800 **MHz** Transition Administrator
The Official Reconfiguration Manager

Interoperability & Planning Workshop

NPSPAC Region 21
Michigan

November 12, 2009

Welcome & Introductions

- Purpose of Meeting and Ground Rules
- Funding for Interoperability

Next Steps

- Interoperability Considerations
- Types of Interoperability
- Interoperability Matrix Sample

Additional Information – Preparing for Implementation

- Preparing for Implementation
- Implementation Planning Sessions

Purpose: *To facilitate discussion that will provide a better understanding of interoperability and interdependencies between licensees in the region, with an aim towards determining how to coordinate and address interoperability during rebanding.*

- What is your expected outcome from this meeting?

- What are the key issues you would like addressed or resolved by the end of this meeting?

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- For licensees still in mediation, this meeting is not part of the mediation process.

- Materials and information provided in this meeting by any party will not be part of the formal record of your mediation.

- Discussion of elements in dispute of any outstanding PFA or FRA is off topic for this meeting.

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In situations requiring funding for interoperability planning and implementation:

• Individual licensees and/or a Lead Agency should negotiate and reach an agreement with Sprint Nextel regarding these costs. All costs must be included in a Planning Funding Agreement (PFA) or a Frequency Reconfiguration Agreement (FRA) and must be approved by both Sprint Nextel and the TA. If using a Lead Agency, an Interoperability Letter or Agreement signed by each licensee in the group should accompany the PFA and/or FRA.

• Given the variety of legal structures and arrangements that apply to interoperability groups, funding vehicles need to be flexible. At a minimum, any expenses for regional coordination need to be identified by an individual licensee and/or a Lead Agency as separate line-items in a PFA or an FRA

Next Steps

As part of the planning process, the TA recommends that licensees complete the following steps, which will help to generate specific interoperability requirements:

- Determine all agencies operating on your licensed system

- Determine other systems programmed into your subscriber equipment

- Determine NPSPAC mutual aid channels used in your radios and network

- Define communications approach for affected user communities

- Define your requirements for minimum disruption during rebanding and document the optimal solution

- Communicate and agree upon the solution with Sprint Nextel

These steps are described in greater detail in the TA's Interoperability Fact Sheet, which is available on the TA's website (www.800TA.org).

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Types

- Shared System

- Conventional Mutual Aid

- Both

Interoperability Matrix Sample

1 = Conventional Mutual Aid
2 = Shared System
3 = Both

	Licensee 1	Licensee 2	Licensee 3	Licensee 4
Licensee 1				
Licensee 2	1			
Licensee 3	2			
Licensee 4		3	3	

Additional Information – Preparing for Implementation

Preparing for Implementation

To prepare for implementation, consider the following:

1. <u>Review implementation-specific guidance</u> on key processes and procedures that is available on the TA's website.

2. <u>Finalize contracts with your vendors and consultants</u>. Create a framework that ensures that equipment will be delivered and implementation work completed in accordance with your established reconfiguration schedule and FCC requirements.

3. <u>Finalize your team that will implement the reconfiguration</u>. Create and distribute lists of key personnel and contacts in your organization and for other parties to ensure proper communications and quick issue resolution.

4. <u>Coordinate efforts to ensure continuity of interoperability</u> arrangements with neighboring licensees and to maintain operations on mutual aid channels.

5. Review the TA's Change Notice Process Fact Sheet in the event that you have changes to the cost, scope, or schedule for your reconfiguration that occur during implementation.

6. Designate an internal or vendor contact who will respond to requests from the TA for status updates regarding your implementation schedule and progress.

7. Notify the TA if an issue affecting your implementation is identified that your vendors, consultants, or Sprint Nextel cannot quickly resolve, or that materially affects your implementation schedule.

8. As provided in your FRA, you or Sprint Nextel should file applications to modify your license to add the new frequencies prior to reconfiguration of your infrastructure. Also ensure your licenses are modified prior to contract closing to delete the old frequencies.

Implementation Planning Sessions

Purpose: *To develop a comprehensive reconfiguration implementation schedule among NPSPAC licensees in a given region, including identification of issues, risks, dependencies, and next steps.*

<u>During the IPS, the TA requests that you provide the following information:</u>

- System Type, Number of Subscriber Units, and Site Description.

- Milestone Dates including signing of Vendor Agreement, beginning & completion of Subscriber & Infrastructure reconfiguration, and estimated reconfiguration completion.

- Dates for multiple subscriber/infrastructure touches (if necessary) and any additional issues & potential risks.

  - Region 21 – are multiple touches necessary? How many? For what reason?

- Description of interoperability, including interconnections between your system infrastructure and other systems

  - Has or will a lead agency been selected to coordinate the reconfiguration of your region?
  - How will costs for interoperability planning work be recovered?

Specific Considerations for Region 21 Licensees

How will interoperability be maintained during reconfiguration?

Clearing replacement frequencies:

- Stage 1 (BILT/SMR) licensees have to reconfigure and clear frequencies intended for certain Stage 2 licensees
  - Stage 1 Reconfiguration is underway and licensees are reconfiguring
  - The TA and Sprint Nextel will work with Stage 2 licensees to manage their implementation schedule to avoid conflicts should there be any delays with Stage 1 licensees

- Certain Stage 2 Public Safety licensees have to reconfigure and clear frequencies intended for other Stage 2 licensees
  - Schedule coordination to manage this process and mitigate conflicts will be a key goal of the IPS
  - Following the IPS, the TA and Sprint Nextel will work with Stage 2 licensees to continually manage their implementation schedules to avoid conflicts
  - The TA will update affected licensees with data regarding necessary clearing prior to the IPS meeting

Schedule Management & Monitoring

As part of the implementation phase of reconfiguration, the TA actively **monitors, tracks, and reports licensees' implementation progress**.

• A regional implementation schedule is developed at an Implementation Planning Session (IPS) to facilitate reconfiguration in the region.

• The TA contacts licensees to obtain progress reports about their implementation efforts.

• The TA provides updates to the regional implementation report that reflect the most up-to-date regional implementation schedule.

   – The report will be distributed to licensees in the region, Sprint Nextel and vendors, as appropriate.

   – It allows licensees to view the progress of interdependent licensees and helps to promote maintaining interoperability in the region during implementation.

• The information in the regional implementation schedule is of sensitive nature and licensees should handle this information with appropriate care to avoid unnecessary disclosure.

Schedule Updates

The regional implementation schedule developed at the IPS for your region will be updated based upon licensees' progress reports and information about schedule changes.

The TA will call or email you seeking updates to the following information:

- Actual start and end dates for implementation milestones

- Duration and percentage complete of implementation tasks

- Number of subscriber units and sites to be retuned/replaced and number complete

- Information about dependencies with other licensees and predecessor tasks (tasks to be completed first by other licensees that affect a licensee's schedule), if applicable.

- Explanations for significant schedule changes or slippages

Any schedule changes should be explained, so that the TA can assess the impact on your neighboring licensees, your region, and adjacent regions.

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What can I expect?

- Consistent communication regarding schedule

- Monthly reports of implementation progress in your region

- Active monitoring by the TA of any changes to schedule

- Notification by the TA when a predecessor licensee (i.e. a licensee whose schedule impacts another) completes a dependent task

What do I need to do?

- Be prepared to provide progress updates and schedule changes

- Understand the process and refer to the website for latest information (www.800ta.org)

- Inform the TA of your Implementation Point of Contact (or changes to your Point of Contact)

- Be responsive when contacted by the TA

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