

**From:** Johnson, Bonnie J. [bjjohnson@eschelon.com]  
**Sent:** Thursday, March 08, 2007 2:54 PM  
**To:** Coyne, Mark  
**Cc:** New Cr, Cmp; Johnson, Bonnie J.; Isaacs, Kimberly D.  
**Subject:** RE: Meeting Minutes (MC)

**Attachments:** CMP Redesign for Oversight.doc

Mark,

Thanks for providing your latest redlined. Unfortunately, it continues to attempt to flip-flop the general rule. As you know, Eschelon disagrees with that approach. Please schedule the oversight committee meeting, and please include this email string with the meeting notice.

With respect to your specific comments below:

--Although you indicate you will add "ad hoc and interim," you do not agree to delete the word "monthly" after "additional." Ad hoc calls are not held on a monthly basis.

--You said that you will not delete "unless otherwise noted in this CMP," but we are not asking for deletion of that phrase.

--You said that there are many other meetings covered in other sections of the document, none of which speaks to distribution or review. The reason that they do not address distribution and review, however, is because distribution and review are covered for all CMP meetings in Section 3.2 (entitled "Meeting Minutes for Change Management Process Meetings"). (This is clear from the enclosed redesign documentation.) Therefore, there is no need to repeat this information, because it is already covered in Section 3.2. Distribution and review are required, unless otherwise noted in the document. (In other words, the significance of none of them "speaking to distribution or review" is that there is no exception in those other sections to the requirements of Section 3.2.)

When you schedule the oversight committee meeting, please include the enclosure to this email as well. The enclosure includes excerpts from CMP redesign documentation and URLs to the complete documents.

Thanks,

Bonnie Johnson  
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Cell 612 743-6724  
[bjjohnson@eschelon.com](mailto:bjjohnson@eschelon.com)

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**From:** Coyne, Mark [mailto:Mark.Coyne@qwest.com]  
**Sent:** Tuesday, February 27, 2007 4:40 PM  
**To:** Johnson, Bonnie J.  
**Cc:** New Cr, Cmp  
**Subject:** RE: Meeting Minutes

This entire change has morphed into something much bigger than what our original request intended it to be which was to address the minutes being taken for special adhoc meetings. Without risking the language of meetings addressed in other parts of the CMP I am willing to agree to add the words "adhocs and interim" after additional monthly meetings in section 3.0 but I will not take out the language that states "Unless otherwise noted in this CMP". There are many other meetings throughout the CMP, i.e. exception, vote, oversight etc that carry their own language in terms of what types of documentation is provided as a result of the meeting, none of which speaks to distribution or review. Attached is my redline reflecting the above mentioned changes. If Eschelon disagrees with these changes then Qwest will follow up with a request through CMP to the Oversight committee for review.

Thanks,

Mark Coyne  
Qwest Communications

303 672-2704  
[mcoyne@qwest.com](mailto:mcoyne@qwest.com)

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**From:** Johnson, Bonnie J. [<mailto:bjjohnson@eschelon.com>]  
**Sent:** Wednesday, February 21, 2007 6:48 PM  
**To:** Coyne, Mark  
**Cc:** Johnson, Bonnie J.; Isaacs, Kimberly D.  
**Subject:** RE: Meeting Minutes

Mark,

Enclosed is Eschelon's redline of Qwest's last draft regarding the meeting minutes. Instead of including more explanation in an email, Eschelon has included notes in the document itself.

After thinking about and discussing internally Qwest's position (as you described it on our call and in your redlined draft and email afterward), Eschelon still cannot agree to Qwest's proposal to change the existing organization of the CMP Document, in which currently the general rule is to provide minutes subject to review timeframes for all CMP meetings, unless otherwise noted. If I understood you correctly, Qwest wants to flip-flop that and have a general rule that there are no timeframes for getting the minutes and reviewing them, unless otherwise noted. That is a big change from how CMP redesign structured the document, and we aren't going to vote to reinvent that wheel.

It seems that Qwest's main concern regarding ad hoc calls is more about the timeframes for providing minutes for these particular calls. In short, it appears that Qwest wants more time to produce minutes for ad hoc calls. Assuming that is the situation, the enclosed redline contains proposed language in Section 3.2 that, subject to unanimous vote, would increase the time frames for additional CMP meetings (ad hoc/interim meetings), including those associated with Level 1-4 proposed changes. This represents significant flexibility, as these ad hoc calls are NOT currently excluded from the existing time frames in 3.2. (To show compromise, we would agree to increasing the five business days to eight business days for Qwest to provide minutes.) Any extension of the time period for providing minutes would need to be reasonable. Otherwise, CLECs will be put in the position of trying to remember what happened as to stale minutes.

I hope that Qwest recognizes this compromise on Eschelon's part, as we believe the CMP Document as it stands now requires minutes for all CMP meetings (monthly and interim) subject to the timeframes in Section 3.2 and does not allow this extra time for Qwest. From your last email, however, it seemed as though Qwest may be back to saying that there is no review of minutes for ad hoc calls, despite the language of 3.2 which applies to CMP meetings generally. If we can't agree and the oversight committee review is rescheduled, please include this email and enclosures with the notice/meeting materials.

