

---

Office of Utilities Regulation

---

# Telecommunications Numbering Rules

---

## Determination Notice



---

**OFFICE OF UTILITIES REGULATION**

**January 2009**

Telecommunications Numbering Rules  
Determination Notice  
**Document No. Tel 2009/01: Det/01**  
Office of Utilities Regulation

## DOCUMENT TITLE AND APPROVAL PAGE

**DOCUMENT NUMBER:** TEL 2009/02: DET/01

**DOCUMENT TITLE:** Telecommunications Numbering Rules  
Determination Notice

### PURPOSE OF DOCUMENT

This document sets out the Office of Utilities Regulation's considerations and decisions in the second phase of the reconsideration of the Determination Notice on the Uniform Domestic Dialling Plan in Document No. Te12008/01, dated January 8, 2008.

### RECORD OF REVISIONS

Revision Number	Description	Date
	Initial Document	January 22, 2009

### APPROVAL

This document is approved by the Office of Utilities Regulation and the decisions therein become effective on January 26, 2009

On behalf of the Office:



.....  
George W. Wilson  
**Director General (Acting)**

*January 22, 2009*  
.....

Date

# TABLE OF CONTENTS

<b>PART I.....</b>	<b>4</b>
1. INTRODUCTION .....	4
2. ADOPTION OF THE DRAFT NUMBERING RULES & JAMAICAN NUMBER ASSIGNMENT GUIDELINES .....	5
3. COMMENTS ON THE NPRM ON TELECOMMUNICATIONS NUMBERING RULES AND THE OFFICE'S RESPONSES .....	6
C&WJ Comments .....	6
Digicel Comments.....	8
Flow Comments .....	9
<b>PART II.....</b>	<b>13</b>
NUMBERING RULES & NUMBER ASSIGNMENT GUIDELINES .....	13
1. SCOPE OF REGULATIONS .....	13
2. DEFINITION of TERMS .....	14
3. RESPONSIBILITIES.....	15
4. ALLOCATION AND CLASSIFICATION OF NUMBERS .....	17
5. NUMBER ASSIGNMENT GUIDELINES .....	19
6. APPLICATION FOR NUMBERS .....	20
7. ASSIGNMENT AND USE OF NUMBERS.....	22
8. NUMBERING AUDITS .....	25
9. ANNEXURE – Number Assignment Guidelines .....	26

## **PART I**

### **1. INTRODUCTION**

- 1.0** Section 8 of the Telecommunications Act 2000 (the Act), grants the Office of Utilities Regulation (the Office; the OUR) plenary jurisdiction over that portion of North American Numbering Plan and other telecommunication numbering resources used in Jamaica, and related telecommunications numbering issues.
- 1.1** In fulfilling this statutory mandate, the Office is required to develop a plan for the numbering of telecommunications services and make rules pursuant to that plan regarding the assignment and use of numbers by carriers and service providers
- 1.2** The primary goals of this mandate are to ensure that the limited numbering resources are used efficiently, to enable customers to have access to services through the use of numbers without undue expense and inconvenience, and to ensure that all carriers and service providers have the numbering resources they need to compete in the rapidly growing telecommunications marketplace with the concomitant proliferation of new telecommunications technologies and services.
- 1.3** In this Determination Notice the Office adopts the principles and procedures, in the form of administrative Numbering Rules and Number Assignment Guideline that will govern the way numbering resources are assigned and used within Jamaica. These administrative mechanisms will promote fair and efficient allocation, assignment and use of numbering resources as they will, among other things: provide the Office, carriers, service providers and end users with an unambiguous guide in the management and use of numbers with specific identification of their respective roles, rights and responsibilities in relation to numbering policy; tie a carrier's or service provider's ability to obtain numbering resources closely to their actual need for numbers to serve their customers; implement a mandatory utilization data reporting requirement; provide a uniform set of categories of numbers for which carriers must report their utilization, and utilization thresholds to ensure service provider accountability and provide incentives to use numbers efficiently.
- 1.4** The Document is structured as follows:

#### **Part I**

- **Introduction**
- **Adoption of Numbering Rules & Assignment Guidelines**
- **Responses to NPRM on Numbering Rules**

#### **Part II**

- **Final Draft Numbering Rules & Assignment Guidelines**
- **Numbering Assignment Guidelines** (annexes to the Rules)

## **2. ADOPTION OF THE DRAFT NUMBERING RULES & JAMAICAN NUMBER ASSIGNMENT GUIDELINES**

- 2.0** The guiding principles for the establishment of the Rules which will guide the Office in the allocation, assignment, and management of the use of telecommunications numbers are based on sections 8 (3) (a – g) of the Telecommunications Act 2000.
- 2.1** The Jamaican Number Assignment Guidelines have been developed for the administration of Central Office Codes, International Mobile Subscriber Identities and International Signalling Point Codes in Jamaica and are adaptations of corresponding INC-developed Guidelines and ITU-T Recommendations.
- 2.2** The Numbering Rules are intended to be long-term governing principles and therefore not subject to frequent changes. The Number Assignment Guidelines (essentially procedural documents) which are annexed to the body of rules may be updated from time to time as industry developments dictate and at the discretion of the Office, in consultation with stakeholders. Thus, the Office will consult on any necessary amendments to the Assignment Guidelines, and will periodically incorporate pre-agreed changes into a new issue of the Guidelines without the need for a further consultation. New issues of the Guidelines will be published through the standard publication process. The Rules/Guidelines shall have the force and effect of law.
- 2.3** Accordingly, the Office, pursuant to Section 8 subsections (1), (2) and (3) of the telecommunications Act 2000, hereby adopts the final draft Numbering Rules & Number Assignment Guidelines for the allocation, assignment and use of telecommunications numbering resources in Jamaica.

### 3. COMMENTS ON THE NPRM ON TELECOMMUNICATIONS NUMBERING RULES AND THE OFFICE'S RESPONSES

3.0 On June 27, 2007, the Office issued a Notice of Proposed Rulemaking (NPRM) in further consultation on the development of Telecommunications Numbering Rules for Jamaica in accordance with Section 8(2) of the Act which provides:

*“...the Office shall develop a plan for the numbering of telecommunications services and may make rules pursuant to that plan regarding the assignment and use of numbers by carriers and service providers”.*

3.1 The NPRM addressed responses to the Office's proposed framework for the development of Numbering Rules, which was published in the first Consultative Document on the Jamaican National Numbering Plan, and then detailed the Rules the Office intended to make. The Office invited comments on its proposals.

3.2 The consultation closed on August 10, 2007. Responses on the Office's proposals were received from *Cable & Wireless Jamaica Limited (C&WJ)* and *Mossel Jamaica Limited (Digicel)* and *Columbus Communications Jamaica Limited (Flow)*. The responses, followed by the OUR's reply comments are presented below.

3.3 In preparing the final draft Rules and Assignment Guideline, the Office has made minor revisions to:

- the language (to simplify or clarify - by removing or amending text)
- the substantive contents of the main body of rules, and
- the Central Office Code Assignment Guidelines.

The latter changes were made in response to comments/suggestions made by respondents to the NPRM.

#### **C&WJ Comments**

##### ***Main Body of Rules***

3.4 *“At paragraph 3.4, the Office states that it makes assignments to carriers and service providers who in turn will assign to other service providers; presumably non-facilities based providers and end users”.*

**OUR Reply:** At paragraph 3.4 the phrase “other service providers” is replaced with “non-facilities-based service providers”.

- 3.5** *“At paragraph 3.15, the Office provides that any carrier making secondary assignments must apply the same rules and procedures as used by the OUR in processing request for Central Office code assignment. C&WJ is not comfortable acting in this role as it adds a dimension of vulnerability to the Company’s wholesale business. C&WJ proposes that where secondary number assignments are to be made, the applicant must first be assessed for compliance with the required rules and procedures by the OUR”.*

**OUR Reply:** The Office amends paragraph 3.4 and adds paragraph 3.16 to require the Office’s assessment of non-facilities-based service providers’ eligibility for initial assignments of numbering resources intended for sub-assignment to their customers; The Office also amends paragraph 3.15 to read as follows:

“3.15 A carrier making secondary assignments of numbers shall, in accordance with these rules, apply consistent standards and procedures for processing central office code assignment requests, and for assigning such codes, regardless of the identity of the service providers making the request”.

- 3.6** *“At paragraph 7.3, the OUR states that the proper use of any code assigned is the responsibility of the primary assignee. The secondary assignee must also be jointly liable for the proper use of the code. Does this also mean that the primary assignee can reclaim a code from a secondary assignee, where the assignee is using the code improperly?”*

**OUR Reply:** The Office adds the last sentence of paragraph 7.3 to make clear that the responsibility for reclamation of numbering resources from service providers, as secondary assignees, for breaches of the National Numbering Plan and Numbering Rules, rests with the Office. Where such service providers are end users of the resources, the reclamation responsibility rests primarily with the primary assignee.

### ***Annex 1 Jamaica Central Office Code (NXX) Assignment Guidelines***

- 3.7** *“The OUR specifies at paragraph 4.6 that the standard industry Plant Test Codes are NXX 958 and 959. Firstly C&WJ wants to know whether the entire NXX for both 958 and 959 will be devoted to testing. Secondly C&WJ advises that several of its platforms use NXX 958”.*

**OUR Reply:** At paragraph 4.6: NXX 958 is de-listed as a Plant Test Code. Currently, NXX 914 is being used provisionally as a Plant Test Code. C&WJ is allowed continued use of NXX 958 in accordance with section 8 subsection 3 (g) of the Act.

- 3.8 “At 6.3.1 (a) the terms used are unfamiliar to the local industry and need to be tailored”.

**OUR Reply:** For clarity, the Office amends paragraph 6.3.1 (a) to reflect specifically the local conditions rather than the broad NANP perspective.

- 3.9 “In the same vein as the comment on paragraph 5.9, C&WJ was of the understanding that the OUR updated all NANP databases with all CO code assignment. At paragraph 6.2.3 the OUR makes mention of updating an appropriate LIDB Access Support System (LASS). Clarification is being sought on the role of the LASS and its necessity for the local industry”.

**OUR Reply:** The LIDB (Line Information Database) is a database containing subscriber information for working line numbers in North America. LIDB data is available to service providers and is used to support Calling Card, Collect and Bill-to-Third-Number, Calling Name Delivery and Originating Line Number Screening billing/verification services.

Traditionally, C&WJ, as a provider of international operator services, used the LIDB services extensively. Any local operator may provide Operator Services to the public.

## **Digicel Comments**

### **Main Body of Rules**

- 3.10 “In paragraph 1.6 the OUR states the numbering rules are a set of regulations. Given the fact that regulations have a specific statutory significance please establish the basis for this statement”.

**OUR Reply:** The Office applied the terms “regulations” and “rules” synonymously, in accordance with their dictionary definition, in the context in question. It is instructive to note, too, that the Interpretation Act uses the terms interchangeably. However, the Office acknowledges the fact that the telecom statute uses the terms purposively to differentiate between what falls to the responsibility of the Minister and that of the Office, respectively, and thus, will avoid a confusion of meanings with these words, in the regulatory context. Put more positively in the Telecommunications Act, the Minister promulgates regulation and the Office makes rules.



- 3.11** *“Digicel is concerned that the Administrative guidelines may be updated at the sole discretion of the Office yet nothing is stated as to the parameters within which this discretion is to be exercised”*

**OUR Reply:** Paragraph 5.3 is amended as follows, to dispel any notion that the Office’s discretion in this matter is unfettered:

“5.3 The Office shall consult on any necessary amendments to the Assignment Guidelines. The Office shall periodically incorporate proposed changes to be made pursuant to the consultation, into a new issue of the Guidelines without the need for a further consultation. New issues of the Guidelines shall be published through the standard publication process”.

## **Flow Comments**

### ***Main Body of Rules***

- 3.12** *“Flow would like to see the principle of number portability affirmatively stated in the Proposed Rules”*

**OUR Reply:** Rules governing Number Portability will be developed pursuant to Section 37(1) of the Act if and when the facility is to be authorised in Jamaica.

- 3.13** *“In Chapter 1 of the NPRM Consultation Document Clause 1.7 states that the Rules are subject to the ‘affirmative resolution of Parliament’. Given the existing law and OUR’s mandate under section 8(2) of the Telecommunications Act is this necessary for implementation and enforcement? And if so, what is the timeline being reasonably contemplated for such affirmation?”*

**OUR Reply:** Although section 8(2) of the Act does not specifically state a requirement for affirmative resolution in respect of the Numbering Rules, the Office may apply this condition under the general rulemaking provisions of the Act at section 70(1), and has done so for consistency in treatment of rules.

Nevertheless, after further consideration, the Office has determined that it would best serve the national interest to promulgate the Numbering Rules without subjecting the said rules to affirmative resolution. In other words, these rules shall come into force without the need for approval by parliament, consistent with the Office’s interpretation of section 8(2) of the Act.

**3.14** *”Clause 3.2 (under Chapter 3 of the NPRM headed “Proposed Drafting Instructions For Numbering Rules”) states the manner in which the OUR will assign numbers. Flow would like to see more specific guidelines as to the actual method of number assignment”*

**OUR Reply:** The Respective Number Assignment Guidelines provide details on the assignment procedure in relation to numbering.

**3.15** *“Flow notes with interest Clause 3.5 of the Proposed Rues which refers to the imposition of conditions to applicants. We would welcome further clarification as to the exact parameters or circumstances surrounding the exercise of that discretion. What would the objectives of imposing that condition be? Could the OUR provide examples of what kinds of conditions would be imposed? What role would the consequential costs to the carrier play in the decision to impose a condition?”*

**OUR Reply:** As expressly stated in *clause 3.5*, “The conditions shall be consistent with the rules and relate to the use and management of the assigned numbering resources”. The following are examples of actual cases:

1. The service provider indicates in its request for temporary assignment of numbering resources, specific start and end dates for the period of public use of the resources. Based on the nature of the service and other contexts of use of the resources specified by the service provider, the OUR makes the assignments as tabulated below, with the condition following:

444 LINE NUMBER ASSIGNMENTS				
LINE NUMBER	SERVICE	START DATE		END DATE
		ASSIGNMENT	PUBLIC DIALLING	
XXXX	*****	00/00/00	00/00/00	00/00/00

Dialling of the numbers by the public for access to the specified service may not commence before the date specified in the “Public Dialling” column in the table above. Numbering resources that are no longer required by the resource holder, or not used for the purpose originally assigned, are subject to reclamation.

2. The service provider indicates in its request for temporary assignment of numbering resources, start and end dates but with some uncertainty about the required period of use of the resources. Such a situation may occur, for example, where resources are required for service or network testing purposes over a relatively extended period of time.

The OUR reasonably requires that the holding of the resources should not extend beyond the end date specified in the application. The OUR makes the assignment with a condition expressly stated as follows:

The temporary codes [*codes*] are to be returned to the OUR on or before [*end date specified in application*]. Numbering resources that are no longer required by the resource holder, or not used for the purpose originally assigned, are subject to reclamation.

The OUR will grant reasonable requests for extensions of temporary assignments, notwithstanding the statement of the foregoing condition in an initial request.

- 3.16** “‘Data Network’ mentioned in Clause 6.2 of the Proposed Rules is not a term which is defined in Part 2 (the Definition of Terms section)”.

**OUR Reply:** The Office makes the following change to *clause 6.2*: “All operators of a Public Switched Telephone Network, Public Land Mobile Network, or a Public Switched Data Network”. The Definition of “Public Switched Data Network” is included in the Definition of Terms

- 3.17** “Flow would recommend Clause 3.13 of the Proposed Rules be amended to insert the word “reasonably” as follows:

*‘...provide the Office with such information on a timely basis and in a format reasonably specified by the Office.’”*

**OUR Reply:** The recommendation is taken and clause 3.13 amended accordingly.

**(This Page is to be left blank)**

## PART II

### NUMBERING RULES & NUMBER ASSIGNMENT GUIDELINES

#### 1. SCOPE OF REGULATIONS

**1.1** Telecommunications numbers are a national resource and must be managed and used in the national interest. The Office of Utilities Regulation (The Office) has plenary jurisdiction over that portion of North American Numbering Plan used in Jamaica and is responsible for the development and management of the Jamaican National Numbering Plan, and the development of numbering strategy based on the following guiding principles mandated under section 8 of the Telecommunications Act 2000:

- a) The Office will ensure that the National Numbering Plan, where applicable, will be compatible with relevant North American Numbering Plan standards and industry guidelines and international agreements, standards and recommendations.
- b) The Office will manage the National Numbering Plan to ensure that there are sufficient numbers available to meet current and reasonably anticipated future demands of carriers, service providers and end users for such resources, and promote fair and open competition.
- c) The Office will ensure that there is equity, efficiency and transparency in the allocation and primary assignment of numbers, and that attendant costs to carriers, service providers and consumers are objectively justified and kept to the minimum.
- d) The Office will, where possible, seek to ensure that numbers of different types, which may be dialled from the public telecommunications network, give broad indications of service and cost.

**1.2** The numbering rules are issued pursuant to section 8(2) of the Telecommunications Act, 2000 to ensure transparent, non-discriminatory and efficient allocation, assignment and use of telecommunications numbers, by the Office, carriers and service providers, and end-users, for the provision and consumption of telecommunications services in Jamaica. Section 8(2) of the Act provides that:

*“...the Office shall develop a plan for the numbering of telecommunications services and may make rules pursuant to that plan regarding the assignment and use of numbers by carriers and service providers”.*

## 2. DEFINITION of TERMS

As used herein:

**“Administration of Numbering Resources”** means the set of activities associated with the Assignment, Designation, and the oversight and monitoring of Numbering Resources, whose Allocation is established in the Numbering Plan.

**“Allocation”** means the attribution of the purpose and quantitative capacity of sets of Numbering Resources established in Numbering Plan.

**“Assignment”** means the allotment of Numbering Resources previously allocated in a Numbering Plan for a given telecommunications service provider or end-user.

**“Assignment Guidelines”**

**“Assignee”** means a person (natural or legal) to whom an assignment of numbers is made.

**“End user”** means a person who utilizes telecommunications services through the use of assigned numbering resources.

**“Facilities-based Service Provider”** A service provider who owns and operates the telecommunications network facilities used in the provision of a specified service.

**“Hoarding”** means the intentional acquisition and holding of more numbers than one intends to use for the provision of specified services.

**“North American Numbering Plan (NANP)”** means the basic numbering scheme for the telecommunications networks located in the United States and its territories, Canada, Bermuda and sixteen Caribbean countries, including Jamaica.

**“National Numbering Plan”** identifies the framework for allocation of ordinary numbering blocks, carrier identification codes, short codes, and other unique numbering resources to different applications and categories of resource users in Jamaica.

**“Primary assignment”** means the assignment of numbering resources by the Office to individual carriers and service providers.

**“Public Switched Data Networks”** means a publicly-available network supporting packet-switched data, separate from the Public Switched Telephone Network.

**“Secondary assignment”** means the assignment of numbering resources by recipients of a primary assignment to their customers.

### **3. RESPONSIBILITIES**

#### **Responsibilities of the Office**

- 3.1** The Office shall allocate numbers in a fair, efficient and transparent matter to ensure that there are sufficient numbers available to meet current reasonably anticipated future demands of carriers and service providers and end users for such resources, and promote fair and open competition.
- 3.2** The Office shall assign numbers under its direct control in a fair, efficient and non-discriminatory manner, on a first-come-first-served basis, to carriers and service providers and consistent with relevant Number Assignment Guidelines.
- 3.3** The Office shall refer requests for numbering resources to the appropriate industry body (e.g., the North American Numbering Plan Administrator) where the Office does not have direct responsibility for making the assignments, and in accordance with the relevant numbering resource assignment guidelines.
- 3.4** The Office shall make primary assignments to carriers and service providers who may in turn make secondary assignments to end-users, or to non-facilities-based service providers, subject to paragraph 3.16
- 3.5** At the time of assigning numbering resources, the Office may, in its discretion, apply specific conditions to a particular applicant where it is necessary and reasonable to do so. The conditions shall be consistent with the rules and relate to the use and management of the assigned numbering resources.
- 3.6** The Office shall monitor the management and use of assigned numbering resources and consult with code holders and otherwise act, in accordance with any applicable law, to ensure compliance with the relevant numbering standards and guidelines.
- 3.7** The Office shall maintain comprehensive records of the status of all number ranges, codes and blocks of numbers comprising the national numbering plan. The Office shall publish relevant information concerning the recipients of such numbering resources and the conditions for use of these resources as long as confidential or commercially sensitive information is not involved. The full Plan shall be made available on the OUR's website.
- 3.8** The Office shall provide easy and equitable public access to up-to-date versions of all relevant Number Administration Guideline used in the assignment of numbers in Jamaica.

## **Responsibilities of Carriers and Service Providers (Operators)**

- 3.9** Carriers and service providers shall provide complete, accurate, and truthful information, as required by the appropriate resource Assignment Guidelines, when applying for numbering resources and in order to be assigned such resources.
  
- 3.10** Carriers and service providers may adopt an internal Numbering Plan, for such numbers or codes as are assigned to them, but only in accordance with the allocations in the National Numbering Plan and with the Numbering Rules.
  
- 3.11** Carriers and service providers shall efficiently management and use the numbers assigned to them. Operators shall not brand numbers so as to fix the association a number range with a particular operator.
  
- 3.12** Carriers and service providers shall not hoard numbers. Such hoarding shall be deemed contrary to the public interest as it relates to the conservation of a finite national resource and contrary to the statutory requirement for the promotion of efficient assignment and use of numbers.
  
- 3.13** Carriers and service providers shall maintain a record of the current use of all assigned numbers and shall, on request, provide the Office with such information on a timely basis and in a format reasonably specified by Office.
  
- 3.14** Carriers and service providers shall have primary responsibility to familiarize themselves with the published Assignment Guideline for numbering resources administered directly and indirectly by the Office.
  
- 3.15** Any carrier making secondary assignments of numbers shall, in accordance with these rules, apply consistent standards and procedures for processing all central office code assignment requests, and for assigning such codes, regardless of the identity of the service provider making the request.
  
