

CMP Oversight Issue associated with CR PC 110806 -1CM

Description of Issue:

Qwest issued CR PC 110806 -1CM, CMP Document Update - Provide Meeting minutes associated with Special Ad Hoc meetings in conjunction with Section 5, to address providing meeting minutes when a conference call is associated with special ad hoc meetings held under Section 5. Special ad hoc meetings are specifically associated with a change to disposition request on a product or process notification.

The need for a CR was raised following some initial CMP discussions in the fall of 2006 regarding how special ad hoc meeting minutes are provided when they are associated with a change to disposition request. Since 2002, if a special ad hoc call is held, Qwest has simply provided a brief synopsis of the meeting in the resulting CMP notification. However, to avoid further disagreements as to the meaning of the current language in the CMP Document, it was agreed that Qwest would issue a CR to propose a change in language.

The CR is specific to Qwest providing formal meeting minutes on special ad hoc meetings under Section 5.0. Qwest has been willing to change the CMP doc and add language to produce formal meeting minutes for the special ad hoc meetings. Qwest also initially proposed a timeline of nine days to post those meeting minutes for the change to disposition meetings. After further discussion and to simplify the language, Qwest proposed language that adhered to Section 3.2 for review and posting meeting minutes for "special ad hoc calls." The last Qwest proposed change was to further simplify the language to have Section 3.2 focus on all meeting minute requirements including the clarification that the reference to the distribution for review/approval and posting is specific to the monthly meetings and special ad hoc meetings vs. all CMP meetings.

Basis for Considering the matter an Oversight Review issue:

Qwest is not adverse to changing the CMP document however Qwest has been unable to gain concurrence on the CMP document wording change associated with the above CR. As part of the CR discussion, the language associated with review/approval and posting of ALL CMP meeting minutes has been placed in question. There has not been an issue on other CMP meeting minutes or the review and approval timeline with other CMP meetings. Qwest would like to focus on the CMP document wording change associated with special ad hoc meetings under Section 5.0. Qwest would like the input of the CMP Oversight Committee to resolve this situation.

Current Process for Meeting Minutes:

Since the implementation of CMP Redesign, Qwest has provided meeting minutes as required by CMP.

Meeting	Minutes	Sent for Review	Where posted
CMP Monthly Meetings (Product/ Process and Systems)	Formal meeting minutes are produced. They are sent to meeting attendees for review and feedback.	Yes	Posted to the CMP website associated with monthly meetings and included in the following month's CMP package
CR – both System and Product Process	Meeting minutes are provided associated with any meetings specific to the CR, i.e., clarification, ad hoc meetings, and monthly meetings.	No	Posted to the CR itself.
Exception CR Meeting	Meeting minutes are provided associated with any meetings specific	No	Posted to the web associated with the

	to the CR, i.e., clarification and ad hoc meetings.		Exception itself. Posted to the CR. (When take Vote, vote also has meeting minutes posted. See below.)
Oversight Meeting	Formal meeting minutes are produced. If specific to a CR, minutes are also posted to the CR.	No	Posted to the CMP website associated with Oversight issues. Posted to the CR.
Formal Vote (late adder, CM CRs)	Formal meeting minutes are produced. Sent out via Mailout notification.	No	Also posted to the CR itself
Escalation/Dispute (any related meetings)	If associated with a CR, if a formal meeting is held, the meeting minutes are posted to the CR.	No	Escalation response is posted to the CMP website.
Special ad hoc meeting associated with Change to Disposition/Objections Meeting on a Notifications	If not associated with a Monthly CMP meeting, meeting minutes are not posted externally but a synopsis of the results of the meeting are included in the follow-up notification as to how the issue was resolved. If associated with a Monthly CMP meeting, minutes are included in the monthly meeting minutes.	No	Notice is available in CNLA.
Informal meetings associated with 'Requests for clarification' on a notice	Any "request for clarification" sent to the CMPCR mailbox is responded to directly to the CLEC asking the question.	No	Not applicable. If the "request for clarification" question is to be addressed as a formal comment, the response is included in the Qwest Response to comments that is posted in the CMP Document Review site.

Citation from the Qwest Wholesale CMP document that addresses specific guidelines, if applicable

Qwest believes the intent of Section 3.0 of the CMP document is associated with Monthly meetings and any additional meetings required under CMP that are an extension of the CMP monthly meeting. The requirements for all other meetings are outlined in other sections of the CMP document to address requirements associated with CRs, Exception processing, Voting, escalations, etc.

Section 3.1 of the document is specific to the CMP monthly meeting distribution package.

Section 3.2 is specific to the requirements for monthly meeting minutes and the related review and approval process. Specifically, since 2002, the wording associated with section 3.2 has never been applied to other meetings other than the monthly meeting.

Both Qwest and Eschelon have reviewed the CMP Redesign history. There were multiple updates of specific wording added to the CMP document to address meeting minutes. As documented in the matrix above, Qwest believes we have been following the CMP requirements since the completion of Redesign in 2002.

Desired Resolution:

Gain concurrence on the redline language to the CMP document to address providing meeting minutes on special ad hoc meetings associated with section 5.

In the last version of proposed CMP document redline changes, Qwest is proposing that the language to address meeting minutes be removed from section 3.0 and that this same language be placed in 3.2 specifically associated with meeting minutes. The language specifically addresses the requirements for special ad hoc meetings. Additional language is being proposed in Section 3.2 to clarify when Qwest does and does not distribute various meeting minutes for comment. It supports what Qwest has followed since 2002 as far as distribution for review and approval and posting of all other meeting minutes.

