NANC OPERATING MANUAL

Version 1

FINAL

March 14, 2006

NANC Training Mission:

The mission of the NANC Training (NT) ad hoc committee was to work collectively with the NANC members to develop a brief yet cohesive NANC Operating Manual. This manual was delivered in the form of training via chapter, to the NANC members in both the September and November 2005 NANC meetings. The end goal was to provide an informational tool for new NANC participants who should have a better understanding of the NANC protocol after reviewing this manual. This project was short-term, and updates to the manual may be made through the NANC Chairman.

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Chapter I1
FCC Creation of the NANC

NANC Background

The North American Numbering Council (NANC) is a Federal Advisory Committee. The NANC advises the Commission and makes recommendations, reached through consensus, that foster efficient and impartial number administration. The NANC is composed of representatives of telecommunications carriers, regulators, cable providers, VoIP providers, industry associations, vendors and consumer advocates. Working groups and task forces made up of industry experts have been established by the NANC to assist it in its efforts. The initial NANC charter was filed with Congress on October 5, 1995, and the NANC held its first meeting on October 1, 1996. The current charter expires October 4, 2005.

The Commission's procurement of entities to serve as the North American Numbering Plan Administrator (NANPA), and Pooling Administrator (PA) were based on the NANC's recommended technical requirements. The NANC also developed and recommended the database architecture and administrative plan for the Number Portability Administration Center (NPAC) as captured in the Commissions First Report and Order on Telephone Number Portability FCC 96-286, CC Docket No. 95-116. Since its inception, the NANC has provided recommendations to the Commission which have addressed a myriad of issues, including wireline/wireless integration for local number portability, abbreviated dialing arrangements, the neutrality of toll free database administration, and the feasibility of local number portability for 500/900 numbers. The NANC is currently working on issues such as monitoring wireless and intermodal LNP implementation, and the impact of VoIP and Electronic Numbering (ENUM) on the North American Numbering Plan (NANP).

In the Matter of Administration of the North American Numbering Plan
CC Docket No. 92-237   REPORT AND ORDER
Adopted: July 13, 1995; Released: July 13, 1995

Par. 1: We adopt a model for administration of numbering in which the North American Numbering Council will make recommendations to the Commission, develop policy, initially resolve disputes and guide the North American Numbering Plan Administrator.

Par. 2: (w)e intend to seek advice from the North American Numbering Council on such issues including, but not limited to, a plan to transfer responsibility for administering central office codes to the North American Numbering Plan Administrator; conservation of numbering resources, including examination of ways to ensure efficient use of number resources; and whether the NANC, after two years, should continue as a federal advisory committee. Additionally, we intend to seek on a continuing basis advice from the North American Numbering Council on steps the Commission can take to foster efficient and impartial number administration.

Par. 42: We intend to undertake the procedural steps set forth in FACA to create the "North American Numbering Council" (NANC) as a Federal Advisory Committee for the purpose of addressing and advising the Commission on policy matters relating to administration of the NANP, some of which are discussed below and others of which may arise in the future.

Par 46: The purpose of the NANC will be to provide to the Commission advice and recommendations reached through consensus to foster efficient and impartial number administration as telecommunications competition emerges. Additionally, we direct the NANC to select as NANP Administrator an independent, non-government entity that is not closely associated with any particular industry segment. Initially, we seek from the NANC recommendations on: (1) What the transition plan should be for transferring CO code administration responsibilities from LECs to the new NANP Administrator? (2) What measures should be taken to conserve numbering resources? (3) What number resources, beyond those currently administered by the NANP Administrator should the NANP Administrator administer? and (4) Whether the NANC, after two years, should continue as a federal advisory committee.

Par. 47: An advisory committee created under FACA must have a membership fairly balanced in terms of the points of view represented. In meeting this requirement we anticipate council membership would be drawn from all segments of the industry including LECs, Interexchange Carriers (IXCs), Wireless Service Providers, Competitive Access Providers and other interested parties both within the United States and from other NANP member countries. We further

anticipate council membership will include members representing state interests such as NARUC, state public utility commissions, telecommunications users and other consumers groups. The specific membership will be determined when the NANC charter is established. Additionally, meetings must be open to the public, detailed meeting minutes prepared and a designated federal official present at all meetings.

**In the Matter of Telephone Number Portability CC Docket No. 95-116
First Report and Order and Further Notice of Proposed Rulemaking
Adopted: June 27, 1996; Released: July 2, 1996**

Par 5: We conclude that a system of regional databases that are managed by an independent administrator will serve the public interest. We direct the North American Numbering Council (NANC) to provide initial oversight of this regional database system. We direct the NANC to determine the number and location of the regional databases and to select one or more administrators responsible for deploying the database system.

Par 9: We hereby direct the NANC to select as a local number portability administrator(s) (LNPA(s)) one or more independent, non-governmental entities that are not aligned with any particular telecommunications industry segment within seven months of the initial meeting of the NANC...... The fundamental purpose of the NANC is to act as an oversight committee with the technical and operational expertise to advise the Commission on numbering issues. The Commission has already directed the NANC to select a NANPA.

Par 95: We believe that the NANC should determine, in the first instance, whether one or multiple administrators should be selected, whether LNPA(s) can be the same entity selected to be the NANPA, how the LNPA(s) should be selected, the specific duties of the LNPA(s), and the geographic coverage of the regional databases. Once the NANC has selected the LNPA(s) and determined the locations of the regional databases, it must report its decisions to the Commission. The NANC should also determine the technical interoperability and operational standards, the user interface between telecommunications carriers and the LNPA(s), and the network interface between the SMS and the downstream databases. Finally, the NANC should develop the technical specifications for the regional databases, e.g., whether a regional database should consist of a service management system (SMS) or an SMS/SCP pair. In reaching its decisions, the NANC should consider the most cost- effective way of accomplishing number portability. We note that it will be essential for the NANPA to keep track of information regarding the porting of numbers between and among carriers. We thus believe it necessary for the NANC to set guidelines and standards by which the NANPA and LNPA(s) share numbering information so that

both entities can efficiently and effectively administer the assignment of the numbering resource.

Par. 99: We believe that, at this time, the information contained in the number portability regional databases should be limited to the information necessary to route telephone calls to the appropriate service providers. The NANC should determine the specific information necessary to provide number portability. To include, for example, the information necessary to provide E911 services or proprietary customer-specific information would complicate the functions of the number portability databases and impose requirements that may have varied impacts on different localities.

