

Meeting Report
3/14/2013 2:00-3:00 PM

USER GROUP 4 (UG4) SESSION

USPS Attendees: Himesh Patel, John Wertz, Steven Monteith, Alice Vangorder, Adam Racine

Non-USPS Attendees: UG4 Roster

AGENDA

1. Introduction of new members
2. New Rules of Engagement
3. Outstanding Issues
 - IV system status
 - Op Code list: Where it stands, what is needed to move it forward and frequency of updates
 - Recent Postal/Industry Engagement meetings
 - Reply mail data reconciliation
 - MID use on Intelligent Mail tray labels (IMtl) and Intelligent Mail container barcodes (IMcb)
4. New issues
 - Review Charter and Group Name/Goals
 - Identify other issues for Group to follow
5. Next meeting Date & Time: Proposing Wednesday, April 3

DISCUSSION POINTS

The purpose of this meeting is to provide an ongoing forum to facilitate communications between the Postal Service and users, define and review improvements in process/production functionality and address and resolve issues.

- Introduction of new members
 - Kevin Elkin, RR Donnelley, Bill Jamieson from BCC Solutions at Bell & Howell and Dawn Mellas from Diamond Marketing Solutions.
- New Rules Of Engagement (ROE)
 - Detailed agenda will be provided prior to each meeting as well as higher quality minutes afterward and ensured availability to them.
 - The goal is to have minutes distributed the Friday after every meeting.
 - The MIDS/RIBBS site will be updated.
 - Efforts will be made to enact better time keeping so as to discuss all proposed topics.
- Outstanding Issues
 - Industry Feedback
 - An industry meeting was held with Pat Donahoe, Post Master General (PMG) on Thursday, 3/7. Informed Visibility (IV) was included as a topic for discussion as was the difference between data and information.
 - The PMG stated he had directed the Postal Service to not compete with industry.
 - Maura Robinson is developing the minutes from that meeting; discussion on this topic can be held when the minutes are made available.
 - A discussion regarding IV was held during IDEAlliance.
 - Requirements were received in November with regard to the Business Customer Gateway (BCG).
 - Feedback was obtained on what could be done better, including data distribution, frequency of sent/received data, data formatting, Service Level Agreement (SLA), etc.
 - Operations (Op) Code list
 - The list contains information regarding what the expected received data is.
 - The list is maintained up-to-date.
 - Some of the sort programs discussed in the last couple of meetings was regarding the Op Code list. It is helpful to have the full list so as to obtain better insight and

- review exceptions.
 - It is recommended to solicit feedback to determine if others are experiencing invalid Op Codes so as to provide better service.
 - **Action Item:** Himesh Patel will post the list on the MTR site by the next meeting.
 - Reply Mail Data Reconciliation
 - Business rules for forging trays have been reviewed.
 - Per the business rules, pieces that were scanned only once for customers who had a high volume of remittances from origin were rejected.
 - Rules can be revised during testing to identify the origin for pieces sent directly after a pass or scan to the destination facility and effectively cross-stocked thereafter.
 - Solutions have been developed for customers who have the Intelligent Mail barcode (IMb) tracing origin.
 - Registration process refinement.
 - Previously worked with Mail Service Providers (MSP) and no major issues have been reported.
 - Part of the processes is to meet with customers who have not completed registration.
 - There are at least 200 customers who have finalized their registration. Approximately 600 others are in various stages of the registration process.
 - MID Usage on IMtl and IMcb
 - Guidelines for using barcodes on pallets were intended to be distributed but no official direction has been sent out as yet.
 - The MIDs are under Pritha Mehra's purview and the business rules continue to be developed.
 - **Action Item:** "MID Usage on IMtl and IMcb" will be added to the Issues Log. If available, an update will be provided by the next meeting.
- Issues Log
 - Note: Updates were made in real time.
 - Issue 1: Closed
 - Issue 4: It would be helpful if the Business Service Networks (BSN) could work with a lower level of data since there is a vast amount of support which can be provided through the BSN.
 - May need to re-visit how this issue applies to the UG4 group.
 - An interface may be needed on the BSN side.
 - This issue is related to using Informed Visibility (IV).
 - It needs to be determined where people can be redirected for assistance if further direction is needed.
 - This item will be placed in the parking lot.
 - **Action Item:** Himesh Patel will vet Issue 4 internally to obtain further guidance.
 - Issue 7: Access to identification (ID) sort tags.
 - When a Mail Transport Equipment Label (MTEL) barcode is applied and not associated to a 99M, visibility is lost.
 - The mitigation is from either the Mailers' Technical Advisory Committee (MTAC) 144 or 145. This issue will remain open on the list.
 - Issue 8: No owner is identified with this issue.
 - When the meeting minutes are distributed, the Issues Log will be included with a request for review. If no feedback is received on this topic, it will be closed.
 - Issue 9: Closed
 - Issue 10: Closed
 - Issue 11: Closed - same issue as 7.
 - Issue 12: Closed - same as issue 7.
 - Issue 14: Closed
 - Issue 15: A significant amount of information does not go into the Domestic Mail Manual (DMM).

PRODUCT INFORMATION

- Multiple representatives from a company can receive notifications.
 - New members are encouraged to send an email to imbtracing@usps.gov be added to the mailing list.
- Issue 16: Closed
- Issue 17: Remains open
- Issue 19: **Action Item:** Himesh Patel will identify which codes would be helpful going forward.
- Issue 20: Remain open
- Added Issues 21, 22 and 23.
- User Group Charter
 - Note: Changes were made in real time
 - The User Group Originator was identified as Work Group 146.
 - Information was added regarding training, education and new product development.
 - **Action Item:** Himesh Patel will send out the charter prior to the next meeting.
- Next meeting to be held on Wednesday, April 3.
 - A proposed topic is to start reviewing requirements.
 - Need to review standing outstanding requirements and any newly identified ones.
 - If any topics for discussion are thought of, members should send emails to Ellie Alexander, Angelo Anagnostopoulos and Himesh Patel.

ACTION ITEM TRACKING

Action Item Description:	Status:	Assigned To:	Due Date:
Himesh Patel will post the list on the MPR site by the next meeting.	Open	Himesh Patel	4/3/13
“MID Usage on IMtl and IMcb” will be added to the Issues Log. If available, an update will be provided by the next meeting.	Open	Himesh Patel	4/3/13
Himesh Patel will vet Issue 4 internally to obtain further guidance.	Open	Himesh Patel	4/3/13
Himesh Patel will identify which codes would be helpful going forward for Issue 19.	Open	Himesh Patel	4/3/13
Himesh Patel will send out the charter prior to the next meeting.	Open	Himesh Patel	4/3/13