

**Pennsylvania Carrier Working Group
Minutes for the Initial Organizational Meeting
Wednesday, February 12, 2003, 10:30 AM**

Structure

1. **“Sign-in please”** – Nine PUC staffers (from FUS, Law, and BSC) attended all or part of the meeting. Verizon PA sent four people, the statutory advocates (OCA and OSBA) sent one each, and the CLECs had 15 representatives, in person or on line, from 9 CLECs. Attendees were Richard Stubbs, Mike Clancy, Elliot Goldberg, Mike Nolen, Karen Kinard, Linda Smith, John Curry, Anna Sokolo-Maimin, Joe Bloss, Loriann Ercan, Ann Marie Sturtz, Brian Curry, Bob Kirchberger, and Chris Nurse from or representing CLECs; Julie Canny, Jenny Ross, Paul Rich, and Ron Weigel from Verizon PA; Christy Appleby from OCA, Angela Jones from OSBA, and Ted Farrar, Dale Kirkwood, John Matchik, Bob Wilson, Gail Wickwire, Rick Watson, Dave Lewis, Cyndi Page, and Louise Fink Smith from the PUC.

2. Discussion of PA CWG’s *Statement of Purpose, Guidelines for Participation, and Waiver Agreement*

All Participants have been requested to sign the PA CWG *Statement of Purpose, Guidelines for Participation, and Waiver Agreement* (Agreement). The purpose and participation provisions came, in large measure, from the NY CWG Statement of Purpose and Guidelines for Participation. The blank in the first dot point is for contact information and the other blanks are for web addresses. Upon reflection, the first dot point and the blanks may be eliminated since the information is subject to change over time.

The waiver provision is not a new concept in Pennsylvania; it was “borrowed” from the Commission’s *Global* proceeding and is being used in the Commission’s OP12 Group which grew out of the Commission’s *FSSO* proceeding. Specifically, the waiver provision asks the parties to agree that Commissioners and staff working with the PA CWG are not precluded from further participation in future Commission proceedings on issues discussed in the PA CWG process.

Louise is to circulate a finalized version of the Agreement prior to the March 4, 2003 PA CWG meeting. Participants are asked to have the Agreement signed by their clients in time for the March 4, 2003 PA CWG meeting. It was determined that one agreement per entity would suffice with the entity responsible for ensuring that its representatives respected the confidentiality provisions.

Segueing from the discussion of the Agreement, it was acknowledged that the PA PUC does not want to create work and that the PA CWG will try to borrow and adapt what has worked procedurally in other CWGs.

3. **Documenting results of PA CWG and subgroups** – Minutes/notes will be without attribution.
 - a) **Today** -- Mike Clancy (Covad) and Louise Fink Smith (PUC) will work on notes of this session and circulate for review by the group prior to posting on the PUC and or Verizon website.
 - b) **On-going** – Mike will help to build a format for tracking PA CWG progress (e.g., PA Scope and Schedule), and staff will keep the minutes; Verizon will maintain the Issue Tracking document.

4. **Hosting the Periodic Conference Calls**

The participants are encouraged to attend as many meeting as possible in person, but bridges will be provided for the meetings. The bridge will be on a caller-pays-toll basis. The carriers will take turns hosting the meetings calls (as is done in the NY CWG). Verizon is the host for the next three calls and thereafter ATT will host the following three calls. (WE HAVE CONFUSION – WAS IT THREE MONTHS OR THREE CALLS?)

5. **Agendas for PA CWG & subgroups** –

Issue Tracking Document – Heather at Verizon will maintain.

PA Schedule and Scope agenda -- Staff will maintain; Mike Clancy will help set it up.

“Parking Lot” to track items that are not quite ready for prime-time discussion – PUC with Mike Clancy’s assistance will maintain this for the first three months, but we did not establish who will maintain this document on a long-term basis.

