



2013

NATIONAL NUMBERING PLAN



National Telecommunications Regulatory
Commission

TABLE OF CONTENTS

	PAGE
1.0 Introduction	4
1.1 The Background	
1.2 Rationale for Numbering Plan	
1.3 Numbers in Saint Lucia	
1.4 Issues in Numbering	
2.0 Purpose and Objectives	5
2.1 Purpose	
2.2 Why a Numbering Plan	
2.3 Ownership of the Resource	
3.0 Scope of the Plan	6
3.1 Scope	
3.2 Assumptions and Constraints	
3.3 Existing Population and Growth Rate	
3.4 Technology in Use	
3.5 Regulatory Requirements	
4.0 Principles	8
4.1 General Principles	
4.2 Special Considerations	
4.3 ITU-T Recommendations E.164	
4.4 The Guidelines for The Allocation, Assignment and Management of Central Office Codes (COC Or NXX)	
4.5 Principles for The Operation of Non-Geographic Codes	
4.5.1 800 and 900 numbers	
4.5.2 Mirror Codes	
5.0 International Linkages	10
5.1 Responsibilities	
5.2 International Agencies	
5.3 International Relations	
6.0 Processes and Procedures	11
6.1 General Considerations	
6.2 Central Office Code Administration	
6.2.1 Assumptions and Constraints	

- 6.2.2 Assignment Principles and Criteria for the Assignment of Central Office Codes
- 6.2.3 Responsibilities for the CO Codes Administrator and Code Holder
- 6.2.4 Criteria of Transfer of Central Office Codes
- 6.2.5 Appeals Process
- 6.2.6 Training

6.3 Dialing Plan Overview

- 6.3.1 Recommendations for Dialing Plan
- 6.3.2 Recommendations for Service Codes, Short Codes and Vertical Service Codes

7.0 Glossary

17

8.0 Annexes

23

1.0 INTRODUCTION

1.1 The Background

This is the National Numbering Plan of the National Telecommunications Regulatory Commission (NTRC). The Act requires that that the Commission shall manage a national plan for the allocation of numbers among telecommunications providers in accordance with the regional plan established by ECTEL.

The Commission shall, in managing the national plan for the allocation of numbers among telecommunications providers, pay due regard to the existing allocation of numbers.

This National Plan contains:

- Rationale for a National Numbering Plan
- Method used in designing the plan
- The purpose and objectives
- Scope of the plan
- Principles used in the Plan
- International linkages
- Processes and procedures
- Issues for consideration;
- Glossary and
- Annexes

1.2 Rationale for Numbering Plan

Numbers are a limited resource. A Numbering Plan is required to ensure equitable distribution and management of this resource, thereby promoting a vibrant competitive telecommunications environment. The Telecommunications Acts¹ makes provision for the National Telecommunications Regulatory Commissions to “establish and manage a national plan for the allocation of numbers among telecommunications providers in accordance with the regional plan established by ECTEL. The Commission shall, in managing the national plan for the allocation of numbers among telecommunications providers, pay due regard to the existing allocation of numbers. It is ECTEL’s responsibility to develop the Regional Plan.

1.3 Numbers in Saint Lucia

Government of Saint Lucia has had very limited intervention in the assignment of numbers prior to the liberalization of the telecommunications sector. The advent of competition and the desire to promote a competitive telecommunications environment require that a fair and equitable distribution system be developed for the distribution of numbers. This necessitates the development of national numbering plans and in keeping with the approach of developing a single telecommunications space there is need for a National Plan.

¹ Telecommunications ACT No.27 of 2000

Saint Lucia has been assigned its own area code by the International Telecommunications Union (ITU) as follows:

Saint Lucia - 758

The current practice is to use the area code with a seven-digit telephone number representing (theoretically), the availability of up to ten million numbers for Saint Lucia. There are some restrictions however on the numbers that can be used and the actual quantity available would be approximately eight million numbers.

1.4 Issues in Numbering

There are various issues in the management of numbers and among the most critical are:

- Central Office Code Administration;
- Dialing Plan;
- Home Number Identification Codes (HNIC's)
- Number Fees;
- Carrier Identification Codes;
- Non-Geographic codes;
- ENUM;
- Number Portability

This Numbering Plan addresses directly all of the above but defers final resolution on the issues of HNI Codes, Number Fees, Carrier Identification Codes, Non-geographic Codes, Number Portability, and ENUM for subsequent consultations by ECTEL.

2.0 PURPOSE AND OBJECTIVES

2.1 Purpose

The purpose of the National Numbering Plan is to:

- ✓ Fulfill the legislative mandate of the NTRC's and ECTEL in the regulation of the numbers in the telecommunications sector;
- ✓ Allocate the national resource in a fair and transparent manner to facilitate the development of the telecommunications sector;
- ✓ Ensure consistency in the allocation and assignment of the limited resource;
- ✓ Avoid the premature exhaustion of the resource; and
- ✓ Eliminate all aberrations that currently exist in the exploitation of the number resource;

2.2 Why a Numbering Plan

The incumbent operator previously did the administration of numbers. It is however a normal consequence of the liberalization process that this would be done by an independent regulator. In a liberalized environment the numbering plan should be administered in order to allow a fair and equitable competition among the different operators. Management of the numbering system is now done by the NTRC in consultation with ECTEL. The Numbering Plan must reflect the competitive telecommunications market for the country. Hence a competition-driven Numbering Policy is being developed (ECTEL) and will be modified to accommodate new functions such as number portability, ENUM, non-geographic codes and carrier selection.

2.3 Ownership of the Resource

Numbers are a limited resource of Saint Lucia. In order to establish a fair and transparent process for the distribution of this resource, Saint Lucia has established ownership through legislation and regulation. The Numbering Plan is to administer this resource.

3.0 Scope of the Plan

3.1 Scope

Saint Lucia belongs to the North American Numbering Plan (NANP). Saint Lucia has been assigned by the ITU its own area code or Number Plan Area (NPA), which is not expected to be exhausted in the immediate future considering the present population and its growth rate. A word of caution however needs be inserted in that there is need to consider the growth in demand for numbers from new services that use great quantities of numbers. This growth in demand is countered by the trend of convergence where single numbers can now be used for a number of different services. ENUM is one such case where convergent services can be offered using single numbers.

The Plan contains:

- 1 The background and rationale for the Numbering Plan;
- 2 The Purpose and Objective of the Plan;
- 3 The Scope of the Plan including the assumptions, constraints and context for the development of the Plan;
- 4 The General Principles to be applied in the management of the numbering Resource;
- 5 The International Linkages and inter-relationships between the various agencies in number administration;
- 6 The Processes and Procedures relevant to number resource management;

- 7 The guidelines for the allocation, assignment and management of the Central Office Codes (COC or NXX);
- 8 The Dialing Plan;
- 9 The principles and procedures for the assignment and use of the short codes;
- 10 All of the relevant forms and procedures for the management of the Numbering Resource;
- 11 An identification of all issues requiring further consideration;
- 12 A Glossary;

3.2 Assumptions and Constraints

The following assumptions have been used in developing this plan:

- ✓ The population will experience less than 5% growth² over the next ten to fifteen years;
- ✓ Every person will have some means of communication that requires numbers and will impact on the numbers available in the nation specific NPA;
- ✓ The government of Saint Lucia will provide the environment for growth of the telecommunications sector.

3.3 Existing Population and Growth Rate

The existing population and growth rate will provide indicators as to the exhaust of the numbering resources in a particular NPA. In each NPA, there are approximately 8 million numbers using the maximum ten digit number format. The analysis of population growth in the OECS shows that the growth for all States in the OECS is less than five percent for the periods 1975 – 2002 and 2002-2005³. Some countries, Grenada and St. Kitts, show negative growth. The conclusion is the Number Plan Areas (NPA) or area codes will not be exhausted for a considerable length of time. The local dialing plan will be using seven (7) digits while the overseas dialing plan for countries within the North American Plan (NANP) will be ten (10) digits in keeping with the recommendations of the NANP.

3.4 Technology in Use

The telecommunications services provided by the telephone companies in Saint Lucia use digital technology. The cellular providers currently use GSM technology.

