DEFENSE TRANSPORTATION ELECTRONIC BUSINESS COMMITTEE

MEETING MINUTES
21 MARCH 2012

INTRODUCTION

The Defense Transportation Electronic Business (DTEB) Committee met on 21 March 2012. The meeting was hosted at the LMI facility, Scott AFB, IL. Ms. Susan Gilchrist and LCDR Wanda Martin, both USTRANSCOM J-6A, co-chaired the meeting. Mr. Pete Varone, USTRANSCOM J6-AD, meeting facilitator, provided brief opening remarks and thanked everyone for attending and initiated participant introductions.[1]

Ms. Susan Gilchrist expressed her appreciation for the attendance to the meeting which included fifteen in person and twelve on DCO. We welcome those who want to participate face-to-face however, we will continue to facilitate a DCO session and bridge line for every committee meeting.

The briefing slides from the meeting are posted on the DTEB website.

INTRODUCTION OF TEMPORARY LEADERSHIP (MS. GILCHRIST/LCDR MARTIN)

Ms. Gilchrist is the USTRANSCOM Interface Manager in addition to being a temporary co-chair of the DTEB Committee. She has over 38 years of experience both as a Government contractor and civil servant in multiple program management and IT positions.

The other DTEB co-chair is LCDR Wanda Martin. LCDR Martin is new to the data world, having spent 27 years in the Navy predominantly in Communications / Information Professional (IP). She is the USTRANSCOM Data Branch Chief in addition to being a temporary DTEB co-chair.

ELECTRONIC BUSINESS OVERVIEW (MR. VARONE)

The EB/EC program leads the electronic data exchange process for Defense Transportation and related processes. EB/EC is the link between USTRANSCOM and the commercial world. Among its responsibilities is to chair the joint Defense Transportation Electronic Business (DTEB) Committee.

Community input is critical to the success of DTEB and any progress made is due to this participation. The DTEB Committee is the link back to the Enterprise Data Office (EDO) and Distribution Data Community of Interest (DDCOI) for the EB/EC program.

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[1] Please contact the DTEB Support Staff (USTC-DTEBCommittee@ustranscom.mil) at USTRANSCOM if you need contact information for any of the attendees. You can access the DTEB meeting webpage by following USTRANSCOM Information Tool Suite (ITS) Link. The attendee list is at the bottom of the page.

DTEB is responsible for the synchronization of DTEB standard exchanges. Currently, there are more than forty standard exchanges implemented by over twenty systems and other commercial transportation partners. DTEB is actively working eight through the synchronization process. Data Maintenance (DM) items are also submitted for both DTEB and X12 transactions. DTEB is available for the development of new standard data exchanges for either Electronic Data Interchange (EDI) or eXtensible Markup Language (XML). New EDI transactions for US Bank are on the horizon. The Container Movement Schema earlier developed this year marked the first DTEB approved XML Schema, but DTEB stands ready for further XML work. Finally, DTEB maintains both a public website and one under the Information Tool Suite (ITS).

DTEB is looking into reengaging the Automated Carrier Interface (ACI) groups later this year

In the organizational structure of USTRANSCOM J6, DTEB falls under the Distribution Enterprise Architecture Division (J6-A), Distribution Enterprise Data Branch (J6-AD). For complete details, reference the DTEB meeting slide deck.

SYNCHRONIZATION TASK GROUP VS. WORKGROUP RESPONSIBILITIES (MS. GILCHRIST

Synchronization is still in its infancy and the processes are still being developed. A Synchronization Task Group (STG) Charter is in work and will be released after the DTEB charter is signed. At the moment, the task group passively monitors implementation progress by sending out QUAD charts used to track changes. Currently, the only active workgroup is for the 858B Transportation Control Movement Document. Discussions today and beyond will help shape the STG charter and the maturation of the synchronization process while also reflecting the level of commitment.

QUAD reviews are task group level and coordinating meetings for implementation of Data Maintenance (DM) and Implementation Convention (IC) is a work group level task. The DTEB chair is currently working both the task group and work group level activities. When released, the STG charter will reflect more division in activities and outline the need for additional work group chairs.