- 3.16** Non-facilities-based service providers applying for initial secondary assignments shall first be assessed for eligibility by the Office before the required secondary assignment is made.



## **4. ALLOCATION AND CLASSIFICATION OF NUMBERS**

- 4.1** The Jamaican National Numbering Plan provides a basis for fair and equitable access to numbering resources in a competitive environment, and specifies the allocation of numbers, to services, for use within the public telecommunications network in Jamaica. Allocations may be modified by the Office after consultation with stakeholders. Number allocation information shall be as published by the Office, at the minimum, on the Office of Utilities Regulation website.
- 4.2** Numbers shall be considered a public resource and shall not be owned by the assignees, and shall be managed and used in the overall national interest.
- 4.3** Numbers shall not be bought or sold, or traded in any other way for a fee or other consideration except as explicitly stated in the appropriate Assignment Guidelines (e.g., as part of a corporate merger or acquisition). Where this rule is contravened, the numbering resource shall be subject to reclamation by the office.

### **Classification of Numbers**

- 4.4** Telephone numbers assigned to carriers and service providers shall be classified in one or more of the following number categories:
- a) *Administrative numbers*  
Numbers used by telecommunications carriers to perform internal administrative or operational functions necessary to maintain reasonable quality of service standards.
  - b) *Aging numbers*  
Disconnected numbers which are not available for reassignment to another customer for a specified period of time mainly to minimize misdirected calls intended for the previous customer when the telephone number has been re-assigned to a new customer.
  - c) *Assigned numbers*  
Numbers that are working in the Public Telephone Networks under an agreement such as a contract for service at the request of the customers, or numbers not yet working but having a customer service order pending for no more than seven working days.
  - d) *Available numbers*  
Numbers that are available for assignment to subscriber access lines, or their equivalents, within a switching entity or point of interconnection and are not classified as assigned, intermediate, administrative, aging, or reserved.

e) *Intermediate numbers*

Numbers that are made available for use by another telecommunications carrier or non-carrier entity for the purpose of providing telecommunications service to a customer. (Numbers ported for the purpose of transferring an established customer's service to another service provider should not be classified as intermediate numbers).

f) *Reserved numbers*

Numbers that are held by service providers at the request of customers for their future use. Numbers held for specific customers for more than 45 days shall not be classified as reserved numbers. The Office shall determine, after consultation with the industry, the quantity of numbers a carrier may hold in reserve at any one time.

## **5. NUMBER ASSIGNMENT GUIDELINES**

### **Assignment Guidelines and Procedures**

- 5.1** The Office may develop Number Assignment Guidelines and Procedures, for the general administration and assignment of numbers in Jamaica, or adopt, conditionally, the Number Assignment Guidelines issued by the Industry Numbering Committee (INC) and other relevant standard specifications such as the International Telecommunications Union's ITU-T Recommendations.
- 5.2** The INC-developed Number Assignment Guidelines shall not supersede, nor shall they relieve local industry stakeholders from compliance with, local statutory or regulatory principles, guidelines and requirements.
- 5.3** The Office shall consult on any necessary amendments to the Assignment Guidelines. The Office shall periodically incorporate pre-agreed changes into a new issue of the Guidelines without the need for a further consultation. New issues of the Guidelines shall be published through the standard publication process.
- 5.4** The Number Assignment Guidelines for numbering resources directly administered by the Office shall be considered as appendices to the Numbering Rules, and shall have the force of rules.

## **6. APPLICATION FOR NUMBERS**

### **Eligibility Criteria**

- 6.1** All service providers providing, or who intend to provide within a specified time, publicly available domestic telephone services, and owning and operating a public telecommunication system, under licences granted under Section 13 of the Telecommunications Act, 2000, are eligible to apply for primary assignments of telephone numbering capacity, subject to the satisfaction any other eligibility criteria specified in the relevant Assignment Guidelines.
- 6.2** All operators of a Public Switched Telephone Network, Public Land Mobile Network, or a Public Switched Data Network under license granted under Section 13 of the Telecommunications Act, 2000, are eligible to apply for assignment of network codes, subject to the satisfaction of any other eligibility criteria specified in the appropriate Assignment Guidelines and other relevant standard specifications such as the International Telecommunications Union's ITU-T Recommendations.
- 6.3** Non-facilities-based service providers may seek a secondary assignment from an eligible service provider (as defined in 6.1). Secondary assignments shall be made in an efficient and non-discriminatory manner.

### **Applying for Numbers**

- 6.4** All applications for primary assignment of numbering resources to be used for the provision telecommunication services within Jamaica shall be made to the Office and in accordance with the relevant Numbering Assignment Guidelines, other relevant standard specifications such as the International Telecommunications Union's ITU-T Recommendations and as otherwise specified by the Office.
- 6.5** Timescales for applications shall be consistent with the provisions in the relevant Assignment Guidelines or as otherwise determined by the Office.

### **Refusal of Applications for Numbers**

- 6.6** The Office may refuse an application for a primary assignment of numbering capacity. Grounds for refusing an application may include, but are not limited to, those specified in the appropriate Assignment Guidelines. Refusal of an application must be reasonable and objectively justified.
- 6.7** Carriers and service providers may also refuse applications for secondary assignments which they appropriately consider are not justified, or may attach special conditions to the assignments; such treatment however, must be consistent with the for Numbering Rules and relate to the proper management and use of the numbering capacity.

- 6.8** In the case of secondary assignments by carriers and service providers, authority to refuse or alter the assignment is through delegation from the Office and in cases of doubt the carrier or service provider shall first seek guidance from the Office.
- 6.9** Where the Office or a carrier or service provider refuses an application for numbering capacity, or does not grant the application in full, or attaches specific conditions to the assignment:
- i the Office or carrier or service provider shall inform the applicant, in writing, of the reasons for its action;
  - ii the applicant may follow the prescribed appeals procedure.

## **7. ASSIGNMENT AND USE OF NUMBERS**

- 7.1** Numbers shall be considered a public resource to be administered for the common good, initially in the form of a primary assignment by the Office, and thereafter, as required, in the form of a secondary assignment by a service provider to whom a primary assignment has already been made.
- 7.2** Numbers and codes shall be assigned in accordance with the relevant Numbering Assignment Guidelines, other relevant standard specifications such as the International Telecommunications Union's ITU-T Recommendations and the National Numbering Plan.
- 7.3** The primary assignee of numbering resources shall be responsible for their proper use. Where a code holder sub-assigns numbers, the secondary assignments shall be used for the type of service specified in the application for the primary assignment and in accordance with the Numbering Rules and the National Numbering Plan. Breaches of the National Numbering Plan and the Numbering Rules by secondary assignees, in their sub-assignment of numbering resources to end users, shall be referred to the Office for appropriate regulatory action.
- 7.4** Carriers and service providers shall have the right to use the numbers assigned to them, subject to such principles and conditions of use set out in the National Numbering Plan, relevant Numbering Assignment Guidelines and other relevant standard specifications such as the International Telecommunications Union's ITU-T Recommendations, and as otherwise directed by the Office.
- 7.5** A carrier or service provider shall use only those numbers allocated in the National Numbering Plan and as authorised for use by the Office for the operation of telecommunication networks and the provision of telecommunication services to the public.
- 7.6** End-users shall have the right to retain and use numbers assigned to them in all normal circumstances, in accordance with such directions as may be set out by the service provider and/or the Office, as appropriate.
- 7.7** Numbering resources that are no longer required by the resource holder for the purpose originally assigned or no longer in use in specific conformance to the Assignment Guidelines or other relevant industry standard specifications such as ITU-T Recommendations, shall be subject to reclamation by the Office.

### **Notification of Assignment and Activation of Numbers**

- 7.8** The Office shall notify all local carriers and service providers, by post or electronic mail, of the assignment and activation of new central office codes within Jamaica, or where appropriate, of changes to existing assignments.

- 7.9** The Office shall notify the wider telecommunications industry of the assignment and activation of new central office codes within Jamaica through the Telcordia® Traffic Routing Administration system.
- 7.10** Where appropriate, the Office shall notify the Telecommunications Standardization Sector of the International Telecommunications Union of numbering changes for publication in the ITU-T Operational Bulletin.
- 7.11** All international carriers in Jamaica shall notify relevant overseas carrier with whom they interconnect for the exchange of telephone traffic, of the activation of central office codes in Jamaica. Notification shall be done, where practicable, in time for implementation in the overseas networks in advance of the date of activation specified by the Office.

### **Withdrawal of Numbers**

- 7.12** Withdrawal of assigned numbers may be made only after the Office has consulted with affected parties and in accordance with procedures specified in the respective Numbering Assignment Guidelines. The following shall be considered grounds for withdrawal of number assignments:
- a) An overriding industry need for additional numbering capacity elsewhere dictates such withdrawal and which cannot reasonably be satisfied through other means;
  - b) Withdrawal is necessary to ensure that fair and open competition is maintained;
  - c) International harmonisation mandates such withdrawal;
  - d) Withdrawal is indispensable to the overall development of the National Numbering Plan to meet current and future numbering needs
- 7.13** When an in-service numbering range or code is withdrawn for any of the reasons stated above, the resource holder may be assigned alternative replacement resources as the circumstances warrant and the Office deems appropriate.
- 7.14** The Office may reclaim numbering resources where the assignment or use of such resources is not in compliance with the National Numbering plan, the Numbering Rules or any other specified conditions for number assignment. Such reclamation of numbering resources shall be in accordance with the procedure specified in the respective numbering resource Assignment Guidelines.

## **Appeals Process**

- 7.15** Disagreements may arise between the Office and applicants or assignees regarding the assignment and use of numbering resources. In all cases, the Office and applicants/assignees should make reasonable, good faith efforts to resolve such disagreements among themselves, consistent with the guidelines, prior to pursuing any appeal. Appeals may include, but are not limited to, one of the following options:
1. The applicant/assignee shall have the opportunity to resubmit the matter to the Office for reconsideration with or without additional input. The Office shall consider the matter and respond within 30 calendar days.
  2. The applicant/assignee may pursue the disagreement with the Appeals Tribunal in accordance with section 60(4) of the Telecommunications Act 2000.
- 7.16** Refusal by a service provider to make a secondary assignment to another service provider may be appealed to the Office by the applicant for that assignment.
- 7.17** The affected applicant shall make written representations to the Office, with regard to the refusal of, or the attachment of conditions to, an assignment. The Office shall consider the matter and respond within 30 calendar days.
- 7.18** The Office may reject an appeal regarding a secondary number assignment or, following consultation with the applicant and (if necessary) the service provider, make or require the service provider to make the original requested assignment or make an alternative assignment that in the opinion of the Office meets the applicant's requirements – if the latter does not conflict with the criteria which first caused the application to be refused.



## **8. NUMBERING AUDITS**

**8.1** The Office shall conduct numbering audits and may require operators to provide numbering information on-demand or periodically for, but not limited to, the following purposes:

- a) To provide number utilization data for the NANP Numbering Resource Utilization/Forecast (NRUF) for the purpose of supporting forecasts of the requirements for numbering resources in Jamaica as well as the exhaust date for the entire NANP.
- b) To monitor compliance with the National Numbering Plan, the Numbering Rules and Number Assignment Guidelines
- c) To support applications for the assignment of additional resources

## **9 ANNEXURE**

### **9.1 Annex 1 Jamaica Central Office Code (NXX) Assignment Guidelines**

The Jamaican Central Office Code (NXX) Assignment Guidelines were developed for the administration of Central Office Codes (CO Codes) within Jamaican Numbering Plan Areas (NPAs). The purpose of these Guidelines is to provide direction to the Numbering Administrator, Code Applicants, and Code Holders with respect to the administration, assignment, activation, and use of CO Codes and the numbering resources contained therein.

### **9.2 Annex 2 International Mobile Subscriber Identities (IMSI) Assignment Guidelines**

International Mobile Subscriber Identities (IMSI) Assignment Guidelines provide direction and procedures for the assignment and use of International Mobile Subscriber Identities (IMSI) in Jamaica. These Guidelines are based on the International Telecommunications Union – Telecommunications (ITU-T) Recommendation E.212, *The International Identification Plan for Mobile Terminals and Mobile Users*.

### **9.3 Annex 3 International Signalling Point Codes Assignment Guidelines**

The International Signalling Point Codes Assignment Guidelines provide directions and procedures for the assignment of International Signalling Point Codes (ISPC) from within the Signalling Area/Network Codes (SANC) assigned to Jamaica by the Director of the International Telecommunications Union/Telecommunication Standardization Bureau (ITU/TSB).

**End of Rules**

**ANNEX 1**

**JAMAICA CENTRAL OFFICE CODE (NXX) ASSIGNMENT GUIDELINES**

# **Jamaican**

**CENTRAL OFFICE CODE (NXX) ASSIGNMENT GUIDELINES**

**OFFICE OF UTILITIES REGULATION**

January 2009

## TABLE OF CONTENTS

Section	Title	Page
1.0	PURPOSE AND SCOPE.....	3
2.0	ASSUMPTIONS AND CONSTRAINTS.....	3
3.0	ASSIGNMENT PRINCIPLES.....	5
4.0	CRITERIA FOR THE ASSIGNMENT AND RESERVATION OF CENTRAL OFFICE CODES.....	6
5.0	RESPONSIBILITIES OF THE OFFICE.....	9
6.0	RESPONSIBILITIES OF CODE APPLICANTS AND CODE HOLDERS.....	11
7.0	RECLAMATION PROCEDURES.....	15
8.0	CENTRAL OFFICE CODE CONSERVATION.....	17
9.0	MAINTENANCE OF THESE GUIDELINES.....	18
10.0	APPEALS PROCESS.....	18
11.0	TREATMENT OF STRANDED CO CODES.....	18
12.0	GLOSSARY.....	20
	APPENDICES:.....	26
A.	Months to Exhaust Certification Worksheet (22 January 2009)	
B.	Time Lines	
C.	Plant Test Code Application Form and OUR Response/Confirmation Form	
D.	Aging and Administration of Disconnected Telephone Numbers	
	CENTRAL OFFICE CODE (NXX) ASSIGNMENT REQUEST AND CONFIRMATION FORMS:.....	27
	Part 1 - Request for NXX Code Assignment (31 January 2007)	
	Part 2 - Routing and Rating Information Forms 1 – 8 (31 January 2007)	
	Part 3 - Jamaican OUR's Response/Confirmation Form (31 January 2007)	
	Part 4 - Jamaican Code Holder's Confirmation of Code In-Service Date Form (31 January 2007)	

## **1.0 PURPOSE AND SCOPE**

These Central Office Code Assignment Guidelines (Guidelines) were developed for the administration of Central Office Codes (CO Codes) within Jamaica. The purpose of these Guidelines is to provide direction to the Numbering Administrator, Code Applicants, and Code Holders with respect to the administration, assignment, activation, and use of CO Codes and the numbering resources contained therein.

These Guidelines apply throughout Jamaica subject to Jamaican governmental policies and regulatory requirements. The Office of Utilities Regulation (the Office) regulates specified telecommunications service and facilities in Jamaica in accordance with the Telecommunications Act 2000 (the Act). Under the Act, the Office is authorized to administer numbering resources, including but not limited to CO Codes, in Jamaica.

The term CO Code refers to digits D-E-F of the 10-digit North American Numbering Plan (NANP) area address. In the NANP, each digit is identified by an alphabetical character in the order ABC-DEF-GHIJ. The NANP structure consists of a 3-digit NPA (ABC), 3-digit CO Code (DEF) and 4-digit Line Number (GHIJ) in the format NXX-NXX-XXXX where: N = 2 to 9 and X = 0 to 9) (e.g., 968 is the CO Code in 876-968-6053). Examples of uses for CO Codes for which these Guidelines apply include plain old telephone service (POTS), Direct Inward Dialling (DID), cellular mobile service, pagers, data lines, facsimile, coin phones, and customer owned pay phones.

Costs associated with CO Code administration and assignments are not addressed in these Guidelines.

## **2.0 ASSUMPTIONS AND CONSTRAINTS**

The development of the Jamaican Central Office Code Assignment Guidelines includes the following assumptions and constraints:

- 2.1 NANP resources, including those covered in these Guidelines, are managed by the NANP Administration (NANPA), the Jamaican National Numbering Plan Administrator and numbering resource assignees (e.g., CO Code Holders), based upon administration guidelines developed under the oversight of the North American regulatory authorities (e.g., OUR, CRTC, FCC).

The NANP resources are considered a public resource and are not owned by the assignees. Consequently, the resources cannot be sold, brokered, bartered, or leased by the assignee for a fee or other consideration except in a manner consistent with Office direction.

If a resource is sold, brokered, bartered, or leased for a fee in a manner not consistent with the Office's direction, the resource is subject to reclamation by the administrator.

In the event that a business or portion of a business is merged with another business or acquired by other means, the merger or acquisition should not prohibit the transfer of a CO Code to the party acquiring the business or portion of the business. As per section 6.3.2 of these Guidelines, the holder of a CO Code (i.e., the Code Holder) assigned by the Office or acquired by other means such as transfer (i.e., by merger or acquisition) must use the CO Code in a manner consistent with these Guidelines. When a CO Code is transferred from one entity (i.e., the original Code Holder) to another, as a result of a business or portion of a business being merged or acquired by another entity, the original Code Holder must advise the Office of the transfer of the CO Code to the entity acquiring the business or portion thereof.

2.2 NANP numbering resources shall be assigned to permit the most effective and efficient use of a finite numbering resource in order to prevent premature exhaust of the NANP and delay the need to develop and implement costly new numbering plans. Efficient resource management and Code conservation are necessary due to the impacts of expanding the numbering resource (e.g., NANP expansion from 10 to 11 or more digits). Impacts include:

- a) Customer impacts (e.g., dialling, changes to advertising and stationary, etc)
- b) CPE modifications
- c) Domestic and international switching and terminal hardware and software modifications
- d) Operational support systems modifications
- e) Reprogramming of non-telecommunications databases that contain telephone numbers

2.3 These Guidelines address the assignment and administration of CO Codes including the entry of routing and rating data into the Telcordia<sup>®</sup> Business Integrated Routing and Rating Database System (BIRRDS). The entry of routing and rating data into the Telcordia database systems is required in order to notify the industry via the Telcordia<sup>®</sup> industry notification outputs. Examples of BIRRDS outputs are the Telcordia<sup>®</sup> LERG<sup>™</sup> Routing Guide, the Telcordia<sup>®</sup> NPA/NXX Activity Guide (NNAG), and the Telcordia<sup>®</sup> TPM<sup>™</sup> Data Source<sup>1</sup>. Implementation of the technical changes in the network and the associated responsibilities required by these assignments is beyond the scope of these Guidelines and is the responsibility of the affected Telecommunications Service Providers and users.

2.4 The Code Applicant must be licensed to operate in Jamaica and demonstrate, in the manner determined by the Office that all applicable regulatory authority required to provide the service for which the CO Code is required has been obtained.

2.5 These Guidelines should provide the greatest latitude in the provision of telecommunications services while effectively managing a finite resource.

---

<sup>1</sup> Telcordia, Telcordia Routing Administration (TRA), Telcordia BIRRDS, Telcordia NPA/NXX Activity Guide (NNAG), Telcordia LERG Routing Guide and Telcordia TPM Data Source are trademarks of Telcordia Technologies, Inc.

- 2.6 Modifications to these Guidelines may be required to address future number portability and number pooling requirements.
- 2.7 Administrative assignment of the CO Code public resource by an entity does not imply ownership of the resource by the entity performing the administrative function, nor does it imply ownership by the entity to which it is assigned.
- 2.8 Audits may be performed in conjunction with the CO Code assignment process. These audits would be expected to ensure: (a) uniform and consistent application of these Guidelines by the Office to all CO Code requests received; (b) compliance with these Guidelines by Code Applicants, Code Holders and, the Office; (c) the efficient and effective use of numbering resources by Code Applicants and Code Holders; and (d) efficient and effective management of numbering resources by the Office
- 1.1 2.9 A Code Applicant should not be required to provide any additional explanation or justification of items that he/she has certified. However, certification alone may not provide the Office with sufficient information upon which to make a decision regarding CO Code assignment. Accordingly, additional dialog between the Code Applicant and the Office may follow, and the Office is still required to reply to Code requests within 14 calendar days of receipt.
- 2.10 Code Applicants and Code Holders must obtain Operating Company Numbers (OCN) Revenue Accounting Office Codes (RAO) and COMMON LANGUAGE<sup>1</sup> Location Codes (CLLI<sup>TM</sup> Codes), and comply with the requirements for the assignment and use of such codes.

## **3.0 ASSIGNMENT PRINCIPLES**

The following assignment principles apply to all aspects of the Jamaican Central Office Code Assignment Guidelines:

- 3.1 CO Codes, as part of NANP telephone numbers, are to be assigned only to identify initial destination addresses in the Public Switched Telephone Network (PSTN) and the Public Land Mobile Network (PLMN) not addresses within private networks.
- 3.2 CO Codes are a finite resource that should be used in the most effective and efficient manner possible. All Code Applicants are required to demonstrate that these Guidelines are satisfied.
- 3.3 Information required from the Code Applicants in support of CO Code assignment shall be: kept to a minimum, uniform for all Code Applicants, treated as proprietary and adequately safeguarded by the Office. Information required for input into the appropriate telecommunications industry routing and rating database systems (e.g., Telcordia<sup>®</sup> BIRRDs) will become available to the public upon input into those systems.

---

<sup>1</sup> COMMON LANGUAGE is a registered trademark and CLLI is a trademark of Telcordia Technologies, Inc.