3.5 Regulatory Requirements

The Government of Saint Lucia pursuing the Telecommunications ACT has decided that:

- a) Telecommunications services must be accessible and affordable to the population;
- b) Universal Service obligations are to be met by all licensed providers;
- c) All providers of telecommunications services must meet Quality of Service Obligations.

² ECTEL Regional Numbering Plan, in accordance with UNDP Development report

³ UNDP Development Report

4.0 PRINCIPLES

4.1 General Principles

The Numbering Plan has been developed in accordance with:

- ✓ The relevant rules of the International Telecommunication Union Recommendations (ITU –R) regarding the integrity of numbering resources and ECTEL Regional Numbering Plan;
- ✓ The instructions in the resolutions adopted by ITU Plenipotentiary conferences relevant for the stability of the numbering plans, especially the E.164 plan;
- ✓ Ensuring the sovereignty of Saint Lucia with regard to country code numbering plans and addresses;
- ✓ Maintaining the principles as enshrined in Recommendation E.164 of the ITU Telecommunication Standardization Sector, in whatever application they are used.

4.2 Special Considerations

The Plan has been developed giving special consideration to:

- ✓ The principles concerning future numbering, naming, addressing and identification plans to deal with emerging services or applications and relevant number allocation procedures to meet telecommunication needs.
- ✓ The Recommendations and guidelines for international telecommunication numbering, naming, addressing and identification resources being known, recognized and applied by all and used to build and maintain confidence of all in the related services;
- ✓ Any necessary action to ensure that the sovereignty of Saint Lucia with regard to country code numbering, naming, addressing and identification plans is fully maintained, in accordance with ITU Recommendation E.164 and other relevant Recommendations;

4.3 ITU-T Recommendations E.164

The ITU-T Recommendation E. 164 is the international public telecommunication numbering plan.

This Recommendation provides the number structure and functionality for the three categories of numbers used for international public telecommunication – they are geographic areas, global services and Networks. For each of the categories, it details the components of the numbering structure and the digit analysis required to successfully route the calls. Annex A of this recommendation provides additional information on the structure and function of E.164 numbers. Annex B provides information on network identification, service parameters, calling/connected line identity, dialing procedures and addressing for geographic-based ISDN calls. Specific E.164-based applications, which differ in usage, are defined in separate Recommendations. This Numbering Plan which is derived from The ECTEL Numbering Plan followed the general principles of ITU-T Recommendation E. 164.

4.4 The Guidelines for Allocation, Assignment and Management of Central Office Codes (COC or NXX)

The Central Office Code (COC) or NXX refers to the second three digit number in a ten digit telephone number e.g. in the ten digit number 758-453-xxxx, 453 is the COC or NXX. The services which use COC's are plain old telephone service (POTS), Centrex, Direct Inward Dialing, wireless services, pagers, facsimile and pay telephones. Saint Lucia is part of the North American Numbering Plan (NANP) and by virtue of this the telephone numbering plans and recommendations developed by the telephone industry committees in the USA are applicable to the country. The North American Standards will be adopted in the development of the telecommunications infrastructure and the guidelines for Central Office Code allocation will be in keeping with recommendations made for the North American Numbering Plan.

The Guidelines Include:

- ✓ Implementation principles;
- ✓ Description of the Numbering database
- ✓ Who can apply for numbers
- ✓ Reserving numbers or codes;
- ✓ Assessment of applications;
- ✓ Response times;
- ✓ Conditions placed on allocations
- ✓ Withdrawal of reservations and allocations;
- ✓ Appeals procedure;
- ✓ Reporting, auditing and forecasting.

4.5 Principles for the Operation of Non-Geographic Codes in Saint Lucia

4.5.1 800 and 900 Numbers

The process for the application, award and terms of conditions for the use of non-geographic codes will be subject to a separate consultation process with the relevant stakeholders. Annex 16 outlines the critical aspect of the guidelines for advertising to children in respect of 900 services. These numbers and their use will receive special treatment and a detailed section prepared on the application for numbers how they will be granted and the terms and conditions for their use will be presented in this section. Application for the use of any non-geographical Code will be made to the NTRC indicating the purpose for which it will be used and demonstrating why the service can best be provided through the use of non-geographic codes. The NTRC will, in consultation with ECTEL, award the use of the Code taking into account the principles of fairness and transparency always ensuring that the numbers are utilized in an efficient and effective manner.

4.5.2 Mirror Codes

The mirror codes were used in the Caribbean to facilitate access to the US 800 and 900 numbers. The incumbent has in place a paid 800 service. "400" Access codes are being used to access overseas 800 numbers. They were however removed from service as of April 1st 2004

and its inclusion as a section in the numbering plan is of questionable value. Paid “800” numbers will be used to replace the mirror codes.

5.0 INTERNATIONAL LINKAGES

5.1 Responsibilities

The National Telecommunications Regulatory Commission (NTRC’s) will administer the National Numbering Plan in consultation with ECTEL. The National Plan will be developed from the Regional Plan. ECTEL will provide the broad policy guidelines within the Regional Plan and provide advice on the management of numbers. In the exercise of their responsibility there will be the need for interaction and consultation with several specialized bodies. ECTEL will establish and maintain the various international linkages required for the implementation of the national plans.

5.2 International Agencies

The organizations involved in the administration of numbers are:

5.2.1 NTRC - National Telecommunications Regulatory Commission –

The NTRC’s will be responsible for completing the National Numbering Plan in consultation with ECTEL and would be responsible for implementation of the Plan.

5.2.2 ECTEL - Eastern Caribbean Telecommunications Authority –

ECTEL will be responsible for the development of the Regional Plan and consulting with the NTRC’s in the development and implementation of the National Plan. ECTEL will coordinate the interaction with the international agencies ensuring that the relevant obligations are met.

5.2.3 NANPA – North American Numbering Plan Administration –

NANPA is responsible for the coordination and administration of the North American Numbering/Dialing Plans. These central administration functions are exercised in an impartial manner toward all industry segments while balancing the utilization of a limited resource.

5.2.4 NANC – The North American Numbering Council –

NANC is a Federal Advisory Committee that was created to advise the Commission on numbering issues and to make recommendations that foster efficient and impartial number administration. The NANC members are representatives from telecommunications carriers, state regulators, and consumer advocates.

5.2.5 INC – Industry Numbering Committee –

INC is a standing committee of the Industry Carriers Compatibility Forum (ICCF) that provides an open forum to address and resolve industry-wide issues associated with the planning, administration, allocation, assignment and use of the numbering

resources and related dialing considerations for public telecommunications networks within the North American Numbering Plan (NANP).

5.2.6 ATIS – Alliance for Telecommunications Industry Solutions –

ATIS is a trade group open to membership of North American and World Zone 1 Caribbean telecommunications carriers, resellers, manufacturers, and providers of enhanced services. ATIS is heavily involved in standards issues including interconnection and interoperability.

5.2.7 ITU – The International telecommunications Union –

ITU is a United Nations specialized agency that brings governments and industry together to coordinate the establishment and operation of global telecommunication networks and services; it is responsible for standardization, coordination and development of international telecommunications including radio-communications, as well as the harmonization of national policies.

5.2.8 Telcordia –

This is a multi faceted entity that addresses issues related to numbering. Telcordia has an Administrative Operating Company Number (AOCN) /service facility that facilitates the rating and routing of telephone calls for assignees of Central Office (CO) Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X). They maintain the necessary rating and routing for the Business Routing and Rating Database System (BIRRDs) and ensures that calls to a Service Provider (SP) are routed or rated correctly and that proper information is kept up to date in the BIRRDs.

5.3 International Relations

It is agreed that ECTEL will coordinate all activities and interrelationships with the international agencies as these relate to the administration of numbers. This is embodied in the Letter of Commitment attached as Annex #18.

6.0 Processes and Procedures

6.1 General Considerations

The process for the assignment of Numbers is as follows:

- ✓ The applicant submits CO code Assignment Form (Annex 2 & 3) to the NTRC.
- ✓ Upon verification by the NTRC that the request is valid, an acknowledgement is sent to the applicant and the application forms are forwarded to ECTEL.
- ✓ If the forms are found to be incomplete they are returned to the applicant for amendments.

