory chart and Distribution List for the Planning Document to the RPC Secretary as of 7 October 2016.

Agreement was reached to accept the draft NPA 709 Planning Document as modified during the NPA 709 Face-to-Face meeting. The RPC Secretary will arrange to have the draft Planning Document posted for review on the CNA website on 23 September 2016 and notify the NPA 709 RPC distribution list. If there are no substantive changes by close of business 7 October 2016, the RPC Secretary will forward the planning document to the CISC for consideration during the next walk-around.

Action Item: The RPC Secretary will arrange to have the draft planning document posted for review on the CNA website on 23 September 2016 and notify the NPA 709 RPC distribution list. If there are no substantive changes by close of business 7 October 2016, the RPC Secretary will forward the planning document to the CISC for consideration during the next walk-around.

The group began working on the Relief Implementation Plan.

Joe Cabrera asked about the procedure for the CISC in reviewing the Consumer Awareness plans of the TSPs when TSPs indicate they are unable to meet the normal requirements. Glen Brown noted that in general, if the TSPs notify the CRTC that they are unable to perform a certain action but propose an alternative method of communication, it is then up to the CRTC staff to determine that action is reasonable in the circumstances.

Glen Brown noted to Joe Cabrera that getting all CO Code holders in an NPA to submit their NITF and CATF progress reports has historically been problematic and the RPC may look to the CRTC staff for additional backing.

**DAY THREE – 22 September 2016**

**Welcome and introductions**

Glen Brown welcomed the attendees back and reviewed the itinerary for the day.

The group continued working on the Bell Canada contribution of a draft Relief Implementation Plan.

Glen Brown noted that the 7- to 10-digit Local Dialling Transition Period where Carriers have 1 week to phase-in the permissive dialing has historically been very difficult to communicate to the media.

Suresh Khare noted that the different phases could be more clearly identified by separating them into different paragraphs.

Glen Brown noted that his belief is that this document is primarily for the Carriers. It is a different matter of trying to get this information across to the public which does not necessarily need to be addressed here in the discussion of the Network Implementation Plan.

Glen Brown noted that the Network Implementation Plan is not written in the order that the different activities occur and asked if the group would like to modify that. The group agreed.

Joe Cabrera asked if NITF reports from individual Carriers are submitted to CRTC staff and for clarification on the process. Glen Brown noted that any company that does not submit their progress report to the NITF Chair may choose to submit it to CRTC staff.

Mark Duggan asked if there was a reason that Carriers are not necessarily required to participate in a communication alliance to notify customers. Fiona Clegg noted that the RPC cannot require it short of a Commission Decision and some Carriers may find it more cost effective to do their own Consumer Awareness.

Agreement was reached to accept the draft NPA 709 Relief Implementation Plan as modified during the NPA 709 Face-to-Face meeting. The RPC Secretary will arrange to have the draft RIP posted for review on the CNA website on 23 September 2016 and notify the NPA 709 RPC distribution list. If there are no substantive changes by close of business 7 October 2016, the RPC Secretary will forward the RIP to the CISC for consideration during the next walk-around.

Action Item: The RPC Secretary will arrange to have the draft RIP posted for review on the CNA website on 23 September 2016 and notify the NPA 709 RPC distribution list. If there are no substantive changes by close of business 7 October 2016, the RPC Secretary will forward the RIP to the CISC for consideration during the next walk-around.

The group drafted a TIF Report cover page

Agreement was reached to accept the draft NPA 709 TIF Report as drafted during the NPA 709 Face-to-Face meeting. The RPC Secretary will arrange to have the draft NPA 709 TIF Report posted for review on the CNA website on 23 September 2016 and notify the NPA 709 RPC distribution list. If there are no substantive changes by close of business 7 October 2016, the RPC Secretary will forward NPA 709 TIF Report to the CISC for consideration during the next walk-around.

Action Item: The RPC Secretary will arrange to have the draft NPA 709 TIF Report posted for review on the CNA website on 23 September 2016 and notify the NPA 709 RPC distribution list. If there are no substantive changes by close of business 7 October 2016, the RPC Secretary will forward NPA 709 TIF Report to the CISC for consideration during the next walk-around.

**Summary of Agreements Reached**

1. Agreement was reached to use the 9 September 2016 Bell Canada contribution as a straw model document for the development of the NPA 709 Planning Document.
2. Agreement was reached to accept the draft NPA 709 Planning Document as modified during the NPA 709 Face-to-Face meeting. The RPC Secretary will arrange to have the draft Planning Document posted for review on the CNA website on 23 September 2016 and notify the NPA 709 RPC distribution list. If there are no substantive changes by close of business 7 October 2016, the RPC Secretary will forward the planning document to the CISC for consideration during the next walk-around.
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4. Agreement was reached to accept the draft NPA 709 TIF Report as drafted during the NPA 709 Face-to-Face meeting. The RPC Secretary will arrange to have the draft NPA 709 TIF Report posted for review on the CNA website on 23 September 2016 and notify the NPA 709 RPC distribution list. If there are no substantive changes by close of business 7 October 2016, the RPC Secretary will forward NPA 709 TIF Report to the CISC for consideration during the next walk-around.

**Summary of Action Items**

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2. The RPC Secretary will arrange to have the draft planning document posted for review on the CNA website on 23 September 2016 and notify the NPA 709 RPC distribution list. If there are no substantive changes by close of business 7 October 2016, the RPC Secretary will forward the planning document to the CISC for consideration during the next walk-around.
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