- 3.4 CO Codes shall be assigned in a fair and impartial manner to any Code Applicant that meets the criteria for assignment as detailed in Section 4.0.
- 3.5 Code Applicants for CO Codes must comply with all applicable Jamaican telecommunications regulations that apply to the services that they wish to provide.
- 3.6 Any entity that is denied the assignment of one or more CO Codes under these Guidelines has the right to appeal that decision per Section 10.
- 3.7 CO Code assignments for geographic numbering purposes within NPAs may be any 3-digit series in the format NXX (where N is any digit 2 through 9 and X is any digit 0 through 9), except for the non-assignable codes below:
  - 3.8 - any N11 Service Code (i.e., 211, 311, 411, 511, 611, 711, 811, 911),
  - any NOO code (i.e., 200, 300, 400, 500, 600, 700, 800, and 900),
  - any YYY code (i.e., 222, 333, 444, 555, 666, 777, 888, and 999),
  - projected future home and neighbouring NPAs and
  - any codes allocated or assigned for special purposes such as 555 for information services, 950 Feature Group B Access, 976 for local pay per call services, and Local Plant Test Code (i.e., 959), .

## **4.0 CRITERIA FOR THE ASSIGNMENT AND RESERVATION OF CENTRAL OFFICE CODES**

CO Codes shall be assigned and reserved on a first-come, first-served basis. The criteria in the following sections shall be used by the Office in reviewing requests for CO Code assignments and reservations from Telecommunications Service Providers for Initial Codes, Additional Codes and Plant Test Codes (see Glossary):

- 4.1 Assignment of an Initial Code will be to the extent required to terminate PSTN and PLMN traffic as authorized by the Minister and provided all the criteria in Sections 4.1.1 through 4.1.5 are met.
  - 4.1.1 An Initial Code assignment will be based on identification of a new switching entity,<sup>1</sup> physical Point of Interconnection (POI) or unique Exchange Area Rate Centre consistent with regulatory requirement. Utilization criteria or projection will not be used to justify an Initial Code assignment.
  - 4.1.2 The Code Applicant must submit a Request for CO Code Assignment Form (Part 1) certifying that a need exists for a CO Code assignment.
  - 4.1.3 The Code Applicant must be licensed to provide the service for which the CO Code is requested. An application for an Initial Code must include documentation

---

<sup>1</sup> Multiple CO Codes, each associated with a different Exchange Area Rate Centre, may be assigned to the same switching entity/POI.

demonstrating that all applicable authority required has been obtained, unless such documentation has already been provided with a prior Initial Code request. The Office shall consider any formal written advise to an entity, from the Minister, stating that that entity has been granted a license to provide telecommunications services (e.g., local switched services), as appropriate authorization for Initial CO Code assignments.

- 4.1.4 All information provided on the Jamaican Central Office Code Assignment Request Form will be considered confidential, with selected information made available publicly only for those fields that must be input to BIRRDS. The information placed in BIRRDS becomes public upon assignment of the new CO Code in the appropriate routing database product.
- 4.2 Assignment of Additional Code(s) will be made for an established switching entity or POI by satisfying one of the criteria in Sections 4.2.1 to 4.2.3. By completing the Part 1 Form (Request for NXX Code Assignment), the Code Applicant certifies that their existing resources cannot reasonably meet this requirement.
  - 4.2.1 For an Additional Code for Growth, the Code Holder must certify in section 1.6 of the Part 1 Form (Request for NXX Code Assignment) that existing CO Codes for the switching entity/POI, per service provided by that switching entity or POI, are projected to exhaust within 6 months (i.e., CO Code exhaust) and shall document and provide supporting data (complete Appendix B Months To Exhaust Certification Worksheet).
  - 4.2.2 An Additional CO Code for a Unique Purpose is necessary for distinct routing, rating and billing purposes. The Code Applicant must justify in section 1.7 of the Part 1 Form (Request for NXX Code Assignment) why an additional CO Code is required and explain why existing resources assigned to that entity cannot satisfy this requirement.
  - 4.2.3 An Additional CO Code for a Unique Purpose is necessary for other reasons. The Code Applicant must justify in section 1.7 of the Part 1 Form (Request for NXX Code Assignment) why an additional CO Code is required and explain why existing resources assigned to that entity cannot satisfy this requirement.
- 1.2 4.3 A CO Code shall only be assigned by the Office to a single Code Holder and shall only be associated with, either a single switching entity or POI that is owned or controlled by that Code Holder. In the case where a CO Code is assigned to a POI, the CO Code must be associated with a single switching entity. (In the event that code sharing is adopted in Jamaica: When a Code Holder's need for telephone numbers in a single switching entity/POI is less than a complete CO Code, that is, less than 10,000 telephone numbers, and the affected parties agree, the Code Holder may use the unused telephone numbers within its assigned CO Code to provide telecommunications services and network routing arrangements for other carriers (i.e., CO Code sharing); however, the Code Holder should ensure that technical, billing, service delivery, and tariff issues are

addressed before implementing CO Code sharing. When a Code Holder shares the CO Code with another entity, both parties will be responsible for ensuring that all regulatory requirements in relation to its use are met. Any required business arrangements are the responsibility of the Code Holder and are beyond the scope of these Guidelines.)

- 4.4 CO Code reservation is only permitted if the Code Applicant can demonstrate the reservation of a CO Code is required to accommodate technical or planning constraints or pending regulatory approval of a tariff to provide service. Good faith efforts shall be made to eliminate or to minimize the number of reserved CO Codes.

In order to reserve a CO Code, the Code Applicant must submit a Part 1 Form (Request for NXX Code Assignment) certifying that a need exists for a CO Code reservation and providing a proposed effective date for CO Code activation, which is within six months from the date of the initial application. The Code Applicant must subsequently submit a second Part I Form to apply for the assignment of the reserved CO Code. See Appendix B for timeliness.

- 4.4.1 Upon written request to the Office, one reservation extension of six months will be granted when the proposed effective date for CO Code activation will be missed due to exceptional circumstances beyond the control of the Code Applicant (e.g., hardware, software provision delays, regulatory delays, etc.). See Section 7 "Reclamation Procedures".
- 4.4.2 No reservation will be made unless the Code Applicant will meet the requirements of CO Code assignment as outlined in Section 4 for Initial Codes or for Additional Codes, dependent upon whether the reserved CO Code is to be an Initial Code or Additional Code.
- 4.4.3 If a reserved CO Code is not placed In-Service by the Code Applicant within twelve months of the date of the initial reservation application, the CO Code will be released from reservation to the assignment pool.
- 4.4.4 When a reservation was requested due to technical constraints solely, the reservation may be extended beyond the maximum twelve months period by the Office until the constraint is no longer present, subject to, the Office's approval.
- 4.5 A CO Code assignment should not be delayed to a Code Applicant who meets all certification and licensing requirements to provide the service, when approval reasonably can be expected within the established approval period and before the requested effective date for CO Code activation.
- 4.6 The Industry standard Plant Test Codes are 958 and 959. Upon request, the Office may assign additional CO Codes (i.e., Plant Test Codes), or portions thereof, to Code Applicants or Code Holders for testing purposes on a temporary basis for a maximum period of six months. These Plant Test Codes are not to be published in the Telcordia® BIRRDs databases. Code Applicants must submit a completed Jamaican Plant Test Code

Application and OUR Response Confirmation Form (see Appendix C). The Office may recover the Plant Test Code within 60 calendar days of notification to the Code Holder at any time during the six-month period.

## **5.0 RESPONSIBILITIES OF THE OFFICE**

The CO Code assignment functions of the Office are to:

- 5.1 Provide an Office web site where Code Applicants and Code Holders may obtain copies of the most recently approved Jamaican Central Office Code Assignment Guidelines including forms. Provide a paper copy of the Guidelines when requested by Code Applicants.
- 5.2 Receive applications for CO Codes in NPAs for which the Office has responsibility.
- 5.3 Determine if the CO Code request is in compliance with these Guidelines. The Office will only process applications submitted by Authorized Representatives. The Office will maintain a confidential list of authorized representatives for all Code Applicants
- 5.4 Respond to the Code Applicant within 14 calendar days from the date of receipt of the Part 1 Form (Request for NXX Code Assignment) or the Plant Test Code Application Form by completing the Office's Response/Confirmation Form that is part of these Guidelines. Send a copy of the Response/Confirmation Form to the Code Applicant (Respond means either, seek additional required information, assign CO Code or Plant Test Code, reserve CO Code, deny CO Code or Plant Test Code, suspend assignment activity with explanation of CO Code or Plant Test Code, or indicate NPA is in jeopardy). Provide specific reasons for the denial of CO Code and Plant Test Code applications, when appropriate, to the Code Applicant in writing and, upon request, advise the Code Applicant of the Appeals Process described in Section 10 Appeals Process.
- 5.5 When the Code Applicant satisfies all the criteria contained in these Guidelines, select an unassigned CO Code for assignment.
- 5.6 Perform the Office responsibilities for CO Code conservation as specified in Section 8 Central Office Code Conservation.
- 5.7 Maintain up-to-date records on the status of all CO Codes assignments within each NPA.
- 5.8 Coordinate and manage the Numbering Resource Utilization Forecast (NRUF)
- 5.9 Concurrent with assignment of a CO Code to a Code Applicant, inputs the NPA, NXX, OCN of the code applicant, effective date, switch/POI CLLI and Rate Centre (provided by the Code Applicant on the Part 1 (Request for Central Office Code Assignment Form) to the Telcordia® Technologies Inc. Business Integrated Routing and Rating Database System (BIRRDs) via the ACD (Assigned CoDe record) screen. The input of the above

information into BIRRDS will permit the Code Holder and/or its agent to enter the information contained in Part 2 Routing And Rating Information Forms into BIRRDS in order to initiate the CO Code activation process (see Code Activation Time Line in Appendix B). In addition, at the request of the Code Holder, the Office shall input into the BIRRDS database via the ACD screen any updated information (e.g., transfer of a CO Code from one entity that is merged or acquired by another entity).

- 5.10 Analyze and help resolve numbering problems related to CO Code assignments.
- 5.11 Ensure that the Code Applicant places the CO Code in-service within the time frame specified in Section 6.3.3 of these Guidelines. If the assigned CO Code is not placed in-service within this time frame, the Office shall request the return of the CO Code for reassignment. Upon receipt of the Part 4 form confirming that a CO Code has been placed in service, the Office will update the ACD screen to indicate that the code has been activated and the effective date of the activation.
- 5.12 Perform the Office responsibilities for CO Code reclamation functions as specified in Section 7 Reclamation Procedures.
- 5.13 Reserve specific CO Codes. If a Code Applicant requests one of the reserved CO Codes, the Office shall advise the Code Applicant in writing that the CO Code has been reserved and any associated reasons provided by the parties identified above. Should the Code Applicant be unwilling to accept any other available CO Code, the Office shall respond to the request with a Part 3 Administrator's Response/Confirmation Form marked "Assignment activity suspended by the Administrator." The Office shall complete the "Explanation" section of the Part 3 Office's Response/Confirmation Form by noting that the Office has reserved the CO Code. The Code Applicant may then request, in writing, that the Office reconsider the reservation of the desired CO Code. The Office may reconsider the Code Applicant's request and decide whether to assign the reserved CO Code to the Code Applicant.
- 5.14 Prepare information and reports with respect to the Jamaican NPA and CO Codes. The Office shall not make public confidential information of Code Holders and Code Applicants in any such reports unless duly authorized.
- 5.15 Participate in audits of the Office, Code Applicants, and Code Holders as necessary to ensure: (a) uniform and consistent application of these Guidelines by the Office to all CO Code requests received; (b) compliance with these Guidelines by Code Applicants, Code Holders and the Office; (c) the efficient and effective use of numbering resources by Code Applicants and Code Holders; and (d) efficient and effective management of numbering resources by the Office.
- 5.16 Safeguard and keep confidential all information provided by Code Applicants and Code Holders, on the Part 1 Form (Request for NXX Code Assignment), with selected information made available publicly only for those fields that must be input to the

appropriate telecommunications industry routing and rating database systems (e.g., Telecordia BIRRDs).

## **6.0 RESPONSIBILITIES OF CODE APPLICANTS AND CODE HOLDERS**

Code Applicants and Code Holders are responsible for obtaining a current copy of the Jamaican Central Office Code Assignment Guidelines from the Office's web site at <http://www.our.org.jm>. Code Applicants and Code Holders are responsible for reading, understanding and acting in accordance with these Guidelines. Before Industry Notification to activate the CO Code throughout the NANP area can commence, the Code Holder must enter, or arrange to have entered, all required routing and rating data into the Telcordia® databases using the Part 2 Forms. In order to complete the Part 2 Forms, the Code Holder must make the necessary business arrangements including interconnection and associated industry Requirements (e.g., RAO, OCN and Common Language Location Identifier (CLLI) Codes).

Before a CO Code can be assigned by the Office, Code Applicants must submit a letter to the Office on the organization's official stationery, signed by a corporate Officer or other designated individual, that identifies the Code Applicant's Authorized Representative(s), including name, telephone number, e-mail address and geographic address, for signing and submitting CO Code requests and other documentation described in these Guidelines. Code Applicants are responsible for maintaining their list of Authorized Representatives in an accurate state at all times. This authorization serves as a control measure for the protection of both the Code Applicant and the Office. The Office will only process applications submitted by such Authorized Representatives. The Office will maintain a confidential list of Authorized Representatives for all Code Applicants.

Entities requesting new CO Code assignments as well as entities already assigned CO Codes shall comply with the following:

### **6.1 The Application Process**

6.1.1 Code Applicants for Initial Code and/or Additional Code assignments shall submit their requests to the Office using the Part 1 Form (Request for NXX Code Assignment). One Request Form is required per CO Code requested. However when the code use, switching entity/POI ID, routing, and rating together apply uniformly to more than one requested NXX, the Code applicant may submit to the Office a single Part 1 Form. The Code Applicant will complete all required entries on the Part 1 Form (Request for NXX Code Assignment) as well as sign the Form. The Code Applicant must perform technical and business analyses as necessary to determine the appropriate CO Code to be requested. Code Applicants are required to retain a copy of all application forms, appendices and supporting data for five years in the event of an audit. The Part 1 Form (Request for NXX Code Assignment) must be submitted with a signed letter of request

which states the quantity and purpose of codes required any other pertinent information.

The Code Applicant is not required to submit the Part 2 Routing and Rating Information Forms to the Office when requesting the assignment of a CO Code. After a CO Code is assigned to the Code Applicant, the Office is required to enter the necessary data into the ACD screens, as set out in section 5.9, within 5 business days. Subsequently, the Code Holder is responsible to enter, or to arrange to have entered, the information required in the Part 2 Routing and Rating Information Forms into the appropriate routing and rating databases (e.g., Telcordia® BIRRDS) to notify the telecommunications industry.

- 6.1.2 Requests for CO Code Assignments shall be made at least 66 calendar days prior to, and not more than 6 months before, the requested "Effective Date".
- 6.1.3 When requesting Additional Codes, Code Applicants shall meet the requirements as described in Section 4.2 and conform to the conditions contained therein.
- 6.1.4 The Code Applicant shall certify on the Part 1 Form (Request for NXX Code Assignment) that to the best of his/her knowledge necessary governmental authorization has been obtained to provide the service(s) for which the CO Code is being requested.
- 6.1.5 Upon assignment of a CO Code to a Code Applicant, the Code Applicant becomes the Code Holder.

## 6.2 Information Required for Code Activation

- 6.21 Before a CO Code can become active in the NANP area, the Code Holder must provide routing and rating information for entry into BIRRDS. In addition, any changes to the requested effective date for CO Code activation and/or Operating Company Number (OCN) need to be provided to the Office as soon as the changes occur.
- 6.2.2 Code Applicants should request the Effective Date of CO Code activation to be at least 66 calendar days after the date of receipt of Part 1 Form (Request for NXX Code Assignment) by the Office (see Appendix B Code Activation Time Line). This minimum 66 calendar-day interval is necessary because of the current industry standard of 14 calendar days For CO Code Request Processing by the Office, 7 calendar days for entry of Part 2 Forms data into BIRRDS, 45 calendar day's activation Interval for CO Code activation by the NANP telecommunications industry. Requests for an "Effective Date" of less than 66 calendar days after the date of receipt of the Part 1 Form (Request for NXX Code Assignment) by the Office are not permitted, as they would increase the potential for call blocking and/or billing errors. Interconnection arrangements and facilities

need to be in place prior to the effective date of CO Code activation. Such arrangements are beyond the scope of these Guidelines.

- 6.2.3 A Code Holder is responsible to ensure that the CO Code information is input into an appropriate LIDB Access Support System (LASS).

### 6.3 Ongoing Administration

#### 6.3.1 Information Changes

The information associated with a CO Code assignment may change over time. Accordingly, it is the responsibility of the Code Holder to arrange for the entry of any changes into BIRRDS databases, and to inform the Office of any changes that affect the Office's assignment records by submitting Part I of the Jamaican Central Office Code Assignment Request and Confirmation Forms, detailing the appropriate changes, for the affected CO Code. This process includes changes such as, but not limited to, the OCN, switching entity/POI and Rate Centre name. The Office in reviewing a request from a Telecommunications Service Provider to transfer a CO Code from the current Code Holder to the Telecommunications Service Provider making the transfer request shall use the following assignment criteria:

- a) The Code Applicant (Telecommunications Service Provider receiving the CO Code to be transferred) must submit a complete the Part 1 Form (Request for NXX Code Assignment) to the Office. In addition to the Part I Form, the code Applicant requesting the CO Code transfer must also provide written certification from the current Code Holder agreeing to the transfer of the CO Code.

In the case of mergers or acquisitions, the entity requesting the transfer of the CO Code(s) must certify that such transfers are permitted and that the merger or acquisition agreement does not involve different types of telecommunications services as defined by NECA (e.g., Incumbent Local Exchange Carrier, Competitive Local Exchange Carrier - Facilities Based, Wireless (paging, beeper, cellular), PCS, Competitive Access Provider, etc.).

In addition, a transfer of CO Codes from one NECA category to another may occur in other circumstances (e.g. PCS to CLEC, ILEC to WSP). When the transfer of CO Codes is from one NECA category to another, a unique OCN is required for each NECA category.

- b) Upon receipt of the documentation required by Item a) above, the Office will modify the Assignment Code Record (ACD) screen in BIRRDS for the CO Code to be transferred to reflect the OCN of the



Telecommunications Service Provider to which the CO Code will be transferred. To the extent necessary, the Office will coordinate the change With Telcordia® Technologies TRA.

- c) The Office will notify the Code Applicant receiving the CO Code when the ACD screen has been successfully modified by sending a Part 3 Form (Administrator's Response/Confirmation). It is the responsibility of the Code Applicant receiving the CO Code to arrange for the entry of any changes to BIRRDS data associated with a switching entity/POI.

All time intervals applicable to the assignment of a new CO Code apply in the case of a transfer. These intervals do not address the time intervals needed to perform the network and other rearrangements associated with the transfer.

#### 6.3.2 Responsibilities of the Code Holder

The Code Holder must use all CO Codes assigned to it in a manner consistent with these Guidelines. Code Holders must participate in the audit process (see Appendix A) necessary to effectively assess CO Code utilization.

#### 6.3.3 Code Use

CO Code assignments are made subject to the criteria listed in Section 4. A CO Code assigned to a Code Holder by the Office must be placed "In Service" within 6 months after the initially published "Effective Date" of CO Code activation. The Code Holder must certify that the CO Code was placed "In Service" within 6 months after the initially published "Effective Date" by completing and submitting Part 4 Jamaican Code Holder's Confirmation of Code In-Service Date Form to the Office. If a Code Holder no longer has need for a CO Code, the Code Holder should return the CO Code to the Office for reassignment. If it is determined through the audit process or other means that a CO Code is not in use 6 months after the "Effective Date", the Office shall request, in writing, the Code Holder to return the CO Code. Upon receipt of written confirmation from the Code Holder that the CO Code is returned, the Office shall return the CO Code to the available pool for future assignment.

- 6.4 All current and potential Code Holders shall provide forecasted CO Code requirements input to the NRUF to the Office
- 6.5 All Code Holders agree to abide by the CO Code reclamation procedure in these Guidelines
- 6.6 *(All Code Holders shall assign Location Routing Numbers (LRNS) in accordance with specified Location Routing Number (LRN) Selection Criteria and shall enter LRN data into the Telcordia Technologies BIRRDS databases in accordance with the requirements for those databases - if Number Portability applies).*

- 6.7 All Code Holders shall age telephone numbers in the CO Codes assigned to them in accordance with the Aging guidelines specified in Appendix D of these Guidelines.
- 6.8 All Code Holders are responsible to analyze and resolve numbering problems related to misrouted calls and calls that cannot be completed. Such investigations should be initiated by the Telecommunications Service Provider on whose network the call was originated

## **7.0 RECLAMATION PROCEDURES**

### 7.1 Code Holder Responsibility

The Code Holder shall return the CO Code to the Office if:

- a) the CO Code is no longer required by the Code Holder for the purpose originally assigned;
- b) the service for which the CO Code was assigned is discontinued;
- c) the CO Code was assigned, but not used in conformance with these Guidelines; or
- d) the CO Code was not placed In-Service within the time frame specified in these Guidelines.

When returning a CO Code to the Office, the Code Holder shall complete Section 1.5 of the Part 1 Form (Request for NXX Code Assignment) to indicate that the CO Code is being returned for future assignment, and shall arrange to have deleted, any records associated with the CO Code in the BIRRDS database.

### 7.2 Office Responsibilities

7.2.1 If the Office believes that any CO Code is:

- a) assigned but no longer in use by the Code Holder,
- b) assigned to a service that is no longer offered by the Code Holder,
- c) assigned but not placed In-Service within the time frame specified in these Guidelines, or
- d) assigned but not used in conformance with these Guidelines,

then the Office shall contact the Code Holder in writing and request that the use of the CO Code be brought into compliance with these Guidelines or the CO Code be returned.