**Implementation of the Local Competition Provisions of the
Telecommunications Act of 1996, CC Docket No. 96-98,
Second Report and Order and Memorandum Opinion and Order
Released 8/8/1996**

52.11 North American Numbering Council.

The duties of the North American Numbering Council (NANC), may include, but are not
limited to:

    (a) advising the Commission on policy matters relating to the administration of the
NANP in the United States;

    (b) making recommendations, reached through consensus, that foster efficient and
impartial number administration;

    (c) initially resolving disputes, through consensus, pertaining to number administration
in the United States;

    (d) recommending to the Commission an appropriate entity to serve as the
NANPA;

    (e) recommending to the Commission an appropriate mechanism for recovering the
costs of NANP administration in the United States, consistent with   52.17;

    (f) carrying out the duties described in   52.25; and

    (g) carrying out this part as directed by the Commission.

Chapter 12
Consensus

Ideally, every decision taken by NANC and its subsidiary groups will be made by unanimous consent. The Chair and Members should make reasonable attempts to achieve unanimity. However, a requirement of unanimity would make it impossible for NANC to make any controversial decisions since each Member would hold veto power.

When a decision must be made and unanimity is not possible, NANC decisions will be made by consensus. (This means that decisions are *not* made by simple majority voting.)

But, what is "consensus" and how is it determined?

Fundamentally, determining when consensus is reached is a judgment call to be made by the Chair. Included in the Chair's judgment are not just the numbers of Members "for" or "against" but, more importantly, the "weight" (i.e., the experience, reputation and knowledge) of each Member who is "for" or "against." Another judgment factor to be considered by the Chair is the intensity with which each Member's views are held.

The Chair cannot and should not attempt to determine when consensus is achieved by some sort of mechanical "objective" process. However, the following examples illustrate how the subjective decision might be made.

Each NANC Member earns his or her consensus "weight" through regular participation, expertise, collegiality and other factors valued by the Chair. Thus, if only one "heavyweight" – a very experienced, knowledgeable and fair person – was strongly against a decision, that might be enough to defeat consensus. Similarly, if a large number of "lightweights" (i.e., those who have earned little respect, rarely attend meetings or participate in them) attend a meeting and take one side of an issue and a similar number of "heavyweights" are on the other side, it would be reasonable for the Chair to find that the heavyweights' view constitute the consensus. Similarly, a smaller number of heavyweight Members with intensely held views could constitute the consensus against weakly held views of lighter weight Members.

Because determining consensus is inherently a subjective judgment by the Chair, due process requires a Members who are disappointed by the Chair's decision have an appeal. In NANC, any Member who disputes the finding of a "consensus" may bring their point of view to the next higher authority as a minority opinion. (The higher authority is the full NANC in the case of subsidiary

groups' decisions and the FCC in the case of the full NANC's decisions). It is better for the higher authority to receive a "consensus" decision and one or more "minority" opinions than to have no recommendations at all. Indeed, having both "consensus" and "minority" views can be very valuable to the higher authority.

In summary, unanimity is ideal. When unanimity is impossible, anything other than the admittedly subjective consensus process runs the risk of gridlock. It is much better to present a disputed consensus opinion than no advice at all. Consensus keeps things moving and the "appeal" process ensures fairness.

Chapter 13
Relationship

NANC maintains both a formal and informal relationship with various industry groups. These relationships are either defined by FCC Order, identified in the NANC Charter or are conducted under an informal exchange of information with other identified subject matter expert organizations.

Examples:

- Formal relationships defined by FCC Order - NANPA, PA, B&C Agent, NAPM LLC, and the FCC

- Formal relationships defined by the NANC Charter – ATIS Industry Numbering Committee (INC)

- Formal relationship defined by the NANC – Working Groups, Issue Management Groups (IMG) that NANC may create to investigate, study and prepare draft recommendations for its consideration

- Informal relationships defined by either the NANC or other parties that need to exchange information with the NANC include various industry standards and technology related groups – e.g. ATIS Committees - NIIF, ESIF

Chapter 14
Numbering and Public Policy

What is the North American Numbering Council (NANC)?
On October 5, 1995, the Federal Communications Commission (FCC) established the North American Council (NANC), by filing its charter with Congress, to provide advice and recommendations the FCC and other governments (including Canada and Caribbean countries) on numbering issues. As a Federal Advisory Committee to the Commission (under Title 5, U.S.C.), one of the NANC's first assignments was to select neutral administrators for the North American Numbering Plan (NANP) and local number portability (LNP). Following a competitive bidding process, the NANC selected Lockheed Martin's Communications Industry Services (now NeuStar, Inc.) to be the North American Numbering Plan Administrator (NANPA) and as the Local Number Portability Administrator (LNPA).

Since its inception, the Council has provided the Commission with critically important recommendations regarding numbering issues. These recommendations have addressed a myriad of issues, including wireline/wireless integration for local number portability, abbreviated dialing arrangements, the neutrality of toll free database administration and the feasibility of local number portability for 500/900 numbers. In addition, the NANC has recently made recommendations concerning methods for optimizing the use of numbering resources, the assignment of Feature Group D Carrier Identification Codes to switchless resellers, and technical specifications for a National Pooling Administrator and the North American Numbering Plan Administrator.

The value of this federal advisory committee to the telecommunications industry and to the American public cannot be overstated. Numbers are the means by which businesses and consumers gain access to, and reap the benefits of, the public switched network. The Council's recommendations to the Commission facilitate fair and efficient numbering administration in North America and help ensure that numbering resources are available to all telecommunications service providers, consistent with the requirements of the Telecommunications Act of 1996. www.nanc-chair.org/docs/nanc-chair.html

How do you become a member of the NANC?
NANC members include representatives from local exchange carriers (LECs), interexchange carriers, wireless providers, manufacturers, state regulators, consumer groups and telecommunications associations. www.nanc-chair.org/docs/nanc-chair.html

NANC members are approved by the FCC Wireline Competition Bureau as primary and alternate representatives of their firm or organization. The membership has evolved through consolidations, new entrants to the market and shifts in technology. The FCC actively monitors the membership mix to assure a fair representation of interests in this advisory committee.

Chapter 15
Members as Representatives

What is the role of a NANC Member?