- a) **Deadlines for submission** – New agenda items are due into Louise Fink Smith & Gail Wickwire (cc Cathy Armstrong) eight (8) days before the meeting date (e.g., by the Monday of the week before the Tuesday meeting. The more technical issues involving SMEs who do not ordinarily attend may require longer intervals.
- b) **Mechanics for distribution – e.g., websites & email** – Staff will endeavor to distribute the agenda on Thursday before the Tuesday meetings. Distribution will generally be by email and posted to a website (see item 6).
- c) **Agenda submissions and distribution for subgroups or conference calls** – The group did not address.

6. **Webpage Update** –

Websites – A subgroup was formed to develop the plans for getting the information out using Verizon’s website and the PUC’s website. Members of the subgroup are Henry Lopez from Verizon, Elliot Goldberg from Met-Tel, and Cyndi Page, and Rick Watson from the PUC.

Verizon PA indicated it was still working on posting the PA Guidelines and PA PAP on a Verizon website.

It was suggested that the NY websites could serve as a model for the PA websites to enable the PA sites to get up faster. We started to look at how to find information on the Verizon NY and/or NY PSC websites, but moved on to other matters.

List Serve – It was suggested that Maryland has a listserve that could serve as a model for a PA listserve. Cyndi Page indicated she might be able to set one up for PA.

7. Decision making

Subgroups will only make recommendations to the full group. Decision making will be limited to PA CWG sessions (and for some issue by email). The PA CWG will work to build consensus on the various issues that would otherwise be contested and litigated, either before the Commission or in the courts. The standard for consensus will be one of alignment, not necessarily total agreement; in other words, “can you live with it?” The decision will be either that consensus has been reach or not reached; if not reached, the further decision will be whether the PUC needs to resolve the issue or whether the group will continue working on the issue.

8. Other – To the extent that new items were raised, they have been incorporated elsewhere in the minutes in conjunction with appropriate subject matter.

Procedure

9. Proposed schedule for action after resolution of compliance filing on post-May 2002 changes to NY Guidelines and PAP

See Sec Letter dated February 12, 2003, at M-00011468, which established the following schedule for interested persons, the PA CWG, and Commission to address the 4Q02 metrics changes and the 1Q03 remedies changes promulgated by the NY PSC. This schedule was developed by the PA CWG.

Action Item	Due Date
Verizon PA files notice of NY PSC action changing NY Guidelines and NY PAP	Complete (See filings in M-00011468.)
Verizon PA files petition detailing in redline form its interpretation of how changes should be imported into PA Guidelines and PA PAP (Updates)	15 calendar days after PA PUC approves pending compliance filing in <i>PMO II</i>
PA CWG conference call to discuss Updates	Within 7 calendar days of Updates filing
Comments from parties (including Verizon PA)	14 calendar days after Updates filing
Reply comments	10 calendar days after comments due
Staff Report to be prepared by Law Bureau and FUS	
Commission action	
Implementation (Schedule to have been proposed in petition and discussed in conference call, comments, and reply comments)	Schedule subject to nature of changes and conformance to change control management process, noting that remedies changes are predicated upon metrics changes

Link to Sec letter:

[http://www.puc.paonline.com/telecomm/PMOII/PMOII_SL_021203.pdf]

10. How to handle future changes based on NY activity (after resolution of Compliance and post May 2002 changes)

Timeline – Changes to the PA metrics and PA remedies will be timed to avoid mid-month breaks. The participants were advised to address any future concerns over continuity of multiple misses in their comments and reply comments re proposed changes rather than as a compliance issue. On a going- forward basis (*i.e.*, post 1Q2003 changes to the NY Guidelines and/or PAP), it was proposed that regular updates to the PA Guidelines and PA PAP would follow the following timetable. Prior to staff requesting the PUC adopt this schedule, the Participants will review it as part of the minutes of the February 12 meeting.