In circumstances where the Code Holder voluntarily returns a CO Code to the Office, the Office shall acknowledge via an e-mail message receipt of the Part 1 Form (Request for NXX Code Assignment) from the Code Holder that indicates that a CO Code is being returned. In addition, when the Office has been informed by the Code Holder or its AOC that the records associated with the CO Code have

been removed from the LERG Routing Guide, and when the records no longer appear in the LERG Routing Guide, the Office shall delete the ACD screen associated with the CO Code and send the former Code Holder a completed Part 3 Form confirming return of the CO Code

1.3 If the CO Code Holder does not respond to the Office's initial written request within 30 calendar days, the Office shall send a registered letter to the Code Holder's address of record requesting that the Code Holder provide written clarification regarding the use of the resource within 60 calendar days of the date of the registered letter. If the Code Holder provides an explanation that is in conformance with these Guidelines, the CO Code will remain assigned and no further action will be taken. If the Code Holder does not provide a written explanation that is in conformance with these Guidelines or if the registered letter from the Office is returned as non-delivered, or the Code Holder does not respond within 60 calendar days from the date of the Office's registered letter, then the Office shall reclaim the CO Code without receiving a Part 1 Form (Request for NXX Code Assignment) from the CO Code Holder.

The Office shall receive and investigate all referred allegations of non-use or misuse of CO Code resources

7.2.2 If the Code Holder does not provide the Office with a Part 4 Code Holder's Confirmation of Code In-Service Date form, within 6 months of the Effective Date for activating the code in the PSTN or PLMN, providing the In-Service date of the CO Code by the Code Holder, the Office shall commence reclamation of the CO Code. In the event that the Code Holder is unable to put the CO Code in service within 6 months of the effective date of CO Code activation, the Code Holder may submit a written request to the Office to extend the In-Service date by up to 90 calendar days. This written request must provide evidence that the reason for not putting the CO Code In-Service is not within the control of the Code Holder. The Office shall determine, via review of the Code Holder's written request, whether an extension of up to 90 calendar days is warranted and, accordingly, may extend the In-Service date by up to 90 calendar days.

7.2.3 The Office shall not make any returned CO Code available for assignment until 90 calendar days after issuing the Part 3 Form confirming return of the CO Code. An exception to this practice may be granted when:

- a) a Jeopardy Condition exists,
- b) the former Code Holder reapplies for the CO Code by submitting a complete

Part 1 Form (Request for NXX Code Assignment) in compliance with these Guidelines, and provides a written explanation satisfying the Office that the former Code Holder will activate the CO Code and intends to place it In-Service within six months of the date of reapplication, or will return the CO Code. In the event that the CO Code is not placed In-Service within six months from the date of reapplication, the Office shall immediately reclaim the CO Code.

- c) Other circumstances arise which, in the judgment of the Office, would justify making the CO Code available for reassignment sooner than 90 days after the issue of the Part 3.

## **8.0 CENTRAL OFFICE CODE CONSERVATION**

Central Office Code resources shall be assigned and administered in accordance with the following objectives:

- a) ensure an adequate supply of CO Codes is available at all times to the Jamaican telecommunications industry,
- b) efficiently and effectively administer a limited NANP resource through CO Code conservation,
- c) delay NPA exhaust and the need for NPA relief (e.g., splits/overlays) for as long as possible, and
- d) delay the eventual exhaust of the NANP (see Section 3.2).

1.4

1.5 8.1 NRUF studies will be conducted by the Office, in accordance with the Numbering Resources Utilization Forecast Guidelines, to identify Telecommunications Service Provider CO Code requirements for the following 5 years. These studies will utilize actual assignment data and projected demand forecasts provided by current and potential Code Holders. All actual and forecasted information shall be treated on a proprietary basis.

8.2 Ongoing CO Code administration practices that foster conservation shall include the following: (See Section 7 for, CO Code reclamation procedure)

- a) Assignment of CO Codes for temporary testing purposes should be minimized.
- b). The Office shall not assign a CO Code that will result in a change to the dial plan (e.g., a change from 7 digit to 10 digit local dialling) without industry consultation.
- c) Code Protection (See Glossary) arrangements should be avoided unless required to maintain existing dial plan arrangements. The Office shall maintain and make available a record of protected CO Codes and the rationale for such protection.

8.3 When it is determined by the Office that an NPA requires NPA Code Relief, based on NRUF results and projected demand forecasts, the Office will implement NPA Code Relief activities (see the NPA Relief Planning Guidelines as developed by the Office). When an NPA is declared by the Office to be in a Jeopardy Condition, the Office will assign CO Codes based upon the provisions contained in the NPA Relief Planning Guidelines.

## **9.0 MAINTENANCE OF THESE GUIDELINES**

It may be necessary to modify these Guidelines periodically to meet changing and unforeseen circumstances. Questions regarding these Guidelines, and requests for changes, should be directed to the Office.

## **10.0 APPEALS PROCESS**

Disagreements may arise between the Office, Code Applicants and Code Holders in the context of the administration of these Guidelines. In all cases, the Office, Code Applicants and Code Holders shall make reasonable, good faith efforts to resolve such disagreements among themselves consistent with these Guidelines prior to pursuing any appeal. Appeals may include but are not limited to either of the following options:

- The Code Applicant or Code Holder will have the opportunity to resubmit the matter to the Office for reconsideration with or without additional input.
- The Code Applicant or the Code Holder that is aggrieved by Office's numbering decisions may appeal to the Appeals Tribunal, in accordance with the Telecommunications Act.

In the event that the Office or Code Holder believes that the dispute has the potential to reoccur, the Office or Code Holder may initiate action to have the guidelines modified as necessary.

## **11.0 TREATMENT OF STRANDED CO CODES**

This section describes the roles and responsibilities of the Office and telecommunications service providers for the treatment of CO Codes that are Stranded or where there are indications that they may become Stranded. A Stranded CO Code is a CO Code with working or ported (if number portability applies) numbers that does not have a Code Holder operating in the exchange area where the CO Code is assigned. A CO Code with working or ported (if number portability applies) numbers will become Stranded if the telecommunications service provider who holds the CO Code ceases to operate in the exchange area where the CO Code is assigned and no action is taken to transfer the CO Code to another Code Holder. Stranded Codes may result from a business failure or other reason such as loss of regulatory authorization.

- 11.1 Any service provider that anticipates that a CO Code that it holds may become Stranded should contact the Office immediately in order to make arrangements for the transfer of the CO Code.
- 11.2 When the Office believes that a CO Code is Stranded or may become Stranded, the Office should contact the CO Code Holder and/or the bankruptcy trustee to:

# Jamaican Central Office Code (NXX) Assignment Guidelines

22 January 2009

- a) determine the status of the CO Code, and request that the Office be kept informed of any changes in status, and
  - b) if necessary, advise the CO Code Holder and/or the bankruptcy trustee of the Code Holder responsibilities in the Jamaican Central Office Code (NXX) Assignment Guidelines, and how CO Codes may be transferred to other entities when a sale of assets, merger or acquisition occurs.
- 11.3 If the Office determines that the CO Code will be transferred as a result of a sale, merger or acquisition then the processes and criteria set out in section 6.3.2 will apply.
- 11.4 If the Office determines that there is still a potential for the CO Code to become Stranded because it will not be transferred to another Code Holder in accordance with section 6.3.2, the Office shall take the following actions:
- a) Communicate with the CO Code Holder and/or bankruptcy trustee to determine the status of working and ported (if number portability applies) telephone numbers in the CO Code, and the date when the CO Code Holder will cease to operate in the area where the CO Code is assigned.
  - b) If the Office is unable to determine the status of the CO Code and working and ported (if number portability applies) Telephone Numbers after attempting to contact the CO Code Holder and/or receivership or bankruptcy trustee, then the Office will determine the quantities of telephone numbers that have been ported (if number portability applies) to other Telecommunications Service Providers. The Office shall not declare a Code as stranded until it has reason to believe the Code is stranded based upon information provided to it by the Code Holder, the receiver, or the bankruptcy trustee.
  - c) If there are no working and no ported (if number portability applies) Telephone Numbers in the CO Code, then the Office shall initiate the CO Code reclamation process.
  - d) If there are working or ported (if number portability applies) Telephone Numbers and no arrangements have been made to transfer the CO Code to another Code Holder, then the Office shall designate the CO Code as Stranded.
- 11.5 Where the Office designates a CO Code as Stranded, the Office shall:
- a) Contact Telcordia® to request that the CO Code and switch records remain unchanged within the BIRRDS database until the Office advises Telcordia® that the CO Code is reclaimed or reassigned to another CO Code Holder.
  - b) Before reclaiming a CO Code containing ported (if number portability applies) numbers, notify all Telecommunications Service Providers that the CO Code is

about to be reclaimed. If no service provider indicates within 30-days of this notification an interest in becoming the CO Code Holder, the Office shall declare that the Code will be reclaimed, and notify all Telecommunications Service Providers accordingly. The OFFICE shall consult with the telecommunications service providers to whom numbers in the Stranded Code(s) have been ported (if number portability applies) and establish a plan for the reclamation of CO Code(s), allocating appropriate periods for the service provider to advise customers of number changes and provide reference of calls, for customers to advise their callers of the change of number, and for CO Code reclamation and aging. The reclamation of Stranded CO Codes should generally take no longer than twelve months from the date the Office declares that it will reclaim a CO Code to the date the Office issues the Part 3 confirming the return of the CO Code.

- c) If only one telecommunications service provider is interested in becoming the Code Holder, the Office shall reassign the Stranded CO Code to that service provider, and the CO Code will not be included in Appendix B calculations or Telephone Number Utilization surveys for 3 years.
- d) If more than one telecommunications service provider expresses interest in becoming the Code Holder, the Office shall assess the responses using the quantity of numbers ported to each service provider and other relevant factors (e.g., Part 1 requests for CO Codes) to select the telecommunications service provider to which the CO Code should be reassigned.

The OFFICE should work with Telcordia®, the CO Code Holder and its AOC as appropriate to ensure that the Telcordia® BIRRDS database is updated appropriately if the Stranded CO Code is reassigned or reclaimed.

## 12.0 GLOSSARY

Active Code	A CO Code implemented in the PSTN or PLMN for specific routing or rating requirements.
Additional CO Code Assignment for Growth	A CO Code assigned to a switching entity or POI subsequent to the assignment of the first CO Code (See Initial Code), for the same purpose as a CO Code that was previously assigned to the same switching entity or POI. An Additional Code for Growth is requested when the line numbers available for assignment in previously assigned CO Codes will not meet expected demand. See section 4.2.1.
Additional CO Code For A Unique Purpose	A CO Code assigned to a switching entity or POI subsequent to the assignment of the first CO Code (See Initial Code), due to a distinct routing, rating, billing or other requirement that is different from the use of any CO Code(s) that were previously assigned to the same switching entity or POI. See sections

Jamaican Central Office Code (NXX) Assignment Guidelines  
22 January 2009

	4.2.2 and 4.2.3.
Affected Parties	Affected Parties are those entities that have applied for and/or received CO Code assignments or reservations within the NPA per Section 4.0 of these Guidelines (i.e., Code Holders in the NPA).
AOC	Administrative Operating Company is an organization that has access to input and update data contained in the Traffic Routing Administration (TRA) and other Telcordia® databases. An AOC may, under contract to other entities, provide a data input service to those databases. –Inquiries regarding AOC designation and access to TRA databases should be directed to the TRA at 732-699-6700 or visit their website at <a href="http://www.trainfo.com">www.trainfo.com</a> .
AOCN	Administrative Operating Company Number designated numeric or alphanumeric code assigned by TRA at identifies an Administrative Operating Company.
Authorized Representative of Code Applicant	The person from the Code Applicant’s organization or its agent that has the legal authority to take action on behalf of that Code Applicant.
BIRRDS	See Business Integrated Routing and Rating Database System
Business Integrated Routing and Rating Database System (BIRRDS)	BIRRDS is the TRA integrated systems environment database that is used by Administrative Operating Company Number (AOCN) companies, including the Office of Utilities Regulation (the Office) in its role as Jamaican CO Code administrator, for the creation and modification of routing and rating database records for assigned CO Codes
Central Office Code	The D-E-F digits of the 10 digit NANP number in a telephone number. Central Office Codes (CO Codes) are in the format “NXX”, where N = any number 2 through 9 and X = any number 0 through 9.
CLLI™	Common Language Location Identifier®™ is an eleven-character descriptor of a switch or network element (e.g., switch, POI).
CO Code Activation	The process of opening a CO Code in the PSTN to enable routing and rating as of the Effective Date published in the LERG Routing Guide (see Active Code).
CO Code Exhaust	A point in time at which the quantity of TNs within existing CO Codes which are “Available for Assignment” equals zero within a switching entity/POI or, conversely, when the quantities of “Working Telephone Numbers” plus “TNs Unavailable for Assignment” equal 10,000 times the quantity of existing CO Codes assigned to a switching entity/POI. Where CO Code sharing occurs or partial CO Codes are assigned to a switching entity/POI, the latter number should be adjusted accordingly.
Jamaican Numbering Administrator	The entity responsible for the administration of Jamaican numbering resources including CO Codes within the Jamaican



Jamaican Central Office Code (NXX) Assignment Guidelines  
22 January 2009

	geographic NPA.
Code Applicant	The entity which has applied for the assignment of a CO Code in accordance with these Guidelines.
Code Holder	The entity to which a CO Code has been assigned in accordance with these Guidelines for use at a Switching Entity or POI it owns or controls.
Code Protection	Code protection is an arrangement whereby a Central Office Code is designated as not available for assignment in an adjacent exchange in an adjacent NPA. This is done to allow 7-digit dialling across the boundary between the adjacent exchanges in the adjacent NPAs.
Conservation	Consideration given to the efficient and effective management of a finite numbering resource in order to minimize the cost and need to expand its availability, while at the same time allowing the maximum flexibility in the introduction of new services, capabilities and features.
Effective Date	The date that a CO Code or supporting data changes (e.g., routing and rating) is/are to become effective within the NANP area PSTN or PLMN network. The effective date may be: (1) the date the CO Code is to become active (i.e., can first be routed to), or (2) subsequent dates when pertinent supporting data will be modified (e.g., an active CO Code is associated with a switching entity/POI replacement) or, (3) the date a CO Code will be disconnected (most often CO Codes associated with the “old” NPA side of an NPA “split”).
Exchange Area	An Exchange is “The basic unit for the administration and provision of telephone service by a carrier, which normally encompasses a city, town or village and adjacent areas.
INC	Industry Numbering Committee. The INC is a standing committee of the Carrier Liaison Committee (CLC) that is sponsored by the Alliance for Telecommunications Industry Solutions (ATIS). The INC provides an open forum to address and resolve industry-wide issues associated with the planning, administration, allocation, assignment and use of resources and related dialling considerations for public telecommunications within the North American Numbering Plan (NANP) area.
Industry Notification	The process of advising all Telecommunications Service Providers, users and their representatives of the opening of a new CO Code or a change or deletion of an existing CO Code, by publishing routing and rating data in the LERG Routing Guide.
Initial Code	The first geographic Central Office Code assigned to a Code Holder based on identification of a new switching entity or physical PO.I.
In-Service	An active CO Code in which specific subscribers or services are utilizing assigned telephone numbers.
Jeopardy Contingency Plan	It is a contingency plan for the conservation and assignment of CO Codes, that is a part of the NPA Relief Implementation

# Jamaican Central Office Code (NXX) Assignment Guidelines

22 January 2009

	Plan, and would be implemented in the event of a Jeopardy NPA condition being declared by the Office.
Jeopardy NPA Condition	A jeopardy condition exists when the forecast and/or actual demand for CO Codes exceeds the quantity of CO Codes available for assignment within the NPA before it is expected that relief can be implemented. (See NPA Relief Planning Guidelines)
LERG™ Routing Guide	Telcordia® LERG™ Routing Guide: contains local routing information obtained from BIRRDs. This information reflects the current network configuration and scheduled network changes for all entities originating or terminating PSTN calls within the NANP area.
NANP	<p>The North American Numbering Plan (NANP) is the basic addressing scheme for the Public Switched Telephone Network in the following 19 countries in Country Code 1 (formerly known as World Zone 1): Anguilla, Antigua &amp; Barbuda, Bahamas, Barbados, Bermuda, British Virgin Islands, Canada, Cayman Islands, Dominica, Dominican Republic, Grenada, Jamaica, Montserrat, St. Kitts &amp; Nevis, St. Lucia, St. Vincent &amp; the Grenadines, Trinidad &amp; Tobago, Turks &amp; Caicos Islands, and the United States (including Puerto Rico, the U.S. Virgin Islands, Guam and the Commonwealth of the Northern Mariana Islands). The format of the NANP follows International Telecommunications Union (ITU) standards as detailed in Recommendation E. 164, or as amended.</p> <p>The NANP format currently consists of 10-digits in the format NXX-NXX-XXXX where N = 2 to 9 and X = 0 to 9. The digit positions in the NANP may be identified by alphabetical characters using the following format ABC-DEF-GHIJ where ABC is the Area Code or Numbering Plan Area (NPA), DEF is the Central Office Code or NXX (CO Code), and GHIJ is the Line Number.</p>
NANPA	North American Numbering Plan Administration (NANPA) is the entity responsible for administration of the North American Numbering Plan.
National Exchange Carriers Association	The NECA assigns Company Codes that are used as Operating Company Numbers (OCNs) in the Telcordia® routing and rating databases. Companies with no OCN assignment may contact NECA at 973 884-8355 to obtain a Company Code. The NECA web site is <a href="http://www.neca.org">www.neca.org</a> . The web page to obtain information on Company Codes is: <a href="http://www.necaservices.com">www.necaservices.com</a>
NECA	See National Exchange Carriers Association
Neighbouring NPA	Neighbouring NPAs are geographic NPAs with a shared land border, or a shared water border where the lands are joined by bridges or where wireless service provider signals can reach across the water.
NPA	<p>Numbering Plan Area (also called Area Code). An NPA is the 3-digit code that occupies the A, B, and C positions in the 10-digit NANP format that applies throughout the NANP serving area. NPAs are of the format NXX, where N represents the digits 2-9 and X represents any digit 0-9. In the NANP, NPAs are classified as either geographic or non-geographic.</p> <p>a) Geographic NPAs are NPAs that correspond to discrete geographic areas within the NANP serving area.</p> <p>b) Non-geographic NPAs are NPAs that do not correspond to discrete</p>

# Jamaican Central Office Code (NXX) Assignment Guidelines

22 January 2009

	geographic areas, but which are instead assigned for services with attributes, functions, or requirements that transcend specific geographic boundaries. The common examples are NPAs in the N00 format, e.g., 800, 900.
NPA Exhaust	A point in time at which the quantity of CO Codes within the NPA which are available for assignment equals zero.
NPA Relief	NPA Relief refers to an activity that must be performed when an NPA nears exhaust of its CO Code capacity.
Numbering Resource Utilization Forecast (NRUF)	The NRUF is a process used to aid the Office in projecting NPA exhaust and the NANPA in predicting NANP exhaust. See the NRUF Guideline. The NRUF was formerly called the Central Office Code Utilization Survey (COCUS).
NRUF	See Numbering Resource Utilization Forecast.
OCN	See Operating Company Number
Operating Company Number (OCN)	An Operating Company Number (OCN) is a code used to uniquely identify and associate a company with certain records in Telcordia's databases and in related output products (e.g. LERG Routing Guide, V&H coordinates data in the TPM Data Source). Specific to these Guidelines, the OCN is intended to uniquely identify the Code Holder. OCNs are used in various telecommunications industry processes primarily as a means to identify local service providers. Telcordia® lists Operating Companies in various categories (see the Telcordia® Routing Administration (TRA) internet site at <a href="http://www.trainfo.com">www.trainfo.com</a> ). Companies that do not have an OCN may contact the National Exchange Carriers Association (NECA) to request the assignment of a NECA Company Code(s) that can be used as the basis for an OCNs in the Telcordia® databases. NECA Company Codes are assigned based on different types of services. Companies with existing OCNs should direct questions regarding appropriate OCN usage to NECA at 973 884-8355 or via the internet at <a href="http://www.neca.org">www.neca.org</a> .
Plant Test Codes	There are two standard Plant Test Codes (i.e., 958 and 959) that may be used by any entity for testing within its network. In addition, CO Codes may be assigned by the CNA on a temporary basis to Code Applicants or Code Holders. See Section 4.6.
Point of Interconnection (POI)	The physical location where two carriers' facilities interconnect for the purpose of interchanging traffic on the PSTN.
Projected Future Geographic NPAs	Projected Future Geographic NPAs include NPAs reserved by NANPA for Jamaica's NPA relief.
Protected Code	See Code Protection.
PLMN	Public Land Mobile Network. The PLMN is composed of all transmission and switching facilities and signal processors supplied and operated by all mobile telecommunications carriers for use by the public. Every station on the PLMN is capable of being accessed from every other station on the PLMN and PSTN via the use of NANP numbers.
PSTN	Public Switched Telephone Network. The PSTN is composed of all transmission and switching facilities and signal processors supplied and operated by all fixed telecommunications carriers for use by the public. Every station on the PSTN is capable of being accessed from every other station on the PSTN or PLMN via the use of NANP numbers.
RAO Code	See Revenue Accounting Office Code.
Rate Center	A specific geographic point used for determining distance dependent rates for PSTN calls.
Reserved CO Codes	A CO Code that has been identified and set aside by the Office of Utilities Regulation, as Numbering Administrator, for some specific use or purpose, such as for a Code Applicant.
Revenue Accounting Office Code	Revenue Accounting Office (RAO) Codes are a data elements used in the Central Office Code Assignment process. The RAO Code Guidelines,

# Jamaican Central Office Code (NXX) Assignment Guidelines

22 January 2009

	prepared by the RAO Administrator (Telcordia® Technologies, Inc.), includes background information on RAOs and describes the means of requesting an RAO assignment (see the Telcordia® Routing Administration (TRA) internet site at <a href="http://www.trainfo.com">www.trainfo.com</a> ).
Stranded CO Code	A CO Code with working or ported telephone numbers that does not have a Code Holder that is operating in the exchange area where the CO Code is assigned. Stranded CO Codes are designated by the Office.
Switch Identification	The eleven-character CLLI™ Code used to identify a Switching Entity or POI.
Switching Entity	A network element system used to connect lines to lines, lines to trunks, or trunks to trunks for the purpose of originating/terminating PSTN or PLMN calls. A single switching system entity may be assigned several CO Codes.
Telcordia® Routing Administration (TRA)	Telcordia® Routing Administration or TRA- See Telcordia® Technologies Inc.
Telcordia® Technologies Inc.	Telcordia® Technologies Inc. provides various services to the North American telecommunications industry, including but not limited to Telcordia® Routing Administration (TRA). The TRA operates routing, rating, and other databases that are used by the telecommunications industry. Additional information may be obtained from TRA at 732-699-6700 or at the web site: <a href="http://www.trainfo.com">www.trainfo.com</a>
Telcordia® TPM™ Data Source (previously referred to as Terminating Point Master)	The TPM Data Source contains all the active NPA and CO Code combinations in the NANP and for each of these points the following is provided: Major Vertical and Horizontal coordinates, Local Access Transport Area (LATA)/LATA-like code, LATA subzone code, RAO code, place and state, province or country name abbreviation, and time zone indicator. In Jamaica, the single LATA code 888 is used for all NPAs and NXX codes.
Telecommunications Service Providers	Any entity that is authorized by the appropriate regulatory authority to provide telecommunications services to the public.
TN's (Telephone Numbers) Available for Assignment	The quantity of telephone numbers within existing CO Codes which are immediately available for assignment to subscriber access lines or their equivalents within a Switching Entity or POI.
TN's (Telephone Numbers) Unavailable for Assignment	The quantity of telephone numbers within existing CO Codes which are not immediately available for assignment to subscriber access lines or their equivalents within a Switching Entity or POI. Examples include numbers required for maintenance testing, numbers reserved for specific customers or specific services, disconnected numbers on intercept, pending connects or disconnects. TNs Unavailable for Assignment do not include Working Telephone Numbers (this differs from the INC definition).
Working Telephone Numbers (WTNs)	The quantity of telephone numbers within existing CO Codes which are assigned to working subscriber access lines or their equivalents, e.g., direct inward dialing trunks, paging numbers, special services, temporary local directory numbers (TLDNs), etc., within a Switching Entity or POI.

