**NPA 403-587-780-825 NITF & CATF Final Progress Report minutes**

**Conference Call**

**19 May 2016**

# Participants: Olena Bilozerska – TELUS

# Gino Grandinetti – TELUS

 Bill Barsley – TELUS

Laurie Bowie – Bell Canada

Yvonne Lalonde – Eastlink

# Kevin Spafford – Rogers Communications

# Jacqueline Michelis – Bell Canada

# Ken Shackleton – Shaw Cable

Fiona Clegg – Leidos Canada Inc. (CNA)

David Comrie – Leidos Canada Inc. (CNA)

**Welcome and Introductions:**

The Chair of the NPA 403/587/780 Relief Planning Committee 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.

It was noted that the relief date of 9 April 2016 has passed and relief has been implemented in NPA 403/587/780.

**Agenda:**

It was noted that no agenda has been posted for today’s conference call but that the objectives of this Relief Planning Committee conference call will be to:

* Review the CATF Final Progress Report.
* Review the NITF Final Progress Report

**Review of the NPA 403/587/780 CATF Final Progress Report:**

Gino Grandinetti presented the CATF Report.

Agreement was reached to accept the NPA 403/587/780 CATF Final Progress Report as written and to authorize the Chair or Secretary of the RPC to forward the progress report to Commission staff for their information.

**Review of the NPA 403/587/780 NITF Final Progress Report:**

Olena Bilozerska presented the NITF Report. No issues were reported.

Agreement was reached to accept the NPA 403/587/780 NITF Final Progress Report as written, and to authorize the Chair or Secretary of the RPC to forward the progress report to Commission staff for their information.

Action Item: The Chair or Secretary of the RPC will forward the NPA 403/587/780 CATF Final Progress Report to Commission staff for their information.

Action Item: The Chair or Secretary of the RPC will forward the NPA 403/587/780 NITF Final Progress Report to Commission staff for their information.

**General:**

The Chair of the CSCN thanked the attendees for their participation on the conference call.

**Summary of Agreements Reached:**

1. Agreement was reached to accept the NPA 403/587/780 CATF Final Progress Report as written and to authorize the Chair or Secretary of the RPC to forward the progress report to Commission staff for their information.
2. Agreement was reached to accept the NPA 403/587/780 NITF Final Progress Report as written, and to authorize the Chair or Secretary of the RPC to forward the progress report to Commission staff for their information.

**Summary of Action Items:**

1. The Chair or Secretary of the RPC will forward the NPA 403/587/780 CATF Final Progress Report to Commission staff for their information. **(Completed)**
2. The Chair or Secretary of the RPC will forward the NPA 403/587/780 NITF Final Progress Report to Commission staff for their information. **(Completed)**

**Next Steps:**

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| --- | --- | --- | --- | --- |
| **Item** | **Task or Event** | **PRIME** | **START** | **END** |
| 45 | The RPC submits Final Progress Report to CISC/CRTC (linked to NITF and CATF reports) | RPC | 7-May-16 | 21-May-16 |
| 46 | TSPs disconnect Test Codes & Numbers, and submit Part 1 form to return Test Codes (starts 1 month after Relief Date and allows 1 month for completion) | TSPs | 9-May-16 | 8-Jun-16 |