

Mailer Technology Advisory Council (MTAC)
Meeting Report
04/06/2016 12:30 PM - 1:30 PM

USER GROUP 4 (UG4) SESSION

AGENDA

- 1) Feedback on the IV™ communique from last week?
- 2) IV™ Tech Guide Structure and Table of Contents
- 3) Any Other Business

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.

- The upcoming release of IV™ Communication Packets was discussed. There was no immediate feedback.
- The release for the Tech Guide is planned for April 25th. The User Guide release is planned for May 30th.
- IV™ Tech Guide Structure and Table of Contents was reviewed. Discussion centered on the updated sections of the guide.
 - Introduction
 - Migration and Impacts will be added to the Introduction section.
 - Provisioning
 - Mail.xml Push - Need clear delineation among trays, bundles, palettes, etc.
 - File creation is confusing – change to File download and Push.
 - List available mail types under Description.
 - Mail.xml tracking messages
 - Push – add start-the-clock messages, but note that it's not supported until X date.
 - Are we working with IdeAlliance? For start the clock we are working with them. Others will be covered with the existing specification.
 - Data Dictionary
 - Will be an appendix item in the Tech Guide.
 - Include separate sections for Container, Handling Unit, etc.
 - Highlight new and existing fields.
 - What is included in the data dictionary with a sample data file?
 - Test process for mailers – so that mailers can ingest data into the system. IV is still looking at how we can send test file and ingest in the mailer environment.
 - Any place where data can be delegated? – Yes, it is in the User Guide. Need to find a section for mailer owner, mail preparer, By/For information.
 - Where to put By/For Information?
 - Explanation of nesting, etc. will be included in the User Guide.
- The Table of Contents for the User Guide was discussed. The main comments are listed below.
 - Pre-requisites – the preference is for very clear language that Full Service (FS) will not be a requirement for participation.
 - Intelligent Mail is broken up – Streamlined Mail Entry - streamlining of documents is underway. IV™ is checking with MEPT.

- Manage access and Roles/Permissions for IV™ – add default access (mail, owner, etc.) (who has access to what). Need to have discussion with Steve Dearing.
 - Containers, trays and bundles – who has access? Instructions for providing access will be contained in the Manage Access and Roles/Permissions for IV™ section.
 - Assumed events – eDoc: What are the requirements related to Full Service?
 - eDoc – Full service requirements – Add clear language if Full Service and/or eDoc are requirement for visibility.
 - What about saturation mailing?
 - A section on managing data delegation compares the different data delegation methods described for gaining access to the BCG and provides instructions on how to use IV™ on the website.
 - Navigate Mailing Dashboard – overview of landing page.
 - Definitions for Mail Objects and Handling Event Types and Business Rules for creating Assumed and Logical Events will be listed in the *Appendices*. These are new concepts so there might be a need to spend time explaining them.
 - An explanation of the nesting and the assumed scans will be placed in the User Guide in the “Understand Mail flow and Interpret Scan Data” section.
 - Where in the development process is the Mailing Dashboard? Can it be shared with this group? IV is still working on the design and will be shared when they are ready.
 - Is the Op Code list going to remain as it is or will it be changed? It will be updated for LDE. File formats will be retained. Discussion is pending with Himesh on the other Op Codes that will need to be added. The current opcode list is on RIBBS under IMb Tracing.
 - What is the delineation between Tech Guide and User Guide? Tech Guide is for developers and analysts. User Guide is for users of IV™.
 - Business Rules section should move to the Tech Guide. Definitions can be repeated in the Tech Guide and User Guide
 - It is ok to have business rules and definitions in the Appendix.
 - Feedback can be provided through RIBBS to IVfeedback.gov.
 - Mitigating latency issues are being built into the front-end of IV™.
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- Industry members questioned whether FS would apply to all mail types, e.g., containers, trays, bundles, and about piece scans and matching to eDoc.
 - Himesh confirmed that the existing policy states as long as there is a unique IMb on a mailpiece, mailers will continue to get piece level data as they do now, as long as they have subscribed to it.
 - The fact that Bundles and Logical Delivery Events are dependent on eDoc, and that Trays and containers are dependent on the By/For that is identified in eDoc was discussed.
 - Industry members commented that there is no place for the Mail Service Provider in eDoc.
 - An issue was raised that in a FS mailing some non-automation pieces, in separate trays and pallets are suppressed. This could be improved with a policy change so that all the data is provisioned.
 - It was agreed that Steve Dearing would initiate the discussion on the above topics most likely next week during the MTAC UG4 call.
 - Judy – posed a question about Logical Delivery Events (LDE) and inventory: are we totally and 100% reliant on eDoc existing and reconciling again in order to provision all these scans?
 - Himesh – The answer is yes and no, depending on which events. LDE are at the piece Level. Until such time as we do nesting upstream on machine side to trays, sacks, tubs, there will be a gap at the piece level.
 - Lisa and Shawn emphasized the need to specify whether this is FS eDoc or just eDoc? If it's eDoc with uniqueness it shouldn't matter if it's FS or not.

PRODUCT INFORMATION

- Himesh – The issues need further discussion and suggested waiting to get clarification from Steve Dearing.
- Himesh – Asked everyone to delete all the UG4 invitations on his calendar. He will send a new one.

There were no other discussion points.

The meeting was adjourned.

Action Item – (Industry) to forward feedback on the IV™ communique to Himesh, Lisa and Judy next week.