- ✓ ECTEL reviews the applications forwarded and acknowledges receipt of the application on the NTRC's Response/Confirmation Form (Annex 4) within 5 calendar days of receipt of the application.
- ✓ The applicant is informed of the CO code assigned or its denial with reasons within 10 calendar days of receipt of the application.
- ✓ The NTRC confirms to ECTEL that the codes recommended are assigned.
- ✓ The information for the TRA/BRIDS databases is then submitted by ECTEL to the appropriate party on Part 2 of the CO Code Assignment Request Form for input.
- ✓ The NTRC is informed by the assignee that the CO code is in service within six months of the actual in service date on the Confirmation of Code In Service Form (Annex 5).
- ✓ The NTRC provides ECTEL an update on a monthly basis of the operational status on all codes assigned.

ECTEL will inform all corresponding parties (ITU, NANPA and Telcordia) of the new central office codes issued. Annex 7 provides the time lines for the processes outlined above.

6.2 Central Office Code Administration

The Central Office Codes (COC's) are the three digits immediately following the area code and are administered by the local regulator, the NTRC. These numbers generally identify the various operators and some operators use them to differentiate between different services. The Plan provides the purpose and scope of regulating the central office codes, the assumptions and constraints and defines all relevant terms.

6.2.1 Assumptions and Constraints

- ✓ Central Office Code assignment guidelines have been developed considering the current constraints and assumptions. The numbering resources are considered a public resource, assigned in a transparent and efficient manner and may be subject to an audit at any time.
- ✓ The assumptions and constraints are outlined in Annex # 8.
- ✓ The guidelines should provide the greatest latitude in the provision of telecommunications services while effectively managing this finite resource.

6.2.2 Assignment Principles and Criteria for the Assignment of COCs

The Principles for the assignment of COCs are:

- ✓ CO codes (NXX's) are assigned to licensed operators for use in the facilities they operate.
- ✓ These codes are for use on the public switched telephone network and not for use on private networks.
- ✓ CO codes (NXX's) must be assigned in an effective and efficient manner, as they are a finite resource. All applicants for initial central office codes must provide proof of being a licensed operator in the geographic area for which the central office code is being requested.

- ✓ All applicants for additional central office codes must provide proof of being a licensed operator in the areas for which the CO codes are being requested as well as additional information on the prescribed forms.
- ✓ The information submitted by all CO code (NXX) applicants must be uniform and shall be treated as proprietary and duly secured by the NTRC.
- ✓ CO codes (NXX's) shall be assigned in a fair and impartial manner to any applicant that meets the criteria for assignment.
- ✓ Any operator that is denied the assignment of one or more CO codes (NXX's) under these guidelines has the right to appeal that decision. The appeals procedures will be in accordance with the Telecommunications Alternative Dispute Regulations.
- ✓ Resource conservation measures should in no way prevent the assignment of Central Office Codes.

These principles provide guidance on who are to be provided COCs, the conditions and the processes for verification.

6.2.3 *Responsibilities of the CO Code Administrator and Code Holder*

The Responsibilities of the CO Code Administrator and Code Holder are Outlined in Annexes 9 & 10.

- 6.2.3.1 CO code (NXX) assignments are made subject to the conditions listed in Section 4 of this National Plan. Applications for additional CO Code Assignments are in accordance with Annex 6. A code assigned to an authorized operator, either directly by the CO Code Administrator or through the transfer from another authorized operator, should be placed into service within 6 months after notification of the assignment of the code by the CO Code Administrator.

Certification of the service status of a CO code is mandatory and forms part of the conditions of these guidelines. The certification of the in service status of a code must be done on Confirmation of Code In Service Form (Annex # 5).

Should the applicant or code holder no longer have need for the code, the code should be returned to the CO Code Administrator for reassignment. If, after an audit exercise or other means, it is determined that a code is not in service after 6 months as noted above, the CO Code Administrator will request the return of the code.

6.2.3.2 *Assignee/Code Responsibility*

The authorized operator to which a CO code(s) (NXX) has been assigned shall be responsible for the return of the CO Code(s) to the CO Code Administrator. Annex 11 outlines the conditions for the return of the codes. Codes will be returned under the following conditions:

- (a) It is no longer needed by the authorized operator for the purpose for which it was originally assigned.
- (b) The service for which it was assigned has been disconnected/withdrawn.
- (c) The CO Code(s) was not activated within the time frame specified in these guidelines.

The assignee may in the case (c) above, apply to the CO Code administrator for an extension date. This request must include the reason for the delay in putting the CO code into service and a commitment of a new activation date.

6.2.3.3 NPA Planning Information

All CO code holders must supply, upon request of the CO Code Administrator, a forecast of CO code requirements, which will be used for projecting NPA exhaust and NPA planning relief. All such data supplied shall be treated with confidentiality.

All information supplied by the CO code holders shall be submitted to the NTRC on the form provided for such purpose and must be submitted by the specified date. Any reluctance or undue delay on the part of the CO code holder can result penalties in keeping with the telecommunications law and regulations.

6.2.3.4 Responsibility for Code Relief Planning

CO code (NXX) planning relief is the responsibility of the CO Code (NXX) Administrator the NTRC and will do so in consultation with ECTEL.

The responsibilities of the Authorized Operators are to:

1. Provide accurate data for the Central Office Code Utilization survey by due date
2. Cooperate fully with the annual audit
3. Participate in the discussions with the CO code Administrator on measures to be adopted to make efficient and effective use of CO codes.

6.2.3.5 Reclamation Procedures

The CO Code (NXX) Administrator, the NTRC, will communicate with any authorized operator who has been identified as having CO codes in their possession, which should have been returned to the Administrator for subsequent re-assignment. The CO code(s) (NXX) which should be returned to the Administrator must fall within the categories outlined in Annex # 11.

6.2.4 Criteria for the Transfer of Central Office Codes

The procedure which follows outlines criteria which the CO Code Administrator (The NTRC) uses in reviewing requests for transfer of a CO code (NXX) from one authorized operator i.e. the current holder of the CO code to another authorized operator (the applicant) making the transfer request. This criterion applies to a situation where there is a single end user, the full NXX is assigned and there has been agreement between the authorized operators for such transfer pending approval of the government/regulatory agencies and the CO Code Administrator.

All time frames applicable to the assignment of a new code apply in the case of a transfer. The time frames needed to perform network and other rearrangements, where necessary, associated with the transfer are not included in this guideline.

The applicant (i.e. the authorized operator who is the recipient of the CO code (NXX)) must complete and submit a CO Code Request Form with a letter from the current CO code holder certifying that there is agreement to transfer the CO Code in question.

The CO Code Administrator, upon approval of the request, will inform ECTEL, who will then liaise with TRA and BRIDS for the relevant changes to the databases. Any costs associated with the updating of these databases will be borne by the applicant in addition to any administrative costs.

6.2.5 Appeals Process

All appeals in respect of the numbering process will be settled in accordance with the Dispute Resolution Regulations.

6.2.6 Training

Training for the administrators in numbers management and administration will be provided by ECTEL.

6.3 Dialing Plan Overview

6.3.1 Recommendations for Dialing Plan

Saint Lucia belongs to the North American Numbering Plan (NANP) and has been assigned its own area code (NPA), which will not exhaust in the foreseeable future considering the present population and its growth rate.

As reference the existing dialing Schemes, service codes, short codes and vertical Service Codes are outlined in Annexes 12, 13, 14, and 15. Short Codes in the USA (Annex 16) are presented as a typical example of the use of Short Codes in a NANPA Administration and for possible application in Saint Lucia.

Dialing Plan will be adopted using the following format:

1. Local calls – seven (7) digits consisting of CO code (3 digits) + subscriber number (4 digits)
2. Calls outside Saint Lucia but within the North American Numbering Plan- (NANP) – eleven (11) digits consisting of : Toll indicator “1” + NPA (3 digits) + CO code (3 digits) + subscriber number (4 digits)
3. Calls outside the North American Numbering Plan (NANP) up to 13 digits consisting of 011 + country code + significant number

6.3.2 Recommendation for Service Codes, Short Codes and Vertical Service Codes

Eastern Caribbean Telecommunications Authority (ECTEL) will conduct specific consultations on the use of the various codes.

The consultation would seek to:

- a) Review the assignment and use of service codes, short codes and vertical service codes with a view to standardizing the codes across the ECTEL Member States.
- b) Formulate an implementation plan to bring the above mentioned codes in line with the recommendations of the Industry Numbering Committee for nations belonging to the North American Numbering Plan.