For synchronization purposes, "implementation" is defined as not dropping data as it passes through the system. Supporting the coordination of an implementation effort is currently done by the DTEB Chair. USTRANSCOM will continue to support synchronization work groups, but there needs to be Chairs for each work group to spread the workload. DTEB leadership does not have the resources to chair every workgroup and requests the Program Manager commitment necessary to track and manage the tasks required to make implementation of all ICs and supporting Versions a reality. One proposal is to have the chair be representative of whoever has the greatest stake in the process. That is just one idea for consideration.

The foundation for the success of synchronization is commitment by all DTEB stakeholders.

DTEB CHARTER REVIEW (MS. GILCHRIST)

Charter changes were proposed at the meeting but also requested to be submitted via email before they are adjudicated and made part of the charter.

On the second page of the draft Charter, it calls for USTRANSCOM to appoint two co-chairs. Part 201 of the DTR states that USTRANSCOM is the Program Manager (PM) for DTEB. It was requested that the co-chair verbiage be removed since a component commands cannot speak for USTRANSCOM.

Page three of the Charter identifies committee task group responsibilities at the level commensurate with the DTEB Charter. When the STG Charter is released, it will provide for work group minutes be taken. The ACI task groups already have Charters which still need to be revisited once priorities allow. Minutes were not taken for the 858B workgroup out of precedent; however, meeting summaries were distributed to workgroup members.

Page four lists DTEB member organizations. Committee members questioned whether systems should be listed here versus Services and organizations. The consensus was that the list is prefaced with a statement that "the following will provide system-level PMO representation." Listing systems vs. Services and organizations would make the update of the Charter more labor-intensive. DTEB still needs greater PM-level participation as it would provide improved visibility into systems, their change control process, and release dates.

Concerns were raised by the Military Surface Deployment and Distribution Command (SDDC) representative regarding the Eligibility Requirements for voting outlined on page five of the Charter. The idea was presented that only government representatives should be able to cast a vote since the final say on any system change lies with the government. This is not addressed anywhere in the Charter. The SDDC representative and DTEB Chair agreed to discuss this issue off-line.

Finally, page seven of the charter currently includes only one signature block for the Division Director, USTRANSCOM J6-A/I. Defense Logistics Agency (DLA) expressed interest in having their leadership added. An invitation was extended to send the appropriate signature block for inclusion. It was noted that an addition signature will delay the approval process.

DDCOI UPDATE (MS. CONNIE MCCOY)

The DDCOI is working the requirement to migrate country codes from FIPS 10-4 to ISO 3166-1. There are a number of codes not yet sanctioned by ISO, but the addition of these codes is anticipated for late spring. Systems should continue planning for conversion and plan release dates with trading partners.

The question was raised as to how the FIPS to ISO conversion would affect the 601B. The 601B is not an official DTEB transaction but rather was created specifically for Customs. An action item was taken for DTEB Support Staff to explore the effect of the FIPS to ISO conversion on the 601B.

TRDM is ready for the FIPS to ISO conversion with supporting tables and service in place. Table values will be added once new codes are approved by ISO. TRDM is also working to build in support for semantic technologies.

The Joint Deployment and Distribution Environment (JDDE) Data Strategy went out to the DDCOI community and received numerous critical / substantial comments. Among the comments was a request for the inclusion of a timeline. A group was formed to perform initial mediation of comments. Once the initial mediation is complete, the Strategy will be staffed out again for coordination. This second release is drawing near.

OTHER ISSUES

- ❖ SDDC requested TRDM provide them a briefing.
- ❖ The community is encouraged to provide new vocabulary terms and authoritative sources for inclusion in the Standard Terms.
- ❖ DDCOI plans to only meet three times per year now.
- ❖ There is no date for the Data Summit yet-- looking towards June or September.

MINUTES REVIEW (MR. CLAYTON DULANEY)

The only comment was received prior to the meeting correcting an incorrect statement regarding PDC 399. The following is the proposed change:

> In the third paragraph op page five, change "PDC 339, the Proposed Change to Transportation Mode/Method Codes and Definitions, outlines multiple code and description changes from 4010 X12."
> to read "ADC 339, Change to Transportation Mode/Method Codes and Definitions (Transportation/Supply (MILSTRIP)), implemented the TRDM table Transportation Method (TRAN_MD) within the supply community. This cross-reference enables users to map among DoD, X12 4010, and X12 4030 Transportation Mode/Method codes; prior to implementation in the supply community, the contents of the TRDM were coordinated with the DTEB."

