



Third Generation Partnership Project 2 (3GPP2) Working Procedures

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REVISION HISTORY

Revision	Description of Changes	Date
0	First Release	28 January 1999
v1.0	<p>Clarification to the rules for establishment of quorum and its relation to attendance and participation rights.</p> <p>Change of Numbering for SC and TSG.</p> <p>Added Guest participant category.</p> <p>Deleted text about primary/alternate designation.</p> <p>Alignment with the PPD on participation of OPs and MRPs at the TSG level.</p>	16 September 1999
v2.0	<p>Revision to Articles 8, 9 and Annex C to update 3GPP2 application procedures, to permit removal of non-members from meetings and to provide OPs the authority to deny membership in 3GPP2 under the rules of the OP.</p> <p>Miscellaneous editorial corrections.</p>	27 January 2000
v3.0	<p>Scope change to support All IP Network and cross modes.</p> <p>Clarification of WG, SWG and Ad Hoc chair appointments.</p> <p>Clarification of notice periods for votes.</p> <p>Reduction in the number of votes cast for a vote to be considered valid.</p> <p>Reduction in the minimum voting period.</p> <p>Clarification that all subordinate bodies to a TSG work by consensus.</p> <p>Additions of Annexes for Guidelines for Technical Writers and Software Tools.</p>	19 April 2000

Revision	Description of Changes	Date
v4.0	<p>Clarification of the role of Secretariat in supporting 3GPP2, maintaining IPR register, monitoring relations with other groups</p> <p>Clarification of distribution of resources</p> <p>Clarification of OP role in confirming eligibility of members</p> <p>Clarification of time frame needed for electronic meetings of the TSG and WG</p> <p>Clarification of the procedures for appointment o the SC Chair and Vice Chairs.</p> <p>Transfer of IPR register responsibility from SC to Secretariat.</p>	January 2001
v5.0	Transfer of budget/scope impacting changes for TSG terms of reference from the SC to the OPs	April 2001
v6.0	<p>Clarification of the role of ITU representatives, observers, guests</p> <p>Clarification of handling appeals of regional regulatory matters and matters which are of non-regulatory nature</p> <p>Clarification of attendance by electronic means</p> <p>Clarification that quorum list is populated by Individual Members</p> <p>Update copyright language and contribution template</p>	April 2002
v7.0	<p>Update of abbreviations and definitions</p> <p>Clarification of allocation of financial resources</p> <p>Removal of redundant text for document distribution</p>	August 2002
v8.0	Annex C revised to remove TSG-N and TSG-P and to include TSG-X. Correction to name of TSG-A.	March 2003

Revision	Description of Changes	Date
v9.0	<p>Replacement of term “active participants list” with language denoting current practice of using e-mail reflectors.</p> <p>Revision of ANNEX G – Software Tools</p> <p>Inclusion of Rules for Liaison noted in Article 52 and Annex D</p> <p>References to CWTS amended to CCSA</p>	May 2003
v10.0	<p>Annex C revised to reflect newly-approved name of TSG-X “Core Networks”</p> <p>Inclusion of cdma2000 registered trademark symbol and footnote language (page 8)</p>	March 2004
v11.0	<p>Created Annex H – Steering Committee Document Approval Process. (OP Action 2004/10-01)</p> <p>Inserted approved policy for reduction in meeting notice lead-time for electronic plenary meetings of TSGs – articles 31 and 32. (OP Action 2003/10-05)</p> <p>Inserted text that defines the procedures for operating when quorum is not present</p> <p>Editorial clean-up</p> <p>Changes made at the February 2006 OP meeting in Jeju, Korea.</p>	February 2006
v12.0	Published version	June 2008
v13.0	Published version	February 2011
v14.0	Changes proposed to further address electronic meetings (and bug fixes).	April 19, 2011
v15.0	Published Version (approved during March 2013 OP meeting in Busan, S. Korea)	March 2013
v16.0	Changes to Article 51 to clarify 3GPP2’s relationship with the ITU	July 2013

Revision	Description of Changes	Date
v17.0	Changes to reflect restructuring of 3GPP2	August 2014

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1 **FOREWORD**

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3 These Working Procedures of the Third Generation Partnership Project 2
4 (3GPP2) are effective from September 2002.

5 An electronic version of these Partnership Project Working Procedures is
6 available from the following address: www.3gpp2.org

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SECTION A - GENERAL

Article 1: Description

The Partnership Project is not a legal entity but is a collaborative activity, between the following recognized Standards Development Organizations:

ARIB Association of Radio Industries and Businesses (Japan)

CCSA China Communications Standards Association (China)

TIA Telecommunications Industry Association (US)

TTA Telecommunications Technology Association (Korea)

TTC Telecommunication Technology Committee (Japan)

The Partnership Project is entitled the “Third Generation Partnership Project 2” and may be known by the acronym “3GPP2”.