In carrying out its responsibilities, the Council will assure that NANP and LNP administration supports the following policy objectives: (1) that NANP and LNP administration facilitates entry into the communications marketplace by making numbering resources available on an efficient, timely basis to communications service providers; (2) that NANP and LNP administration does not unduly favor or disfavor any particular industry segment or group of consumers; (3) that NANP and LNP administration does not unduly favor one technology over another; (4) that NANP and LNP administration gives consumers easy access to the public switched telephone network; and (5) that NANP and LNP administration ensures that the interests of all NANP member countries are addressed fairly and efficiently, fostering continued integration of the NANP across NANP member countries. www.nanc-chair.org/docs/nanc-chair.html

Membership in the NANC is designed to provide the FCC with a broad perspective on numbering issues.
1. Members should be present, on time, and prepared to stay until the end of the meeting.
2. Members should review all relevant documents prior to meetings and be prepared to discuss all agenda items.
3. Members should refrain from repeating comments already made to ensure that all participants have an opportunity to have comments fairly and completely presented.
4. Members comments should be relevant and to the point.
5. Members should strive to find grounds on which to reach consensus.
6. Members should always be civil and courteous and respect the dignity of NANC members and others.
7. Members with positions on agenda items, who want those positions understood and considered, are encouraged to provide contributions outlining their positions in advance of meetings.
8. Members should notify the DFO, ADFO, and NANC Chair in advance of a meeting if either the member or alternate is unable to attend. Any modifications to NANC representation (i.e., changes to designated member or alternate) must be approved by the FCC.
9. Members will review and agree upon final documents and or letters prior to official transmittal.
10. Members have an obligation to reflect the public interest considerations when representing their interest group.

11. Members are expected to share NANC developments with the entities that they represent. (NANC Guidelines and Operating Principles April 17, 2001, www.nanc-chair.org/docs/principles.html

The NARUC Representatives

The National Association of Regulatory Utility Commissioners (The NARUC) is a non-profit organization founded in 1889. Its members include the governmental agencies that are engaged in the regulation of utilities and carriers in the fifty States, the District of Columbia, Puerto Rico and the Virgin Islands. The NARUC's member agencies regulate the activities of telecommunications, energy, and water utilities.

The NARUC's mission is to serve the public interest by improving the quality and effectiveness of public utility regulation. The NARUC's members work to ensure the establishment and maintenance of utility services as may be required by the public convenience and necessity, and to ensure that such services are provided at rates and conditions that are just, reasonable and nondiscriminatory for all consumers.

The NARUC provides six (6) representatives, each with a designated alternate, to the North American Numbering Council (NANC). The NARUC representatives are typically members of the NARUC Telecommunications Committee. The mission of The NARUC Telecommunications Committee is to assist member Commissions and Commissioners of The NARUC in carrying out their obligation to serve the public interest in the area of telecommunications. Specifically, the Committee shall accomplish its mission by:

- Providing a regular and effective forum for the exchange of ideas and information concerning regulatory issues in telecommunications.

- Providing and coordinating the resources needed to develop in-depth analyses of telecommunications issues, particularly of the implications of various policy choices on the development of a modern, high quality and ubiquitous telecommunications infrastructure serving the needs of all customers; and provides the support, guidance, and resources needed to participate effectively in legislative and regulatory initiatives of common interest to the Commissioners

- Providing The Telecommunications Committee works closely with the Federal Communications Commission, the National Telecommunications and Information Administration, the United States Department of Justice, the Federal Trade Commission, the Office of the United States Trade Representative, and the Federal Bureau of Investigation.

The NASUCA Representatives
NASUCA is the National Association of State Utility Consumer Advocates. Its web site is www.nasuca.org. NASUCA is NASUCA is an association of 44 consumer advocates in 42 states and the District of Columbia. NASUCA's members are designated by the laws of their respective jurisdictions to represent the interests of utility consumers before state and federal regulators and in the courts. NASUCA has two members on NANC.

NASUCA does not represent the interest of any commercial entities, but rather the interest of consumers that purchase telecommunications services and are the end users of numbering resources. NASUCA serves as an advocate for consumer interests. NASUCA also has experience in state regulatory proceedings and brings that perspective to the NANC.

What is the role of the role of the Designated Federal Officer (DFO)?
Generally, the role is to be the primary liaison between the NANC and the FCC. Note that the DFO and the Assistant to the DFO share responsibilities. Additionally, from the Federal Advisory Committee Act,, the following responsibilities are described:

FACA – DFO Responsibilities (from GSA FACA Training Manual):
1) Orienting new committee members
2) Approving or calling the meetings
3) Approving the agendas
4) Ensuring public participation in open advisory committee meetings
5) Attending the meetings
6) Adjourning the meeting when such an adjournment is in the public interest
7) Chairing the meeting when so directed by the agency head
8) Maintaining the records, reports, transcripts, minutes, appendices, working papers, drafts, studies, agendas, or other documents which are made available for public inspection and copying at a single location in the agency until the advisory committee ceases to exist
9) Maintaining detailed minutes
10) Maintaining records of costs
11) Filing reports with the Library of Congress
12) Tracking committee recommendations and obtaining agency responses

Chapter G0
Working Groups vs. Issue Management Groups

Working Groups
NANC Working Groups and their subcommittees are <u>standing</u> groups of the NANC that are assigned specific tasks, have ongoing responsibility for a subject matter, and make recommendations to NANC.

Working Group and subcommittee membership is open to any interested party.

NANC/WG Relationship - NANC establishes the clear direction for Working Groups, makes assignments, as necessary, and sets due dates for the delivery of reports to NANC.

Working Groups develop draft recommendations for NANC consideration, which NANC can accept, reject, change, or remand back to the Working Group with additional direction.

Issue Management Groups (IMGs)
IMGs are ad hoc groups formed to focus on specific issues that may not be appropriate or practical to assign to an existing Working Group, and to make recommendations to the NANC. IMGs are often used to define a new issue or work time-sensitive projects with an expiration date. Once an IMG completes its work assignment, it is typically disbanded.

IMG membership is open to interested parties, but the size of a given IMG may be restricted for efficiency reasons.

NANC/IMG Relationship - NANC establishes the clear direction for IMGs, makes assignments, as necessary, and sets due dates for the delivery of reports to NANC.

IMGs develop draft recommendations for NANC consideration, which NANC can accept, reject, change, or remand back to the IMG with additional direction.

Chapter G1
Future of Numbering (FoN)

Mission

To explore changes to the environment, including new and future technologies, the impact of market place and/or regulatory changes and innovations on telephone numbering.

Scope:

The Working Group will investigate new telephone numbering assignment approaches and future telephone number assignment requirements. The Working Group will identify common criteria and gather data to identify trends and their impact upon numbering resources. The Working Group, if necessary, will analyze opportunities to determine the feasibility and benefit of each and report its findings to the NANC. The Working Group will also analyze various topics that may be given to it from time to time by the NANC and/or FCC.

Target Audience:

The NANC and the FCC are the target audience.

The Future of Numbering Working Group (FoN WG) is a <u>standing</u> Working Group of the NANC that is assigned specific tasks, have ongoing responsibility for a subject matter, and make recommendations to NANC. The FoN WG and any subcommittee membership is open to any interested party.

The NANC establishes clear direction for the FoN WG, makes assignments, as necessary, and sets due dates for the delivery of reports to NANC. The FoN WG develops a draft recommendation for NANC consideration, which NANC can accept, reject, change, or remand back to the FoN WG with additional direction.

