

MAILERS' TECHNICAL ADVISORY COMMITTEE (MTAC)
Workgroup #146
"Providing Container, Tray, and Piece Level Detail to Full Service Customers"
Thursday, August 4, 2011 Session

Meeting Minutes

Agenda

- Initiate formation of subgroups to distribute workload/focus areas (Steve Dearing)
 - Will escalate progress and enable parallel work
- Discuss Operation Codes (Angelo Anagnostopoulos)
 - Initiated by Lisa Bowes
 - Steve shared a document on MODS operations numbers; tray information and scans from surface visibility are not included yet as this is still being researched
 - Subgroup for this topic should be formed
 - Subgroup should determine what data is currently available and provide human descriptions for each; Steve recommends adding categories for grouping purposes
 - Request from group members to ensure that each code has only 1 meaning, rather than different meanings for Confirm, tray or container scans
 - Is Confirm User Group #4 already working on a similar initiative? Suggestion that the 2 efforts be merged. After MTAC #146 has a final deliverable, it should be sent to Confirm Group #4 since they are a permanent collaborative team
- Additional issues and recommendations (All)
 - XML data contents for push and pull need to be elaborated
 - Format changes
 - Attendee request for all new data to be provided in a standard format for normalization; the common file format should be required only after much advanced notice and lead time to meet customer needs
 - STIDs
 - Management of STIDs is a large task when they are needed to support a myriad of products
 - How can this be managed better inquires Sharon Harrison from AT&T
 - Attendee comments that there are too many STIDs
 - Suggestion to perhaps collect statistics on counts by STIDs
 - Next Meeting Agenda:
 - Steve to share a process flow on information he is intending to provide

Proposed Items for Subgroup Focus

- Illustrate fundamental steps in the mail flow so that the workgroup can categorize significant aspects of the process
- Share the current process, short term strategy and long term vision with the workgroup
- Provide workgroup participants with operation codes and consensus is needed on definitions
- Provide workgroup participants with available data elements for reporting

- Workgroup needs to provide input on data provisioning: what elements will be provided; where will the data be sent; how will the data be distributed
- Workgroup needs to determine members for subgroups to work niche focus areas in parallel; possible groups include logical mailings and continuous mailers

Issues in Parking Lot

- No streamlined way of sharing new operation codes with clearly defined terms along with the frequency with which information may be provided (Ellie)
- Imaging is a related reporting requirement and mailer would like to know if it could be considered for inclusion into the Visibility project's scope (Sharon Harrison, AT&T)

Administrative Items

- To see the minutes, users can log on to MITS at <https://ribbs.usps.gov/mits/> and search for WG 146 and then select "View Minutes". If you are a new user, you will need to email RIBBS Support at ribbs@usps.gov to obtain a User Name and Password.
- Next meeting for MTAC 146:
 - TO ATTEND WITH AUDIO ONLY:
 - Phone Number(s): 800-932-9280
 - Meeting ID: 2678278
 - Date/Time: **AUG 25, 2011 at 11:00 AM America/New_York**
 - TO ATTEND THE WEB CONFERENCE AND JOIN WITH AUDIO:
 - 1) Browse to: <http://meetingplace1.usps.gov/a/098cab1f316a6dc3dedce5f47902cdf>
 - 2) After the MeetingPlace window is open, click the Phone icon (under the Participant List or in the upper right-hand corner).
 - 3) Click Connect Me, validate or update your phone number and click Connect Me again.
 - 4) When the system calls you press 1 to join.
- For interested members, the CONFIRM Users Group#4 Meeting logistics are as follows:
 - TO ATTEND WITH AUDIO ONLY:
 - Phone Number(s): 800-932-9280
 - Meeting ID: 2099285
 - Date/Time: **AUG 17, 2011 at 8:00 AM America/New_York**
 - TO ATTEND THE WEB CONFERENCE AND JOIN WITH AUDIO:
 - 1) Browse to: <http://meetingplace1.usps.gov/a/93116691ee3460d4578714ba2ca8258c>
 - 2) After the MeetingPlace window is open, click the Phone icon (under the Participant List or in the upper right-hand corner).
 - 3) Click Connect Me, validate or update your phone number and click Connect Me again.
 - 4) When the system calls you press 1 to join.