**APPENDICES:**

- A. Months to Exhaust Certification Worksheet (31 January 2007)**
- B. Time Lines**
- C. Plant Test Code Application Form and OUR Response/Confirmation Form**
- D. Aging and Administration of Disconnected Telephone Numbers**

**CENTRAL OFFICE CODE (NXX) ASSIGNMENT REQUEST AND CONFIRMATION FORMS:**

**Part 1 - Request for NXX Code Assignment (31 January 2007)**

**Part 2 - Routing and Rating Information Forms 1 – 8 (31 January 2007)**

**Part 3 - Jamaican OUR's Response/Confirmation Form (31 January 2007)**

**Part 4 - Jamaican Code Holder's Confirmation of Code In-Service Date Form  
(31 January 2007)**

## MONTHS TO EXHAUST CERTIFICATION WORKSHEET<sup>1</sup>

(Worksheet to be used for Requests for Additional Codes for Growth)

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Switching Entity/Point of Interconnection (CLLI): \_\_\_\_\_

NPA: \_\_\_\_\_ NXXs included in growth calculation: \_\_\_\_\_

Signature of Authorized Representative of Code Applicant: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_

A. Telephone Numbers (TNs) Available for Assignment (See Glossary<sup>2</sup>): \_\_\_\_\_

	Month #1	Month #2	Month #3	Month #4	Month #5	Month #6
B. Previous 6-month growth history <sup>3</sup> :	_____	_____	_____	_____	_____	_____

C. Projected growth - Months 1-6 <sup>4</sup> :	_____	_____	_____	_____	_____	_____
---	-------	-------	-------	-------	-------	-------

Projected growth - Months 7-12 <sup>4</sup> :	_____	_____	_____	_____	_____	_____
---	-------	-------	-------	-------	-------	-------

D. Average Monthly Growth Rate (From Part C above): \_\_\_\_\_

E. Months to Exhaust =  $\frac{\text{Telephone Numbers (TNs) Available for Assignment (A)}}{\text{Average Monthly Growth Rate (D)}}$  = \_\_\_\_\_

Explanation: \_\_\_\_\_

<sup>1</sup> This Worksheet is required to be submitted to the Office; for audit purposes it must be in the applicant's files.

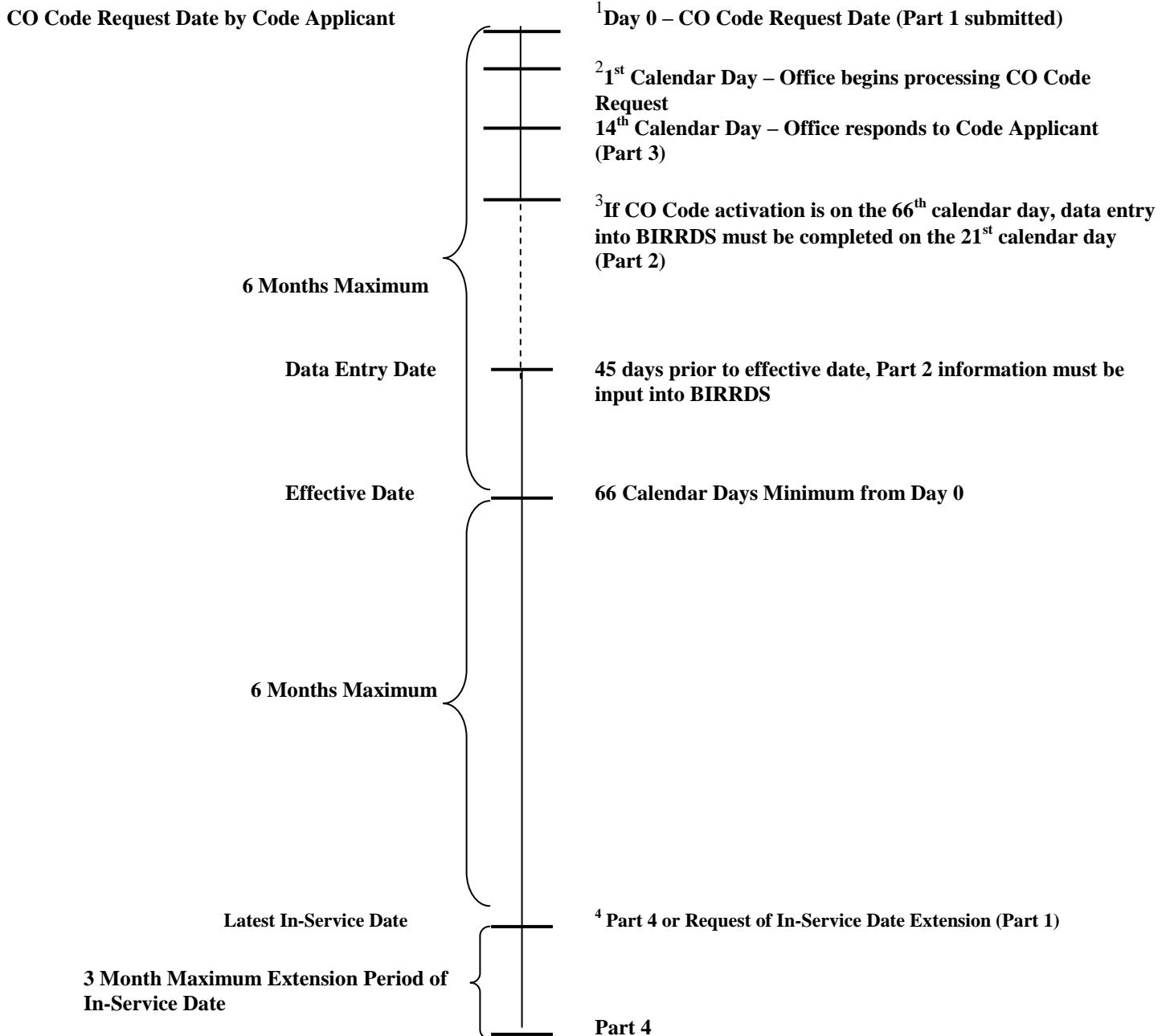
<sup>2</sup> Definitions of terms may be found in the Glossary section of the Central Office Code (NXX) Assignment Guidelines.

<sup>3</sup> Net quantity of Telephone Numbers (TNs) assigned in each previous month, starting with the most distant month as Month #1, and Month #6 as the current month.

<sup>4</sup> Net quantity of TNs assigned in each following month, starting with the most recent month as Month #1. In a jeopardy situation, only 6 months growth projection is required.

**Time Lines**

**II. Code Activation Time Line (Initial & Additional)**



<sup>1</sup> Day 0 may be as early as 6 months prior to the Effective Date, but *no later* than 66 calendar days prior to the Effective Date.

<sup>2</sup> 1<sup>st</sup> and 14<sup>th</sup> calendar day intervals commence from Day 0.

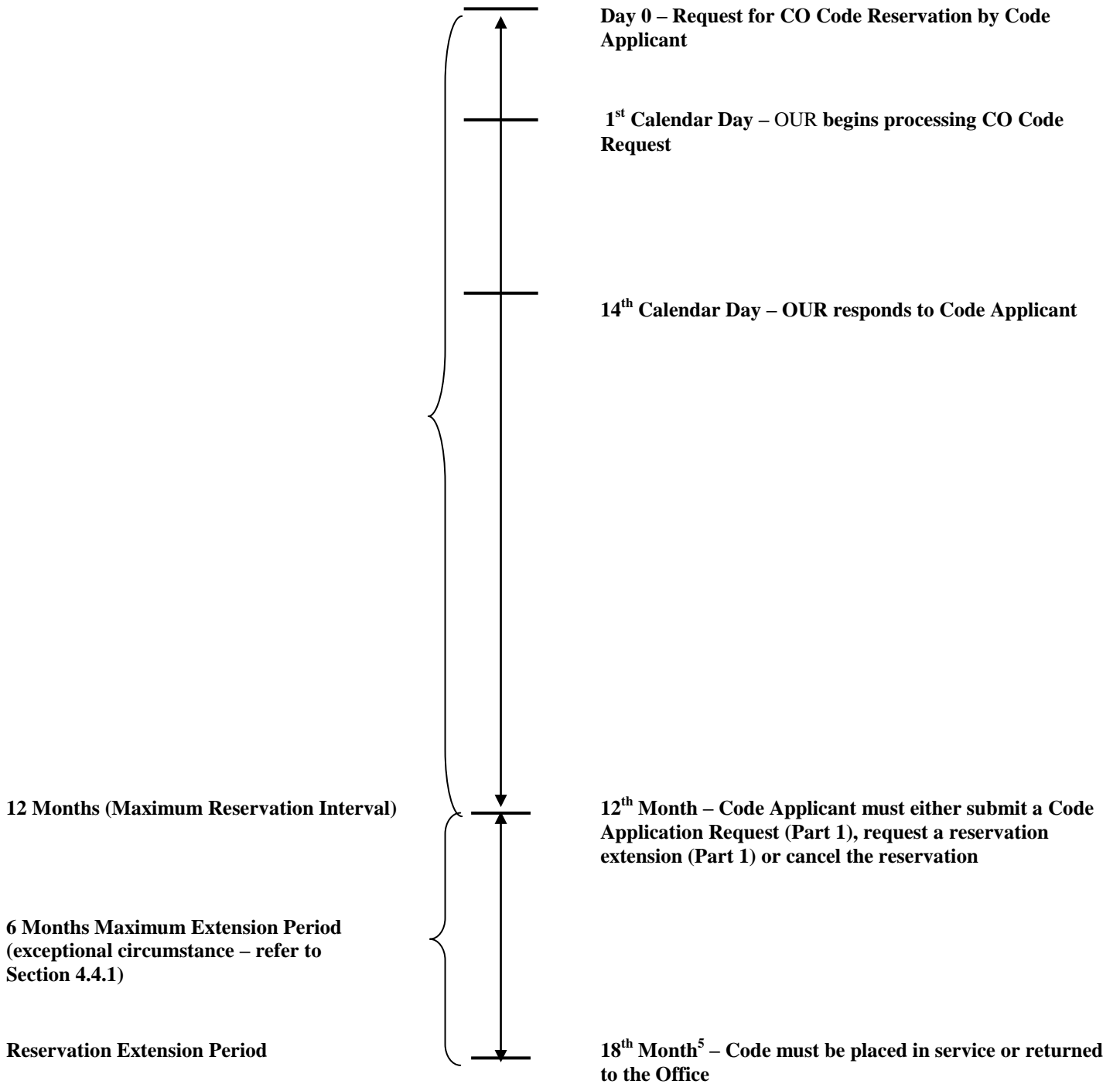
<sup>3</sup> This interval may be affected by the occurrence of statutory holidays in Jamaica or the United States.

<sup>4</sup> In-Service Date could be up to 6 months after the Effective Date.



**Time Lines**

**III. Code Reservation Time Line**



<sup>5</sup> This eighteen month period includes the minimum industry interval for Code activation of 66 days or more established in accordance with section 6.2.2 and any extension of 90 or less days granted in accordance with section 7.2.2.

**PLANT TEST CODE FORM**

**PART 1: PLANT TEST CODE APPLICATION**

(To be completed by the Code Applicant)

Code Applicants should complete Part 1 of this form to request the temporary assignment of a Plant Test Code. Submit the completed form to the Office at the address below. A separate form should be used for each plant test code request. The Office will treat the information on this form as confidential.

Date: \_\_\_\_\_ OCN: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

NPA in which Plant Test Code is Requested: \_\_\_\_\_  
Plant Test Code will reside in Switch/POI CLLI Code: \_\_\_\_\_  
Requested Effective Date of Assignment: \_\_\_\_\_  
Date of Termination of Assignment: \_\_\_\_\_

I hereby certify that the plant test code within the NPA identified above will be used solely for plant testing purposes commencing on the Effective Date of Assignment and ending on the date of termination of assignment. I agree that the code will be reclaimed by the Office automatically on the date of termination of assignment or at an earlier date upon 60 days prior written notice from the Office.

\_\_\_\_\_  
Signature of Authorized Representative of Code Applicant

\_\_\_\_\_  
Title

**PART 2: OFFICE OF UTILITIES REGULATION PLANT TEST CODE RESPONSE CONFIRMATION**

(to be completed by the Office within 14 calendar days of receipt)

Office of Utilities Regulation  
36 Trafalgar Road  
Kingston 10  
Jamaica W.I.

Tel: 876-968-6057  
Fax: 876-929-3635

Date: \_\_\_\_\_  
Plant Test Code Assigned: \_\_\_\_\_ NPA: \_\_\_\_\_ NXX: \_\_\_\_\_  
Plant Test Code Switch/POI CLLI Code: \_\_\_\_\_  
Effective Date of Assignment: \_\_\_\_\_  
Date of Termination of Assignment: \_\_\_\_\_  
Request Denied. Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Code Administrator

\_\_\_\_\_  
Date

**PLANT TEST CODE FORM**

**PART 3: PLANT TEST CODE RETURN**

(to be completed by the Test Code Holder)

Test Code Holders may complete Part 3 of this form to return the temporarily assigned Plant Test Code. Submit the completed form to the Office of Utilities Regulation at the address below. A separate form should be used for each plant test code returned. The Office will treat the information on this form as confidential. If the Plant Test Code Holder does not submit a completed Part 3 - Plant Test Code Return to the Office will automatically reclaim the Code in accordance with the Guidelines.

Date: \_\_\_\_\_ OCN: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Plant Test Code: \_\_\_\_\_ NPA: \_\_\_\_\_ NXX: \_\_\_\_\_  
Plant Test Code Switch/POI CLLI Code: \_\_\_\_\_  
Effective Date of Assignment: \_\_\_\_\_  
Date of Return: \_\_\_\_\_

I hereby return the Plant Test Code and certify that it has been removed from this Company's switching network.

\_\_\_\_\_  
Signature of Authorized Representative of Code Holder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**PART 4: OFFICE OF UTILITIES REGULATION PLANT TEST CODE RECLAMATION**

(To be completed by the Office within 14 calendar days of receipt of Part 3 or when reclamation is initiated by Office. The Office shall send the completed form to the former temporary Plant Test Code Holder)

Office of Utilities Regulation  
36 Trafalgar Road  
Kingston 10  
Jamaica W.I.

Tel: 876-968-6057  
Fax: 876-929-3635

Plant Test Code Reclaimed: \_\_\_\_\_ NPA: \_\_\_\_\_ NXX: \_\_\_\_\_  
Effective Date of Assignment: \_\_\_\_\_  
Date of Reclamation: \_\_\_\_\_  
Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Code Administrator

\_\_\_\_\_  
Date

## **AGING AND ADMINISTRATION OF DISCONNECTED TELEPHONE NUMBERS**

### **1. INTRODUCTION**

This Guideline applies to telephone numbers within Jamaican Geographic and Mobile Central Office (NXX) Codes. It identifies the duties of all Service Providers for the Aging and administration of Disconnected Telephone Numbers.

This Guideline may be subject to modification by the Office of Utilities Regulation in the event that number pooling, code sharing or number portability is adopted in Jamaica.

This Guideline is required because of the potential negative impact on customers who may be re-assigned telephone numbers that are not aged for an appropriate time period, as well as the potential inefficient use of numbering resources if numbers are aged too long.

The use of appropriate Aging processes and intervals promotes the efficient management of Disconnected Telephone Numbers.

### **2. DEFINITION OF AGING**

Aging is the process of making a Disconnected Telephone Number temporarily unavailable for re-assignment to another customer for a specified period of time called the Aging Interval. The Aging Interval includes the Announcement Treatment Period which includes any Specific Announcement Treatment Period for the customer of record, as well as the Blank Telephone Number Intercept Period. A number is disconnected when it is no longer used to route calls to equipment owned or leased by the disconnecting customer of record. The Aging Interval commences on the date the number is disconnected and ends after the Aging Intervals specified in this Guideline. A Suspended Telephone Number shall not be considered to be a Disconnected Telephone Number for the purpose of this Guideline.

### **3. PURPOSE OF AGING**

1. provide service providers time to fulfill their administrative requirements, e.g., billing cycle completion, service record reconciliation;
2. allow service providers to provide their disconnecting customers with the opportunity to request Specific Announcement Treatment, e.g., referral to a new telephone number;
3. minimize misdirected calls intended for the previous customer when the telephone number has been re-assigned to a new customer; and

4. enable the disconnecting customer to re-connect service, using the same telephone number and service provider during the Aging Interval.

#### **4. AGING PRINCIPLES**

1. The disconnecting customer's service provider shall be responsible for Aging and call treatment (e.g., Specific Announcement Treatment, blank number announcement, etc.).
2. The Aging Interval shall begin on the date that the telephone number is disconnected and end after the completion of the appropriate Aging.
3. Once the Disconnecting Service Provider has initiated the Aging process for a Disconnected Telephone Number, the Disconnecting Service Provider shall not modify the Aging Interval unless requested by the disconnected customer or the Aging Interval is modified by regulatory order.
4. A Disconnecting Service Provider shall not re-assign a telephone number that is being aged, except to re-assign the telephone number to the customer who originally disconnected the telephone number and who is reconnecting service with the Disconnecting Service Provider.
5. Aging Intervals for Disconnected Telephone Numbers shall be applicable to all Service Providers using Jamaican National Numbering Plan Geographic and Mobile numbering resources.
6. Telephone numbers that are being aged shall not be made available for reservation to any entity, including the Disconnecting Service Provider or other customer, other than to the customer who disconnected the telephone number prior to Aging.
7. All Disconnected Telephone Numbers which have completed the Aging process shall be returned immediately by the Disconnecting Service Provider to the Code Holder (which may be the Disconnecting Service Provider).
8. All Service Providers shall consistently apply Aging Intervals, as outlined in this Guideline, to all Disconnected Telephone Numbers which are assigned to them.

## 5. AGING INTERVALS

The following Aging Intervals shall be applied by all Service Providers to Disconnected telephone Numbers:

Class of Service	Aging Interval in Months	
	Minimum	Maximum
<b>Residential</b>	1	3
<b>Business</b>	3	12 *
<b>Non-Business Mobile</b>	1	3
* The 12 month maximum may be required to accommodate local directory publishing dates or high volume call-in applications, or to accommodate changes to numbers associated with public service emergency applications.		

In an NPA jeopardy situation, these intervals may temporarily be modified by regulatory order.

## 6. AUDIT PROCESS

Audits of service providers may be required to ensure that service providers adhere to this Guideline. The audit should at a minimum:

1. compare the customer's requested Disconnect Date with the service provider's actual Disconnect Date.
2. compare the actual Aging Interval applied with the applicable industry approved Aging Interval;
  1. verify that if the Aging Interval was aborted, the telephone number was reconnected to the disconnecting customer and not to a new customer;
  2. verify that the service provider is consistently applying the same Aging Interval to telephone numbers within their respective service class.

## 7. GLOSSARY

## **Aging**

Aging is the process of making a Disconnected Telephone Number temporarily unavailable for re-assignment to another customer for a specified period of time, called the Aging Interval.

### **Aging Interval**

The Aging Interval is the period of time that a Disconnected Telephone Number is made temporarily unavailable for re-assignment to another customer. The Aging Interval commences on the date the number is disconnected and ends after the appropriate Aging Intervals specified in this Guideline. The Aging Interval includes the Announcement Treatment Period.

### **Announcement Treatment Period**

The Announcement Treatment Period is the period of time during which the Disconnecting Service Provider advises persons who call the disconnecting customer's telephone number that the number is no longer in service. It includes any Specific Announcement Treatment Period for the disconnecting customer of record (e.g., inform callers of the customer's new telephone number) as well as the Blank Telephone Number Intercept Period.

### **Blank Telephone Number Intercept Period**

The Blank Telephone Number Intercept Period is the period of time during which the Disconnecting Service Provider advises persons who call the disconnecting customer's telephone number that the number is no longer in service.

### **Business Service**

Business Service is a class of service that typically is used primarily or substantially for commercial, industrial, institutional, and vocational purposes other than that of a domestic or family nature.

### **Disconnect Date**

The Disconnect Date is the date upon which a customer's service and telephone number is disconnected (i.e., calls placed to the number will not be completed to the customer). See Disconnected Telephone Number.

### **Disconnected Telephone Number**

A Disconnected Telephone Number is a number that is no longer used to route calls to equipment owned or leased by the disconnecting customer of record. A Suspended Telephone Number shall not be considered to be a Disconnected Telephone Number for the purpose of this Guideline.