Article 2: Purpose

The purpose of 3GPP2 is to prepare, approve and maintain globally applicable Technical Specifications and Technical Reports for a 3rd Generation and beyond Mobile System based on the evolving ANSI-41 Core Network and the relevant radio access technologies to be transposed by the relevant standardization bodies (Organizational Partners) into appropriate deliverables (e.g., standards).

Article 3: Scope and Objectives

The most recent terms of reference for the 3GPP2 TSGs can be found online at:

TSG-AC - http://www.3gpp2.org/Public_html/AC/TSGAC_Scope.cfm

TSG-SX - http://www.3gpp2.org/Public_html/SX/TSGSX_Scope.cfm

In the framework of agreed relationships, 3GPP2 will prepare Technical Specifications and Technical Reports that are intended to form the basis of standards, or parts of standards, of the Organizational Partners.

SECTION B – PARTICIPATION

Article 4: Categories

1 Participation in 3GPP2 shall be classified into one of the following five
2 categories:

- 3 • Partners
- 4 • Individual Members
- 5 • ITU Representatives
- 6 • Observers
- 7 • Guests

8 Article 5: Partnership

9 Partners in 3GPP2 shall be classified into one of the following two categories:

- 10 • Organizational Partners
- 11 • Market Representation Partners

12 Article 6: Organizational Partnership

13 Organizational Partnership is open to any Standards Development
14 Organization, irrespective of its geographical location, which has:

- 15 • a national, regional or other officially recognized status and the capability
16 and authority to define, publish or set standards in that nation or region
- 17 • an Intellectual Property Rights (IPR) Policy which is compatible with
18 those of the Organizational Partners
- 19 • committed itself to all or part of the 3GPP2 scope
- 20 • signed the Partnership Project Agreement (or whose sponsor has signed)

21 Standards Organizations may apply to become an Organizational Partner by
22 writing to any of the existing Organizational Partners.

23 Article 7: Market Representation Partnership

24 The Organizational Partners may invite Market Representation Partners to take
25 part in 3GPP2.

26 Market Representation Partnership is open to any organization, irrespective of
27 its geographical location, which:

- 28 • has the ability to offer market advice to 3GPP2 and to bring into 3GPP2 a
29 consensus view of market requirements (e.g., services, features and
30 functionality) falling within the 3GPP2 scope
- 31 • does not have the capability and authority to define, publish or set
32 standards, nationally or regionally
- 33 • has signed the Partnership Project Agreement

1 Organizations may apply to become Market Representation Partners by writing
2 to any of the existing Organizational Partners.

3 Article 8: Individual Membership

4 Membership in an Organizational Partner is a pre-requisite for Individual
5 Membership of 3GPP2. All legal entities registered as members of an
6 Organizational Partner and eligible for participation in the technical work of
7 that Organizational Partner, can become Individual Members of 3GPP2.
8 Individual members are expected to:

- 9 • have committed itself to all or part of the 3GPP2 scope
- 10 • contribute technically or otherwise to one or more of the Technical
11 Specification Groups within the 3GPP2 scope
- 12 • use the 3GPP2 results to the extent feasible

13 An Individual Member has the right to participate in the work of 3GPP2 by
14 attending meetings of the Technical Specification Groups, Steering Committee
15 and any of their subtending groups.

16 Applications for Individual Membership shall be made, in writing, to the
17 Organizational Partner with which a company wishes to be affiliated for
18 purposes of participating in 3GPP2. The application form is shown in **Annex C**.
19 It is the responsibility of each OP to confirm the eligibility of the applicant.

20 When a potential Individual Member is a member of more than one
21 Organizational Partner, at initial application and henceforth on an annual
22 basis, the Individual Member shall declare a single OP for purposes of
23 determining funding allocations to OPs. In declaring an OP, Individual
24 Members may expect any 3GPP2 specific fees to be invoiced by the OP declared
25 on the application form.

26 Individual Membership applicants residing in a country/area without an
27 Organizational Partner can apply for membership to an existing Organizational
28 Partner in order to become a member of 3GPP2.

29 Individual Members act in the 3GPP2 in their own right and carry the full
30 responsibility for their contributions.

31 Participants in OP, SC, TSG, WG, SWG and Ad Hoc meetings may be expelled
32 by the chair of the relevant body in the event that they are not qualified
33 participants by failing to be either an OP, MRP, Individual Member, Observer or
34 Guest in good standing.