An action item has been taken to correct the December minutes and repost. No other issues were raised.

IC AND DM UPDATE (MR. DULANEY)

Since December, fourteen DM items were submitted, breaking down as follows: seven approved (1 by No Vote Required (NVR)); six disapproved, and out is currently out for vote.

SUMMARY OF APPROVED DM'S

The specifics of all seven approved DM items are as follows:

DM 1029 - DTEB IC 214A MOTOR CARRIER SHIPMENT STATUS VERSION 1
- ❖ Adds code and usage note at index 3-02
  - ➢ 1O - Consolidation Shipment Number
  - ➢ Use '1O' to denote Pallet ID.

DM 1031 - DTEB IC 858M TRUCK–WATER–AIR MANIFEST VERSION 2
- ❖ At index 180-02 - Personal Property Code, change user note to read: "Select and enter the appropriate value (Personal Property Code) from the Transportation Reference Data Management (TRDM), mirrored at http://www.transcom.mil/dteb/files/refdata/V_D_PRSNL_PRPRTY_TCMD_CD.htm".
- ❖ Reference would be used in lieu of current Section 6 values.
- ❖ Similar DM for the 858B TCMD (1030) was disapproved and these two will be discussed later as part of the DM Disapproval Discussion.

DM 1032 - DTEB IC 300A RESERVATION (BOOKING) (OCEAN) VERSION 1
- ❖ At index 15-01 add the following codes and DoD descriptions:
  - ➢ SOC - Intermediate Port Stop
  - ➢ FR - Customs & Border Clearance Authority (CBCA) Handling Aqaba
  - ➢ NI - Customs & Border Clearance Authority (CBCA) Handling Jebel Ali

DM 1034 - DTEB IC 300A RESERVATION (BOOKING) (OCEAN) VERSION 1
- ❖ At index 15-01 add the following codes and DoD descriptions:
  - ➢ OFU - Fumigation
  - ➢ 555 - Agricultural Clearance

DM 1035 (NVR) - DTEB 856A RECEIPT /SHIPMENT-CONSOLIDATION /DUE-IN /REPSHIP ALL VERSIONS
- ❖ Changes the name of the LM segment at index 86 from "Mandatory Segment" to match the X12 name of "Code Source Information" since the segment is not mandatory.

DM 1038 - 300A RESERVATION (BOOKING) (OCEAN) VERSION 1
- ❖ Change element attribute at index 21-09 from mandatory to conditional and add usage note:
  - ➢ "When applicable, the Packaging Group Code as defined in The Canadian Gazette, Part II must be passed to comply with Canadian Transportation of Dangerous Goods (TDG) Regulations."
- ❖ Not all materials classified as hazardous have packaging groups. Per the Canadian TDG Regulations (http://www.tc.gc.ca/eng/tdg/clear-part2-339.htm#sec245) there are no packaging groups for materials in Class 2 or Class 7.

DM 1039 - 315A STATUS DETAILS (OCEAN) VERSION 1
- ❖ Add usage note to B403 to provide clarification on description for the RD status code in support of the USC contract and functional community
  - ➢ "Use 'RD' to denote Return of empty container to contractor."

SUMMARY OF DISAPPROVED DM'S

Six DM items were disapproved since December. Four of the six were related to the same issue, declared value. DM 1030 was disapproved due to deletion of certain personal property codes that were being used. DM 1033 was disapproved due to the lack of a reference back to the message that is supposed to receive an update. A more thorough review took place as part of the "DM Disapproval Discussion" agenda item.

SUMMARY OF DM'S IN-VOTING

One DM item was still in voting at the time of the March DTEB meeting. DM 1042 was submitted to add passive RFID tag information in the 858B Transportation Control and Movement Document (TCMD). During the voting process that has yet to close, an alternate method for passing this information was provided. Rather than adding a segment, passive RFID information could be accommodated by modifying the existing at index 166.

IC MAINTENANCE SUMMARY

Five IC Modifications were prepared and posted since the last DTEBC meeting due to DM items:
- ❖ DTEB 219A DTCI Transportation Service Request Version 0
- ❖ DTEB 858B Transportation Control and Movement Document (TCMD) All Versions
- ❖ DTEB 858R Freight Bill of Lading Information Version 0

One Version 2 IC was created and posted since the last DTEBC meeting due to a DM item:
- ❖ DTEB 856A Receipt / Shipment-Consolidation / Due-In / REPSHIP

Sixteen version 0 IC's were created and posted.