### **Disconnecting Service Provider**

A Disconnecting Service Provider an authorized service provider who has disconnected a customer's service and telephone number.

### **Held Telephone Number**

A Held Telephone Number is a number which has been allocated by a Service Provider for the potential future use of a specific customer without payment by that customer.

### **Residential Service**

A Residential Service is a service, other than a Business Service, which is used primarily for domestic or family purposes.

### **Specific Announcement Treatment**

Specific Announcement Treatment is the service, provided by the Service Provider to the disconnecting customer, which provides an announcement to persons who call the disconnected number advising that the telephone number is no longer in service and, in some cases, the customer's new telephone number.

### **Specific Announcement Treatment Period**

The Specific Announcement Treatment Period is the period of time during which the Disconnecting Service Provider advises persons who call the disconnecting customer's telephone number that the number is no longer working and informs callers of the customer's new telephone number.

### **Suspended Telephone Number**

A Suspended Telephone Number is a telephone number which is temporarily taken out of service by the service provider at the request of the customer (e.g., seasonal suspension of service at a cottage) or at the service provider's initiative (e.g., for non-payment of a bill).



## Jamaican Central Office Code (NXX) Assignment Request and Confirmation Forms

### Cover Sheet

**Part 1:** Request for NXX Code Assignment (Required)

**Part 2:** Routing and Rating Information (Optional)<sup>1</sup>

\_\_\_ New \_\_\_ Change

**Part 3:** Administrator's Response/Confirmation (Required)

**Part 4:** Confirmation of Code Activation (Required)

**NOTICE:** Parts 1, 2, 3 and 4 may be transmitted via paper or facsimile. Part 2 may also be transmitted via e-mail.

### Part 1: Request for NXX Code Assignment

Please complete the following form. Mail or fax the completed form to the Code Administrator.

The Code Applicant is on notice that code assignments are granted subject to the condition that all code holders are subject to the assignment guidelines which are published and available from the Office of Utilities Regulation. A code assigned to an entity, either directly by the Office or through transfer from another entity, should be placed in service within 6 months after the initially published effective date.

These guidelines may be modified from time-to-time. The assignment guidelines in effect shall apply equally to all Code Applicants and all existing code holders.

The Code Applicant and the Office acknowledge that the information contained on this request form is sensitive and will be treated as confidential. Prior to confirmation the information in this form will only be shared with the appropriate administrators and/or regulators. Information requested for BIRRDS will become available to the public upon input into those systems.

---

<sup>1</sup> The Code Applicant is not required to submit a completed Part 2 Form (Routing and Rating Information) to the Office. However, after a CO Code is assigned, it is the responsibility of the Code Applicant to enter, by itself or via an agent, the required Part 2 information into the Telcordia Traffic Routing Administration (TRA) BIRRDS databases in order to notify the telecommunications industry to activate the CO Code in the Public Switched Telephone Network (PSTN) and PLMN.

I hereby certify that the following information requesting NXX codes is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the currently applicable version of the Jamaican Central Office Code (NXX) Assignment Guidelines.

It is understood that the Code Applicant will return the CO Code to the Office of Utilities Regulation for reassignment if the resource is no longer in use by the Code Applicant, no longer required for the service for which it was intended, not activated within the time frame specified in these guidelines (an extension can be applied for), or not used in conformance with these assignment guidelines.

---

Signature of Authorized Representative of Code Applicant

---

Title

---

Date

## 1.0 GENERAL INFORMATION

### 1.1 Contact information:

#### Code Applicant:

Entity Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address 1: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Address 2: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Contact Name: \_\_\_\_\_

#### Code Administrator Contact Information:

Name: Office of Utilities Regulation  
Address 1: 36 Trafalgar Road, P.O. Box 593 Facsimile: (876)-968-6053  
Address 2: Kingston 10, Jamaica E-Mail: crobinson@our.org.jm  
Telephone: (876)-968-6053

1.2 NPA: \_\_\_\_ LATA: \_\_\_\_ OCN: \_\_\_\_\_  
Switch Identification (Switching Entity / POI)<sup>2</sup>: \_\_\_\_\_  
City or Wire Center Name \_\_\_\_\_ Rate Center<sup>3</sup> \_\_\_\_\_  
Route same as: NPA \_\_\_\_ NXX \_\_\_\_ Use Same Rate Center as: NPA \_\_\_\_ NXX \_\_\_\_

### 1.3 Dates

Date of Application \_\_\_\_\_ Requested Effective Date \_\_\_\_\_<sup>4,5</sup>

Acknowledgment and indication of disposition of this application will be provided to Code Applicant as noted in Section 1.2 within ten working days from the date of receipt of this application.<sup>6</sup>

### 1.4 Type of Entity Requesting the Code:

a) Local Exchange Carrier \_\_\_\_\_  
Wireless Service Provider \_\_\_\_\_  
Other (specify) \_\_\_\_\_

b) Type of service for which code is being requested:  
\_\_\_\_\_  
\_\_\_\_\_

<sup>2</sup> This is an eleven-character descriptor of the switch provided by the owning entity for the purpose of routing calls. This is the 11 character COMMON LANGUAGE Location Identification- (CLLI) of the switch or POI.

<sup>3</sup> Rate Center name must be a tariffed Rate Center associated with toll billing.

<sup>4</sup> The Industry-wide cut-over is a minimum of 45 days after the NXX code request is input to BIRRDS. To the extent possible, code applicants should avoid requesting an effective date that is an interval less than 66 calendar days from the submission of this form. It should be noted that interconnection arrangements and facilities need to be in place prior to activation of a code. Such arrangements are outside the scope of these guidelines.

<sup>5</sup> Requests for code assignment should not be made more than 6 months prior to the requested effective date.

<sup>6</sup> An incomplete form may result in delays in processing this request.

- c) Is certification or authorization required to provide this type of service in the relevant geographic area?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
(1) If no, explain:  
\_\_\_\_\_  
\_\_\_\_\_
- (2) If yes, does your company have such certification or authorization?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
(i) If yes, indicate type and date of certification or authorization (e.g. letter of authorization, license):  
\_\_\_\_\_  
(ii) If no, explain:  
\_\_\_\_\_  
\_\_\_\_\_
- d) CO Code(s) (NXX) Assignment Preference \_\_\_\_\_ (optional)
- e) CO Code(s) (NXX) that are undesirable for this assignment, if any \_\_\_\_\_

**1.5 Type of Request (Select One):**

- \_\_\_\_\_ Initial code for new switching entity or new point of interconnection (Complete Part 2)  
\_\_\_\_\_ Code request for New Application for existing switching entity or point of interconnection (Code Applicant must complete Section 1.7)  
\_\_\_\_\_ Additional code for growth (Code Applicant must complete Section 1.6)  
\_\_\_\_\_ Update information (Complete Part 2) CO Code NXX requiring update \_\_\_\_\_  
\_\_\_\_\_ Code Reservation only:<sup>7</sup>  
\_\_\_\_\_ Initial Code  
\_\_\_\_\_ New Application (Complete Section 1.7)  
\_\_\_\_\_ Growth (Complete Section 1.6)

**1.6 Additional Code Request for Growth (See Section 4.2.1 of the Guidelines)**

Basis of eligibility for an additional code for growth assigned to the switching entity/POI assumes the following: the initial code or the code previously assigned to a new application meets the exhaust criteria, as specified in the Central Office Code (NXX) Assignment Guidelines, depending on whether the NPA is in a non-jeopardy situation or a jeopardy situation as described in Section 8.3 of the guidelines. The appropriate situation shall be indicated below (select one).

\_\_\_\_\_ Non-Jeopardy NPA Situation

I hereby certify that the existing CO code(s) (NXX) at this switching entity/POI is/(are) projected to exhaust within 6 months of the date of this application. This fact is documented on Appendix B.

\_\_\_\_\_ Jeopardy NPA Situation (see Section 8.4 (c) of the Guidelines)

<sup>7</sup> When the Code Applicant is ready to place the code in service, the Code Applicant should complete a new request form.

I hereby certify that the existing CO code(s) (NXX) at this switching entity/POI is/(are) projected to exhaust within 6 months of the date of this application. This fact is documented on Appendix B.

**1.7 Code Request for New Application (See Section 4.2 of the Guidelines)**

Basis of eligibility for an additional code means that there has not been a code assigned to this switching entity/point of interconnection for this purpose. (Check the applicable space and, if applicable, provide the requested information).<sup>8</sup>

\_\_\_\_\_ **Code is necessary for distinct routing, rating or billing purposes**<sup>9</sup>

---

---

\_\_\_\_\_ **Other (Explanation required)** The Code Applicant must provide an explanation of why existing resources assigned to that entity cannot satisfy this requirement.

---

---

**1.8 Authorization for entry of BIRRDS information (Check applicable space).**

\_\_\_\_\_ I have attached a completed Part 2 of this form and authorize the Office to input/revise the indicated BIRRDS data. I understand that the authorization and/or data input responsibilities are determined on an Administrative Operating Company Number (AOCN) level.

\_\_\_\_\_ Part 2 of this form is not attached. BIRRDS input will be the responsibility of the Code Applicant. The 66 calendar day minimum interval cut-over for BIRRDS will not begin until input into BIRRDS has been completed.

---

<sup>8</sup> If eligibility is based on a category that requires additional explanation or documentation and the code administrator denies a request, the applicant has the option to pursue an appeals process.

<sup>9</sup> Any additional information that can be provided by the code applicant may facilitate the processing of that application.

Part 2: Routing and Rating Information

As Part 2 Forms are developed by Telcordia® Technologies Traffic Routing Administration (TRA) for data entry into Telcordia's BIRRDS database, Code Applicants should obtain the Forms directly from the ATIS Internet web site at: <http://www.atis.org/atis/clc/inc/incdocs.htm>

The Code Applicant is not required to submit a completed Part 2 Form (Routing and Rating Information) to the Office. However, after a CO Code is assigned, it is the responsibility of the Code Applicant to enter, by itself or via an agent, the required Part 2 information into Telcordia's BIRRDS database in order to notify the telecommunications industry to activate the CO Code in the Public Telephone Network.

A Job Aid to assist Code Applicants in completing the Part 2 Form may be obtained from Telcordia TRA by calling 732-699-6700, by facsimile at 732-336-6999, by internet website at [www.trainfo.com](http://www.trainfo.com), or by sending an e-mail message to [tra@telcordia.com](mailto:tra@telcordia.com).

The Office of Utilities Regulation is a registered AOCN (the holder of an Administrative Operating Company Number which identifies a company with permission to enter, and responsibility for the maintenance of, a particular record in the database underlying the TRA's Local Exchange Routing Guide). Only the Office has permission to enter primary (Part 1) data into Telcordia's BIRRDS database for Jamaican CO Codes.

An applicant may authorize the Office to enter the required Part 2 information into the BIRRDS database by so indicating in section 1.8 of the Part 1 Form (Request for NXX Code Assignment) and submitting the relevant Part 2 forms along with Part 1 form. For this purpose the Office will maintain copies of the latest available Part 2 forms on its internet website at: <http://www.our.org.jm>.

Central Office Code Assignment Guidelines (COCAG)  
Central Office Code (NXX) Assignment Request – Part 2 - ATIS-0300050.p2

July 23, 2004

**ROUTING AND RATING INFORMATION**

Although Part 2 forms are revised from time to time, they do not necessarily represent the most current description of data needed for input to the Telcordia® BIRRDs database. Data requirements may change to meet industry needs. During data requirement transition periods, additional and/or different information than may appear on these forms may be requested.

These forms are supported by the latest issue of the "COCAG/TBPAG Forms Part 2 Job Aid" issued and maintained by Telcordia® Routing Administration (TRA). The latest issue of this Job Aid may be obtained by calling TRA Customer Service on 732 699-6700 and/or by downloading a copy from [www.trainfo.com](http://www.trainfo.com).

This page is a cover sheet that can be used in conjunction with Part 2 forms. The COCAG/TBPAG Forms Part 2 Job Aid provides expanded detail on the purpose, definition, permissible values, etc. of the data being requested.

Form(s) being provided:

Form 1 - CO Code (NXX)	_____	Form 5 – (No Longer Required)	
Form 2 - Switching Entity/POI	_____	Form 6 - Business Office	_____
Form 3 – (No Longer Required)		Form 7 - LRN	_____
Form 4 – (No Longer Required)		Form 8 - Multiple Homing	_____

Data Provider Information: \_\_\_\_\_ Date \_\_\_\_\_

Name (first, middle, last) \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Other/e-mail \_\_\_\_\_

Note: For an additional code(s) where the rating and routing are identical to an existing code, complete the following:

Use Same Route and Rate Center as: NPA\_\_\_\_ NXX\_\_\_\_

Comments: \_\_\_\_\_

Central Office Code Assignment Guidelines (COCAG)  
Central Office Code (NXX) Assignment Request – Part 2 - ATIS-0300050.p2

July 23, 2004

For processor's use:

Date Received: \_\_\_\_\_



Central Office Code (NXX) Assignment Request - Part 2, Form 1  
February 7, 2005

Following are CO Code (NXX) data requirements for the Telcordia® BIRRDs database. Section 1.2 of the COCAG/TBPAG Forms Part 2 Job Aid may be referenced for assistance in completing this form. This form must always be completed for newly assigned CO Codes.

**New CO Code** All items are required unless otherwise noted.  
**Data change** Items 1-5 are required, as are the appropriate element(s) to be changed.  
**Disconnect** Only items 1-5 should be provided.

---

1. NPA \_\_\_\_\_ Numbering Plan Area code (Area Code) in which the CO Code (NXX) has been assigned
  
2. NXX \_\_\_\_\_ Central Office Code (the assigned NXX)
  
3. BLOCK ID   A   No entry required for CO Codes (always "A")
  
4. STATUS \_\_\_\_\_ E = new code, M = change to supporting data, D = disconnect
  
5. EFF DATE   /  /   Date that a new CO Code can first be routed to, date that supporting data change will be effective or, date of disconnect (mm/dd/yy)
  
6. OCN \_\_\_\_\_ Operating Company Number
  
7. LOCALITY \_\_\_\_\_ Locality in RATE CENTER: \_\_\_\_\_ (max 10 char ea)
  
8. COUNTY \_\_\_\_\_ If applicable, the county in which the LOCALITY resides
  
9. STATE \_\_\_\_\_ Two character code for the state or territory of the LOCALITY
  
10. PLACE NAME: Enter up to 50 characters to identify PLACE NAME to be referenced in billing. Also enter the appropriate two character state code.\*  
  
\_\_\_\_\_
  
11. COCTYPE \_\_\_\_\_ Identifies use of the CO Code (Choose one - EOC, PLN, PMC, RCC, SIC, TST, SP1 , SP2, for ODDBALL codes see Job Aid)  
  
\_\_\_\_\_

\* If greater than 10 characters, PLACE NAME will be output and reported as 10 characters to meet some billing system requirements. This is performed via a mechanically processed algorithm.

Central Office Code (NXX) Assignment Request - Part 2, Form 1  
February 7, 2005

---

---

NPA \_\_\_\_\_ NXX \_\_\_\_\_ (Form 1- Pg 1 - # 1, 2)    EFF DATE \_\_\_/\_\_\_/\_\_\_ (Form 1- Pg 1- # 5)

-----

- 12. SSC \_\_\_\_\_ Special Service Code - (Choose one (or valid combinations up to four) - A, B, C, I, J, M, N, O, R, S, T, W, X, Z, 8)
  
- 13. TR DIG EO \_\_\_\_\_ Number of digits to be out pulsed to a switching entity/POI end office by another carrier (e.g. NPA + NXX + line would be 10).
  
- 14. TR DIG AT \_\_\_\_\_ Number of digits to be out pulsed to a switching entity/POI tandem office by another carrier (e.g. NPA + NXX + line would be 10).
  
- 15. NXXTYPE \_\_\_\_\_ Identifies use of CO Code (NXX) (Choose one of listed values provided in the COCAG Part 2 Job Aid)
  
- 16. BILL RAO \_\_\_\_\_ A valid Revenue Accounting Office code.
  
- 17. BO CODE \_\_\_\_\_ Enter an appropriate Business Office code.
  
- 18. CO TYPE \_\_\_\_\_ Company Type - (Choose appropriate value 0-9)
  
- 19. TIME ZONE \_\_\_\_\_ 0-None, 1-Guam/CNMI, 2-Hawaii/American Samoa, 3-Alaska, 4-Pacific, 5-Mountain, 6-Central, 7-Eastern, 8-Atlantic, 9-Newfoundland
  
- 20. IDDD \_\_\_\_\_ International Direct Distance Dialing (Y - if the CO Code (NXX) can place IDDD calls, N - if not)
  
- 21. DIND \_\_\_\_\_ Dialable Indicator (Y - if directly dialable, N - if not)
  
- 22. DAYLIGHT \_\_\_\_\_ (Y - if the CO Code (NXX) serves an area that observes daylight savings, N -if not)
  
- 23. PORTABLE \_\_\_\_\_ (Y/N) Y if line numbers can be ported from this CO Code

Central Office Code (NXX) Assignment Request - Part 2, Form 1  
February 7, 2005

---

---

NPA \_\_\_\_\_ NXX \_\_\_\_\_ (Form 1- Pg 1 - # 1, 2)    EFF DATE \_\_\_/\_\_\_/\_\_\_ (Form 1- Pg 1- # 5)

-----

24. TEST LINE Information

TEST LINE \_\_\_\_\_ Four-digit test line number (i.e. NPA-NXX -xxxx)

RESPONSE \_\_\_\_\_ Response from TEST LINE (A=Announcement, M=Milliwatt)

EXP DATE \_\_\_\_\_ Optional, but if used at least 175 days after the CO Code establish (STATUS "E") EFFDATE.

25. SWITCH \_\_\_\_\_ Eleven-character CLLI™ code that identifies the Switching Entity/POI (see COCAG Part 2 Form 2 if switch has not yet been established in BIRRDS)

26. SHA IND \_\_\_\_\_ Switch Homing Arrangement (two digits) (multiple homing arrangements - see COCAG Part 2 Form 8 if SHA IND has not yet been established in BIRRDS for the given switch) (if not applicable, enter 00)

**Central Office Code Assignment Guidelines (COCAG)**  
**Central Office Code (NXX) Assignment Request – Part 2, Form 2 - ATIS-0300050.p2f2**  
**July 23, 2004**

Switching Entity/POI (Point of Interconnection) data requirements for the Telcordia® BIRRDs database. Section 1.3 of the COCAG/TBPAG Forms Part 2 Job Aid may be referenced for assistance in completing this form.

<b>New Switching Entity/POI</b>	All items are required unless otherwise noted.
<b>Data change</b>	Items 1-3 are required, as are the appropriate element(s) to be changed.
<b>Disconnect</b>	Only items 1-3 should be provided.

1. SW IDENT \_\_\_\_\_ A switch identifier code - 11 characters (e.g. CLLI™). For Central Office Code assignments this is the switching entity/POI that will originate and terminate calls from/to the assigned CO Code.
2. STATUS \_\_\_\_\_ E = new entity/POI, M = change to supporting data, D = disconnect
3. EFF DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ Date a new switching entity/POI can be routed to, date supporting data change will be effective or, date of disconnect (mm/dd/yy)
4. EQPT TYPE \_\_\_\_\_ A valid code designating the specific equipment being used.
5. OCN \_\_\_\_\_ Operating Company Number
6. LATA \_\_\_\_\_ Local Access Transport Area code (3 digits, 5 may apply in Florida)
7. VC \_\_\_\_\_ The appropriate Vertical Coordinate for the switching entity/POI.
8. HC \_\_\_\_\_ The appropriate Horizontal Coordinate for the switching entity/POI.
9. IDDD \_\_\_\_\_ International Direct Distance Dialing (Y - if the switching entity/POI permits IDDD, N - if not)
10. ----- Address Data -- (should identify the actual location of the switching entity/POI) -----

STREET \_\_\_\_\_

CITY \_\_\_\_\_ ST   N/A   ZIP   N/A  

11. Inter LATA use (default N) (Y/N) \_\_\_\_\_
12. Point Code (optional) \_\_\_\_\_
13. Class 4/5 Office \_\_\_\_\_ (CLLI of the “other” side of such offices, if applicable)
14. RSTP ID \_\_ (only for STPs – pre-established two character code mapping to a Regional STP pair)
15. Intercompany EOC Use (default N) (Y/N) \_\_\_\_\_

**Central Office Code Assignment Guidelines (COAG)**  
**Central Office Code (NXX) Assignment Request – Part 2, Form 2 - ATIS-0300050.p2f2**  
**July 23, 2004**

SW IDENT \_\_\_\_\_ (Form 2, Page 1 - Item 1)    EFF DATE \_\_\_/\_\_\_/\_\_\_ (Form 2, Page 1 - Item 3)

-----

16. ----- Homing Arrangements -----

As may be applicable, enter the appropriate 11 character SW IDENT (e.g. CLLI) to which the switching entity/POI may home to for various feature group capabilities, signaling, etc.

ORIGINATING	TERMINATING	ADDITIONAL
FG B TDM: _____	FG B TDM: _____	HOST: _____
FG C TDM: _____	FG C TDM: _____	STP 1: _____
FG D TDM: _____	FG D TDM: _____	STP 2: _____
OS TDM: _____	OS TDM: _____	
FG B INT: _____	FG B INT: _____	800 SSP: _____
FG C INT: _____	FG C INT: _____	ISDN FS OFC: _____
FG D INT: _____	FG D INT: _____	ACTUAL SW ID: _____
LOCAL TDM: _____	LOCAL TDM: _____	CALL AGENT: _____
INTRA TDM: _____	INTRA TDM: _____	TRUNK _____
CS DATA TDM: _____	CS DATA TDM: _____	GATEWAY: _____

17. ----- Switching Entity/POI Functionalities ----- Enter an "X" next to all functionalities that apply. (At least one functionality must be flagged.)