For example, the NANC assigned the review of the LNPA WG's Change Orders (CO's) 399 & 400 for VoIP Requirements to the FoN WG at its March 2005 meeting. The FoN WG had a joint meeting with the LNPA WG with presentations and discussions on this issue to gain a better understanding of the task   The FoN evaluated CO's 399 and 400, developed a report structure based on the groups input. The FoN reached consensus on CO 399 but not on CO 400. The FoN presented its findings in a report to the NANC on June 7th and asked NANC to consider the report's recommendations.

The FoN WG tracks its projects using a matrix; an example of this project matrix is as follows:

Draft Project Tracking Report
Status as of June 7, 2005

Project #	Description	NANC Assignment Date	NANC Due Date	Status
1	NANC Report on the Future of Numbering	September 2004	---	Work on NANC report postponed due to other urgent work items.
2	Navy NPA Request	November 2004	Work Suspended	Suspended February 2005; Awaiting Action by the Navy.
3	VoIP Number Assignment Criteria	January 2005	Original: May 2005 Current: July 2005	Work delayed due to other more urgent item, namely Project #6; Anticipate report and NANC discussion during the July NANC meeting instead of May.
4	Telematics	March 2005	--	Reviewing current applications in anticipation of analyzing future needs/impact; contributions anticipated.
5	FoN response to LNPA WG Letter	March 2005	Original: April 8, 2005 Current: May 13, 2005	COMPLETED: FoN Change order report. LNPA WG agrees the FoN WG's response to the NANC regarding Project #6 will satisfy this request. A copy of the FoN WG Report to be sent to LNPA-WG.
6	Review LNPA WG Change Orders 399 & 400 for VoIP Requirements	March 2005	Original Date May 2005 Revised Date June 10, 2005	Joint meeting, presentations and discussions on this issue completed; Final report under development by co-chairs for use and discussion at the May NANC meeting. NANC requested that Report be open for further input on Change Order 400 until June 7th, NANC to consider recommendations on June 28th Conference Call

Chapter G2
Local Number Portability Administration (LNPA)
Working Group

Mission
The Local Number Portability Administration Working Group (LNPA WG) is the body that makes the decisions and recommendations that form the basis of the regulatory orders issued by the FCC pertaining to LNP.   The LNPA WG is also responsible for the business functionality of the national LNP system and how Service Providers inter-operate with it. Therefore, the activity of the LNPA WG has a direct bearing on the processes and systems that each Service Provider uses to participate in LNP.

Scope
The LNPA WG was given the charter by the North American Number Council (NANC) for implementing Local Number Portability (LNP) on a national level. The LNPA WG is responsible for developing and maintaining the process that is followed by all Service Providers who participate in LNP. A complete description of the operation flows is contained in Inter-Service Provider LNP Operations Flows located on this Web site. These flows have been revised to include wireless carrier operations. The updated flows will be included in the second NANC report on Wireless Wireline Integration due out in the second quarter of 1999.

The LNPA WG is also responsible for defining the requirements for the national Number Portability Administration Center (NPAC) Service Management System (SMS) and how it interfaces to each Service Provider's local LNP system to enable LNP. The NPAC SMS is operated by NeuStar, which serves as the central mediation system and source database for all number portability data. The requirements are contained in the "NPAC SMS Functional Requirements Specification (FRS)" and the interface standards are contained in the "NPAC SMS Interoperable Interface Specification (IIS)". Both documents are available on the NPAC web page at www.npac.com under documents. The NPAC web site also has documentation about pending change orders that will change the functionality of both the NPAC SMS and the interface to it.

Target audience
Telecommunications Carriers (Wireline, Wireless, VoIP, etc.)

What is the process to submit an issue? Issues/Problems are submitted to the LNPAWG by filling out Problems/Issues Management (PIM) which can be found on the NPAC Website (http://www.npac.com/).

1. **What criteria does the group use to determine whether to work the issue or not if any?** When a PIM is presented to the LNPAWG, a discuss takes place to determine if it is a number portability problem/issue, the magnitude of the problem/issue, can it be worked/resolved by the LNPAWG or does it need to be referred to another committee and then tracked by the LNPAWG, etc.
2. **How do you know when that issue will be placed on the agenda to work?** If time permits, we put it on the current agenda or placed on the agenda for the next time we meet which at this time is monthly. Starting in 2006 the LNPAWG will meet every other month as follows: January, March, May, July, September, and November.
3. **What is the process for working an issue and subsequently gaining a conclusion to an issue?** Group discussion, presentation of different options/solutions in order to reach consensus. If the issue/problem falls within the responsibility of another industry committee then the LNPAWG will forward the issue/problem the appropriate industry committees for input and/or resolution.
4. **When the issue is completed, what are the communication vehicles used to provide input to the industry?** When the issue/problem is resolved the outcome is documented on the PIM and placed on the NPAC Website. In addition the resolution may also be placed in the Number Portability Best Practices Matrix, presented to the NANC and FCC for their support.

Chapter G3
Billing and Collections Working Group

Mission
The NANC's Billing and Collection Agent Oversight Working Group (B&C WG) is responsible for overseeing the performance of the functional requirements provided by the NANP Billing and Collection Agent (B&C Agent). The B&C WG will investigate/review the performance of B&C Agent and submit reports at each NANC meeting to fully inform NANC of the B&C Agent's performance with respect to the functional requirements. At the request of the FCC and/or NANC, the B&C WG will identify and determine the financial impact, feasibility and/or the appropriateness of initiatives/activities that may need to be included in the budget or use these Funds.

Scope
The WG will participate in the development of the budget, contribution factor and payment computation; monitor the billing, collection, and distribution of funds; review for completeness the B&C Agent's NANC Reports and Quarterly reports used to confirm established procedures and records are properly maintained to ensure operational integrity and; perform an annual Performance Evaluation and co-develop corrective action plans and other change management initiatives as required.

Primary Activities
Performance
- Perform an annual performance evaluation. Participate in the development of any corrective action plans and/or performance metrics/monitoring that may be necessary during the year or as a result of the annual performance evaluation.
- Identify/address any industry or vendor concerns with the performance of the functional requirements during the year and upon NANC's approval of the Annual Performance Evaluation.

Reports
- Co-develop and track monthly performance metrics, including internal performance metrics as appropriate. Report monthly performance to NANC at bi-monthly NANC meetings.
- Co-develop the format and contents of the NANC report and preview same prior to each NANC with Welch to ensure completeness and to address any concerns. The WG will approve the format of the report used to confirm established procedures and records are properly maintained to ensure operational integrity.