It is of benefit to do so because of the community of interest between the islands and to enable citizens to access services without having to resort to a telephone directory for common services. It will also assist visitors in using the telephone services in the islands. Annex 17 outlines the current use of N11 Codes in the ECTEL Member States and it is proposed that this usage will be modeled after the NANPA recommended usage as outlined in Annex 16.

It must be emphasized that the assignment of CO codes, short codes, service codes and vertical service codes must be done in such a manner so as to maximize the finite numbering resources. The efficient utilization of the numbering resource is necessary as new technologies and services become available and may be demanding numbers for their application. It is therefore critical that there is strict adherence to the guidelines for the assignment of CO codes and the management of the numbering resources in the OECS. The implementation of a Uniform Dialing Plan will lay the foundation for the successful management and assignment of the numbering resources in the member States of the OECS.

7.0 Glossary

Glossary of Terms

Access Network	means the network to which the caller is connected directly
AOCN Service	Administrative Operating Company Number (AOCN) Service is the service provided by an administrator for the facilitation of the inputting and maintaining the necessary rating and routing information in the Telcordia® Business Information Routing and Rating Database System (BIRRDs).
Additional CO Code (NXX)	A code assigned to a switching entity or point of interconnection subsequent to the assignment of an initial code or first code for the same purpose as a code that was previously assigned to the same switching entity or point of interconnection. A "Growth code" is a code requested when the line numbers available for assignment in a previously assigned NXX code will not meet expected demand.
BIRRDs	Business Information Routing and Rating System (BIRRDs) is a centralized database used to collect pertinent data that supports the routing and rating of local exchange calls within the Public Switched Telephone Network (PSTN). Output of BIRRDs includes a monthly Telcordia® LERG® Routing Guide (LERG) that serves as a recognized source for common and consistent reporting of routing information to interexchange carriers and the telecommunications industry in general. Another output is the Telcordia® TPM® Data Source which provides information for the rating of calls within the PSTN.
Carrier Selection	means the mechanism that allows customers to choose between carrier network providers to carry their long distance calls essentially but not exclusively
Carrier Network	means a network to which the caller is not directly connected to, consisting of transmission lines and exchanges providing transmission between access networks
Call-by-call selection	means selection used when a user has the

	possibility to dial in each call a carrier that he wants to use usually by making use of a prefix
Central Office Code	The second set of three digits after the NPA code in a ten digit NANP area address. Central office codes are in the form “NXX”, where N is a number from 2 to 9 and X is a number from 0 to 9. Central office codes are commonly referred to as “NXX codes”.
CLLI	Common Language Location Identifier (CLLI) is an eleven-character descriptor of a switch and is used for routing calls.
CO Code (NXX) Exhaust	A point in time at which the quantity of T N’s within CO codes (NXX) which are “ Available for Assignment” equals zero within a switching entity/POI or, conversely, when the quantities of “Working Telephone Numbers” plus “Telephone Numbers Unavailable for Assignment” equal 10,000 times the quantity of existing CO codes(NXX) 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.
Certify	(When used by the applicant): As part of the Central Office Code (NXX) Assignment request , to confirm through a formal statement information contained within the assignment request is true, accurate and complete to the best of his/her knowledge. (When used by the regulator): Where applicable to authorize, in writing, an entity to provide a telecommunications service in the relevant geographic area. Such authorization is the responsibility of the appropriate regulatory agency.
Code Administrator	The appointed authority responsible for the administration of NXX’s within the Nap’s of the OECS members.
Code holder	An authorized operator who is the assignee of a full NXX
Conservation	Consideration given to the efficient and effective use of a finite numbering resource in order to minimize the cost and need to expand its availability in the introduction of new services, capabilities and features

Effective Date	The date by which routing and rating changes within the PSTN must be complete for the assigned code. Also, the date by which the assigned code becomes an active code.
INC	Industry Numbering Committee, a standing committee of the Industry Carriers Compatibility Forum (ICCF) that provides an open forum to address and resolve industry-wide issues associated with the planning, administration, allocation, assignment and use of the numbering resources and related dialling considerations for public telecommunications within the North American Numbering Plan (NANP)
Initial Code	The first geographic NXX code assigned at a unique switching entity or point of interconnection.
In Service	An active code in which specific subscribers or services are utilizing assigned telephone numbers.
LERG	Local Exchange Routing Guide: contains Information about the local routing data obtained from the Traffic Routing Administration (TRA).
Months to Exhaust	This is used by the assignee as one of the means of justifying the need for a new NXX in a given switching entity/POI. It is also used by the CO code Administrator to determine CO code exhaust. The formula used is : <u>TN's Available for Assignment</u> Growth (Quantity of lines added per month)
NANP	The North American Numbering Plan is a numbering architecture in which every station in the NANP Area is identified by a unique 10-digit address consisting of a three digit NPA code, a three-digit central office code in the form NXX, and a four-digit line number of the form XXXX.
NANPA	North American Numbering Plan Administration is responsible for the coordination and administration of the North American Numbering/Dialing Plans. These central administration functions are exercised in an impartial manner toward all industry segments while balancing the utilization of a limited resource.

NANP Area	Consists of the United States and its territories, Canada and the English speaking nations in the Caribbean and the Dominican Republic .
NPA	<p>Numbering Plan Area, also called area code. A NPA is the first three digit code of a 10 digit NANP format that applies throughout the NANP area. NPA's are of the form NXX where N represents the digits 2-9 and X represents any digit from 0-9. In the NANP, NPA's are classified as follows: Geographic – these NPA's correspond to discrete geographic areas or countries, as in the case of the Caribbean, within the NANP.</p> <p>Non-geographic- these NPA's do not correspond to discrete geographic areas, but are assigned for services with attributes, functionalities, or requirements that transcend specific geographic boundaries e.g. NPA's in the N00 format such as 800. NPA Code Relief NPA code relief refers to an activity that must be performed when an NPA near exhaust of its 792 NXX capacity.</p>
NPA Relief Date	The date by which the NPA is introduced and routing of normal commercial traffic begins.
Numbering Plan	Means a plan that specifies the format and structure of the numbers used within that plan. It typically consists of decimal digits segmented into groups in order to identify specific elements used for identification, routing and charging capabilities. (ITU-T Recommendation E.16)
Number Portability	means the ability of a customer to change the carrier or service provider supplying a particular telecommunications service, without having to change their number
Operating Company Number (OCN)	A code used in the telephone industry to identify a telephone company.
Premium Rate Services	means services for which the caller pays a premium over and above the cost of conveying the call.
Pre-selection	Means selection used when a user has the possibility to pre-select his carrier beforehand. In this case, it is not necessary to dial the carrier code.
PSTN	Means the Public Switched Telephone Network

PLMN	Means the Public Land Mobile Network Point of Connection (POI) The physical location where a carrier's connecting circuits interconnect for the purpose of interchanging traffic on the PSTN.
Premature Exhaust	Reference to NANP : Premature exhaust means the exhaust of NANP resources much sooner than the Reference to NPA: Premature exhaust is when a specific date for NPA relief has been established and the NPA is projected to exhaust prior to that date.
Private Networks	Private networks are composed of stations, which are not directly accessible from all PSTN stations via the use of NANP E.164 numbers.
PSTN	Public Switched Telephone Network. The PSTN is composed of all transmission and switching facilities and signal processors supplied and operated by all telecommunications common carriers for use by the public. Every station on the PSTN is capable of being accessed from every other station on the PSTN via use of the NANP E.164 numbers.
RBDS	See TRA.
Reassignment	Refers to the transfer of a working or assigned NXX from one switching entity/POI to another.
Reserved CO Codes	A reserved code is an NXX code that has been temporarily set-aside for an applicant for future use, and, is therefore, not to be immediately activated. Code reservation may be used, for example, by new entrants who need to prepare their switches before they are ready to offer service to subscribers. In addition, a reserved code is an NXX code that has been set aside for potential future use but is not associated with any specific applicant.
Switching Entity	An electromechanical or electronic system for connecting lines to lines, lines to trunks or trunks to trunks for the purpose of originating/terminating PSTN calls. A single switching system may handle several central office codes.
TN's Available for Assignment	The quantity of telephone numbers within existing CO codes (NXX) which are immediately available for assignment to subscriber access lines or their equivalents within a switching entity/POI.

