

**[ NTC MEMORANDUM CIRCULAR NO. 11-6-99,  
June 18, 1999 ]**

**IMPLEMENTING RULES AND REGULATIONS OF MEMORANDUM  
CIRCULAR NO. 13-10-98**

Pursuant to Memorandum Circular No. 13-10-98, the following implementing rules and regulations are hereby promulgated:

*SECTION 1. Definitions*

System — shall refer to the telecommunications equipment (hardware and software) of a telecommunications service provider (TSP) directly involved in the provision of telecommunications services to the public. The term excludes power, water, and other utility systems on which the Systems may rely on and which are not within the control of the TSP.

Millennium Bug — shall refer to the inability of computer-based systems and products which include hardware and software, and products with embedded systems to function properly at the turn of the century.

Year 2000 Compliant — shall refer to the Systems and products that have satisfied the criteria defined by the British Standards Institute such as:

- a. no value for current date will cause any interruption in operation;
- b. data-based functionality must behave consistently for dates prior to , during, and after the Year 2000;
- c. in all interfaces and data storage, the century in any date must be specified either explicitly or by unambiguous algorithms or interfacing rules;
- d. the time and date data must be recognized and processed correctly before, during, through and beyond the Year 2000 and the year 2000 must be recognized as a leap year; and
- e. when used in connection or in conjunction with other Year 2000 compliant equipment or software required for the provision of telecommunications services, shall properly exchange time and date data with such other Year 2000 related software or hardware.

Telecommunications Service Provider (TSP) — shall refer to any public telecommunications entity engaged in the provision of telecommunications services duly authorized by the Commission.

Telecommunications Year 2000 Forum (Y2K Forum) — shall refer to the group of

telecommunications services providers established through this Commission for the exchange of information on Year 2000 compliance.

Commission — shall refer to the National Telecommunications Commission.

Contingency Plan — shall refer to the plan of the TSP to ensure the continuity of the provision of telecommunications services in all of its duly authorized areas through the Year 2000.

## *SECTION II. Year 2000 Compliance Program*

1. All TSPs are hereby enjoined to make their Systems Year 2000 compliant.
2. Every TSP is required to:
  - a. conduct a comprehensive inventory of all its Systems that may be date sensitive and possibly affected by the millenium bug;
  - b. submit to the Commission on or before 31 July 1999, its Year 2000 Program report containing the following information:
    - b.1 a description of the TSP's Year 2000 Compliance program which shall include:
      1. a statement of the TSP's Year 2000 compliance to the criteria defined by the British Standards Institute;
      2. the methodology and manner by which the company has performed an inventory of all its Systems;
      3. the methodology and manner for the determination and verification of Year 2000 compliance and non-compliance of the TSP's Systems;
      4. names of responsible officers heading the company's Year 2000 Compliance Program and any consultants and external parties or consultants engaged to assist the company in performing Year 2000 compliance activities.
    - b.2 a list of all Systems which will be in operation on 31 December 1999 directly involved in the provisioning of telecommunications services, and their respective vendors; the list must also contain a risk rating of each system (high/medium/low) in accordance with the function performed by the System in the rendition of the telecommunications services;
    - b.3 an indication of which Systems are and are not Year 2000 compliant; if the Systems is totally or partially non-compliant, the TSP should provide a further explanation of the nature of the non-compliance, and if the non-compliance is vendor-related;
    - b.4 measures taken and/or tests performed to verify compliance of Systems rated Year 2000 Compliant;