- Co-develop the format and contents of the Quarterly report and preview the same with Welch prior to its distribution to NANC to ensure completeness. B&C WG to address any performance and/or operational integrity concerns as is done with the NANC reports.

Fund Size and Contribution Factor

Fund Size
- Participate in arriving at the budget and Fund Size and ensure disbursements by Welch are made only with proper authorization by the FCC and/or NANC.

Contribution Factor

- Be involved in the review/approval process for the formula and calculation of the contribution factor - the formula is used to arrive at the contribution factor and must be filed with the FCC.

Chapter G4
Numbering Oversight Working Group (NOWG)

Mission/Scope

The Numbering Oversight Working Group (NOWG) holds a monthly review with the NANPA and is beginning separate monthly meetings with the PA in 2005. The NANPA standing agenda shown in Attachment 1 illustrates the level of interaction and cooperation between the two groups. This agenda will be modified for use by the NOWG and the PA. In addition to overseeing the activities and reviewing the performances of numbering administrators, the NANPA the WG also holds frequent conference calls and face-to-face meetings to carry out other NANC and FCC requests and responsibilities in addition to the duties described below:

Change Orders
- Analysis and review of PA/NANPA proposed Change Orders
- Provide summary and analysis to NANC for consideration
- Proposed Tools: Change Order Tracking Report (see Attachment 2)

Internal Performance Metrics
- Review internal performance metrics reported results and ensure they are effectively measuring performance.
- Assist and recommend performance metrics for tracking the NANPA and PA to capture current performance issues
- Work with NANPA and/or PA to resolve documented issues per direction provided by the NANC and the FCC.
- Work with NANPA and PA to ensure performance metrics are focused on relevant data points to cover critical aspects of administration
- Proposed Tools: NANPA and PA Quality Assurance Reports

Number Administrator Complaints
- Review/assist with resolution of NANPA and PA complaints filed via the administrators web site or forwarded by interested parties to NOWG
- Monitor complaints for identification of areas that may need to be addressed through changes in industry guidelines and associated processes or requiring further discussion by the FCC and the NANC for guidance on resolution.

Performance Improvement plans (PIP)
- Review and approve PIP to address agreed upon (NANC/FCC) administrative performance improvements.

- Monitor implementation progress of areas identified needing improvement
- Proposed Tools: NANPA and PA Performance Improvement Plan (PIP) Tracking Report

Performance Review
- Develop annual survey content with input from NANPA, PA, NANC, FCC and other sources
- Evaluate input and survey results
- Document and prepare report analysis of PA/NANPA annual performance
- Conduct site visits for annual Operational Review
- Proposed Tools: Annual Survey; Operational Reviews; Written Observation

Chapter G5
Issues Management Group (IMG)

What Is An Issue Management Group (IMG)?

IMGs are ad hoc groups formed by NANC to work specific issues that may not be appropriate or practical to assign to an existing Working Group.

What is a IMG Member Responsibilities?

- Be a liaison between your company and the IMG Group
- Attend scheduled meetings
- Review issues and provide feedback to the IMG Group
- Provided written verbiage for an IMG report

What Does an IMG Develop?

- IMGs develop draft recommendations in the IMG report for the NANC consideration on specific issues, which NANC can accept, reject, change, or remand back to the IMG with additional direction. Once NANC approves the final IMG report, it sends the report on to the FCC.

What Type Of Issues Are Reviewed By An IMG?

- **Abbreviated Dialing For One Call Notification (811)** - The Abbreviated Dialing for One Call Notification Issue Management Group, (a.k.a. DIG IMG) was formed by NANC to identify and analyze the impact of employing various abbreviated dialing alternatives that could be used to implement the Pipeline Safety Improvement Act of 2002.

- **Report on The Technical Viability of Increasing the Pooling Contamination Threshold -** The Federal Communications Commission (FCC) on October 24, 2002 asked the North American Numbering Council (NANC) to evaluate the technical viability of increasing the contamination threshold for blocks to be donated to number pools from 10 to 25 percent.

Chapter A1
Industry Numbering Committee (INC)

Mission Statement
The Alliance for Telecommunications Industry Solution's (ATIS) Industry Numbering Committee (INC) provides an open forum to address and resolve telecommunications industry-wide issues associated with the planning, administration, allocation, assignment and use of North American Numbering Plan (NANP) numbering resources and related dialing considerations for public telecommunications within the NANP area. The INC was formed in 1993 to provide a single forum to work numbering related issues.

Scope
The INC will work any issue submitted and accepted in accordance with its issue acceptance procedures outlined below that are associated with the planning administration, allocation, assignment and use of NANP resources including related dialing considerations within the NANP area, irrespective of any technology.

Target Audience
The INC guidelines are used by the North American Numbering Plan Administrator, the Pooling Administrator, service providers and vendors in the United States and to some extent throughout the NANP. As an open industry forum, any interested or materially-affected party can become a member of the INC. Both federal and state regulators also refer to INC outputs developed via a consensus basis by INC subject matter experts. Final INC Guidelines are also available to the public via the ATIS INC website. NANC members have access to the secure area of the website from the ATIS INC Administrator upon request. (www.atis.org)

What is the process to submit an Issue?
The process for the submission and working of INC Issues is driven by ATIS Operating Procedures (http://www.atis.org/atisop.pdf) which provide for uniform issue submission procedures across all ATIS forums. An ATIS Issue Identification Form must be completed by the Issue Champion in order for a new Issue to be introduced into an ATIS Forum or Committee. This form can be found in Appendix F of the ATIS Operating Procedures. An Issue Champion may be an ATIS Member Company Representative or a Forum or Committee participant. Any issue that requires expedited handling should be brought to the attention of the Committee and Sub-Committee leadership.

What criteria does INC use to determine whether to work the Issue?
Once an Issue is submitted, the INC must determine whether to accept the Issue based on the following criteria:

- The Issue is clearly defined via the ATIS Issue Identification Form (Appendix F);
- The Issue is within the scope of the Forum or Committee; and
- There is no existing solution or the existing solution can be enhanced to gain efficiencies, i.e., operational, functionality, etc.

If an issue is not within the scope of the INC as defined by its Mission Statement, it will usually seek to refer that issue to another Committee or Forum for resolution. Other ATIS forums that INC regularly corresponds with include the ATIS Ordering and Billing Forum, the ATIS Emergency Services Interconnection Forum and the ATIS Network Interconnection and Interoperability Forum.