TRA	<p>Traffic Routing Administration (also known as RBDS- Routing Data Base System) is a service provided by Telcordia Technologies . The database contains a complete description of all Local Exchange Companies' networks in the NANP Area (except, currently Canada) and pertinent information relating to the networks of other code holders. This provides information for,(1) message routing, (2) common channel signaling call set up routing and (3) operator service access routing.</p>
Working Telephone Numbers(TN's)	<p>The quantity of telephone numbers within existing CO codes (NXX) which are assigned to working subscriber access lines or their equivalents e.g. direct inward dialling trunks, paging numbers, special services, temporary local directory numbers (TLDNs) etc within the switching entity/POI.</p>

8.0 Annexes

This document contains seventeen (17) Annexes.

Annex 1 provides the list of these Annexes.

Annex 1	List of Annexes in Numbering Plan
Annex 2	Central Office Code (NXX) Assignment Request – Part 1
Annex 3	Central Office Code (NXX) Assignment Request Part 1 Footnotes
Annex 4	NTRC's Response/Confirmation
Annex 5	Confirmation of Code In Service
Annex 6	Request for additional CO Code Assignments
Annex 7	Requesting a central office code - the process
Annex 8	Assumptions and constraints in the Administration of Codes
Annex 9	Responsibilities of the Codes NTRC
Annex 10	Responsibilities of the Code applicants and holders
Annex 11	Categories for the return of Codes
Annex 12	Dialing Scheme
Annex 13	Service Codes
Annex 14	N11 Codes
Annex 15	Guidelines for Advertising using numbering resources
Annex 16	Draft Agreement for the surrender of Codes.
Annex 17	Letter of Commitment by NTRC's

Annex 2

Central Office Code (NXX) Assignment Request - Part 1

Type of Application: LI New LI Change' UDelete

1.0 GENERAL INFORMATION

1.1 Contact Information:

Code

Applicant:

Company/Enti

y Name:

Conta

ct

Name:

Addre

ss:

City, Country:

Phone:

FAX:

E-Mail:

Code

NTR

C:2

Nam

e:

Address:

City, Country:

Phone:

FAX:

1.2 NPA:

OCN:3

Switching Identification (Switching Entity/POI)'

Locality/City/Wire Centre:

Rate Centre:5

Homing Tandem Operating Co.: Tandem Homing

CLLJ:7_____

Route same as: NPA

NXX

Rate Centre same as: NPA

NXX

1.3 Dates: Date of Application:

Requested

Effective Date:⁸⁹

1.4 Type of company/entity requesting the code:

a) (LEC. IC. CMRS. Other)

b) Type of service: (e.g.,
Cellular - Type 2'

c) Is certification required? Yes No -

1) If no, explain:

2) Does your company have certification? Yes No

i) If yes, what type?

ii) If no, explain:

d) Code Assignment Preference (Optional)

Codes that are undesirable, if any
Type of change:

1.5 Type of Request (Initial, growth, etc.):

Pool Indicator (YES)'

1.6 NPA Jeopardy Criteria Apply: Yes No

1.7 Code request for new service(Explain):

1.8 Part 2 is attached Part 2 is not attached for TRA
(RDBS) & B RIDS' 1 12

I hereby certify that the above information requesting an NXX code is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the current Central Office Code (NXX) Assignment Guidelines dated March 3, 2005.

Signature of Code Applicant"

Title

Date

NTRC DRAFT

Annex 3

Central Office Code (NXX) Assignment Request-Part1

Footnotes

Identify type and reason for change(s) in Section 1.4(f).
The NTRC(s) can provide assistance in completing this form.

Operating Company Number (OCN) assignments must uniquely identify the applicant. Relative to CO Code assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments may contact NECA (973-884-8355) to be assigned a Company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignment should direct questions regarding appropriate OCN usage to the Traffic Routing Administration (TRA) on 732-699-6700.

This is an eleven-character descriptor of the switch provided by the owning entity for the purpose of routing calls. This is the eleven-character COMMON LANGUAGE Location Identification (CLLI) of the applicant's switch or P01.

Rate Center name must be a tariffed Rate Center associated with toll billing.

Applies to any code applicant connecting to the Public Switched Telephone Network via a tandem owned by a different carrier.

CLLI code of PSTN interconnecting carrier switch/POT. Should be the same as Part 2, Form 2, Page 2 of 2 of the application form for initial code or, for an additional code, the same as the tandem identified for the initial code.

The nationwide cut-over is a minimum of 45 calendar days after the NXX code request is input to TRA (RDBS) and BRIDS. 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.

Requests for code assignment should not be made more than six months prior to the requested effective date.

Per Section 4.1.3, the Pool NTRC will check this section if the NXX being requested will be used for thousand block number pooling.

Applicant is not required to submit Part 2 of the code request form if it is doing its own TRA (RDBS) and BRIDS entries, or if the applicant has arranged for a third party to input the Part 2 forms data on its behalf.

WARNING! It is the code applicant's responsibility to arrange input of Part 2

information into TRA (**RDBS**) and BRIDS. The 45 calendar day nationwide minimum interval cut-over for TRA (RDBS) and BRIDS will not begin until input into IRA (RDBS) and BRIDS has been completed.

An incomplete form may result in delays in processing this request.

If application is submitted electronically, applicant must also fax form with signature to establish a "signature on file." All subsequent applications then assume "signature on file" (i.e., no fax required - unless contact name for request is different than "signature on file.")

Annex 4

NTRC's Response/Confirmation

Date of Application:

Date of Receipt: -

Date of Response:

Effective Date:

NTRC Contact Information:

Company/Entity Name:

Signature of NTRC Representative

Phone:

Fax:

Name (print)

NPA:

Code Assigned: _____ **Date of NXX Code Assignment:**

Switch identification (Switching Entity/P01)'3

- a. Rate Center:
- b. The Code NTRC is _____, is not _____ " responsible for inputting Part 2 information into TRA **(RDBS)** and **BRIDS**.
- c. Routing and Rating information complete: YesNo Additional TRA **(RDBS)** and BRIDS information necessary as follows:
- d. To be published in the LERG and TPM by _____ additional TRA **(RDBS)** and BRIDS information needs to be received by the code NTRC no later than _____

Code Reserved:

Date of Reservation:

Your code

reservation will be honored until

Switch Identification (Switching Entity / P01) 1:

Form incomplete

Additional information required in the following section(s):

Form complete, code request denied

Explanation:

Assignment activity suspended by the NTRC

Explanation:

Further Action:

NPA in jeopardy: Yes

No

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

Annex 5

Confirmation of Code In Service

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 and Section 7.1).

Company Name:

OCN:

Authorized Representative of Code Applicant (Print)

Signature

Title

Date

1. NPA-NXX code: Rate Center:
2. Switch Identification (Switching Entity / POI)":
3. Dates:

Date of Application:

In-Service Date:

Note: This form must be submitted to the NTRC within 6 months of the requested effective date. See Part 1, Section 1.3.

Annex 6

Request for additional CO Code assignment

MONTHS TO EXHAUST CERTIFICATION WORKSHEET - TN Level' (Worksheet to be used for

Requests for Additional Codes for Growth) Date: Company Name:

Switching Entity/Point of Interconnection (CLLJ):
Rate Center:

NPA(s): NXXs included in growth calculation:

Signature of Authorized Representative of Code Applicant:
Title:

Telephone No.: FAX No.:

A. Telephone Numbers (TN5) Available for Assignment (See Glossary'):

Month Month Month Month Month Month

#1 #2 #3 #4 #5 #6

Month Month Month Month Month Month

#7 #8 #9 #10 #11 #12

B. Previous 6-month growth history

C. Projected growth Months 1-12:

Average Monthly Forecast (Sum of months 1-6 Part C above divided by 6):

E. Months to Exhaust' = Telephone No (TNs) Available for Assignment (A Average Monthly Forecast (D)

F. Utilisation Level' = Telephone Nos (TNs) Assigned x 100 =
%

Total Numbering Resources in Applicant's Inventory

Annex 7.