35 Article 9: Termination of Individual Membership

1 Individual Membership of 3GPP2 may be terminated by dissolution, abolition,
2 resignation or expulsion from the related Organizational Partner. Individual
3 Membership in 3GPP2 may be withdrawn by the principal OP, under the
4 operating rules of that OP, or, for non-payment of 3GPP2 levies as may be
5 allocated to Individual Members by the OPs.

6 Article 10: Observership and Guests

7 The status of Observer may be granted by the Organizational Partners to an
8 entity which has the qualifications to become a future Partner. Observers are
9 expected to:

- 10 • Contribute to the common objective of the 3GPP2 and avoid duplication
11 of work related to 3GPP2

12 An Observer may send representatives to an Organizational Partners or SC
13 meeting. An Observer may also have representatives at TSG meetings.
14 Representatives of Observers may participate in discussions, receive and
15 contribute documents but may not take part in decision making or hold any
16 leadership positions.

17 Additional participation rights of an Observer shall be decided by the
18 Organizational Partners on a case-by-case basis.

19 The status of Guest may be granted for a limited period, by the Organizational
20 Partners to an entity which has the qualifications to become a future Individual
21 Member. The limited period shall be decided by the Organizational Partners on
22 a case-by-case basis.

23 A Guest may have representatives at TSG and subtending group meetings.
24 Representatives may participate in discussions, receive and contribute
25 documents but may not take part in decision making or hold any leadership
26 position.

27 **SECTION C – STRUCTURE**

28

29 Article 11: Structure of 3GPP2

30 3GPP2 shall consist of a Steering Committee (SC) and Technical Specification
31 Groups (TSGs). The SC may establish Ad Hoc Groups and the Technical
32 Specification Groups may establish Working Groups, Sub-Working Groups and
33 Ad Hoc Groups if required.

34 **SECTION D – PARTNERS COLLECTIVE RESPONSIBILITIES**

35

1 Article 12: Organizational Partners Collective Responsibilities

2 The Organizational Partners shall determine the general policy and strategy of
3 3GPP2.

4 In addition the Organizational Partners shall perform the following tasks:

- 5 • approval and maintenance of the 3GPP2 scope
- 6 • maintenance of the Partnership Project Description and the Partnership
7 Project Working Procedures
- 8 • approval of Organizational Partner funding requirements
- 9 • appointment of the SC Chair and Vice Chairs
- 10 • approval of Creation of TSGs and their Terms of Reference
- 11 • approval of Dissolution of TSGs
- 12 • approval of existing TSG Terms of Reference requiring additional funding
13 or changes to the guiding scope of 3GPP2
- 14 • allocation of human and financial resources provided by the
15 Organizational Partners
- 16 • acting as a body of appeal on procedural matters referred to them
- 17 • validation and acceptance of applications for 3GPP2 partnership
- 18 • making decisions relating to the dissolution of 3GPP2
- 19 • resolving voting right disputes, if necessary, of multinational
20 organizations
- 21 • management of the 3GPP2 Secretariat
- 22 • handling of appeals on regional matters of a regulatory nature referred to
23 them from the SC

24 Article 13: Collective Responsibilities of All Partners

25 Organizational Partners and Market Representation Partners shall perform the
26 following task:

- 27 • maintenance of the Partnership Project Agreement

28 **SECTION E – STEERING COMMITTEE (SC)**
29

30 Article 14: SC Tasks

31 The SC shall perform the following tasks:

- 32 • allocation of voluntary human and financial resources provided by
33 Market Representation Partners and Individual Members
- 34 • handling of appeals from Individual Members on procedural matters
35 referred to them from TSGs

- 1 • handling of appeals from Individual Members on technical matters
- 2 referred to them
- 3 • recommendation of modifications to the Partnership Project Agreement,
- 4 Partnership Project Working Procedures and Partnership Project
- 5 Description, for Organizational Partner approval
- 6 • approval of existing TSG Terms of Reference not requiring additional
- 7 funding nor changes to the guiding scope of 3GPP2
- 8 • determination of the overall time frame and manage overall work
- 9 progress
- 10 • final adoption of new and stopped work items proposed by the TSGs
- 11 within the agreed 3GPP2 scope and objectives
- 12 • confirmation of appointment or dismissal of TSG Chairs and Vice Chairs,
- 13 as proposed by TSGs. (The proposed candidate shall be appointed unless
- 14 there are extraordinary reasons that prevent such an appointment, e.g.,
- 15 severe company or geographical imbalance within 3GPP2. In such cases
- 16 the TSG shall be requested to elect an alternative candidate. The decision
- 17 not to appoint a candidate shall be made by consensus.)
- 18 • maintenance of the Register of Individual Members eligible to participate
- 19 in 3GPP2 based on input received from Organizational Partners
- 20 • final adoption of Technical Specifications and Technical Reports
- 21 forwarded from the TSGs

22 Article 14a Register of Individual Members

23 The SC (3GPP2 Secretariat) shall maintain a register of Individual Members
24 eligible to participate in 3GPP2 based on input received from the Organizational
25 Partners. This Register shall be made available to the SC and TSGs for
26 purposes of determining eligibility for Quorum and Voting Lists.

