



Meeting Notice & Agenda

Organization: TIA TR-42.5 Subcommittee on Telecommunications Infrastructure Terms and Symbols

Chair: Diane Forbes – NIS, (503) 246-8585

Vice Chair: Ron Tellas – Belden, (219) 218-5699

Date: Friday, June 18, 2021, 8:00 AM – 9:00 AM (Central Time)

Location: Virtual GoToWebinar

IMPORTANT NOTICE OF PARTICIPATION

Participation in, or attendance at, any activity of a TIA Formulating Group or any sub-element thereof, constitutes acceptance of and agreement to be bound by all provisions of the current TIA Procedures for American National Standards (PANS) and the TIA Engineering Committee Operating Procedures (ECOP) and permission that all communications and statements, oral or written, or other information disclosed or presented, and any translation or derivative thereof, may without compensation, and to the extent such participant or attendee may legally and freely grant such copyright rights, be distributed, published, and posted on TIA's web site, in whole or in part, on a non-exclusive basis by TIA or TIA's licensees or assignees, or as TIA directs. Exceptions to the foregoing may be granted or permitted in writing to the Chair of the Formulating Group by the head of the TIA Standards Department on a case-by-case basis.

TIA is actively seeking participation in TR-42 standards projects from the user and general interest communities.

1 Administration

1.1 Call to order

1.2 Attendance (introductions, electronic roster, quorum call)

Meeting Code **TBD**

1.3 Agenda review and approval

1.4 Intellectual property rights (early disclosure policy)

TIA has an Intellectual Property Rights (IPR) Policy. We call to the attention of participants and attendees that TIA's Policy is to encourage, but not require, the voluntary disclosure (preferably early) of Essential Patent(s) and published pending patent application(s) that may be essential to the practice of a TIA Publication. Such disclosures are to be made following the procedures of the TIA Intellectual Property Rights Policy. Additional information can be found in the TIA Intellectual Property Rights Guidelines.

1.5 Distribution of documents and contributions

The following documents were distributed prior to the meeting in the [TR 42-5 Community Document Library](#):

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Document	Title	Company	Contributor
TR425-2021-06-01	Meeting Agenda June 2021	NIS	Forbes
TR425-2021-06-02	Meeting Report February 2021	Belden	Tellas
TR425-2021-06-03	Working Dictionary	NIS	Forbes

1.6 Meeting report review and approval

TR425-2021-06-02

2 Old business

3 New business

3.1 Definitions Received:

4 Next Subcommittee meeting.

The next Subcommittee meeting will be **October 18-22, 2021, location TBD**

5 Adjournment

AVAILABILITY OF MEETING DOCUMENTS TO NON-MEMBERS:

All TIA non-members can access contributions and other meeting documents before the meeting by accessing the following TR-42.5 Standalone Library:

<https://connect.tiaonline.org/communities/community-home/librarydocuments?LibraryKey=3EAA9087-C7B2-4503-9DFB-C3787088B28D>

AVAILABILITY OF MEETING DOCUMENTS:

TR-42.5 members/participants are instructed to download contributions and other meeting documents from TIA Connect (connect.tiaonline.org) before the meeting.

To access the meeting's contributions, please follow the directions below:

- Go to connect.tiaonline.org
- Enter your *Username* (your email address in the TIA database)
- Enter your *Password*
- Click "*LOGIN*"
- Click the "*Communities*" tab and then select "*All My Communities*"
- Scroll down the page and select "*TR-42.5 Telecommunications Infrastructure Terms and Symbols*"
- Click on "*Documents*" and then select the "*2021-02 Virtual*" folder

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NEW CONTRIBUTIONS:

Contributions shall use the approved templates and specific wording provided by TIA. Contributions affecting a document are to include a TIA cover sheet, proposed text to be included in the document, and the rationale/substantiation for the contribution. File templates are available on TIA Connect under the Standards Procedure Toolbox tab in the Form folder for download. All contributions shall be submitted to the electronic document coordinator (EDC). All electronic files shall be provided in either Adobe Acrobat (*.PDF); Microsoft Word (*.DOC); Microsoft PowerPoint (*.PPT); or in Microsoft Excel (*.XLS). Compressed files shall be accessible using PKUNZIP or WINZIP (*.ZIP).

Early submittal and posting of contributions for consideration in meetings is highly encouraged. Contributions shall be submitted to the EDC as soon as possible and then posted to the appropriate TIA Connect folders by the EDC as soon after receipt as possible, preferably within one business day. All contributions shall be posted to the appropriate location on TIA Connect no later than 12:00 noon EST on the Monday preceding the week of the meeting in which the contribution is to be considered (example: if the meeting will be held on Thursday the 20th, the contributions shall be posted by noon on Monday the 10th).

LATE CONTRIBUTIONS:

Contributions not posted as described in the timing above shall be classified as "late contributions." They may be considered in the meeting to which they are addressed provided that an appropriate motion receives 50% or greater of a vote.

All late contributions shall be provided to the EDC and to the committee members on a memory stick or CD-ROM along with sufficient paper copies for those members without a PC. All late contributions shall be posted to TIA Connect within one week of meeting adjournment.

Questions and comments on this meeting report should be submitted in writing to:

Diane Forbes, Chair 42.5	Diane.Forbes@NIS.consulting
Ron Tellas, Vice Chair 42.5	ronald.tellas@belden.com

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