END OFC: <input type="checkbox"/>	FG B TDM: <input type="checkbox"/>	BCR5: <input type="checkbox"/>	STP: <input type="checkbox"/>	SW56: <input type="checkbox"/>
HOST: <input type="checkbox"/>	FG C TDM: <input type="checkbox"/>	BCR6: <input type="checkbox"/>	CCS AC OFC: <input type="checkbox"/>	FGD 56: <input type="checkbox"/>
REMOTE: <input type="checkbox"/>	FG D TDM: <input type="checkbox"/>	PRI 64: <input type="checkbox"/>		FGD 64: <input type="checkbox"/>
DA OFC: <input type="checkbox"/>	OS TDM: <input type="checkbox"/>	ISDN MULTIRT: <input type="checkbox"/>	800 SSP: <input type="checkbox"/>	INTRA PRSUB: <input type="checkbox"/>
CLASS 4/5: <input type="checkbox"/>	INTERMED OFC: <input type="checkbox"/>	ISDN FS OFC: <input type="checkbox"/>	LNP CAPABLE: <input type="checkbox"/>	CALL AGENT <input type="checkbox"/>
WIRELESS OFC: <input type="checkbox"/>	DA TDM: <input type="checkbox"/>	X.75 GATEWAY: <input type="checkbox"/>		TRNK GATEWAY <input type="checkbox"/>
FG D ADJ EO: <input type="checkbox"/>	911 TANDEM: <input type="checkbox"/>	PACKET X.121: <input type="checkbox"/>		ACSS GATEWAY <input type="checkbox"/>
	FG D ADJ TDM: <input type="checkbox"/>	PACKET E.164: <input type="checkbox"/>		
	LOCAL TDM: <input type="checkbox"/>		CIP: <input type="checkbox"/>	
	INTRA TDM: <input type="checkbox"/>		CSP: <input type="checkbox"/>	
	CS DATA TDM: <input type="checkbox"/>			

18. RAO \_\_\_\_\_ An appropriate Revenue Accounting Office Code if the switch is a FG B, FG C, FG D, or OS TDM (tandem) (see item 17)

**Central Office Code Assignment Guidelines (COCAG)**  
**Central Office Code (NXX) Assignment Request – Part 2, Form 6 - ATIS-0300050.p2f6**  
**July 23, 2004**

Following are Business Office data requirements for the Telcordia® BIRRDs database. Section 1.4 of the COCAG/TBPAG Forms Part 2 Job Aid may be referenced for assistance in completing this form.

**New Bus. Office:** All items are required unless otherwise noted.  
**Data change** Items 1-4 are required, as are the appropriate element(s) to be changed.  
**Disconnect** Only items 1-4 should be provided.

1. NPA \_\_\_\_\_ Numbering Plan Area code (Area Code) in which the CO Code (NXX) has been assigned
2. BO \_\_\_\_\_ A numeric code (max 3 digits) used to tie this data to NXX data (Form 1)
3. STATE \_\_\_\_\_ Two character state code for the state of the NPA
4. STATUS \_\_\_\_\_ E = new office, M = change to supporting data, D = delete
5. EFF DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ Date data for a new office can be used, date supporting data change will be effective or, date of deletion (mm/dd/yy)
6. OCN \_\_\_\_\_ Operating Company Number
7. Indicate address and telephone information for a Business Office. Also, indicate the particular type of business office(s) to which the address data applies.

**Business:** Billing \_\_\_ Orders \_\_\_    **Residence:** Billing \_\_\_ Orders \_\_\_    **Other:** Title \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 \_\_\_\_\_ PHONE \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Business:** Billing \_\_\_ Orders \_\_\_    **Residence:** Billing \_\_\_ Orders \_\_\_    **Other:** Title \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 \_\_\_\_\_ PHONE \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Business:** Billing \_\_\_ Orders \_\_\_    **Residence:** Billing \_\_\_ Orders \_\_\_    **Other:** Title \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 \_\_\_\_\_ PHONE \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Central Office Code Assignment Guidelines (COCAG)**  
**Central Office Code (NXX) Assignment Request – Part 2, Form 7 - ATIS-0300050.p2f7**  
**February 7, 2005**

Following are Location Routing Number (LRN) data requirements for the Telcordia® BIRRDs database. Section 1.5.1 of the COCAG Forms Part 2 Job Aid may be referenced for assistance in completing this form.

<b>New LRN</b>	All items are required unless otherwise noted.
<b>Data change</b>	Items 1-3 are required, as are the appropriate element(s) to be changed.
<b>Disconnect</b>	Only items 1-3 should be provided.

- |                |             |   |
|----------------|-------------|---|
| 1. LRN         | _____       | 10 digit Location Routing Number (LRN) associated with a given switching entity/POI   |
| 2. STATUS      | _____       | E = newly established LRN, M = change to supporting data<br>D = disconnect of an LRN  |
| 3. EFF DATE    | ___/___/___ | Date the LRN can first be routed to, date supporting data change will be effective or, date of disconnect (mm/dd/yy)  |
| 4. LRN TYPE    | _____       | Used to indicate the general purpose for the LRN Identifies use. Primary (P) would be used for the initial LRN for a switching entity/POI. Maintenance (M) may be used for other LRNs for a switching entity/POI. |
| 5. LATA Served | _____       | Local Access Transport Area code (3 digits, 5 may apply in Florida) that to which the LRN is associated   |

The following is optional :

- |                |       |  |
|----------------|-------|--|
| 6. RATE CENTER | _____ | Identifies the exchange Rate Center served by the CO Code (NXX) (Maximum of 10 characters)     |
| 7. RC TYPE     | _____ | If applicable, enter an indicator for the type of Rate Center (choose one S=Suburban, Z=Zoned) |
| 8. RC STATE    | _____ | Enter a two character code for the state or territory of the Rate Center.                      |

**Central Office Code Assignment Guidelines (COCAG)  
 Central Office Code (NXX) Assignment Request - Part 2, Form 8 - ATIS-0300050.p2f8  
 July 23, 2004**

Following are Switch Homing Arrangement (SHA) data requirements for the Telcordia® BIRRDs database. Section 1.6.1 of the COCAG/TBPAG Forms Part 2 Job Aid may be referenced for assistance in completing this form.

**New SHA (with same 11 CLLI™ as another SHA):**

- Data change** All items are required unless otherwise noted.
- Disconnect** Items 1-4 are required, as are the appropriate element(s) to be changed.
- Only items 1-4 should be provided.

1. SWITCH \_\_\_\_\_ A switch identifier code - 11 characters (e.g. CLLI). For CO Code assignments, this will be the switching entity/POI which will originate and terminate calls from/to the assigned CO Code.
2. SHA IND \_\_\_\_\_ Switch Homing Arrangement Indicator (01-99)
3. STATUS \_\_\_\_\_ E = new entity/POI, M = change to supporting data, D = disconnect
4. EFF DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ Date a new switching entity/POI can be routed to, date supporting data change will be effective or, date of disconnect (mm/dd/yy)
5. ----- Homing Arrangements -----

As may be applicable, enter the appropriate 11 character SW IDENT (e.g. CLLI™) to which the switching entity/POI may home to for various feature group capabilities, signaling, etc.

ORIGINATING:	TERMINATING:	ADDITIONAL:
FG B TDM: _____	FG B TDM: _____	
FG C TDM: _____	FG C TDM: _____	
FG D TDM: _____	FG D TDM: _____	
OS TDM: _____	OS TDM: _____	
FG B INT: _____	FG B INT: _____	
FG C INT: _____	FG C INT: _____	ISDN FS OFC: _____
FG D INT: _____	FG D INT: _____	
LOCAL TDM: _____	LOCAL TDM: _____	
INTRA TDM: _____	INTRA TDM: _____	
CS DATA TDM: _____	CS DATA TDM: _____	

\_\_\_\_\_  
 Telcordia is a registered trademark and CLLI is a trademark of Telcordia Technologies, Inc.



### Part 3: Administrator's Response/Confirmation

#### Code Applicant:

Entity Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address 1: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Address 2: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Date of Application: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_  
Date of Response: \_\_\_\_\_ Effective Date: \_\_\_\_\_

#### Code Administrator Contact Information:

Name: Office of Utilities Regulation  
Address 1: 36 Trafalgar Road, P.O. Box 593 Facsimile: (876)-968-6053  
Address 2: Kingston 10, Jamaica E-Mail: crobinson@our.org.jm  
Telephone: (876)-968-6053

\_\_\_ **NPA:** \_\_\_ **NXX Code(s) Assigned:** \_\_\_\_\_ **Date of NXX Code Assignment:** \_\_\_\_\_

- a. Switch Identification (Switching Entity / POI)<sup>1</sup>: \_\_\_\_\_ Rate Center: \_\_\_\_\_
- b. Routing and Rating information complete: Yes \_\_\_\_\_ No \_\_\_\_\_ Additional BIRRDS information necessary as follows: \_\_\_\_\_
- c. The Code Administrator is \_\_\_\_\_, is not \_\_\_\_\_<sup>2</sup> responsible for inputting Part 2 information into BIRRDS.
- d. To be published in the LERG and TPM by \_\_\_\_\_ additional BIRRDS information needs to be received by the code administrator no later than \_\_\_\_\_

\_\_\_ **Code Reserved:** \_\_\_\_\_ **Date of Reservation:** \_\_\_\_\_

Your code reservation will be honored until \_\_\_\_\_

Switch Identification (Switching Entity / POI): \_\_\_\_\_

#### \_\_\_ **Form incomplete**

Additional information required in the following section(s): \_\_\_\_\_

#### \_\_\_ **Form complete, code request denied.**

Explanation: \_\_\_\_\_

#### \_\_\_ **Assignment activity suspended by the administrator**

Explanation: \_\_\_\_\_

Further Action: \_\_\_\_\_

\_\_\_ **NPA in jeopardy:** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, refer to Section 7 of the assignment guidelines.

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> This is an eleven-character descriptor of the switch provided by the owning entity for the purpose of routing calls. This is the 11 character COMMON LANGUAGE Location Identification<sup>®</sup> (CLLI) of the switch or POI shown on Part 1 of this form.

<sup>2</sup> WARNING! It is the code applicant's responsibility to arrange input of Part 2 information into BIRRDS. The 45 calendar day nation-wide minimum interval cut-over for BIRRDS will not begin until input into BIRRDS has been completed.

### Part 4: Confirmation of Code Activation

#### Code Applicant:

Entity Name:	_____	Telephone:	_____
Address 1:	_____	Facsimile:	_____
Address 2:	_____	E-Mail:	_____
Contact Name:	_____		
Date of Application:	_____	Date of Receipt:	_____
Date of Response:	_____	Effective Date:	_____

#### Code Administrator Contact Information:

Name:	<u>Office of Utilities Regulation</u>	Facsimile:	<u>(876)-968-6053</u>
Address 1:	<u>36 Trafalgar Road, P.O. Box 593</u>	E-Mail:	<u>crobinson@our.org.jm</u>
Address 2:	<u>Kingston 10, Jamaica</u>		
Telephone:	<u>(876)-968-6053</u>		

By signing below, I certify that the CO Code (NXX) specified in Section 1 below is in service and that the CO Code (NXX) is being used for the purpose specified in the original application (See Section 6.3.3).

\_\_\_\_\_  
Authorized Representative of Code Applicant (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

1. NXX code(s)<sup>1</sup>: \_\_\_\_\_

2. Switch Identification (Switching Entity / POI)<sup>2</sup>: \_\_\_\_\_

3. Dates:

Date of Application: \_\_\_\_\_

In-Service Date: \_\_\_\_\_

<sup>1</sup> Codes issued and activated together for a common purpose may be indicated on a single form.

<sup>2</sup> This is an eleven-character descriptor of the switch provided by the owning entity for the purpose of routing calls. This is the 11 character COMMON LANGUAGE Location Identification<sup>®</sup> (CLLI) of the switch or POI.

## **ANNEX 2**

### **INTERNATIONAL MOBILE SUBSCRIBER IDENTITIES (IMSI) ASSIGNMENT GUIDELINES**

**JAMAICAN**

**INTERNATIONAL MOBILE STATION  
IDENTITY  
(IMSI)**

**ASSIGNMENT GUIDELINES AND  
PROCEDURES**

31 January 2007

## CONTENTS

1.0	PURPOSE AND SCOPE .....	3
2.0	REFERENCES.....	3
3.0	IMSI FORMATAND FUNCTION.....	4
4.0	ASSUMPTIONS AND CONSTRAINTS.....	6
5.0	ASSIGNMENT PRINCIPLES.....	7
6.0	CRITERIA FOR MNC ASSIGNMENT .....	8
7.0	RESPONSIBILITIES OF MNC APPLICANTS AND ASSIGNEES .....	9
8.0	RESPONSIBILITIES OF THE OFFICE .....	10
9.0	MNC RETURN AND RECLAMATION PROCEDURES.....	11
10.0	IMSI RESOURCE CONSERVATION AND ASSIGNMENT AUDITS .....	12
11.0	MCC RELIEF PLANNING .....	14
12.0	MAINTENANCE OF GUIDELINES.....	14
13.0	APPEALS PROCESS .....	14
14.0	GLOSSARY.....	15
	ADDENDUM.....	ERROR! BOOKMARK NOT DEFINED.

## **1.0 PURPOSE AND SCOPE**

This document contains the guidelines and procedures for the assignment and use of International Mobile Subscriber Identities (IMSI) in Jamaica.

- 1.1 The IMSI was created and formatted to provide the unique international identification of mobile terminals and mobile users and to enable these terminals and users to roam among public networks which offer public mobility services.
- 1.2 These assignment guidelines pertain, in one section or another, to all segments of the IMSI – Mobile Country code (MCC), Mobile Network Code (MNC) and Mobile Station Identification Number (MSIN), in sequential order. The MCC is assigned by the ITU to member countries. The IMSI administrator participates in the management of all segments of the IMSI, but directly administers only the MNC segment. MNCs are assignable to operators of public networks offering public mobility services with international roaming capabilities. The MNC uniquely identifies the home network of a mobility service subscriber. The remaining segment of the IMSI, the Mobile Station Identification Number (MSIN), is directly administered by the network operator to which the MNC is assigned.
- 1.3 These guidelines were developed for consensus approval of representatives of entities within the telecommunications sector of Jamaica.
- 1.4 These guidelines apply throughout Jamaica. and do not supersede the regulations, procedures or requirements of the Office of Utilities Regulation (the Office) or any other appropriate legal or regulatory authority.
- 1.5 These guidelines are based on the content of International Telecommunications Union – Telecommunications’ (ITU-T) Recommendation E.212, *The International Identification Plan For Mobile Terminals and Mobile Users*. This Recommendation was revised in 1998. The content of this document is in conformance with that iteration of the Recommendation.

## **2.0 REFERENCES**

- 2.1 ITU-T Recommendation E.212, *The International Identification Plan For Mobile Terminals and Mobile users*.

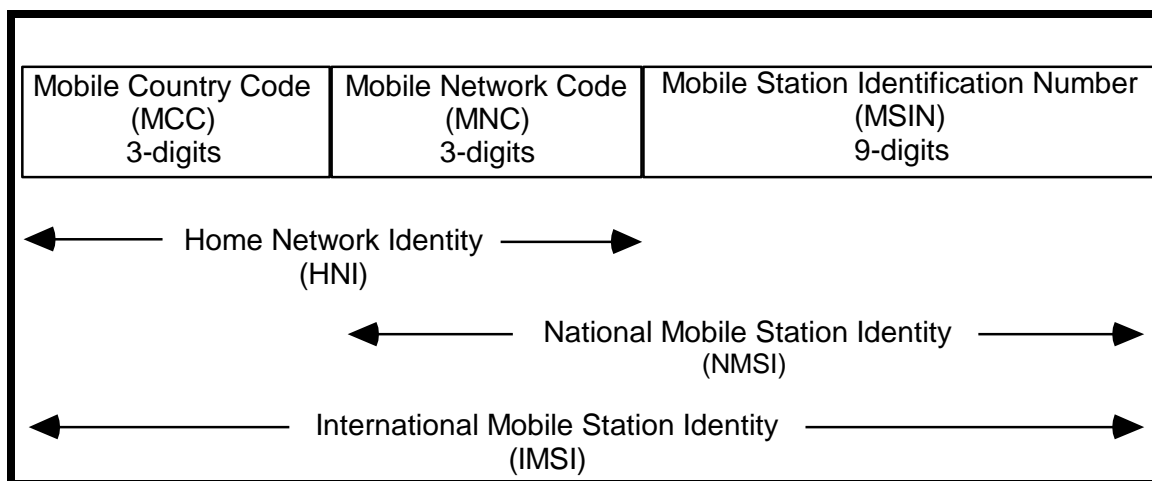
### **3.0 IMSI FORMAT AND FUNCTION**

- 3.1 The IMSI format and function are based on ITU-T Recommendation E.212.
- 3.2 Each IMSI uniquely identifies the mobile terminal/user, the home network of the mobile terminal/user, and the home country of the network and of the mobile terminal/user.
- 3.3 The IMSI enables mobile terminals/users to roam among public networks, domestically and internationally, by providing a uniform and unique home network and mobile terminal/user identification that is recognizable by all conforming public networks. When transmitted between visited and home networks, the IMSI enables the exchange of subscription and billing information for the visiting mobile station.

Specifically, the IMSI is used for:

- Determination of the mobile terminal's/user's's home wireless network,
- Mobile terminal/user identification when information about a specific mobile terminal/user is to be exchanged between visited and home networks,
- Mobile station identification on the radio control path for registering a mobile station in a visited wireless network,
- Mobile station identification for signalling on the radio control path,
- Identification of the mobile terminal/user to allow for charging and billing of visiting mobile terminals/users, and
- Subscription management, i.e., retrieving, providing, changing, and updating subscription data for a specific

3.3 The format of the IMSI in Jamaica is:



3.5 The IMSI format in Jamaica is a fixed 15-digit length -- the maximum allowable by Recommendation E.212. Each IMSI contains an MCC, an MNC, and an MSIN. The MNC is the segment of the IMSI directly administered by the IMSI administrator. MSINs are administered directly by the network operator to which the MNC is assigned.

3.6 The function of the MCC is to identify the domiciliary country of a mobile terminal/user. By analyzing the MCC, a visited network can determine the country from which the mobile terminal/user originated and in which its home network resides.

According to Recommendation E.212, an MCC is three digits in length and is in the format NXX, where N equals any of the decimal digits 2-9, and X equals any of the decimal digits 0-9. MCCs are assigned by the ITU in response to formal requests from recognized national administrations of ITU-member countries. The MCC currently assigned to Jamaica is “338”.

3.7 The function of the MNC is to identify the home network, within the country associated with the MCC, of the visiting mobile terminal/user. The visited network uses the MCC-MNC combination to identify and query the home network of the visiting mobile terminal/user that is requesting service.

MNCs in Jamaica are three digits in length and in the format XXX, where X equals any of the decimal digits 0-9. The 3-digit maximum is necessary so that, when combined with the 3-digit MCC, the visited network need not analyze more than 6 digits to determine the home network of the visiting mobile terminal/user– another Recommendation E.212 requirement. This format provides a mathematical potential of one thousand MNCs (000-999) for each MCC.

3.8 The function of the MSIN is to uniquely identify a mobile terminal/user within its home network.



MSINs in Jamaica are nine digits in length and in the format XXXXXXXXXX, where X equals any of the decimal digits 0-9. Recommendation E.212 limits IMSI length to a fifteen-digit maximum. Since the Jamaican IMSI format includes a six-digit MCC+MNC, a nine-digit MSIN is the maximum allowable. The nine-digit format provides one billion MSINs per MNC or network, if no other function than mobile terminal/user identification is embedded in the MSIN.

- 3.9 The NMSI contains the MCC followed by the MSIN and is, therefore, a fixed twelve-digit length in Jamaica. It is the national portion of the IMSI, i.e., excluding the MCC. Its length and format are, therefore, determined nationally, within the constraints of recommendation E.212.

#### **4. ASSUMPTIONS AND CONSTRAINTS**

These guidelines are based on the following assumptions and constraints:

- 4.1 These guidelines and procedures should provide the greatest latitude to those providing mobility services with international roaming capability, while permitting the effective and efficient management of a finite resource.
- 4.2 The function of the IMSI administrator will be performed by the Office of Utilities Regulation (the Office), the administrator of the Jamaican National Numbering Plan (NNP)
- 4.3 Although the quantity of IMSIs currently allocated to Jamaica is substantial, the demand for MNCs may, at some time in the future, exceed the capacity of the MCC initially assigned to Jamaica. Planning for MCC exhaust and obtaining additional MCC resources are discussed in Section 11.
- 4.4 The guidelines and procedures for IMSI assignment, as set forth in this document, remain in effect until there is either industry consensus or regulatory policy direction to change them.
- 4.5 These guidelines do not describe the method by which IMSIs are transmitted across and processed by networks. Network interworking arrangements are contained in other standards, documents, or business agreements.

## 5. ASSIGNMENT PRINCIPLES

The assignment principles defined below allow network operators the greatest possible latitude in providing mobility service with international roaming, and the users of these services, the widest possible roaming capabilities.

- 5.1 MNCs are to be assigned and used only by public networks offering mobility services with international roaming capability (Section 1.1).
- 5.2 Upon application, the Office will assign one MNC for each valid network operator. Nothing shall preclude a network operator, however, from aggregating multiple or merged networks/licenses within a single MNC.
- 5.3 The 6-digit MCC+MNC, as part of the 15-digit IMSI, is to be assigned so as to uniquely identify the home network of the mobility service user worldwide.
- 5.4 MSINs are assigned by network operators to their subscribed mobile terminals/users. An IMSI is unique to a single mobile terminal/user, but a mobile terminal/user may have multiple IMSIs.
- 5.5 IMSIs and MNCs shall be assigned to permit the most effective and efficient use of a finite resource in order to maximize the existing allocated resource inventory and to defer, as long as practical, the need to request additional MCC resources.
- 5.6 IMSIs are a public resource. The assignment of any portion of an IMSI (i.e., MNC, MSIN) does not imply ownership of the resource by either the entity to which it is assigned or by the entity performing the administrative function.
- 5.7 Should an assignee transfer control of a wireless license, then the use of the assigned MNC is transferable to the new license owner.
- 5.8 The Office will:
  - Assign MNCs in a fair, timely and impartial manner to any applicant that meets the criteria for assignment (Section 6).
  - Assign MNCs on a first come, first served basis from the available pool of unassigned MNCs.
  - Make all assignments based on the procedures in these guidelines (Section 8).
  - Treat sensitive information received from applicants as proprietary and confidential, and not to be shared with non-administrator personnel.
- 5.9 Information that is requested of applicants in support of an MNC application shall be uniform and kept to a minimum.
- 5.10 Assigned MNCs should be deployed as soon as possible, but no later than twelve months after assignment. If the assignee can demonstrate that an assigned MNC has not been deployed solely due to delays beyond its control, the time period can

be extended for up to 90 days. At the discretion of the Office, three additional 90-day extensions may be granted.

