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| Subject: Initiation of Ministry of Transportation Cellular Communication Accounts | |
| Date: May 31, 2006 | Author: Ross Casey |
| Bulletin Number: TE-2006-02 Bulletin Type: Clarification of Procedure | Effective Date: Immediately |
| Audience | Standards Affected |
| All Personnel involved with initiating Ministry of Transportation Cellular Communication Accounts. | . |

BACKGROUND:

Cellular technology is increasingly being used as a communications method for web cameras, permanent count stations, changeable message signs and other potential applications. It offers low installation costs and generally reliable and predictable performance. Equipment can also be economically removed or relocated.

Although cellular technology has been increasingly been used as a communications method, the procedures for setting up Ministry accounts has not always been clearly defined. The intent of this technical bulletin is to clarify the procedures for setting up Ministry cellular accounts.

Policy:

All Ministry cellular account requests shall be initiated by contacting the Ministry Telecommunications Coordinator for instructions. The Ministry Telecommunications Coordinator can be contacted by telephone 250-356-9738 or email Lesley.Haltner@gov.bc.ca.

Procedure:

All cellular modem purchases for Ministry accounts shall be initiated through the Ministry Telecommunications Coordinator. This will ensure that the correct account is set up, that static IP numbers are assigned and that the phone numbers are obtained for local calls.

The cellular modem requesting party shall provide the Ministry Telecommunications Coordinator with the appropriate project financial coding cost when requesting a cellular modem. The Ministry Communications Coordinator shall coordinate the configuration of the modem with the modem supplier and authorize the receipt of the modem from the modem supplier by the requesting party.

The Ministry's main cellular supplier, Telus, only permits the Ministry to have four accounts for static IP address services and these are managed by the Ministry Managers, Electrical Services in the South Coast, Vancouver Island, Southern Interior and Northern Regions. The cellular modem requesting party shall ensure that funding is in place to fund the ongoing monthly cellular charges and be prepared to supply coding to cover these charges to the appropriate Ministry Manager, Electrical Services.



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