

Telecommunications Carriers' Forum Incorporated
Project Scope for the Numbering Management Group

Date Submitted: [to be inserted]

A. Background

In April 2010 the Number Administration Deed (NAD) will be disestablished and its function will be performed by the Telecommunications Carriers' Forum (TCF). Prior to this the NAD consisted of a Management Committee and a Numbering Subcommittee who administer the NAD governance arrangements in conjunction with the Number Administrator.

The Management Committee's role was to administer the NAD Deed and was made up of:

- (a) one representative from each party to the NAD;
- (b) an Independent Chair; and
- (c) a User Representative.

The Numbering Subcommittee was appointed by the NAD Management Committee to deal with any numbering issues and was comprised of those NAD parties who indicated a desire to be on the Subcommittee. The Numbering Subcommittee had no decision making abilities and referred all recommendations to the NAD Management Committee for a final decision.

B. Issue

With the NAD functions being incorporated into the TCF, the establishment of a working party is required to take over many of the functions previously carried out by the NAD Management Committee and Numbering Subcommittee to oversee the operation of number management and ensure it operates efficiently.

C. Working Party Project Brief

The proposal is for a Numbering Management Group (NMG) to be established as a permanent working party to carry out functions in relation to number management. The focus of the working party would be to:

- oversee the operation of number management and ensure it operates efficiently;
- perform the functions specified in the TCF Code for Number Management (Numbering Allocation Rules or NAR);
- review, and when appropriate recommend changes to the NAR;
- recommend any reports to be published on number management;
- recommend the workplan for the NMG;

- provide guidance to the Number Administrator on policy and procedural questions;
- meet at least quarterly;
- undertake such matters as the working party believes is necessary or desirable to operate or facilitate the operation of number management, including without limitation, requesting reports on the administration of number management from the Number Administrator; and
- provide the Board and NMG members with a report (at least quarterly) on the progress of number management.

The project leader for this working party will be the NMG Chair.

D. Legislative Obligations

To ensure any changes made to the NAR are consistent with legislation.

E. Deliverables

To provide an on-going forum to oversee number management in an efficient and timely manner. The working party will also act as a forum to address ideas or concerns around number management and suggest ways in which processes could be improved.

F. NMG Membership

Each party to the NAR will be entitled to have a representative on the NMG.

Other representatives on the NMG will include:

- The Ministry of Economic Development may appoint a Representative to the working party;
- The Commerce Commission may appoint a Representative to the working party;
- There shall be one User Representative appointed by the parties to the NAR at the first meeting of the working party of each financial year.

The name and contact details of the people on the NMG will be available on the TCF website at www.TCF.org.nz.

G. Voting

All voting will be in accordance with the TCF Rules and Handbook with the amendments/clarifications as follows:

- a) A simple majority vote will be required for all decisions by the NMG members present and entitled to vote, except in relation to the NMG submitting a draft code to the TCF Board for endorsement:
 - i. where a change to Section F of the Code (Principles) requires unanimous agreement of NMG members present and entitled to vote;
 - ii. all other changes to the Code require a 75% majority vote of NMG members present and entitled to vote;
- b) There will be one equal vote per NMG member who is entitled to vote. Where a NMG member has more than one representative on a Working Party, the member will only be entitled to one vote.
- c) The NMG members entitled to vote:
 - i. must be active NMG members who are either Numbering Members or the consumer representative; and
 - ii. have paid the all fees associated with the NMG.

H. Resource Requirements

In accordance with the approved budget for the NMG.