OTHER DISCUSSION

- ❖ DM's are starting to flow more frequently stemming from USC renegotiation.
- ❖ Upcoming development work will include the 858N, in support of TOPS.
- ❖ The development will not be done in XML, as X12 was dictated by US Bank.

DM DISAPPROVAL DISCUSSION (MR. VARONE)

DM 1030 - DTEB IC 858B TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (TCMD) VERSION 2
- ❖ Index 141-02 - Personal Property Code, change user note to read:
  - ➢ "Select and enter the appropriate value (Personal Property Code) from the Transportation Reference Data Management (TRDM), mirrored at http://www.transcom.mil/dteb/files/refdata/ V_D_PRSNL_PRPRTY_TCMD_CD.htm".
- ❖ TRDM Reference would be used in lieu of IC code list

- ❖ Similar DM (1031) for the 858M – Truck-Water-Air Manifest was approved
  - **RECOMMENDED COA:**
    - ➢ Correct TRDM reference to 'Personal-Property-Shipment-Unit TCN Type Code' table.
    - ➢ Correct reference contains all codes in existing 858B implementation
    - ➢ Adds Codes '5', 'T', and 'U'
  - **DISCUSSION:**
    - ➢ After coordinating with DPS / TOPS, Personal-Property-Shipment-Unit TCN Type Code was determined to be the correct table and all values were validated, including the three additional codes.
    - ➢ The three additional codes will be submitted to the DTR.
    - ➢ Additionally, DM 1030 will be withdrawn and resubmitted to match

DM 1033 - DTEB IC 315A Status Detail (Ocean) Version 1

- ❖ Add note to index 3:
  - ➢ "N9 with an N901 code value 8X will be used when retransmitting EDI 315 TRANSACTIONS. In the corresponding N902, use the value of "D" (DELETE) to denote that sender REQUESTS the deletion of the previously sent transaction or "U" (Update) to denote that the transaction is an update to previous transaction."
- ❖ Add codes to index 3-01 with DoD descriptions:
  - ➢ 8X - Transaction Type, Use '8X' to denote Transaction Type
- ❖ Add note to index 3-02:
  - ➢ "When retransmitting transactions, enter "D" to denote a request for "DELETE" of previous transaction or "U" to denote that the transaction is an "UPDATE" to a previously submitted transaction."
- ❖ Need to indicate to the systems that the sender requests a delete or update of previously sent transactions
  - **DISCUSSION:**
    - ➢ This is a two year old requirement.
    - ➢ Need to discuss with IGC; meeting will be scheduled.

DM 1036 - DTEB IC 858D EXPRESS PACKAGE BILL OF LADING VERSION 0

- ❖ At index 41-14 add element condition note:
  - ➢ "Declared value is required for all CONUS to OCONUS and OCONUS to CONUS shipments."
- ❖ Data is required to clear shipments through the host nation customs process.
- ❖ DM 1041 was submitted based on comments to this DM

DM 1037 - DTEB IC 858R FREIGHT BILL OF LADING INFORMATION VERSION 1

- ❖ At index 118 change segment condition to read:
  - ➢ "Provide if available. Required for all CONUS to OCONUS and OCONUS to CONUS shipments."
- ❖ At index 118-14 change element condition to read:

> ➢ "Required for proper application of rates for certain commodities and for all CONUS to OCONUS and OCONUS to CONUS shipments."
- ❖ This data is required to clear shipments through the host nation customs process.
- ❖ DM 1040 was submitted based on comments to this DM

DM 1040 - DTEB IC 858R FREIGHT BILL OF LADING INFORMATION VERSION 1
- ❖ At index 118, change segment condition to read:
  - ➢ "SEGMENT CONDITION: Provide if available. Declared value is required for all shipments that will be processed through a foreign host nation customs and border clearance program."
- ❖ At index 118-14, change element condition to read:
  - ➢ "Declared value is required for all shipments that will be processed through a foreign host nation customs and border clearance program."
- ❖ DM was submitted based on comments to the disapproved DM 1037.