See attached proposed redline of CMP document.

Submitter:

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Information requested to be included by Eschelon:
See attached.

3.0 CHANGE MANAGEMENT PROCESS MEETINGS

Change Management Process meetings will be conducted on a regularly scheduled basis. The CMP Product/Process and Systems Meetings will be conducted on the same day of each month or on at least two (2) consecutive days on a monthly basis, unless other arrangements are agreed upon by the CLECs and Qwest. Meeting participants can choose to attend meetings in person or participate by conference call.

Meetings are held to review, manage the implementation of Product/Process and System changes, and address Change Requests. Qwest will review the status of all applicable Change Requests. The meeting may also include discussions of Qwest's OSS Interface Release Calendar.

CLEC's request for additional agenda items and associated materials must be submitted to Qwest at least five (5) business days by noon (MT) in advance of the meeting. Qwest is responsible for distributing the agenda and associated meeting materials and will be responsible for preparing, maintaining, and distributing meeting minutes. Attendees with any walk-on items should bring hard copy materials of the walk-on items to the meeting and should, at least two (2) hours prior to the meeting, provide copies of such materials electronically (soft copy) to the CMP Manager, cmpcr@qwest.com, for distribution to all parties.

All attendees, whether in person or by phone, must identify themselves and the company they represent.

Additional meetings may be held at the request of Qwest or any CLEC. Meeting notification must contain an agenda plus any supporting meeting materials. Notification for these meetings will be distributed at least five (5) business days prior to their occurrence.

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3.1 Meeting Materials (Distribution Package) for Monthly Change Management Process Meetings

Meeting materials will include the following information:

- Meeting Logistics
- Minutes from previous meeting
- Agenda
- Change Requests and responses, as applicable
 - New/Active
 - Updated
- Issues, Action Items Log and associated statuses
- Release Summary, as applicable
- OSS Interface Release Calendar, as described in Section 6.0
- Date TBD Trouble Tickets, as described in Section 12.3
- Any other material to be discussed

Excerpt - Qwest Wholesale Change Management Process Document
dated 030507–

Proposed Redline as of ~~03-20-07~~

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Qwest will provide Meeting Materials (distribution package) electronically, by noon (MT), three (3) business days prior to the Monthly CMP Meeting. In addition, Qwest will provide hard copies of the distribution package at the Monthly CMP Meeting.

3.2 Meeting Minutes for Change Management Process Meetings

Unless otherwise noted in this CMP, Qwest will record meeting minutes for all scheduled Change Management Process meetings, additional monthly Change Management Process meetings requested by Qwest or any CLEC, and any special ad hoc meeting (e.g., special ad hoc meetings held under Section 5 to address a CLEC request to change the disposition level of a noticed change).

For monthly Change Management Process meeting minutes and additional monthly Change Management Process meeting minutes held under Section 3, and special ad hoc meeting minutes held under Section 5 to address a CLEC request to change the disposition level of a noticed change, minutes will be distributed to meeting participants for comments or revisions no later than five (5) business days by noon (MT) after the meeting. CLEC comments will be provided by noon (MT) two (2) business days after receiving draft minutes to the Qwest CMP Manager, cmpcr@qwest.com. Revised minutes, if CLEC comments are received, will be posted to the CMP Web site within nine (9) business days by noon (MT) after the meeting. The meeting minutes for scheduled Change Management Process meetings referenced in sections of the CMP document other than this Section 3.2 will not be distributed for review, but will be posted to the CMP web site within five (5) business days by noon (MT) after the meeting.

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To the extent that informal conversations occur between Qwest and a CLEC(s) that are not noticed and do not fall within the meeting described in this CMP, Qwest is not required to record and distribute meeting minutes. Qwest will summarize discussions in meeting minutes and include any revised documents such as issues, action items and statuses.

3.3 Qwest Wholesale CMP Web Site

To facilitate access to CMP documentation, Qwest will maintain CMP information on its Web site. The Web site should be easy to use and will be updated in a timely manner. The Web site will be a well organized central repository for CLEC notifications and CMP documentation. Active documentation, including meeting materials (distribution package), will be maintained on the Web site. Change Requests and notifications will be identified in accordance with the agreed upon naming conventions to facilitate ease of identification. Qwest will maintain closed and old versions of documents on the Web site's Archive page for 18 months before storing off line. Information that has been removed from the Web site can be obtained by contacting the Qwest CMP Manager, cmpcr@qwest.com. At a minimum, the CMP Web site will include:

- Current version of the Qwest Wholesale Change Management Process Document
- OSS Interface Release Calendar
- OSS Interface hours of availability

Excerpt - Qwest Wholesale Change Management Process Document
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- Links to related Web sites, such as IMA, CEMR, Document Review and Notifications
- Change Request Form and instructions to complete form
- Submitted and open Change Requests and the status of each, including written responses to CLEC inquiries
- Meeting (formal and informal) information for Monthly CMP Meetings and interim meetings or conference calls, including descriptions of meetings and participants, agendas, minutes, sign-up forms, and schedules, if applicable
- Interactive CR Report
- Meeting materials (distribution package)
- CLEC Notifications and associated requirements
- Directory to CLEC Notifications for the month
- Business rules, SATE test case scenarios Technical Specifications, and user guides will be provided via links on the CMP Web site
- Contact information for the CMP POC list, including CLEC, Qwest and other participants (with participant consent to publish contact information on Web page)
- Redlined PCAT and Technical Publications - see Section 2.5
- Instructions for receiving CMP communications – see Section 2.5