How do you know when an Issue will be placed on the agenda to be worked?
During General Session, newly-accepted Issues are assigned by INC consensus to one of the INC's Subcommittees. An Issue is placed on the Sub-committee agenda by the co-chairs and the agenda is approved by consensus of the Sub-committee members. Subcommittee members have the ability, via consensus, to include or exclude any Issue for discussion on the agenda. Issues are prioritized to ensure efficient and timely completion of industry priorities. If an issue requires expedited handling, the Issue champion should contact the leadership of the Committee and Subcommittee.

What is the process for working an Issue and subsequently gaining a conclusion to an Issue?
Once an Issue is accepted, the Issue is automatically placed into Active Status and addressed via the submission of Contributions by the Issue champion and by other INC members in an effort to reach final resolution. The status of an Issue is indicated by one of the following categories:

Active: An Issue that has been accepted and is currently being addressed.

Initial Closure: An Issue that has reached consensus resolution. The purpose of Initial Closure is to provide the industry an opportunity to review the resolution prior to the Issue being placed into Final Closure.

Issues in Initial Closure can be removed from the Initial Closure status and placed back into Active status when the INC decides the proposed resolution needs additional work.

Initial Pending: An Issue that has been placed into Initial Closure may be automatically moved into the Initial Pending category as long as 21 calendar days have passed since the Issue's Initial Closure resolution was posted on the ATIS Web Site and notification of Initial Closure was distributed via the email exploder list, if one of the following occurs:

Prior to the time that the Issue would go to Final Closure, new and substantive information that directly impacts the resolution is brought to the attention of the INC; or if the INC determines that it is appropriate to hold the Issue in the Initial Pending category in anticipation of the output of another industry group, regulatory body or similar organization.

In either of the above situations, the INC shall subsequently determine, via consensus, if the Issue should be revisited, in which case it would be placed in the Active category; or go to Final Closure if no further work is required, as long as 21 calendar days have passed since the Issue's Initial Closure resolution was posted on the ATIS Web Site and notification of Initial Closure was distributed via the email exploder list.

Final Closure: An Issue is automatically placed into Final Closure provided:

21 calendar days have passed since the Issue's Initial Closure resolution was posted on the ATIS Web Site and notification of Initial Closure was distributed via email exploder list; and
no new information surfaces that would require the Issue to be placed into the Active of Initial Pending category.

Withdrawn: An Issue that was accepted by the INC and later withdrawn pursuant to the consensus agreement of the INC.

Tabled: An Issue that has been addressed by the INC, but cannot be further pursued until additional information becomes available.

No Industry Agreement: No Industry Agreement exists when the INC is unable to reach consensus on the resolution of the Issue. If this situation should occur, the ATIS Issue Identification Form should document that the INC could not agree on a resolution and state the alternative viewpoints with the pros and cons of each. In this situation, the Issue will be closed under the category, "No Industry Agreement."

When the Issue is completed, what are the communication vehicles used to provide input to the industry?
Two weeks after an Issue has been placed into Initial Closure, it is posted on the ATIS INC Web Site and is forwarded to the INC exploder list. The INC exploder

list is made up of INC members and other selected industry participants. Likewise, when an Issue goes to Final Closure it follows a similar path. NOTE: Once an Issue goes to Final Closure, the associated changes are incorporated into the applicable Guideline(s). The Guidelines that have been updated by an Issue going into Final Closure are published two weeks after the Issue is placed into Final Closure. All INC Guidelines are effective on the date of publication to the INC website.

ILLUSTRATION

The following demonstrates how INC Issue 465 was handled beginning to end.

1. Proposed INC Issue "NXX Codes Returned in Error," was accepted at General Session per the issue acceptance procedures and assigned INC Issue Number 465 on January 31, 2005, at INC 80. It was assigned to the INC CO/NXX Subcommittee for work.

2. The CO/NXX Subcommittee met later that week on February 2. Due to the Subcommittee's work load, the Subcommittee chose to defer work on this Issue until INC 81.

3. On April 6, the CO/NXX Subcommittee worked Issue 465 and its associated contribution CO/NXX-317- *Amend Section 9.3.1 of COCAG Under Declaration of Jeopardy.* A proposed resolution was drafted and the Issue was placed into Initial Closure on April 7, 2005.

4. On April 22, 2005, the Issue and its proposed resolution were posted to the ATIS INC Web Site and notification was sent to the INC exploder list.

5. On May 5, 2005, the INC Administrator received notification from an INC member regarding new information pertaining to the proposed changes contained in the Issue that were substantive in nature. The Issue was placed into Initial Pending status until the INC could review it further. INC leadership discussed with the objector and Issue originator whether the objection should wait until the next regularly scheduled meeting of the INC or whether an interim meeting via conference call should be scheduled to discuss the objection. An interim conference call meeting was scheduled.

6. On May 27, 2005, the INC held an interim CO/NXX Subcommittee call to review and discuss the Issue. The proposed changes were agreed to and made to the proposed resolution statement. Immediately following the CO/NXX Subcommittee call, a duly announced INC General Session call was held and the Issue was placed into Final Closure.

Chapter V1
NANPA

Introduction

AT&T administered shared numbering resources such as area codes until divestiture of the Bell System in 1984, when these functions were transferred to Bellcore under the Plan of Reorganization. On October 9, 1997, the Federal Communications Commission (FCC), acting on a recommendation of the North American Numbering Council (NANC), named Lockheed Martin to serve as administrator of the North American Numbering Plan (NANPA). In December of 1999, NANPA was transitioned from Lockheed Martin to NeuStar. In July 2003, the FCC selected NeuStar through a competitive bid to serve as NANPA for another five-year term.

Regulatory authorities in various North American Numbering Plan countries have named national administrators to oversee the numbering resources assigned by NANPA for use within their countries. NeuStar is the national administrator for the United States (U.S.) and its territories. Science Applications International Corp. Canada serves as the Canadian Numbering Administrator. In other participating countries, regulatory authorities either serve as the national administrator or delegate the responsibility to the dominant carrier. NANPA, in its overall coordinating role, consults with and provides assistance to regulatory authorities and national administrators to ensure that numbering resources are used in the best interests of all participants in the North American Numbering Plan.

NANPA is not a policy-making entity. In making assignment decisions, NANPA follows regulatory directives and industry-developed guidelines. The North American Numbering Council via its Numbering Oversight Working Group (NOWG) provides continuous oversight of NANPA on behalf of the NANC and evaluates NANPA's performance each year.

NANPA Responsiblities

NANPA has three core responsibilities: administration of North American Numbering Plan resources, coordination of area code relief planning, and collection of utilization and forecast data from service providers.

Resource Administration

Resource administration includes receiving and processing applications for assignment, making and recording assignments, reclaiming resources no longer needed, and keeping the industry informed as the supply of available resources approaches exhaust.