DM 1041 - DTEB IC 858D EXPRESS PACKAGE BILL OF LADING VERSION 0
- ❖ At index 41-14 add element condition note:
  - ➢ "Declared value is required for all shipments that will be processed through a foreign host nation customs and border clearance program."
- ❖ DM was submitted based on comments to the disapproved DM 1036.
  - **DISCUSSION:**
    - ➢ A suitable solution was reached shortly after the last round of disapprovals and DM's will be resubmitted as NVR.

OTHER DISCUSSION

When the idea of not listing code values in IC's but rather just linking to TRDM was presented, it was met with some resistance. The issue would be not having all codes at your disposal simply by printing an IC. The links to TRDM tables would be tables mirrored on the public DTEB site and therefore will never be current to the day due to lag created by getting the table approve for public consumption. Working groups would have a problem with this as it would require Internet access to pull the latest code lists. Having all codes available is a single document ensures a level of consistency. All code values are not currently in every IC; there are several that reference complete X12 code lists or ISO.

Also, after a DM has a single disapproval vote against it, voting members are urged to keep voting and/or commenting. The situation with the 'declared value' DM items could have been resolved before voting had closed if some coordination had occurred.

On the topic of DM items, members must submit their own DM items with DTEB support available to assist. Having the submitter's name on a DM provides a valid POC to whom comments can be directed.

IC Versioning Workshop (Mr. Dulaney)

There were four IC's under consideration for a new version and one DM that hadn't been through the process yet.

DM 903 Discussion - DTEB IC 856A Receipt / Shipment-Consolidation / Due-In / Repship

DM 903 was approved in August 2010 and was slated to be the initial DM beginning the versioning process in December. This DM was not accounted for when implementation of the versioning process slipped from December to March 2011. Since this DM had never been versioned and no committee members reported having implemented it, the decision was made to include DM 903 in version 2 of the 856A.

214A - Motor Carrier Shipment Status
Approval was given for the creation of a 214A version 2, inclusive of the only candidate DM: 1029.

300A - Reservation (Booking) (Ocean)
Approval was given for the creation of a 300A version 2, inclusive of the three candidate DM's: 1032, 1034, and 1038.

315A - Status Details (Ocean)
Approval was given for the creation of a 315A version 2, inclusive of the only candidate DM: 1039.

858M - Truck-Water-Air Manifest
Approval was given for the creation of an 858M version 3, inclusive of the only candidate DM: 1030.

IC Synchronization (Ms. Gilchrist)

315A - Status Details (Ocean)
- ❖ IGC has implemented version 1 of the 315A.
- ❖ GATES will follow up with their developers to see who, if anyone sends them the 315A.
- ❖ IBS/iSDDC is awaiting USC07 for their implementation of the 315A.

315B - Air Clearance Status
- ❖ CMOS is currently ready to receive the 315B.
- ❖ FACTS will implement the 315B along with the 858B (tentatively scheduled for April).
- ❖ The 315B is included in GATES 5.0.
- ❖ IGC sees this as a priority – awaiting 858B release first.

315N - TRANSPORTATION NODE STATUS REPORT
- ❖ GFM needs money and a COA to implement, so there has been no change.

856A - 14 - DUE-IN
- ❖ IGC confirmed they have implemented version 2.
- ❖ GATES 5.02 will include the 856A-14 (GATES will confirm).
- ❖ GFM needs money and a COA to implement, so there has been no change.

856A - ZZ - SHIPMENT CONSOLIDATION
- ❖ IGC confirmed they have implemented version 2 of the 856A.
- ❖ FACTS will not implement versions 1 or 2.
- ❖ DSS sends the 856A-ZZ to all ports.
- ❖ DSS sends the 856A-ZZ to GATES.
- ❖ GATES 5.0 (late summer) includes the implementation of the 856A version 0.

858B - TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (TCMD)
- ❖ FACTS was unable to talk implementation schedules at this time.
- ❖ DSS is implementing to version 0 of the 858B.
- ❖ CMOS will be implemented next spring, likely to version 0, although other DM's may be included.
- ❖ FACTS is implementing to version 0 of the 858B.
- ❖ GATES is implementing to version 0 of the 858B.
- ❖ GREAT WORK accomplished by the 858B workgroup on testing and getting ready for implementation.