- 5.11 An entity which is denied an MNC assignment or extension under these guidelines has the right to appeal that decision (Section 13).
- 5.12 These guidelines have no effect on MNC assignments made prior to their approval. Use of all assigned resources shall be consistent with these guidelines.
- 5.13 An MNC recovered or returned to the Office for reassignment will remain dormant for a period of not less than 1 year, from the date of return to the MNC pool, before reassignment.
- 5.14 As required, applicants for MNCs must comply with all applicable local regulations relative to the provisioning of mobility service with international roaming capability.

## **6. CRITERIA FOR MNC ASSIGNMENT**

The assignment criteria in the following paragraphs should be considered by a potential MNC applicant before submitting an MNC application, and will be used by the Office in reviewing and processing an MNC application:

- 6.1 The MNC applicant must be, and certify that it is a public network operator offering public mobility services with international roaming for which an MNC is requested.
- 6.2 The applicant/assignee of an MNC must have and provide evidence of authorization, from the Ministry of Industry, Investment and Commerce to operate in Jamaica to provide mobility services with international roaming capability.
- 6.3 An MNC will only be assigned by the Office upon receipt and approval of a completed *Form A – Home Network Identity (MNC) Application*.

## 7. RESPONSIBILITIES OF MNC APPLICANTS AND ASSIGNEES

Entities requesting MNC assignments and entities already assigned one or more MNCs shall comply with the following:

- 7.1 MNC applicants and assignees must meet all conditions specified in these guidelines. Copies of the guidelines may be obtained from the Office.
- 7.2 Applicants must apply in writing to the Office by completing *Form A - Home Network Identity (MNC) Application*. Copies of all required forms are included in Attachment 2 to these guidelines.
- 7.3 MNC assignees shall:
  - 7.3.1 Assign and efficiently manage the MSINs (last nine digits of the IMSI) associated with the assigned MNC. Maintain up-to-date and accurate assignment records that match MSINs to mobile terminals/users. These records may be required for audit purposes (Section 10).
  - 7.3.2 Inform the Office of changes in the information associated with an MNC assignment by using *Form D – Request for Change in Mobile Network Code (MNC) - Assignment Information*. Changes may occur because of the transfer of an MNC, through merger or acquisition, to a different network (Section 5.7). The initial assignee of the MNC involved in a transfer occurring through merger, acquisition or other means must immediately inform the Office when such a change becomes effective. Timely submission of change information enables the Office to maintain accurate MNC assignment records.
  - 7.3.3 Participate in the IMSI audit process, when requested (Section 10).
  - 7.3.4 Deploy any MNC, assigned either directly by the administrator or obtained through merger or acquisition, within the time period specified (Section 5.10). Inform the Office of MNC deployment by submitting *Form C – Mobile Network Code (MNC) Deployment*.
  - 7.3.5 Apply to the Office for an extension (Section 5.10) if the deployment requirement cannot be met and the MNC is still required.
  - 7.3.6 Return to the Office, using *Form F – Mobile Network Code (MNC) Assignment Return*:
    - Any MNC no longer needed for the provision of mobility services with international roaming capability,
    - Any MNC not deployed within the time period specified, including extensions (Section 5.10), or
    - Any MNC not used in conformance with these assignment guidelines.

## 8. RESPONSIBILITIES OF THE OFFICE

The role of the Office is to manage the entire IMSI resource and to directly administer the MNC segment of the IMSI. In this context, the Office shall:

- 8.1 Provide to the industry general and specific information on the structure and proper use and management of IMSIs.
- 8.2 Provide copies of these guidelines and forms to MNC applicants and assignees, and assist them in completing the required forms.
- 8.3 Review and process MNC applications as follows:
  - 8.3.1 Review the application to determine if all requested information is provided and credible. If not, return the application to the applicant requesting that any deficiency be corrected.
  - 8.3.2 Inform applicants of the status of their requests using *Form B – Mobile Network Code (MNC) Application Disposition*. There are three possible dispositions: approved, denied, or additional information required. Notify the applicant in writing of the disposition within ten working days from receipt of Form A. The response will include:
    - If assigned, the specific MNC(s) assigned,
    - If denied, the reasons for denial and instructions on how and where to appeal the decision,
    - If additional information is required, the specific information required.
- 8.4 Use the following MNC assignment procedures:
  - 8.4.1 The Office shall generally assign MNCs in numerical sequence within the MCC.
  - 8.4.2 There may be technical considerations or limitations on the part of the applicant that require a specific assignment or preclude them being able to use the next consecutive MNC assignment. These exceptions are set forth below and in the Addenda (if any) to this document.

*Accommodation for backward compatibility for existing mobile networks only identified by 10-digit mobile identification numbers (MINs):* The following MNCs are not available for assignment in order to support inter-networking with wireless network licensees requiring backward compatibility for existing mobile networks only identified by 10-digit MINs: 3XX-000 through 3XX-009
  - 8.4.3 Applicants eligible for multiple MNCs may request that such MNCs be assigned in the next available block of numerically sequential codes

(excepting those MNCs reserved or unavailable for assignment, pursuant to Section 8.4.2 or any subsequent addenda to these guidelines). In such cases, a separate Form A should be submitted for each MNC required, along with a cover letter requesting their assignment in a sequential block.

- 8.4.4 When reassigning an MNC that has been returned or reclaimed, the Office will ensure that the MNC has remained dormant for the required period (Section 5.13).
- 8.5 Maintain accurate and current MNC assignment records. Update the records as required to respond to requests for changes in assignment information reported by MNC assignees (Section 7.3.2). Respond to these requests within ten working days using *Form E – Confirmation of Change of Mobile Network Code (MNC) Assignment Information*.
- Publish, at least monthly, via the agreed medium, a list of assigned MNCs. The list will include the MNC number, the MNC assignee, and the entity contact and number. Track the number of IMSIs assigned and the assignment rate.
- 8.7 Investigate any MNC that has not been deployed within the required time frame, and issue extensions if appropriate (Section 5.10). Notify the appropriate industry forum if an assignee fails to deploy an assigned MNC within two extensions.
- 8.8 Reclaim assigned MNCs (Section 9), as needed.
- 8.9 Direct The IMSI conservation programme and conduct period audits, as required, of MNC assignee records (Section 10)
- 8.10 Inform the Jamaican telecommunications industry, via the agreed method, of any revisions to these guidelines (Section 12).

## **9. MNC RETURN AND RECLAMATION PROCEDURES**

### **9.1 Assignee responsibilities:**

Assignees will return MNCs that are no longer required, not deployed, or not used in conformance with these assignment guidelines (Sections 5.10, 7.3.5 - 7.3.6).

Assignees will cooperate with the Office in carrying out its reclamation and auditing responsibilities.

### **9.2 Administrator responsibilities:**

The Office will contact any MNC assignee identified as not having returned to the Office, for reassignment, any MNC no longer required, not deployed, or not used in conformance with these assignment guidelines (Sections 5.10, 7.3.5 - 7.3.6).

The Office will first seek clarification from the assignee regarding any alleged non-use or misuse. If the assignee provides an explanation satisfactory to the Office, and in conformance with these assignment guidelines, the MNC will remain assigned. If no satisfactory explanation is provided, the Office will request a letter from the assignee returning the assigned MNC for reassignment. If a direct contact can not be made with the assignee to effect the above process, a registered letter will be sent to the assignee address of record requesting that they contact the Office within thirty days regarding the alleged MNC non-use or misuse. If the letter is returned as non-delivered, the Office will make the MNC available for reassignment following the required dormant period (Section 5.13).

## **10. IMSI RESOURCE CONSERVATION AND ASSIGNMENT AUDITS**

10.1 Assignment and management of the Jamaican IMSI resources are undertaken with the following conservation objectives:

- To efficiently and effectively administer/manage a limited resource through code conservation, and
- To eliminate or delay the exhaust potential for the MCCs currently assigned to Jamaica.

The process to achieve these objectives should not impede the introduction of competitive services utilizing IMSI station identifiers.

10.2 The ITU-T will certainly require a compelling reason for the allocation of more than 1 billion MSINs and 1000 MNCs -- the number in the Jamaican inventory based on the format described above -- to one country. To promote the efficient and effective use of numbering resources, audits of MNC assignments may be performed to ensure consistent compliance with these guidelines.

10.3 The Office will track and monitor IMSI assignments and assignment procedures to ensure that all segments of the IMSIs are being used in an efficient and effective manner. Ongoing Office procedures that foster conservation shall include, but not be limited to, the following:

- An active reclamation program to reclaim unused or misused MNCs,
- Strict conformance with these guidelines by those assigning MNCs and MSINs,
- Appropriate and timely modifications to these guidelines to enhance text that may have allowed inefficient use of IMSIs and MNCs,

- Periodic specific and random audits of assignments and assignment procedures.
- 10.4 The Office may conduct an audit of an MNC assignee's assignment records. The audit may be precipitated by a complaint from outside the Office's organization or by the Office. The purpose of an audit will be to verify the MNC assignee's compliance with the provisions set forth in these guidelines.
- 10.4.1 These audits will be conducted at the MNC assignee's premises or at a mutually agreed location and at a mutually agreed time.
- 10.4.2 The Office will not copy or remove the information from the premises nor will they disclose the information to non-IMSI administrator personnel.
- 10.4.3 The Office will expect to review the following information to ensure conformance with these guidelines and the proper use of the IMSI resource:
- Verification that not more than one MNC is assigned per network or wireless license,
  - Verification of assignment for each working MSIN,
  - Date of assignment of each working MSIN,
  - Activation date of each working MSIN,
  - Indication of MSIN assignment to end users, and
  - Status and status date of each MSIN unavailable for assignment; i.e., MSINs assigned for testing, reserved, aging, pending and/or, suspended.
- 10.5 Audit results should be used to identify and initiate specific corrective actions that may be necessary. Examples of specific corrective actions which may be proposed or taken are as follows:
- Modifications to these assignment guidelines to reflect the specific circumstance revealed by the audit,
  - Additional training for MNC assignees concerning the assignment guidelines,
  - Return of assigned MNCs,
  - Requirements for supporting documentation of future MNC requests in non-compliant situations, or
  - Modifications to the process in which records are maintained or MNCs are assigned.



- 10.6 Audit results with respect to MNC assignee information and/or recommended MNC assignee process modifications shall be treated on a proprietary and confidential basis.
- 10.7.1 Failure to participate/cooperate in an audit shall result in the activation of MNC reclamation procedures (Section 9).

## **11. MCC RELIEF PLANNING**

- 11.1 When 80% of the MNCs within the MCCs assigned to Jamaica has been assigned, or assignments are exceeding 10% of the resource per quarter, the administrator will inform the industry.
- 11.2 When the Office determines that the MCC assigned to Jamaica is approaching exhaust, the Office will:
- Conduct an audit of current IMSI assignments to ensure that efficient IMSI utilization is in effect, and, if not,
  - Recommend additional procedures to be initiated to effect more efficient IMSI utilization, or if efficient utilization is in effect,
  - Obtain additional MCC resources from the ITU-T, if required.

## **12. MAINTENANCE OF GUIDELINES**

It may be necessary to modify the guidelines periodically to meet changing and unforeseen circumstances. The need for guidelines modification may be identified by the administrator, any entity in the telecommunications sector or any appropriate Industry forum. When need for modification is identified, the identifying entity will submit the modification issue to the Office. Questions or concerns regarding the maintenance of the guidelines may be directed to the Office.

## **13. APPEALS PROCESS**

Disagreements may arise between the Office and MNC applicants or assignees in the context of the administration and management of IMSIs and the application of these guidelines. In all cases, the Office and MNC applicants/assignees will make reasonable, good faith efforts to resolve such disagreements among themselves, consistent with the

guidelines, prior to pursuing any appeal. Appeals may include, but are not limited to, one of the following options:

- The MNC applicant/assignee will have the opportunity to resubmit the matter to the Office for reconsideration with or without additional input.
- The applicant/assignee may pursue the disagreement with the Appeals Tribunal in accordance with the Telecommunications Act 2000.

Reports on any resolution resulting from the above options, the content of which will be mutually agreed upon by the involved parties, will be kept on file by the Office. At minimum, the report will contain the final disposition of the appeal; e.g., whether or not an MNC was assigned.

## 14. GLOSSARY

*Conservation* – Consideration given to the efficient and effective use of a finite resource in order to minimize the cost and need to expand its availability while at the same time allowing the maximum flexibility in the introduction of new services, capabilities and features.

*MNC assignee* – The entity to which an MNC has been assigned for the provision of public mobility services with international roaming capability.

*Home network* – The network of the service provider to which a given mobile subscriber is subscribed.

*International Mobile Subscriber Identity (IMSI)* – The string of decimal digits, up to a maximum of 15 digits, that identifies a unique mobile terminal or mobile subscriber internationally. The IMSI consists of three fields; the Mobile Country Code (MCC), the Mobile Network Code (MNC), and the Mobile Station Identification Number (MSIN).

*Mobile Country Code (MCC)* – The first field of the IMSI that is 3 digits in length. An MCC either identifies a country or a group of Networks that share an MCC for international services.

*Mobile Network Code* – The second field of the IMSI that is 2 or 3 digits in length, The MNC, in combination with the MCC, uniquely identifies the home network of the mobile terminal or mobile user.

*Mobile Subscriber* – An entity of person that contracts to receive or pay for a public mobility service.

*Mobile Subscriber Identification Number (MSIN)* – The third field of the IMSI that is a maximum of 10 digits. The MSIN within a given MCC+MNC identifies a unique mobile terminal or mobile subscriber within a public network.

*Mobility Service* – A telecommunications service that supports mobility for terminals/users by providing access to and from the public network via a home network and/or visited network(s)

*Mobile Terminal* – Any portable, transportable, or handheld terminal supporting mobility service.

*Mobile User* – A user that utilizes a subscription to access a public mobility service.

*Visited network* – The network providing service to a subscriber when the subscriber roams outside the home network.

## **ANNEX 3**

### **INTERNATIONAL SIGNALLING POINT CODES ASSIGNMENT GUIDELINES**

**JAMAICAN**

**SIGNALLING AREA NETWORK CODES/  
INTERNATIONAL SIGNALLING POINT  
CODES  
(SANC/ISPCS)**

**ASSIGNMENT GUIDELINES**

31 January 2007

## CONTENTS

<b>1.0</b>	<b>PURPOSE AND SCOPE .....</b>	<b>3</b>
<b>2.0</b>	<b>REFERENCES.....</b>	<b>3</b>
<b>3.0</b>	<b>PRINCIPLES .....</b>	<b>3</b>
<b>4.0</b>	<b>ASSIGNMENT CRITERIA .....</b>	<b>4</b>
<b>5.0</b>	<b>ASSIGNMENT POLICY .....</b>	<b>4</b>

## **1.0 Purpose and Scope**

- 1.1 This document contains the guidelines and procedures for the assignment of International Signalling Point Codes (ISPC) from within the Signalling Area/Network Codes (SANC) assigned to Jamaica by the Director of the International Telecommunications Union/Telecommunication Standardization Bureau (ITU/TSB).
- 1.2 SANCs are assigned to ITU Member States (Administration) which, in turn, are responsible for the assignment of ISPCs within their respective countries. The Administration may delegate this function to another entity within the country. In Jamaica, the Administration is the Office of Utilities Regulation (the Office).
- 1.3 These guidelines apply throughout Jamaica but do not supersede the Telecommunications Act 2000 or pursuant regulations or any policies or requirements of the Office.
- 1.4 These guidelines are based on the content of ITU-T Recommendation Q.708 - Assignment Procedures for International Signalling Point Codes.

## **2.0 References**

- 2.1 Q.700 (03/93) Introduction to CCITT Signalling System No. 7 **Q.705 (03/93) Signalling System No.7 - Signalling Network Structure** Q.708 (03/93) Assignment Guidelines and Procedures for International Signalling Point Codes (ISPC).

## **3.0 Principles**

### **In accordance with the ITU-T Recommendation Q.708:**

- 3.1 The assignment of Signalling Area/Network Codes (SANC) to Member States is the responsibility of the Director of the Telecommunication Standardization Bureau (TSB).
- 3.2 The assignment of International Signalling Point Codes (ISPC) in Jamaica shall be the responsibility of the Office.
- 3.3 The assignment of ISPCs shall be done in a fair and efficient manner (only a single ISPC will be assigned to a signalling point).
- 3.4 The assignment of an ISPC confers use of the resource but does not imply ownership by the assignee and the resource may not be sold, licensed, traded or transferred (except in the case of merger, acquisition, divestiture, or joint venture); and

- 3.5 The assignment of ISPCs may be made for test purposes. However they should not be considered as permanent and will be subject to reclamation and reassignment. The use of ISPCs for test purposes should not exceed one year. In the event that the test terminates before one year, the administrator should be notified within thirty days, in order that the ISPC may be returned to the ISPC resource pool. The entity using the ISPC for test purposes may apply for the assignment of the same ISPC for the provision of services on a permanent basis, in accordance with these guidelines.

#### **4.0 Assignment Criteria**

The following criteria must be met before an ISPC will be assigned to any applicant:

- 4.1 The applicant must be a licensed provider of the specified service.
- 4.2 The applicant must have implemented or is about to implement a signalling point having at least one Message Transfer-Part (MTP) signalling relation in the international signalling network.
- 4.3 The applicant must provide all the requested information on the attached application form and submit the application to the Office

#### **5.0 Assignment Policy**

- 5.1 The Office will assign ISPCs to qualified applicants from the SANCs assigned to Jamaica by the Director of the TSB. All assignments will be forwarded to the TSB for publication in the Operational Bulletin. Assignments must be made within one calendar month of receiving the application or the applicant must be notified as to why the assignment cannot be made. The Office may determine if the ISPC has been activated after 18 months, commencing on the date of assignment. If the ISPC has not been implemented, the Office shall reclaim the ISPC. Additionally, ISPCs should be reclaimed if they are no longer in use, being used by an unauthorized operator, or being used for purposes other than for which they were assigned. On an annual basis, the owners of ISPCs are required to inform the Office on the "usage" of these codes, that is if they are still in use.
- 5.2 ISPCs assigned from the SANCs assigned to Jamaica by the T.SB shall be used only in Jamaica. Similarly, ISPCs from SANC assigned to countries other-than. Jamaica shall not be used in Jamaica. Should ITU-T study Group 2 decide that ISPCs may be used in countries other than one to which the corresponding SANC codes have been assigned, these guidelines will be modified to reflect this change.



**APPLICATION FOR INTERNATIONAL SIGNALLING POINT CODE (ISPC)**

**FILL OUT SEPARATE APPLICATION FOR EACH ISPC THAT IS REQUIRED**

**SIGN THE APPLICATION AND SEND IT TO:**

**The Office of Utilities Regulation  
36 Trafalgar Road  
P.O. Box 593, Kingston 10  
Jamaica W.I.**

1. <b>Name of Applicant</b> (Provide Name of Company)		
2. Address of Applicant		
3. Contact Name • Address • Telephone • Fax • E-Mail		
4. Is Applicant Member of ITU  If YES go to 7	YES	NO
5. If NO, Is applicant Familiar with ITU Recommendation Q.708 If YES go to 7	YES	NO
6. If NO, Applicant is required to confirm that Applicant is familiar with Q.708		
7. Applicant complies with Q.708		
8. <b>Location of Switch</b> (Town, Address)		
9. <b>Unique Name of Switch</b> (If available)		
10. In-Service Date of Signalling Point (Month/Year)		
11. Nature of use of Signalling Point (Circle as many that apply – See Q.708 for abbreviations)	<ul style="list-style-type: none"> <li>• STP</li> <li>• SCCP Relay</li> <li>• ISC</li> <li>• LR</li> <li>• SOP</li> </ul>	<ul style="list-style-type: none"> <li>• SEP (SP without STP)</li> <li>• GMSC</li> <li>• DMC</li> <li>• SSP</li> <li>• Other (Specify)</li> </ul>
12. Signalling Point Manufacturer and Type		
13. Identify One Planned MTP Signalling Relationship • Name of Distant Operator • Address of Distant Switch • Other		

**APPLICATION FOR INTERNATIONAL, SIGNALLING POINT CODE (ISPC) - Cont'd)**

The Applicant concurs with the following:

1. The Applicant agrees that the assigned ISPC will be used in Jamaica.
2. The Applicant agrees that items 1, 8 and 9 will be transmitted by the Office to the ITU for publication.
3. The Applicant agrees that the assigned ISPC will not be sold, licensed or traded to any other network operator or organization or company.
4. The Applicant agrees not to transfer the assigned ISPC to any other network operator.
5. In the case of merger the Applicant will notify the Office and initiate discussions on continued use of the assigned ISPC.
6. On an annual basis or as per Office rules prevailing at the time, the Applicant agrees to confirm, in writing, to the Office, the location and address of the switch to which the ISPC was allocated.
7. Before moving the assigned ISPC from one switch to another, the Applicant agrees to inform the Office and obtain their concurrence. The town and address of the new switch (i.e. item 8) and unique name of the switch (i.e. item 9) will be transmitted by the Office to the ITU for publication.

.....  
Signature of Applicant

.....  
Date

(Senior Management or  
Designated Representative  
Should sign this application)