The scope of code administration includes these numbering resources:

- Numbering plan area (NPA) codes:
- Central office codes;
- PCS/N00 codes (500-NXX);
- 900-NXX codes;
- 555-XXXX line numbers;
- Carrier identification codes (CICs);
- International inbound NPA 456-NXX codes;
- 800 855-XXXX line numbers;
- ANI II digits (Automatic Number Identification Information Integers); and
- Vertical service codes.

Area code relief planning

NPA relief planning precedes the introduction of new geographic area codes. At least 36 months before the anticipated exhaust of an NPA in the U.S. or its territories, NANPA's relief planners notify the industry and state regulatory commission of the impending exhaust and facilitate a process for the industry to reach consensus on a plan to relieve the exhaust NPA. The relief planner submits this plan on behalf of the industry to the state regulatory commission for approval.

Number Resource Utilization and Forecast (NRUF) Reporting
The collection of utilization and forecast data, known as Number Resource Utilization and Forecast (NRUF) Reporting, has been in effect since the FCC's Number Resource Optimization Order in 2000. NANPA is charged with collecting and reporting this data. Service providers are required to report utilization and forecast data twice a year. Utilization data includes the quantity of assigned, intermediate, aging, administrative and reserved numbers. Forecast data typically includes a five year forecast of the quantity of thousands blocks and/or codes by rate center. The FCC NRO Order also required access to disaggregated NRUF data by state regulatory commissions and heightened reporting enforcement, including the responsibility to withhold numbering resources from service providers that fail to file utilization and forecast reports. This data is also used as input into NANPA's semi-annual projections of NPA and NANP exhaust.

NANPA funding
NANPA work is performed under an FCC contract on a fixed-price basis. Costs associated with the administration of shared numbering resources are allocated to participating countries based on population, and then further adjusted based on NANPA services used by each country. Participants pay only their share of the costs of the NANPA services they require. Regulatory authorities in each participating country determine how to recover these costs.

NANPA Information
The NANPA website, **www.nanpa.com**, is the primary public source of numbering information. The website focuses on the primary functions performed

by NANPA. The site provides a complete description of the different services offered by NANPA, all of the various numbering resources administered by NANPA, including a description of their use and links to their associated administration guidelines, can easily be accessed via the website. Area code maps, planning letters, newsletters and other NANPA publications are readily available. The NANPA website is also the gateway into the NANP Administration System (NAS), the system used by NANPA and the industry to request and receive numbering resources. The website also makes available numerous downloadable reports on the various resources NANPA it administers. Many of the reports were made available real-time, providing the most up-to-date source on resource availability.

NANP Administration System (NAS)

The NANP Administration System enables service providers, regulators and other interested parties to have the capability to submit resource requests, provide number utilization and forecast data, obtain resource reports and receive notifications concerning number administration. The capabilities of NAS are summarized below:

- Service providers may enter and submit the Central Office Code Part 1s, MTEs, and Part 4s through a secure, web-based system.
- Service providers may enter and submit via the secure web-based system the appropriate applications forms for 500-NXXs, 900-NXXs, 456-NXXs, Carrier Identification Codes, 555 line numbers and 800-855 line numbers.
- In addition to submitting utilization and forecast data (i.e., NRUF) via email and File Transfer Protocol (FTP), NAS provides service providers the capability to submit this information online, to include providing updates to this data throughout the submission cycle.
- Interested parties may receive notifications on such items as changes to assignment guidelines, NRUF requirements, report availability, client education and system maintenance and availability. Notifications will also be available on a state-by-state basis, providing information about NPA relief planning activities, jeopardy notifications and state-specific regulatory activities.
- State commissions have online access to service-provider submitted utilization and forecast data provided via NRUF for their respective area codes.

Chapter V2
Pooling Administrator (PA)

NATIONAL THOUSANDS BLOCK POOLING ADMINISTRATOR

The national thousands-block Pooling Administrator (PA) is a contractor selected by the FCC, that administers the thousands-block pooling administration function. The contract was competitively bid for a possible total of five years, and is renewable annually. The first PA contract was awarded to NeuStar, Inc. on June 15, 2001. Thousands-block number pooling involves breaking up the 10,000 numbers in a central-office code (NXX) into ten sequential blocks of 1,000 numbers each, and potentially allocating each thousands-block to a different service provider, and possibly a different switch, within the same rate center. All 10,000 numbers available in the NXX code are allocated within one rate center, but can be allocated to multiple service providers in thousand-number blocks, instead of only to one particular service provider.

The PA's responsibilities are delineated in:
- (1)   Section C: Thousands-Block Pooling Contractor Technical Requirements, dated November 30, 2000,
- (2)   NeuStar's response to the Request for Proposal (RFP),
- (3)   FCC rules, and (4) industry guidelines.

Those responsibilities include:
- ▶ implementation of pooling in all area codes according to FCC and state orders and directives
- ▶ establishment and maintenance of industry pools
- ▶ assignment of thousands blocks
- ▶ maintenance of the Pooling Administration System (PAS)
- ▶ evaluation and forecasting for rate center pools to ensure a six-month supply of blocks
- ▶ avoiding the opening of unnecessary codes
- ▶ allocating thousands blocks to authorized pool participants
- ▶ replenishing industry inventory pools
- ▶ receiving service provider block donations
- ▶ reclaiming thousands blocks
- ▶ providing reports
- ▶ coordinating requests for full codes with NANPA CO Code Administration as needed
- ▶ participating in industry forums
- ▶ implementing federal and state regulatory agency directives
- ▶ following industry guidelines

PA Website:

Public information about number pooling and the PA can be found on the website, www.nationalpooling.com. The pooling website is used for access into the PAS, the system used by the PA and the industry to request, receive, and manage numbering resources. In addition, the website makes the following information about pooling available:

- ▶ Reports on such topics as assigned and available blocks, rate center files and changes, and PA monthly reports to the FCC.
- ▶ PA Tips of the Month
- ▶ FAQs
- ▶ New Service Provider Checklist
- ▶ PAS User Manuals
- ▶ PA Annual Report
- ▶ Reclamation Procedures
- ▶ PAS User Registration and Login
- ▶ PA Contact Information

Pooling Administration System (PAS)

The Pooling Administration System (PAS) enables registered users, including service providers and regulators, to submit requests for thousands-blocks, provide forecast data, obtain resource reports, and receive notifications concerning number administration.

Industry Pooling Guidelines

The Alliance for Telecommunications Industry Solutions' (ATIS) Industry Numbering Committee (INC) establishes guidelines for the administration of thousands-block number pooling. The following are links to pooling-related documents:

Thousands-Block Pooling Administration:
http://www.atis.org/inc/docs/finaldocs/TBPAG-Final-Document-05-20-05.doc

Location Routing Number (LRN) Assignment:
www.atis.org/inc/docs/finaldocs/LRN-Assignment-Practices-Final-Document-1-23-04.doc

Chapter V3
Welch & Company LLP

How did we acquire the job?
Welch & Company LLP replied to a request for proposals, and won the contract. Our contract with the FCC began October 1, 2004 and expires on September 30, 2009.