REQUESTING A CENTRAL OFFICE CODE THE PROCESS

The process for the assignment of Numbers is as follows:

- The applicant submits CO code Assignment Form (Annex 2 & 3) to the NTRC in the country of operation for certification.
- Upon verification by the NTRC that the request is valid and acknowledgement is sent to the applicant and the application forms are sent to ECTEL.
- If the forms are found to be incomplete they are returned to the applicant for amendments.
- ECTEL reviews the applications forwarded and acknowledges receipt of the application on the NTRC's Response/Confirmation Form (Annex 4) within 5 calendar days of receipt of the application.
- The applicant is informed of the CO code assigned or its denial with reasons within 10 calendar days of receipt of the application.
- The NTRC confirms to ECTEL that the codes recommended are assigned.
- The information for the TRA/BRIDS databases is then submitted by ECTEL to the appropriate party on Part 2 of the CO Code Assignment Request Form for input.
- The NTRC is informed by the assignee that the CO code is in service within six months of the actual in service date on the Confirmation of Code In Service Form (Annex 5).
- The NTRC provides ECTEL an update on a monthly basis the operational status all codes assigned in the Member States.
- ECTEL will inform all corresponding parties of the new central office codes issued.

Table showing process for the assignment of new Central Office Codes

Action Required	Time	Responsible Agency	Line
1. Submission of CO code Assignment Form (Annex 2 & 3) to the NTRC in the country of operation for (Licensed provider) certification.	Day 1	Applicant	
2. Verification that the request is valid.	4 days	NTRC	
3. Acknowledgement to applicant that the application received and is complete or requires amendments.	5 days	NTRC	has been
4. Application is forwarded to ECTEL.	5 days	NTRC	
5. Acknowledgement of receipt to NTRC	5 days	ECTEL	
6. Application processed and recommendation made to	10 days	ECTEL	NTRC
7. Confirmation to ECTEL that recommended code	10 days	NTRC	has been assigned
8. Assigned Numbers input to TRA & BRIDS databases	45 days	ECTEL/Telcordia	
9. NTRC informed of in Service date for assigned	180 days	Assignee	code
10. ECTEL informed of codes assigned within the period	month	NTRC	

Proposed time lines for processing of codes request

- (a) Request submitted to Regulator in country for certification. Application submitted.
- (b) CO code request approved by regulator and passed to NTRC. 5 calendar days.
- (c) NTRC responds to applicant 5 calendar days
- (d) Assigned CO Code/denial sent to applicant 10 calendar days
- (e) Input to TRA & BRIDS databases 45 calendar days
- (f) Total time for implementing an initial/additional code 60 calendar days
- (g) Assignee informs NTRC of In Service date of code. 180 calendar days

The Rules for Assignment of the Central Office codes are:**Initial Code(s)**

CO codes (NXX's) are assigned only to authorized operators, which must indicate this in the manner prescribed on the forms provided for such purpose. (See Annex 2)

- The applicant must certify a need for numbers and indicate the area and the service for which the numbers are required in the Public Switched Telephone Network on the prescribed form. (See Annex 2)
- An applicant may request an NXX assignment for the establishment of an initial Location Routing Number (LRN) per Point of Interconnection (POT) provided the applicant has no existing resources available for LRN assignment.

Additional code(s)

Assignment of additional code(s) must be made for an established point of interconnection or switching entity by satisfying one of the criteria in the sections below

Additional CO code(s) (NXX's) requests must have certification by the authorized operator that the CO code(s) in service at a switching centre/POI , per service provided at that switching centre/POT , will exhaust within twelve(12) months . Documentation to support such certification must be supplied using "Months to Exhaust Certification Worksheet" (Annex 6) which has fields for the following data:

- o Telephone Numbers(TN's) Available for assignment:

- Growth history for last six (6) months;
- Projected demand for the next 12 months.
- Additional CO code(s) for other purposes must be accompanied by an explanation of why current assigned resources to that entity cannot satisfy the requirement.
 - o CO code (NXX) sharing between operators, in which portions of the NXX codes are assigned to multiple switching centres/POI's may be utilized where the operators mutually agree.
 - This is particularly useful where the customer base is small enough so that the operators will not need a full CO Code (NXX) of 10,000 numbers . In this scenario, unused numbers may be assigned
 - to any operator on an as needed basis except where there may be restrictions for wireless carriers
 - o CO codes (NXX's) shall be assigned on a first-come first-served basis. Reserved codes will be held under the following conditions:
 - CO code(s) shall be reserved if the authorized operator making the request can justify that the reservation of the code is essential to accommodate technical or planning constraints or pending regulatory approval of whatever kind provided that documentation to support such request is furnished to the appropriate regulatory body.
 - No requests for a reserved code(s) will be entertained unless there is compliance with criteria listed in sections 4.1.4.1.2 for initial codes or sections 4.2-4.2.2 for additional code(s) respectively.
 - In any case , if a reserved code is not activated within 12 months, the code will be released from its reserved status.

Annex 8

Assumptions and Constraints in the Assignment of Central Office Codes

The exploitation of the Numbering Resources in the ECTEL States will be coordinated by ECTEL in accordance with an established Regional Numbering Plan. The NTRC will assign the resource to operators for the purpose of routing calls to subscriber terminals and may be included in the call record for the purpose of rating calls.

The guidelines should provide the greatest latitude in the provision of telecommunications services while effectively managing this finite resource.

The Numbering 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 . Transfer of code(s) due to merger/acquisition is permitted.

If a resource is sold, brokered, bartered or leased for a fee, the resource is subject to reclamation by the NTRC.

Numbering resources shall be assigned in such a manner that effective and efficient use of the finite numbering resource is accomplished so that premature exhaust of the numbers available does not occur.

Where regulatory approval is required , the applicant must be able to demonstrate that regulatory authorization has been obtained for the area where the code is to be utilized.

These assignment guidelines may not apply to an environment where number portability exists. Another set of guidelines will be written to cover number portability.

Administrative assignment of the CO code (NXX), a 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.

Audits of the code applicant/holders may be performed to:

- Determine compliance to uniformity in application of these guidelines to all code requests received by the NTRC
- Determine compliance with these guidelines by the code applicants and Code Administrations determine whether the numbering resources are being efficiently and effectively used by code applicants and managed in an efficient and effective manner by the NTRC
- An applicant is not required to provide any additional explanation or justification of items that he/she has certified. However, certification alone may not provide the NTRC with sufficient information upon which to make a decision regarding code assignment, and additional dialog and written documentation may be required.

Annex 9

Responsibilities of the NTRC

1. Provide information to all authorized operators on procedures for applying for CO codes with all the necessary forms and instructions on how to complete them.
2. Provide all authorized operators with any updates to the procedures and any conservation procedures being invoked.
3. Receive and process applications for CO codes (NXX's) for which the NTRC is responsible.
4. The NTRC must reply to any request for a CO code(s) (NXX) within 5 calendar of receipt of the application form by completing the response portion of the form in Annex 4.
5. Review the documentation and determine whether the code request satisfies the procedures as outlined in these guidelines.
6. Where a request is denied, the applicant shall be informed as to the specific reasons for such denial in writing . The applicant can appeal the NTRC's decision in accordance with the appeal procedure in these guidelines.
7. Select and assign an available CO code to the authorized operator and inform the operator of such within 10 calendar days of receipt of the CO Code request form.
8. The CO Code (NXX) administrator, the NTRC, may, on behalf of the authorized operator, request ECTEL to have the TRA and BRIDS databases updated for a fee provided that the necessary forms (Part 2), have been duly completed and submitted to the NTRC initiate reclamation of the CO code if it is not in service within 6 months of its assignment.

Annex 10

Responsibilities of the CO Code Applicants and Holders

(a) Applying for a CO Code

Authorized operators requesting initial and / or additional CO codes (NXX) assignments shall submit their requests on the appropriate Central Office Code (NXX) Assignment Request (Annex 2). A separate application form shall be made for each CO code (NXX) being requested. The applicant must complete all the relevant fields on the Code Request form and have the form signed by an authorized officer of the Company. All incomplete / inaccurate code request forms will be returned to the authorized operator for correction.

