

Project 25 Compliance Assessment Program Governing Board Conference Call Meeting Minutes

February 4, 2009

Purpose:

Project 25 (P25) Compliance Assessment Program (CAP) Governing Board (GB) review and approval of proposed Compliance Assessment Bulletins (CABs)

Agenda:

1. Welcome
2. Review and Approve Modified CABs
 - a. Baseline Common Air Interface (CAI) Testing Requirements CAB
 - b. Laboratory Application Process CAB
 - c. Supplier's Declaration of Compliance (SDOC) Requirements CAB
 - d. Summary Test Report (STR) Requirements CAB
3. Other Business
4. Public Comment
5. Adjournment

Invitees (✓ indicates attendance)

- ✓ Rick Adams, GB Member
- ✓ Luke Berndt, GB Chair
- ✓ James Downes, GB Member
- ✓ Kurt Fischer, GB Member, Laboratory Program Manager
- ✓ Patrick Kenealy, GB Member
- ✓ Martin McCoy, GB Member
- ✓ Dereck Orr, GB Ex-Officio Member
- ✓ Tom Sorley, GB Vice Chair
- ✓ David Steingraber, GB Member
- ✓ Rob Zanger, GB Member
- ✓ Members of the Public

Action Items:

Action	Owner	Due Date
Send out Adobe Section 508 Compliance Tutorial	Luke Berndt	TBD
Provide clean versions of approved modified CABs for posting to SAFECOM	Andy Thiessen	COB Feb. 5
Post the approved modified CABs on SAFECOM	Dave Keller	COB Feb. 5
Revise the SDOC CAB to include a new interoperability matrix	Andy Thiessen	COB Feb. 5
Forward public comment regarding the "rule of three" to GB	Dave Keller	COB Feb. 5
Send out a Federal Register Notice with updates on the review of NIST Handbook 153	Dereck Orr	TBD

Discussion Notes:

1. Welcome

- Luke Berndt called the meeting to order and established a quorum.
 - All nine GB members and one ex-officio member participated on the call.

2. Approval of final Baseline CAI Testing Requirements CAB (see the SAFECOM Web site for the CAB)¹

- Andrew Thiessen reviewed proposed changes to the CAB. These changes include:
 - Renaming the CAB to specify CAI in place of a single document incorporating all interfaces that would need to be updated frequently.
 - This CAB supersedes previous CABs and all references to this CAB should specify CAI.
 - The addition of CAI does not change how the laboratories engage the Program.
 - A different CAB will be created for each interface.
 - Adding language to specify which phase the tests refer to.

¹ This CAB used to be referred to as the Baseline Testing Requirements CAB

- Opened GB discussion concerning public comment regarding the “rule of three.”
 - GB does not see enough public concern to change the “rule of three”
 - Current document allows for exceptions if the need arises
 - Changes to the documents are always accepted on the SAFECOM Web site
- Tom Sorley moved to approve the final Baseline CAI Testing Requirements CAB.
 - Pat Kenealy seconded the motion.
 - The motion passed unanimously.

3. Approval of modified Laboratory Application Process CAB (see the SAFECOM Web site for the CAB)

- Andrew Thiessen reviewed proposed changes to the CAB based on public and GB comments made at the last GB Open Session and during open review. These changes include:
 - Modifying the CAB to reflect Paperwork Reduction Act clearance language
 - Including both a physical and e-mail address for laboratories to send their applications
 - Eliminating references to specific document versions and replace with references to the most current revision of said document
 - Clarifying program roles and responsibilities of the National Institute of Standards and Technology (NIST) – Office of Law Enforcement Standards and the U.S. Department of Homeland Security in Section 2.9
- Public comment made the following requests:
 - Decrease the amount of time it takes to expand the scope of recognition
 - Eliminate the physical assessment required to expand the scope of recognition
 - NIST Handbook 153 offers this possibility but it is very dependent upon what they are applying for
 - Reserve the right to perform a physical assessment
 - Language in CAB also allows for this flexibility
- The GB made the following additional modifications during the call:
 - Modified contact information to read, “by phone at (202) 254-5332, by fax at (202) 254-5389, or by e-mail at p25cap@dhs.gov.”
- Tom Sorley moved to approve the modified Laboratory Application Process CAB with the changes made during the call.
 - David Steingraber seconded the motion.
 - The motion passed unanimously.