27 Article 15: SC Participation

28 The following shall have a right to participate in the SC:

- 29 • Representatives of participating Organizational Partners
- 30 • Representatives of participating Market Representation Partners
- 31 • Representatives of participating Individual Members (for example, a
- 32 primary representative and an alternate)
- 33 • Representatives of ITU
- 34 • Representatives of Observers
- 35 • Chairs and Vice Chairs (or authorized delegate) of TSGs

36 Article 16: SC Appointment of Chair and Vice Chairs

37 The OPs shall appoint the SC Chair and a maximum of three Vice Chairs from
38 amongst the Organizational Partner representatives. Representatives of
39 member companies of the same Organizational Partner, the same region or

1 from the same group of companies shall not hold more than one appointed SC
2 Vice Chair or Chair position at any one time, unless no other candidate is
3 available.

4 The Chair and Vice Chairs shall be appointed for a two-year term of office.

5 The Chair and Vice Chairs shall normally serve one term of office. If no other
6 candidates are available, the Chair or Vice Chairs may be appointed for a
7 further term.

8 Successive Chairs and Vice Chairs should not be from the same Organizational
9 Partner, the same region or from the same group of companies, unless no other
10 candidate is available.

11 The Chair and Vice Chairs positions will be filled by appointment determined
12 by the Organizational Partners. The Chair position will rotate between
13 regions/nations every two years. Each position will have a two-year term. The
14 Steering Committee will decide the order of rotation of the Chair position.

15 Article 17: SC Chair Responsibilities

16 The SC Chair is responsible for the overall management of the coordination
17 work within 3GPP2.

18 The Chair has the overall responsibility to ensure that the Partnership Project
19 Agreement, Partnership Project Description and Partnership Project Working
20 Procedures are followed.

21 The Chair may solicit assistance of members of the SC to assist in the work.

22 The Chair may be assisted by the Secretariat.

23 The Chair may delegate tasks to the Vice Chair.

24 The Chair appoints and dismisses Ad Hoc chairs established under the SC.

25 When performing their tasks, the Chair (or Vice Chair when serving as Chair)
26 shall maintain strict impartiality and act in the interest of the 3GPP2.

27 Article 18: SC Meetings

28 A valid SC meeting is defined as a meeting that meets all of the following
29 criteria:

- 30 • The meeting notice, containing the necessary logistical information, shall
31 be disseminated at least 30 days before the meeting to the SC
32 membership, and

- 1 • the meeting agenda meets the requirements specified in Article 18a, and
- 2 • the meeting is convened on the date and time as specified in the meeting
- 3 notice.

4 In this document, procedures relating to SC meeting conduct assume a valid
5 SC meeting.

6 The SC will meet virtually, as needed. The SC may also hold face-to-face
7 meetings, sponsored by an OP, as needed.

8 Article 18a: SC Meeting Agenda

9 The draft agenda for an electronic SC meeting shall be disseminated by the
10 responsible Chair to everyone on the SC at least 14 days before a meeting. The
11 draft agenda should include the call-in/teleconference details.

12 In the case of an SC face-to-face meeting, the agenda shall be distributed 21
13 days prior to the meeting start date.

14 The draft agenda should indicate subject matters where decisions may be
15 required.

16 Article 18b: SC Meeting Registration

17 Every attendee shall register on arrival at each SC meeting. Each attendee who
18 represents an Individual Member shall declare the precise name of that
19 Individual Member. An attendee may only register to represent one Individual
20 Member.

21 Article 18c: SC Meeting Document and File Naming

22 Contributions for an SC meeting shall follow a consistent numbering system.

23 If a contribution number is present in the header, the following format shall be
24 used:

25 SC[ad hoc]-yyyymmdd-xxx[Rx]

26 ad hoc - abbreviated name of the Ad Hoc (optional).

27 yyyymmdd - date of the start of the meeting

28 xxx - contribution number - numbered sequentially from the
29 start of the relevant meeting.