- ii. Requests for CO code assignments must be made at least two(2) months prior to the in service date. This is necessary for the code processing time (15 calendar days) and the 45 day activation of the TRA and BRIDS databases, which provide the routing and rating data for other carriers.
- iii. Requests for additional CO code (NXX) assignments must be in compliance with the requirement of Annexes 6 & 7.
- iv. The requestor shall certify on the CO code Request Form that the necessary governmental / regulatory approvals have been obtained to provide the service(s) for which the code is being requested.

(b) Information Required for Code Activation

In order to activate a CO code (NXX) the code holder or NTRC (or if agreed or a third party), will ensure that Part 2 of the CO code (NXX) Assignment Request Form has the relevant routing information for entry into the TRA and BRIDS databases for routing and rating respectively.

(c) Information Changes

The NTRC must be informed in the event of any changes to the information supplied on the CO Code (NXX) Request Form Part which has been kept as record of the assignment by the NTRC. These changes include but are not limited to the change of name of holder e.g. in the event of merger or acquisition of the current code holder or Tandem homing arrangement or other network changes.

(d) Responsibilities of the Code Holder

It is the responsibility of the initial code holder or subsequent code holder where the code has been obtained by merger or acquisition to use the code in compliance with these

guidelines. This includes cooperating with and participating in the audit process necessary to effectively assess code utilization. Any reluctance or undue delay on the part of the CO code holder can result in fines or loss of licence to operate in the designated area. The code holder is responsible for the notification of TRA and B RIDS of such changes, which affect their database or initiating the updating of these databases through a third party.

Annex 11

Categories for the return of Codes

The following categories of codes will be returned to the NTRC for reassignment:

- Assigned, but no longer in use by the authorized operator
 - Assigned to a service which is no longer offered
 - Assigned, but not activated within the time frame specified in these guidelines
 - Assigned, but not used in conformance with these guidelines The relevant category will be determined as follows:
 - i. The NTRC will seek clarification, in writing, from the authorized operator with regards to the status of the CO code(s) (NXX) in question. The letter from the NTRC will be sent by registered mail to the registered address of the authorized operator. The authorized operator will respond within 21 working days of receipt of the letter.
 - ii. If the NTRC decides that the explanation provided by the authorized operator is satisfactory and is in conformance with these guidelines, the CO code(s) (NXX) will remain assigned to the authorized operator and the records of the NTRC amended to reflect this.
 - iii. If the explanation is, in the opinion of the NTRC, unsatisfactory and is not in conformance with these guidelines, the NTRC will request in writing from the authorized operator reasons why the assigned CO code(s) (NXX) should not be returned.
 - iv. Should the authorized operator fail to respond within the 21 working days period from the date of receipt of the letter, the NTRC will reclaim the CO code(s) and reissue them after an appropriate aging period. TRA and BRIDS will be duly informed of the NTRC's action and be requested by the NTRC to remove the CO code(s) (NXX) from their databases.
 - v. The NTRC may decide to extend the activation date of a CO code(s) (NXX), if requested by the assignee, provided that the reason for non activation is not within the control of the assignee
- Such extension may be for a period of up to 90 days, whereupon the status will be reviewed by the NTRC.
- vi. It is the responsibility of the assignee to advise the NTRC of the status of the CO code at the end of the 90 day period if the CO code is still not activated. If the CO Code has been activated within the 90 day period, then the assignee will provide certification of the activation of the CO code(s) to the NTRC on the Confirmation of Code In Service (Annex 5)

Annex 12

Dialing Scheme

Dialing Plan:

- Local Calls: 7 digits (45X-XXXX)
- Oversees calls: 1+10digits to NANP countries.
- Oversees calls outside NANP countries: 011+8+16digits

Annex 13

Service Codes:

- 999
- 911
- 211
- 811
- 411
- 0
- 112

Annex 14

N11 Codes

N11 Code	Service
211	Customer Care/Faults
311	Not assigned
411	Director Enquiries
511	Unassigned
611	Unassigned
711	Unassigned
811	Credit Card Calling
911	Fire/Ambulance

Annex 15

Guidelines for advertising using Numbering Resources

Basic principles for the operation of the 1-900 numbers

These guidelines would apply for all advertising directed to children less than 16 years.

1. Advertisers should enquire as to the age of the caller.
2. Advertisers should always take into account the level of knowledge, sophistication and maturity of the audience to which their message is primarily directed. Younger children have a limited capacity for evaluating the credibility of information they receive. They also may lack the ability to understand the nature of the personal information they disclose on the Internet. Advertisers, therefore, have a special responsibility to protect children from their own susceptibilities.
3. Realizing that children are imaginative and that make-believe play constitutes an important part of the growing up process, advertisers should exercise care not to exploit unfairly the imaginative quality of children. Unreasonable expectations of product quality or performance should not be stimulated either directly or indirectly by advertising.
4. Products and content which are inappropriate for children should not be advertised or promoted directly to children.
5. Recognizing that advertising may play an important part in educating the child, advertisers should communicate information in a truthful and accurate manner and in language understandable to young children with full recognition that the child may learn practices from advertising, which can affect his or her health and well-being.
6. Advertisers are urged to capitalize on the potential of advertising to influence behavior by developing advertising that, wherever possible, addresses itself to positive and beneficial social behavior, such as friendship, kindness, honesty, justice, generosity and respect for others.
7. Care should be taken to incorporate minority and other groups in advertisements in order to present positive and pro-social roles and role models wherever possible. Social stereotyping and appeals to prejudice should be avoided.
8. Although many influences affect a child's personal and social development, it remains the prime responsibility of the parents to provide guidance for children. Advertisers should contribute to this parent-child relationship in a constructive manner.

Annex 16

Draft Agreement for the Surrender of country codes

By issuing this acknowledgment and approval we understand that the Country is not obligated to offer ENUM services. In addition, this approval does not require nor obligate the Country to provide financial resources to (CCJ ENUM NTRC) or other participants offering ENUM services within Country Code 1. This simply allows for the temporary delegation of /he Country Code 1 in ENUM/e164.arpa allowing each Country Code I country to establish ENUM/e 164. arpa as it sees fit.

As a member of Country Code 1, the Administration of Th^{ereinafter} Country] hereby acknowledges and approves the temporary delegation of Country Code 1 for the purposes of ENUM/e164.arpa to (CCJ ENUM NTRC*). This temporary delegation is valid through XXIXXIXX, pending selection of the long-term contracted provider and is renewable if the selection process is not complete by the qforementioned date, with the following stipulation:

- (1) The NPA (s) that have been allocated to serve the Country cannot be allocated without the expressed written approval from the Country Administration. No telephone numbers within exclusive jurisdiction of the Country will be provisioned for ENUM without the express written approval from the Country.
- (2) Any delegation would be on the condition that (ENUM NTRC) would hold only the pointers' to Tier 2 databases and that the establishment of these Tier 2 databases would be subject to the approval of the national NTRC as designated by the Country or the Country, unless that NTRC waives its right to such approval.
- (3) Failure by to abide by this directive would negate this approval.
- (4) Any Country can terminate this agreement by providing at least one hundred eighty (180) days written notice to the remaining CC] Countries.
- (5) As per the ITU-T Ad Interim guidelines, failure of any one Country within CC] to agree to the temporary delegation or any one Country within CC] terminating this agreement will negate the temporary delegation of CC]. The Guidelines specifically state. "For country codes within an integrated numbering plan, the request corresponds to that portion of the codef()r which the requesting Member State has administrative responsibilities. When a request representing the entire integrated country code area is received, all Member States within the integrated numbering plan must endorse the request ". This approval will be forwarded to JIU-TSB Director for purposes of validation. (CCJ ENUM NTRC) will then request the temporary delegation of Country Code 1 for the purposes of ENUM from RIPE-NCC. The term CC ENUM NTRC refers to the temporary Tier I entity and is only being used for ease of reading. When a temporary Tier I provider is selected the term will be removed.

Annex 17

Letter of Commitment by NTRC's

Chairman NTRC:-

Commonwealth of Dominica
Grenada
St. Kitts and Nevis
Saint Lucia
St. Vincent and the Grenadines

Dear Chairman

RE: REGIONAL NUMBERING PLAN

The Directorate is in the process of developing a Regional Numbering Plan that would form the basis for the National Numbering Plans.