858E - DoD VENDOR SHIPMENT INFORMATION
- ❖ CMOS has no need for the 858E.
- ❖ FACTS receives the 858E but they do not generate any. and are not sure the exact version.
- ❖ GFM does not use the 858E.
- ❖ DSS does not send the 858E.
- ❖ VSM – only sends for FOB ORIGIN and not FOB DEST as stated in the QUAD

858M - TRUCK-WATER-AIR MANIFEST
- ❖ GATES is looking to implement; BCR queued for next year (5.03).
- ❖ GATES BCR is to exchange 858M with both CMOS and DSS.
- ❖ DSS is ready to test outbound 858M.

TECHNICAL SECRETARY REPORT (MR. VARONE)

On 29 January - 2 February 2012 the ASC X12 Committee held its trimester meeting in Tampa, FL. Meeting minutes have been posted to the Data Interchange Standards Association (DISA) website.

DATA MAINTENANCE

The X12I (Transportation Sub-Committee) reviewed 49 Data Maintenance (DM) items. The majority of DM's were for tracking CICA message development. The committee also reviewed two requests for Interpretation (RFI). DM's related to the decoupling of code lists remains 'Disapproved'. An X12 DM for changes to 300 – Reservation (Booking Request) (Ocean) submitted on behalf of SDDC supporting a DLA requirement was reviewed by the Transportation Sub-Committee and is currently out for TAS review. If approved, it will be on track for publication in version 6050 of X12.

CICA XML ARCHITECTURE UPDATE

The X12C (Communications and Control Sub-Committee) is currently reviewing architecture improvement recommendations. X12I discussed the continuation of XML schema development. XML workgroups did not meet pending review by X12C and potential architecture changes. XML development at X12 using the CICA may see significant changes.

NEXT MEETING

The next meeting will be held virtually for all Transportation task group activities. XML workgroup activities are currently suspended. The ASC X12 Committee continues to meet on a trimester basis with one virtual and two standing meetings per year.

The next X12 meeting is scheduled for 4-8 June 2012.

DTEB WEBSITE UPDATE (MR. DULANEY)

The website under ITS is still undergoing many improvements.

Recently all items on the site (100+) were reviewed. Action items that had no action for several years were removed. The result of this effort is that there are currently no action items on the website, and all new items will adhere to the processes of the new website.

As mentioned in the IC/DM Update, all active IC's without a version number were updated to reflect "Version 0." This change allowed for all IC's to be reproduced out of ITS and were all added to the website.

More changes are coming to migrate away from old processes and to enhance usability. As a result, there will only be a single entry point for obtaining a DM, and a single entry point for accessing IC's. Another pending change will include creation of a report from the secure DTEB site. This is the same report that is now used for the 'What's New' section of IC's. Rather than listing only DM items specific to that version IC, the report will list all DM's, numbered 1000 or greater to include

that version. An action item was taken to submit and post a report to the website listing all DM items numbered less than 1000 and the IC they affect.

Some members have not been getting all correspondence from DTEB. The lists that are used to send group emails are dependent on correct email addresses being in each individual's profile. As a reminder to committee members, PLEASE KEEP YOUR PROFILES UP TO DATE. As an action item, DTEB Support will provide a list of users to each command to validate.

ACTION ITEMS

The following items were taken for action from this meeting:
1) DTEB Support will correct the December minutes as noted and repost.
2) DTEB Support will follow up on the status of IRMDR ticket #523 for SDDC and send email follow-up.
3) DTEB Support Staff will explore the effect of the FIPS to ISO conversion on the 601B Customs Export Shipment Information.
4) An action item was taken to submit and post a report to the website listing all DM items, numbered less than 1000 and the IC they affect.
5) DTEB Support will provide a list of users to each command to validate
6) DTEB Support will withdraw DM 1031 and resubmit the two involving personal property pointing to the correct TRDM table.
7) DTEB Support will resubmit two DM items, in response to the four disapproved, as NVR for 'declared value'.

NEXT STEPS / NEXT MEETING (MR. VARONE)

DTEB Committee will continue to schedule its meetings in conjunction with the DDCOI that currently plans to meet 3 times per year. Dates for the next DDCOI meeting have not been set at this time as the next meeting will likely be in conjunction with the 2012 Data Summit. Coordination of the next meeting will be conducted with the committee members via email once the DDCOI schedule is approved.

WRAP-UP / ADJOURNMENT

The meeting was adjourned at 1615 and the decision made not to meet for a second day.