Event	Timeframe Guidelines	Timeframe PAP
NY CWG consideration of a matter	Participants to watch NY CWG Scope and Schedule which will all be a line item in the Pa Agenda	It is unsettled how Participants will know that remedies changes are under discussion in NY
NY PSC Action		
Verizon PA Notifies PA PUC in writing and PA CWG participants via email	10 Days after NY PSC Action	10 Days after NY PSC Action
Item is posted to PA PUC CWG Scope and Schedule		
Compliance filing by Verizon NY in NY	15 Days after NY PSC Action	15 Days after NY PSC Action
Verizon PA files Petition with PA PUC on how NY changes would be incorporated in PA GLs or PA PAP, including an implementation schedule	30 Days after Compliance Filing in NY	30 Days after Compliance Filing in NY
PA CWG Conference Call	7 days after Petition filing	7 days after Petition filing
Comments (Verizon PA & others)	20 days after Petition filing	20 days after Petition filing
Reply Comments (Verizon PA & others)	10 days after Comments	10 days after Comments
Ad hoc paper, PA CWG, or hearing process	as required	as required
Staff Report		
Commission Action		

Compliance filing by Verizon in PA	Case-by-case basis, depending on change control and implementation proposals and comments/RCs.	Subject to provision that metrics changes must usually precede remedies changes, case-by-case basis, depending on change control and implementation proposals and comments/RCs.
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11. How to handle matters that are “initially” before the PA CWG – i.e., not resolved elsewhere) – the following *discussion points* were on the agenda but not specifically addresses

- a) *Proponent gives notice of intent to commence discussion*
 - i) *provides text of what change would look like in PA*
 - ii) *provides argument in support of change*
- b) *Comments/objections*
 - i) *No objection – staff prepares report for PUC action*
 - ii) *Objections*
 - (1) *PA CWG discussion*
 - (2) *Joint Pet indicating resolution*
 - (3) *Staff prepares report for PA PUC action*
- c) *Verizon files compliance document*
 - i) *Comments, if any*
 - ii) *Resolution*
- d) *Change effective*

Instead of belaboring every contingency, after a brief discussion, it was suggested that the PA Scope and Schedule would be used to schedule matters that are directly handled by the PA CWG.

Discussion indicated that changes could be managed quarterly or semiannually. NY’s goal was 4 times a year, but NY has not seen that frequency yet.

12. Other–

- a) **Changes under discussion in another state (i.e., other than NY)** – It was suggested that the PA CWG should discussion of any issues currently being discussed in any other state, not just defer items under discussion in NY.
- b) **Industry Chair of the PA CWG** – No industry entity appeared instantly ready to chair the PA CWG. It was suggested that the chair should be anyone but Verizon PA and that if possible the first CLEC chair might benefit from having an understanding of the NY CWG process and history. Staff does not intend to chair the PA CWG in perpetuity; the CLEC participants are requested to consider

positioning themselves to establish a rotating chair from among numbers.

- c) **NY procedure** – NY PSC must publish notice of its PM agendas before the PSC can take action on an item. PA does not appear to have a comparable requirement re PM action, inasmuch as the PUC can put carry-in items on its PM agenda.

Substantive Issues

13. Specific Topics to be scheduled for PA CWG discussion

a) Pending Issues

- i) **DL/WP** – This matter is presently under litigation before the PUC:
 - (1) Verizon PA’s Petition for Recon of the *PMO II* directive to use the Joint Proposal DL/WP metrics; opposed by various CLECs and the statutory advocates
 - (2) Various CLECs’ contention that Verizon PA did not accurately incorporate the Joint Proposal DL/WP metrics into the compliance filing; disputed by Verizon PA.
 - (3) Staff asked for expressions of interest with names (including SMEs) for those who want to be in the DL/WP subgroup, which will begin work as soon as the DL/WP litigation is either resolved or withdrawn or voluntarily stayed by the parties, etc., and the PA CWG is able to bring the issue to the table in the PA CWG. To date, the DL/WP subgroup consists of: **OSBA**: Angela Jones; **AT&T**: Chris Nurse & Joe Bloss; **Curry**: Brian Curry; **CTST**: Diana Ashford & Linda Smith, **Cavalier**: Rick Stubbs & Todd Hilder; **OTS**: Kandace Melillo; **OCA**: Christy Appleby; **Verizon PA**: Beth Abesamis; and **PUC**: Gail Wickwire & Louise Fink Smith.
- ii) **Small-sized samples** – To Parking Lot, as the 4Q2002 NY metrics changes may resolve the issue.
 - (1) Background: In its 12/24/02 Sec Letter, the PUC provided that:

“Accordingly, to determine if further adjustment is warranted, Verizon PA is directed to work with staff to accumulate up to six months of CLEC-specific, small-sample data and purge it of identifying or proprietary elements.¹ Staff and Verizon PA shall then work with the rest of the PA CWG to determine which small-sized-sample method or combination of methods works best for the entities operating in Pennsylvania, this Commission, and the statutory advocates. Thereafter, the matter will be further addressed, as the parties and/or staff deem necessary, under the procedures established in “Future Changes” in the *PMO II* order. The PA CWG shall report to this Commission its consensus, or lack thereof, within 90 days of its commencement of consideration of this matter.”

¹ Staff and Verizon PA may use historical data rather than wait for the full implementation of the new metrics and remedies in this proceeding.

- (2) Verizon PA has provided certain information to Staff in response to this directive from the PUC. Staff
- (3) The general sense at the 2-12-03 PA CWG was that the recent NY changes will resolve the concerns articulated in the Sec Letter. Accordingly, this matter was sent to the Parking Lot
- (4) As soon as the compliance filing is off the table, and discussion of the recent NY changes commences, the PA CWG will determine if this is still an issue.
- (5) It was noted in passing that NY PSC has statisticians on staff to assist in this matter.

iii) **Billing Accuracy** – Slated for a full discussion on March 4, 2003, in conjunction with an update on where NY is relative to this issue. Maryanne Martin will join us for this aspect since she is working with the OP12 on billing matters.

iv) **GTE Merger into Verizon OSS** – To Parking Lot, as the June 2003 date may have slipped to as late as Spring 2004. Even after the merger of OSS, Verizon PA does not intend to include the former GTE performance in the metrics and remedies reports even though the OSS will have merged because the PA Guidelines and PA PAP do not cover the former GTE operations.

v) **Transition oversight – work with “Commercial Ops” Consultant** – Pre-proposal meeting in February 27, 2003, at 1 PM in a Harrisburg Hearing Room. (Contact Lou Mazza (Audits) – 717-772-0300. IF weather is inclement, the meeting may slide to the following week.

b) Prospective Issues

- i) Working with NY CWG – Staff will contact J. Briling.
- ii) When will other PA ILECs have metrics? (Frontier in NY has metrics.)
- iii) Documenting anecdotal problems – Parking Lot

14. Other– New items raised.

- i) **Parallel reporting** -- Verizon PA indicated it would explain how it intends to provide the parallel reporting called for by the *PMO II*.
- b) **Compliance Filing** – It is expected that the compliance filing will be addressed in a Sec Letter to be released shortly.
- c) **Petition for Reconsideration of the *PMO II*** – This matter will go before the PUC as an agenda item. It may be on the March 6, 2003 PM agenda.

Schedule

15. Setting Meetings for PA CWG and subgroups -- Next PA CWG is March 4, 2003, in Harrisburg at 11 AM, in Jr. Exec. Chambers. Verizon PA will arrange a caller-pays-toll bridge for the meeting. We will take a 30-minute lunch break around 1PM. You may “brown bag” your lunch if you would like.

Contacts – Gail Wickwire 717-787-2101; Louise Fink Smith, 717-787-8866; or Cathy Armstrong, 717-783-2810.