In order to facilitate the efficient administration of the number resource in the sub-region, ECTEL proposes that the NTRC agrees that ECTEL acts as its agent in interacting with external agencies in ensuring that all the numbers assigned are properly recorded and accessible by all telecommunications providers worldwide.

To give effect to the foregoing we specifically request the agreement of the NTRC on the following matters:

1. That ECTEL will, in consultation with the NTRC, coordinate all activities with international and regional bodies in respect of matters pertaining to numbering specifically in reference to the Federal Communications Commission (FCC), North American Numbering Plan Administration (NANPA), The North America Numbering Council (NANC), Industry Numbering Committee (INC) Alliance for Telecommunications Industry Solutions (ATIS), Telcordia, the ITU and any other similar body.
2. That ECTEL will coordinate with Telcordia all activities in respect of the entry of numbers assigned to operators in the LERG database to ensure full operability.

Where applicable, ECTEL will seek representation in the bodies listed at item 1 above.

1. ECTEL will ensure payment of all associated fees in respect of membership or the provision of related services by these extra-regional bodies;
2. ECTEL agrees to indemnify and hold harmless the NTRC from any reasonable claims, damages, liability, attorneys' fees and expenses arising solely as a result of a failure by ECTEL to satisfy any obligation stated herein.

2/.....

If the foregoing meets with your approval initial each page and sign at the end where your agreement is signified and return to us by 3¹ March, 2005. A copy of this letter is enclosed for your records

Yours faithfully

ELIUD T. WILLIAMS
MANAGING DIRECTOR

I agree

Chairman

Copied to: Coordinator/Director - NTRC

Annex 18

Central Office Codes presently in use as of 14 September 2016

Central Office Codes							
COCID	Central Office Codes	ApplicationType	Assignee	Date Assigned	Status	ListID	Service
85	284-XXXX	Cellular	Cable and Wireless Cellular	2 /19/2002	In Use		
86	285-XXXX	Cellular	Cable and Wireless Cellular		In Use		
87	286-XXXX	Cellular	Cable and Wireless Cellular		In Use		
88	287-XXXX	Cellular	Cable and Wireless Cellular		In Use		
106	305- XXXX	Not assigned	21 st Century		Reserved		
107	306- XXXX	Not assigned	21 st Century		Reserved		
108	307- XXXX	Not assigned	21 st Century		Reserved		
Central Office Codes							
COCID	Central Office Codes	ApplicationType	Assignee	Date Assigned	Status	ListID	Service
251	450-XXXX	PSTN	Cable and Wireless		In Use		
252	451-XXXX	PSTN	Cable and Wireless		In Use		
253	452-XXXX	PSTN	Cable and Wireless		In Use		
254	453-XXXX	PSTN	Cable and Wireless		In Use		
255	454-XXXX	PSTN	Cable and Wireless		In Use		
256	455-XXXX	Paging	Cable and Wireless		In Use		
257	456-XXXX	PSTN	Cable and Wireless		In Use		
258	457-XXXX	PSTN	Cable and Wireless		In Use		
259	458-XXXX	Paging	Cable and Wireless		In Use		
260	459-XXXX	PSTN	Cable and Wireless		In Use		
261	460-XXXX	Cellular	Cable and Wireless Cellular		In Use		
262	461-XXXX	Cellular	Cable and Wireless Cellular		In Use		
263	462-XXXX	PSTN	Cable and Wireless		In Use		
264	463-XXXX	PSTN	Cable and Wireless		In Use		
265	464-XXXX	PSTN	Cable and Wireless		In Use		
266	465-XXXX	PSTN	Cable and Wireless		In Use		
267	466-XXXX	PSTN	Cable and Wireless		In Use		

268	467-XXXX	PSTN	Cable and Wireless		In Use		
269	468-XXXX	PSTN	Cable and Wireless		In Use		
270	469-XXXX	PSTN	Cable and Wireless		In Use		

Central Office Codes							
COCID	Central Office Codes	ApplicationType	Assignee	Date Assigned	Status	ListID	Service
185	384-XXXX	Cellular	Cable and Wireless Cellular		In Use		

Central Office Codes							
COCID	Central Office Codes	ApplicationType	Assignee	Date Assigned	Status	ListID	Service
281	480-XXXX	PSTN	Cable and Wireless		In Use		
282	481-XXXX	Paging	Cable and Wireless		In Use		
283	482-XXXX	Paging	Cable and Wireless		In Use		

Central Office Codes							
COCID	Central Office Codes	ApplicationType	Assignee	Date Assigned	Status	ListID	Service
285	484-XXXX	Cellular	Cable and Wireless Cellular		In Use		
286	485-XXXX	Cellular	Cable and Wireless Cellular		In Use		
287	486-XXXX	Cellular	Cable and Wireless Cellular		In Use		
288	487-XXXX	Cellular	Cable and Wireless Cellular		In Use		
289	488-XXXX	Cellular	Cable and Wireless Cellular		In Use		
290	489-XXXX	Cellular	Cable and Wireless Cellular		In Use		

Central Office Codes							
COCID	Central Office Codes	ApplicationType	Assignee	Date Assigned	Status	ListID	Service
319	518-XXXX	Cellular	Digicel St. Lucia Ltd.		In Use		
320	519-XXXX	Cellular	Digicel St. Lucia Ltd.		In Use		

Central Office Codes							
COCID	Central Office Codes	ApplicationType	Assignee	Date Assigned	Status	ListID	Service
321	520-XXXX	Cellular	Digicel St. Lucia Ltd.		In Use		
Central Office Codes							
COCID	Central Office Codes	ApplicationType	Assignee	Date Assigned	Status	ListID	Service
371	570-XXXX	PSTN	Karib Kable		Reserved		
372	571-XXXX	PSTN	Karib Kable		Reserved		
373	572-XXXX	PSTN	Karib Kable		Reserved		
Central Office Codes							
COCID	Central Office Codes	ApplicationType	Assignee	Date Assigned	Status	ListID	Service
385	584-XXXX	Cellular	Cable and Wireless Cellular		In Use		
Central Office Codes							
COCID	Central Office Codes	ApplicationType	Assignee	Date Assigned	Status	ListID	Service
513	712-XXXX	Cellular	Digicel St. Lucia Ltd.	11/16/2004	In Use		
514	713-XXXX	Cellular	Digicel St. Lucia Ltd.	11/16/2004	In Use		
515	714-XXXX	Cellular	Digicel St. Lucia Ltd.	9 /2 /2003	In Use		
516	715-XXXX	Cellular	Digicel St. Lucia Ltd.	9 /2 /2003	In Use		
517	716-XXXX	Cellular	Digicel St. Lucia Ltd.	9 /2 /2003	In Use		
518	717-XXXX	Cellular	Digicel St. Lucia Ltd.	9 /2 /2003	In Use		
519	718-XXXX	Cellular	Digicel St. Lucia Ltd.	9 /2 /2003	In Use		
520	719-XXXX	Cellular	Digicel St. Lucia Ltd.	9 /2 /2003	In Use		
521	720-XXXX	Cellular	Digicel St. Lucia Ltd.		In Use		
522	721-XXXX	Cellular	Digicel St. Lucia Ltd.	12/7 /2005	In Use		
523	722-XXXX	Cellular	Digicel St. Lucia Ltd.	12/7 /2005	In Use		
524	723-XXXX	Cellular	Digicel St. Lucia Ltd.	10/5 /2008	In Use		
525	724-XXXX	Cellular	Digicel St. Lucia Ltd.	10/5 /2008	In Use		
526	725-XXXX	Cellular	Digicel St. Lucia Ltd.		In Use		
527	726-XXXX	Cellular	Digicel St. Lucia Ltd.		In Use		
528	727-XXXX	Cellular	Digicel St. Lucia Ltd.		In Use		
529	728-XXXX	Cellular	Digicel St. Lucia Ltd.	12/24/2012	In Use		
530	729-XXXX	Cellular	Digicel St. Lucia Ltd.		In Use		
531	730-XXXX	Cellular	Digicel St. Lucia Ltd.		In Use		

Central Office Codes								
COCID	Central Office Codes	ApplicationType		Assignee	Date Assigned	Status	ListID	Service
532	731-XXXX	Cellular		Digicel St. Lucia Ltd.		In Use		
533	812-XXXX	Cellular		Digicel St. Lucia Ltd.		In Use		

NTRC DRAFT