

# Open Product/Process CR Detail

**Report Line Number** 1

CR #	Title	Date	Organization	Area Impacted	Products Impacted
		Current Status			
PC110806-1CM	CMP Document Update - Provide Meeting minutes associated with Special Ad Hoc meetings in conjunction with Section 5.	Presented 11/15/2006	Wholesale ProdProc		

**Director:** Coyne, Mark  
**Originator:** Coyne, Mark      **Originator Company Name:** Qwest Corporation  
**Owner:** Coyne, Mark  
**CR PM:** Stecklein, Lynn

## Description Of Change

Qwest is proposing updates to the CMP document around providing meeting minutes when a call is associated with a special ad hoc meeting held under Section 5 to address a CLEC request to change the disposition level of a noticed change. Qwest proposes the CR to avoid disagreements as to the meaning of the current language in the CMP Document. See attached redline for proposed CMP document updates.

## Status History:

Date	Action	Description
11/8/2006		CR submitted
11/9/2006		CR acknowledged
11/15/2006		Discussed in the November Product/Process CMP Meeting - See Walk On Attachr
11/15/2006		Status changed to Presented
12/14/2006		Discussed in the December Product/Process CMP Meeting - See Attachment E in
1/18/2007	Discussed at Monthly CMP Meeting	Discussed at the January Product/Process CMP Meeting - See Attachment E in th
2/21/2007	Discussed at Monthly CMP Meeting	Discussed at the February CMP Meeting - See Attachment E in the Distribution Pa

## Project Meetings

2/21/07 Product/Process CMP Meeting

Mark Coyne-Qwest stated that we are currently reviewing on last iteration of the language and will send out for review. He said that we would try and conduct the vote in the March CMP Meeting.

1/17/07 Product/Process CMP Meeting

Mark Coyne-Qwest stated that this change was presented in November. He said that we went back and forth with different redlines and that we did receive Eschelon's revised redline. Mark said that we did not have too many concerns with the changes in Section 3.0 except with the removal of 'Special' because that is the purpose of this CR.

Bonnie Johnson-Eschelon asked if Qwest would be ok with their changes except for the removal of the word 'Special'.

Mark Coyne-Qwest stated that the intent of this CR was to address 'Special Adhoc Meetings and asked what would having 'All' CMP Meetings in the redline buy us.

Bonnie Johnson-Eschelon said that there are other CMP Meetings noted in the CMP Document where minutes are addressed. She said that we agree conceptually and know what calls Qwest is trying to cover. Bonnie stated that she wants to come to an agreement and wants to make sure that nothing is left out. She said that things can happen 3 to 4 years later that could be an interpretation factor. (Comment to minutes received from Eschelon 1/26/07 - For example what if Qwest changed the name of a meeting from ad hoc to something else) and that is what they are attempting to avoid. She said that in reviewing the CMP Document she could not get to the core of Qwest's concerns about informational calls and couldn't find any language around 'informal calls' and that we need to agree conceptually.

Mark Coyne-Qwest stated there is language in Section 3.0 associated to informal meetings.

Bonnie Johnson-Eschelon stated that they don't want to exclude meetings described in CMP Document.

Mark Coyne-Qwest stated that all meetings in CMP Document are addressed. He said that we are talking about informal conversations and asked what meetings we are not providing minutes for.

Bonnie Johnson-Eschelon stated that we need to make sure we are clear so that we don't end up 3 years from now with an interpretation issue and in the same position that we are in today. She said that Eschelon's intent is that all meetings described in document need to be covered.

Mark Coyne-Qwest said that we will review the redline internally. He said that in Section 3.0, we would like to add the 'Special Adhoc' back into the redline and in Section 3.2 leave the language to what we had before.

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Bonnie Johnson-Eschelon stated that she will review and let us know by Friday.

Mark Coyne-Qwest stated that when we received the feedback we will send the redline out for review and vote in February.

Lynn Oliver-Covad asked if the CLECs can send in comments to minutes associated with clarification meetings.

Mark Coyne-Qwest stated that clarification meeting minutes are not sent out for review but the CLEC can send in their comments and those comments will be added to the CR.

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12/14/06 Product/Process CMP Meeting

Mark Coyne-Qwest stated that there have been some changes made by Qwest on the redline document for this request and that we have also received some changes from the CLECs. Mark said that we would not be voting on this CR in this meeting. Mark said that the revised redline document is posted to the Wholesale Calendar entry for today's meeting. Mark reviewed the revised redline.

Section 3.0 - Unless otherwise noted in this CMP, Qwest will record and Unless otherwise noted in this CMP, Qwest will record and distribute meeting minutes for regularly scheduled monthly Change Management Process meetings, additional monthly Change Management Process meetings requested by Qwest or any CLEC under this Section 3.0, 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). Qwest is not required to record and distribute meeting minutes for informal or clarification conversations held with CLECs.

Section 3.2 - Meeting Minutes

Qwest will take minutes under this Section 3.2 for all of the meetings identified in Section 3.0 for which it is required to take minutes. Qwest will summarize discussions in meeting minutes and include any revised documents such as issues, action items and statuses.

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.

Mark Coyne-Qwest stated that we are proposing to follow the same process as today on the Monthly CMP Meeting Minutes.

Bonnie Johnson-Eschelon asked if Qwest received their recommendations.

Mark Coyne-Qwest stated that we did.