Mission / Scope /Role
Welch & Company acts as the Billing & Collection Agent for the North American Numbering Plan. Our duties are as follows:
1 - Contribution factor / Budget
- Before the start of fiscal year, we prepare a budget of the costs to be funded for the following fiscal year which we review with the B&C working group for their review and approval.
- We then receive revenue data from the data collection agent and from there determine the contribution factor which we review with working group for review and approval.
- We then file a report of the contribution factor with the FCC for approval.
2 – Invoicing carriers
- The data collection agent (USAC) sends us revenue information they have collected from carriers who file the 499A report.
- Based on the contribution factor and the revenue information, we send out annual invoices to the carriers. Carriers who owe amounts in excess of $1,200 are entitled to pay monthly instead of annually.
3 – Payments from the fund
- The FCC has contracts with various vendors. When we receive an approved invoice from the FCC, we pay the invoice, generally by wire transfer.
4 – Reporting
- We send reports to the FCC on a regular basis regarding the accounting records.

We prepare bi-monthly reports for the NANC meetings. The B&C working group approves these reports before we present to NANC.

Chapter R1
Guidelines for Working Groups

www.fcc.gov/wcb/tapd/Nanc/nancchrt.html
www.fcc.gov/wcb/tapd/Nanc/nancback.html
www.fcc.gov/wcb/tapd/Nanc/nancsumm.html
Attachment: www.nanc-chair.org/docs/principles.html

Chapter R2
List of Resources

The following is a list of websites and the information available.

www.nanpa.com is the official NANPA web site. Its contents include:
- Assignment listings for NANP numbering resources, including area codes, carrier identification codes, N11 codes, and vertical service codes.
- Relief planning information for the U.S. and its territories, including a status chart, planning letters, and press releases.
- Central office code assignment information for the U.S. and its territories.
- Contact information for numbering resources.
- Jeopardy procedures.
- Information for NRUF submissions.
- U.S. area code maps.

www.cnac.ca is the Canadian Numbering Administrator's site. This site is the master reference for Canadian number assignment information and includes Canadian numbering information similar to that provided by www.nanpa.com for the U.S. and its territories.

www.fcc.gov is the FCC's web site. Of particular interest are:
> www.fcc.gov/wcb - the home page of the Wireline Competition Bureau. Orders related to numbering topics, including the Number Resource Optimization (NRO) orders, can be found here.
> www.fcc.gov/wcb/tapd/Nanc - the home page for the North American Numbering Council (NANC), a federal advisory committee of the FCC that provides analysis and recommendations to the FCC on numbering issues. This site contains their charter, meeting minutes, and membership lists.
> wireless.fcc.gov/rules.html - the FCC rules and regulations are codified in Title 47 of the Code of Federal Regulations (CFR). This page links to the current edition of the CFR.

www.crtc.gc.ca is the site for the Canadian Radio-television and Telecommunications Commission, the Canadian regulator.

www.nanc-chair.org is the home page for the Chair of the NANC. It contains presentations and reports provided to the NANC on issues currently being addressed by the council.

www.atis.org is the Alliance for Telecommunications Industry Solutions (ATIS) site. It has several sections of interest for numbering. Of particular interest is

the Industry Numbering Committee (INC). All finalized INC documents are available for download, including assignment guidelines for numbering resources. You can access INC documents, including the Central Office Code Administration (COCAG), Thousand Block Pooling Administration (TBPAG) and Carrier Identification Code (CIC) guidelines, with the following link:
www.atis.org/inc/docs.asp

www.itu.int is the home page of the International Telecommunications Union in Geneva, the group that sets international standards for telephone numbers. Although much of the information on the site is available to ITU members only, some documents are available to all, including a list of assigned country codes.

www.naruc.org is the home page of the National Association of Regulatory Utility Commissioners. NARUC has five (5) sitting members on the NANC and its committees frequently take positions on numbering issues. Links to all of the state commissions' web sites can be found at this site.

www.nationalpooling.com is official site for the National Pooling Administrator (PA). Its contents include:
> New Service Provider Checklist
> PAS User Registration
> Help Desk Contact Information
> PAS User Manuals
> Pooling Reports such as:
>> o Blocks Assigned and Blocks Available by NPA
>> o Rate Centers by NPA and their pooling status
> Contact information for Pooling Administration staff
> Reclamation Procedures
> Regulatory Contacts for safety valve and other numbering issues
> PA Tips of the Month
> Links to various documents

www.npac.com is the site for the Number Portability Administration Center or NPAC. The NPAC facilitates local number portability, the ability to change your service provider while retaining your number.

Acronym List

ADFO	Alternate Designated Federal Officer
ANI II	Automatic Number Identification Information Integers
ATIS	Alliance for Telecommunications Industry Solutions
B&C	Billing and Collection
B&C WG	Billing and Collection Working Group
CIC	Carrier Identification Codes
CO	Central Office
COCAG	Central Office Code Administration Guidelines
DFO	Designated Federal Officer
ENUM	Electronic Numbering
ESIF	Emergency Services Interconnection Forum
FACA	Federal Advisory Committee Act
FCC	Federal Communications Commission
FoN	Future of Numbering
FRS	Functional Requirements Specification
GSA	General Services Administration
IIS	Interoperable Interface Specification
IMG	Issue Management Group
INC	Industry Numbering Committee
LNP	Local Number Portability
LNPA	Local Number Portability Administration
LNPA WG	Local Number Portability Administration Working Group
LRN	Location Routing Number
MTE	Months To Exhaust
NANC	North American Numbering Council
NANP	North American Numbering Plan
NANPA	North American Numbering Plan Administrator
NAPM	North American Portability Management
NARUC	National Association of Regulatory Utility Commissioners
NAS	NANP Administration System
NASUCA	National Association of State Utility Consumer Advocates
NIIF	Network Interconnection Interoperability Forum
NOWG	Numbering Oversight Working Group
NPA	Number Planning Areas (Area Codes)
NPAC	Number Portability Administration Center
NRUF	Number Resource Utilization and Forecast
PA	Pooling Administrator
PAS	Pooling Administration System
PIM	Problems Issue Management
PIP	Performance Improvement Plans

SMS   Service Management System
SMS/SCP   Service Management System Service Control Point
TBPAG   Thousands-Block Pooling Administration Guidelines
USAC   Universal Service Administrative Company
VoIP   Voice over IP
WG   Working Group