4. Discussion of modified SDOC Requirements CAB

- Andrew Thiessen reviewed proposed changes to the CAB based on public and GB comments made at the last GB Open Session and during open review.

These changes include:

- Eliminating references to specific document versions and replace with references to the most current revision of said document
- Changing variable text to bold, italicized, and underlined
- Adding a document identifier in the P25 Header in Section 2.3
- Adding language to required Section 508 compliance for documents posting to <http://RKB.us>
 - Section 508 is a usability requirement
 - Adobe offers tutorials in how to create Section 508 compliance
- A training program will be created to help user navigate the Responder Knowledge Base Web site
- There is not a matrix included for interoperability testing
 - Suggest adding an additional interoperability testing matrix similar to the matrix featured in the STR Requirements CAB
 - Andy Thiessen will incorporate suggested changes and a new draft CAB will be made available on the SAFECOM Web site
- A GB vote is pending after the revised version has been further reviewed

5. Discussion of modified STR Requirements CAB

- Andrew Thiessen reviewed proposed changes to the CAB based on public and GB comments made at the last GB Open Session and during open review.

These changes include:

- Eliminating references to specific document versions and replacing with references to the most current revision of said document
- Changing variable text to bold, italicized, and underlined
- Adding language to required Section 508 compliance for documents posting to <http://RKB.us>
- The GB made the following additional modification during the call:
 - Modified Section 2.1 to read, "Additionally, STRs submitted..."
- Tom Sorley moved to approve the modified STR Requirements CAB with the changes made during the call.
 - Pat Kenealy seconded the motion.
 - The motion passed unanimously.
- Suggest leaving old Baseline Testing document on the SAFECOM Web site as it is being actively referenced

6. Other Business

- Kurt Fischer provided an update on the Laboratory Assessment Process
 - First round of applicants were received in December 2008
 - Will finish with all first round assessments by end of February 2009

- Will provide a letter to Luke Berndt regarding the status of the first round laboratories
- Andy Thiessen provided a status of the P25 Inter-RF Subsystem Interface (ISSI) and a timeline for development
 - Want to have an ISSI CAB before the ISSI product is available for public safety
 - Estimated that ISSI products will be available in Fall 2009
 - Estimated that laboratories will need three months to become compliant with ISSI testing
 - CAB development needs to begin in April and complete by June
 - Dereck Orr – Effort began to draft an ISSI Technical Service Bulletin (TSB) to include all relevant tests from existing standards. Three performance tests and a large number of conformance tests are available. TIA is working on multiple revision rounds of the interoperability tests. They expect to have the TSB completed in August.
 - The GB will need to reach out to them before formal TSB publication for a draft of the required ISSI tests.
 - The GB will need to develop an interim agreement of required tests with the ISSI task group in order to meet the April deadline for an ISSI CAB.
- Dereck Orr provided an update on the software testing validation process
 - In order to get the new ISSI tests approved as quickly as possible, the NIST Handbook 153 will need new software test validation. The NIST Handbook 153 covers hardware test tools but not software.
 - Holding a series of meetings in March to update NIST Handbook 153.
 - Federal Register Notice is forthcoming and manufacturers have been notified of meetings.
- Kurt Fischer
 - The 2009 edition of the NIST Handbook 153 will become available online soon
 - Editorial changes
 - Defined roles of CAP PM and Office for Interoperability and Compatibility CAP PM
 - The 2007 version referred to TSB and has been replaced by a CAB.
 - Does not affect a participant currently in the process.

7. Public Comments

- Samantha Hood, representing Motorola, and Roy McClellan, representing EADS, raised concerns with the “rule of three.”
- The GB suggested an alternate meeting to discuss the “rule of three” but did not find reason to change the rule at this time.

8. Adjournment

- There was a motion to adjourn the meeting; a GB member seconded the motion.