Bonnie Johnson-Eschelon stated that they would review the revised redline and provide feedback.

NOTE: Please refer to the December 14, 2006 Wholesale Calendar entry for the current proposed redline associated with PC110806-1CM.

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11/15/06 Product/Process CMP Meeting

Mark Coyne-Qwest stated that this issue was discussed in the October CMP Meeting and in a subsequent meeting on 11/2/06. He said that Qwest and Eschelon agreed to take a neutral position on providing minutes on a going forward basis. Mark reviewed the proposed changes to the CMP Document in Sections 3.0.

Section 3.0 - 'Unless otherwise noted in this CMP, Qwest will record and distribute meeting minutes for regularly scheduled monthly Change Management Process meetings, additional monthly Change Management Process meetings requested by Qwest or any CLEC under this Section 3, 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). Qwest is not required to record and distribute meeting minutes for informal or clarification conversations held with CLECs.'

Bonnie Johnson-Eschelon asked what the last sentence in Section 3.0 regarding informal meetings referred to.

(Comments to minutes received from Eschelon - Bonnie Johnson-Eschelon asked for examples of what the last sentence in Section 3.0 regarding informal meetings referred to.)

Susan Lorence-Qwest stated that this sentence was referring to when there is a need for a quick call or need for additional clarification on a notification.

Mark Coyne-Qwest stated that there would be e-mails sent to support any communication on a customer notification.

Susan Lorence-Qwest stated that if additional clarification is requested on a notice the informal process is to send the question to the CMP CR mailbox and Qwest will respond back to the CLEC. She said that if that additional clarification request turns into a formal comment, it will be documented in the formal response to comments.

Bonnie Johnson-Eschelon stated that they use this process regularly and that sometimes these discussions can turn into Ad Hoc Meetings. She asked if these Ad Hoc Meetings would be recorded and distributed.

Susan Lorence-Qwest said that minutes would be provided for these meetings.

Bonnie Johnson-Eschelon asked when the vote for this CR would take place.

Mark Coyne-Qwest stated that the vote would take place in December.

Bonnie Johnson-Eschelon stated that she would like to process the last sentence in Section 3.0 and may make a recommendation. She said

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that at 1st glance this sentence may cause concern but that they will work it out.

(Comments to minutes received from Eschelon - Bonnie Johnson-Eschelon stated that she would like to process the last sentence in Section 3.0 and may make a recommendation. She said that at 1st glance this sentence may cause concern but said we can work it out.)

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Susan Lorence-Qwest stated that Qwest provided a list of when meeting minutes are provided and how they are documented. This information is included in the meeting minutes from the call held on 11/2/06 that are posted to the Wholesale Calendar entry.

Bonnie Johnson-Eschelon stated that she would take a look at those minutes and said that we are probably on the same page.

Mark Coyne-Qwest reviewed the proposed changes to Section 3.2:

#### Section 3.2 - Meeting Minutes for Change Management Process Meetings and Special Ad Hoc Meetings

'Qwest will take minutes. Qwest will summarize discussions in meeting minutes and include any revised documents such as issues, action items and statuses.

Minutes for regularly scheduled monthly Change Management Process meetings and additional monthly Change Management Process meetings requested by Qwest or a CLEC under Section 3 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.

Minutes for special ad hoc meetings will be posted to the CMP Web site within nine (9) business days by noon (MT) after the meeting. Those minutes will not be distributed to the meeting participants for comments or revisions before they are posted.'

Bonnie Johnson-Eschelon said that knowing that Qwest does not want input on these minutes, would Qwest be willing to distribute them prior to posting.

(Comments to minutes received from Eschelon - Bonnie Johnson-Eschelon said that knowing that Qwest does not want input on these minutes, would Qwest be willing to distribute them to the participants prior to posting.)

Mark Coyne-Qwest asked if they can't comment, what would be the purpose of providing the minutes prior to posting.

Bonnie Johnson-Eschelon said that this would let the CLECs know that the minutes are posted there and they can be reviewed. Bonnie asked if the minutes would be posted in a word or a PDF document.

Mark Coyne-Qwest said that the minutes would be provided in a PDF document.

Bonnie Johnson-Eschelon asked if Qwest would consider providing the minutes in a word document and asked if Qwest was adamant about not allowing the CLECs to comment on the special Ad Hoc Meeting Minutes.

Mark Coyne-Qwest stated that Qwest would entertain the possibility of providing the minutes in a word document for CLEC review and comments.

Bonnie Johnson-Eschelon said that she would appreciate it if Qwest would consider allowing CLEC comments on minutes. She also said that maybe we could take a look at lengthening the timeframe for posting minutes.

(Comments to minutes received from Eschelon - Bonnie Johnson-Eschelon said that she would appreciate it if Qwest would consider allowing CLEC comments on minutes. She also said that maybe we could take a look at lengthening the timeframe for posting minutes if Qwest needs additional time so CLECs could comment.)

Laurie Fredricksen-Integra stated that she agreed with Eschelon that the CLECs should be allowed to comment on the minutes prior to posting. She said that sometimes there is a difference of interpretation on minutes.

(Comments to minutes received from Eschelon - Laurie Fredricksen-Integra stated that she agreed with Eschelon that the CLECs should be allowed to comment on the minutes prior to posting. She said the minutes could come out and not say what I said, and that could be a problem.)

Mark Coyne-Qwest said that he appreciated everyone's comments. He said that the vote for this CR would take place in December.

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