Thanks,

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**From:** Coyne, Mark [<mailto:Mark.Coyne@qwest.com>]  
**Sent:** Wednesday, February 21, 2007 8:51 AM  
**To:** Johnson, Bonnie J.  
**Subject:** RE: Meeting Minutes

I'll wait for your redline and see if we can get concurrence.

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**From:** Johnson, Bonnie J. [<mailto:bjjohnson@eschelon.com>]  
**Sent:** Tuesday, February 20, 2007 5:18 PM  
**To:** Coyne, Mark  
**Cc:** Johnson, Bonnie J.  
**Subject:** RE: Meeting Minutes

Mark,

That is not how the CMP Document works. Section 3.2 of the existing CMP Document applies to all CMP meetings (unlike Section 3.1 which says in the heading that it applies only to "monthly" CMP meeting minutes). And, Section 3.0 of the existing CMP Document says that "Qwest will record and distribute meeting minutes" for all additional CMP meetings. The additional CMP meetings in 3.0 include the ad hoc calls. (3.0 is what allows Qwest to deal with issues outside of the monthly meetings. Qwest has chosen to call the 3.0 additional meetings "ad hoc" meetings.) If you are not sending minutes for all ad hoc calls, you should be. (I believe this is how this issue came up.)

Although not required to do so, Eschelon has been willing to reduce some obligations for Qwest under the existing document, subject to getting a unanimous vote, but we are not giving up our existing right to meeting minutes and review of those minutes for ad hoc calls. It wouldn't make sense that, if a subject happens to be discussed on the monthly call, that we get minutes and a chance to review and comment them as described in Section 3.2, but just because the same subject matter happens to be discussed on a separate call, those rights change.

I tried in my earlier email to summarize what I thought was Qwest's position after our call. Per your note, I understand that it may be different from how I described Qwest's position in the email. I'll send you a redline in the next day or two to respond to that. If it turns out that we can't reach agreement, we can reschedule with the oversight committee. But, let us take one more try at redlining your draft before we do that.

Thanks,

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**From:** Coyne, Mark [<mailto:Mark.Coyne@qwest.com>]  
**Sent:** Tuesday, February 20, 2007 4:39 PM  
**To:** Johnson, Bonnie J.  
**Subject:** RE: Meeting Minutes

I just caught something in your previous email under when we take minutes and send for review. We don't send minutes for review on adhoc that relate to a CR. Those are attached to the CR and get posted not reviewed. The three scenarios for review are Monthly meetings, additionally monthly meetings(in the event a discussion has to be deferred to another time) and special adhoc meetings which would be as stated under section 5 for change of disposition.

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**From:** Johnson, Bonnie J. [<mailto:bjjohnson@eschelon.com>]  
**Sent:** Tuesday, February 20, 2007 3:27 PM  
**To:** Coyne, Mark  
**Subject:** RE: Meeting Minutes

Hi Mark,  
We do intend to send another version. I will try to get that to you first thing in the morning.

Bonnie Johnson  
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**From:** Coyne, Mark [mailto:Mark.Coyne@qwest.com]  
**Sent:** Tuesday, February 20, 2007 4:26 PM  
**To:** Johnson, Bonnie J.  
**Subject:** RE: Meeting Minutes

I think you've stated accurately what we agreed to on Friday. Did you intend to send another version with changes or just wanting concurrence on what we agreed to on Friday.

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**From:** Johnson, Bonnie J. [mailto:bjjohnson@eschelon.com]  
**Sent:** Tuesday, February 20, 2007 2:31 PM  
**To:** Coyne, Mark  
**Cc:** Johnson, Bonnie J.  
**Subject:** RE: Meeting Minutes

Hi Mark!

We did a get a chance to review the document you sent and we would like to propose a few changes. I think we both left with the same understanding Friday, but just let me recap if I could.

You have a desire to state what you **will do** rather than exceptions  
Qwest will provide minutes for all meetings associated with the CMP (key is if the meeting is noticed)

**Qwest will take minutes and send minutes for review for:**

Monthly CMP meetings

Ad hoc meetings associated with a CR (systems or product process)

Special ad hoc meetings such as change of disposition (I still am not sure that I know what the difference is between a Special ad hoc meeting, an additional meeting and a regular ad hoc meeting)

**Qwest will take minutes and post the meeting minutes, but not send minutes out for review for:**

Clarification calls

Ad hoc meetings associated with Qwest level 1, 2 or 3 process/product changes (unless the call is regarding a change of disposition)

For those meetings that Qwest does not send minutes out for review, a CLEC can submit comments and Qwest will insert the comments into the minutes. Qwest will not change the posted minutes but will insert comments in the minutes (in the same manner as Qwest does for the comments received after sent for review)

Did I capture our understanding correctly Mark? Let me know!

Thanks,

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**From:** Coyne, Mark [mailto:Mark.Coyne@qwest.com]  
**Sent:** Tuesday, February 20, 2007 2:45 PM  
**To:** Johnson, Bonnie J.  
**Subject:** Meeting Minutes

I was hoping you'd have a chance to look at the version I sent yesterday and let me know of any concerns or if you're good with it. If I know by end of day today then I can get it posted on the web for tomorrows meeting.

Thanks,

Mark Coyne  
Qwest Communications  
303 672-2704  
[mcoyne@qwest.com](mailto:mcoyne@qwest.com)

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CMP Redesign Excerpts from CMP Redesign Meeting Minutes and CMP Documentation, Including URLs to the Complete Documents

### ***July 2001 CMP Redesign Meeting Minutes***

#### **“MEETINGS**

Qwest has committed to provide minutes from each CICMP meeting and ad hoc meetings/calls. The minutes will include summaries of the discussions and issues from the meeting. Each CLEC will designate a primary and alternate Change Management point-of-contact who will serve as the official designees for matters regarding the Change Management Process.

- **DECISION:** Qwest committed to provide minutes from each CICMP meeting and ad hoc meetings/calls.
- **DECISION:** Primary point-of-contact is the official voting member, and a secondary (alternate) point-of-contact can vote in the absence of the primary contact.”

[http://www.qwest.com/wholesale/downloads/2001/010821/CMP\\_July19\\_Mtg\\_Minutes\\_FINAL\\_Rev\\_14aug2001.doc](http://www.qwest.com/wholesale/downloads/2001/010821/CMP_July19_Mtg_Minutes_FINAL_Rev_14aug2001.doc)

### ***April 2002 CMP Redesign Meeting Minutes***

“#111 Menezes-AT&T stated that they are getting meeting minutes for everything and the gap could be closed. Clauson-Eschelon stated that the team needed agendas and meeting minutes for all meetings. Gap analysis item #111 closed.”

[http://www.qwest.com/wholesale/downloads/2002/020715/CMP\\_RedesignMeetingMinutesApril2-4FINAL07-15-02.doc](http://www.qwest.com/wholesale/downloads/2002/020715/CMP_RedesignMeetingMinutesApril2-4FINAL07-15-02.doc)

### ***August 2002 Gap Analysis Document – Gap Analysis for Gap #111***

“111	Meetings-Minutes	AT&T	Does the provision in the Master Redline, page 54 (Meeting Minutes), mean the Qwest will prepare minutes from the monthly meetings as well as any other meetings held by the CMP group? How about clarification calls? Is there any CMP-related meeting for which minutes would not be taken? We should clarify the language to make clear when minutes will be taken. If there are minutes, are they just posted on the web or are they distributed by e-mail to just the participants/the entire CMP distribution? Does it depend on the meeting? <b>[CLOSED 4/3/02: Refer to Master Redlined framework]</b>
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<http://www.qwest.com/wholesale/downloads/2002/020805/CombinedCMPRedesignGapAnalysisRev08-01-02.doc>

### ***September 2002 CMP Redesign Meeting Minutes***

“The team then reviewed all occurrences of the word “meeting(s) and determined that the appropriate deliverables were outlined for all meetings, i.e., minutes, distribution materials, and other deliverables. Language was added under “Additional Meetings” in Section 3.0 to clarify that minutes would be distributed.”  
[http://www.qwest.com/wholesale/downloads/2002/021108/CMP\\_RedesignMeetingMinutes\\_9\\_12-13F\\_11-6-02.doc](http://www.qwest.com/wholesale/downloads/2002/021108/CMP_RedesignMeetingMinutes_9_12-13F_11-6-02.doc)

**September 2002 CMP clean up document – Sections 3.0, 3.1 and 3.2 clean up resulting from the September 2002 Redesign Meeting**

**“3.0 CHANGE MANAGEMENT PROCESS MEETINGS**

Change Management Process meetings will be conducted on a regularly scheduled basis, at least two (2) consecutive days on a monthly basis. 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. Qwest will record and distribute meeting minutes, unless otherwise noted in this CMP.

**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

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- 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

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

Qwest will 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. 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. ”  
[http://www.qwest.com/wholesale/downloads/2002/020918/CLEANUPQwestWholesaleCMP\\_09\\_13\\_02.doc](http://www.qwest.com/wholesale/downloads/2002/020918/CLEANUPQwestWholesaleCMP_09_13_02.doc)

**Current CMP Document Sections 3.0, 3.1 and 3.2 – No Change from September 2002 Clean Up Document (see above)**

### “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](mailto: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

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occurrence. Qwest will record and distribute meeting minutes, unless otherwise noted in this CMP.

### **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

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**

Qwest will 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](mailto: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.”

[http://www.qwest.com/wholesale/downloads/2007/070304/QwestWholesaleChangeManagementDocument\\_03\\_05\\_07.doc](http://www.qwest.com/wholesale/downloads/2007/070304/QwestWholesaleChangeManagementDocument_03_05_07.doc)