30 Rx - where Rx is used to identify subsequent versions of a
31 contribution received during the same meeting. 'x' is a
32 number starting at 1.

33 e.g., SC-20130413-003

1 File Name -- The following format shall be used as file names for contributions.

2 SC[ad hoc]-yyyymmdd-xxx[A][Rx] Source-Title

3 ad hoc - abbreviated name of the Ad Hoc (optional).

4 yyyymmdd - date of the start of the meeting

5 xxx - contribution number - numbered sequentially from the
6 start of the relevant meeting.

7 A - used when a contribution is made up of several files,
8 labeled sequentially A, B, C... (optional)

9 Rx - where Rx is used to identify subsequent versions of a
10 contribution received during the same meeting. 'x' is a
11 number starting at 1.

12 Source - An abbreviated source name.

13 Title - An abbreviated title for the document.

14 e.g., SC-19990413-003R1 Smith-Kanai -Document Numbering

15 **Notes:**

16 1. The square brackets indicate optional parameters and the brackets are not
17 to be included in the number or file name.

18 2. The Ad Hoc name employed is defined by the chair of the Ad Hoc and is
19 limited to 6 characters.

20 3. Brackets and slashes i.e. [] < > { } () / \, are precluded for use in the
21 numbers to minimize problems with computer systems.

22 Article 19: SC Decision Making

23 In any meeting of the SC quorum is required for decision making. Without
24 quorum, the meeting may be continued with the understanding that no
25 decisions can be made.

26 In the case of a face-to-face SC meeting, provision of a teleconference bridge
27 and speakerphone capabilities are at the discretion of the Chair. In the case
28 where the Chair allows for a provision of bridge and speakerphone, that
29 provision will be noted on the meeting notice. Those participating by
30 speakerphone would be counted toward attendance requirements.

31 The SC shall endeavor to reach consensus on all issues. If consensus cannot
32 be achieved, the Chair can decide to take a vote. The vote may exceptionally be
33 performed by a secret ballot, if decided by the SC. A vote may be conducted
34 during a SC meeting or by correspondence.

1 In unavoidable cases where a vote is necessary, one vote per Individual
2 Member, Organizational Partner and Market Representation Partner will be
3 allowed. A proposal shall be deemed to be approved if 71% of the votes cast are
4 in favor.

5 In the development of Technical Specifications and Technical Reports, the
6 TSGs will determine when a document is complete and stable. A consensus
7 within the TSG is required to approve a Technical Specification or Technical
8 Report within the TSG. Once a document is approved by the TSG, it is then
9 sent to the Secretariat to forward to the SC.

10 The Secretariat will undertake the following process to obtain approval of the
11 Technical Specification or Technical Report from the Steering Committee. Note
12 that the approval of the Steering Committee is based on procedural issues and
13 indicates that the proper procedure was followed in the development of the
14 Technical Specification or Technical Report. The Secretariat sends the
15 document to the Steering Committee for procedural approval within 15 days.
16 Each Steering Committee voting member may respond with approval,
17 comments, or process exceptions. If no response is received by the Secretariat,
18 then approval is assumed.

19 The Secretariat will handle any process exceptions that are raised by this
20 process. Comments raised by the Steering Committee shall be addressed in the
21 relevant TSG. The Secretariat will then forward the document to the
22 Organizational Partners.

23 Article 19a: SC Establishment of Quorum and Quorum List

24 Quorum is a number of members present at any meeting to decide any item of
25 business of the group. A quorum shall be the presence of more than 50% of the
26 members of the SC quorum list. The SC will establish and maintain a quorum
27 list derived from the Register of Individual Members, Market Representation
28 Partners and Organizational Partners as follows:

- 29 • The 3GPP2 participants participating in the first meeting of any new
30 group shall establish quorum
- 31 • Members that miss three consecutive meetings of the group will be
32 dropped from that group's quorum list
- 33 • A member is added to the next meeting's quorum list after attendance of
34 two consecutive meeting
- 35 • Proxies will not be taken into account when determining the quorum
- 36 • The quorum list is updated at the conclusion of each meeting based on
37 the attendance at that meeting. Attendance is credited if the member is
38 present at any quorum call during the meeting or if the member is
39 present and the member's presence is publicly recognized by the
40 presiding Chair during the meeting. Attendance is not credited (i.e., the

1 member has missed the meeting) if the member is absent at every
2 quorum call during the meeting

3 Article 19b: SC Voting Rights and List

4 The SC will establish and maintain a voting list derived from the register of
5 Individual Members, Market Representation Partners and Organizational
6 Partners. The voting list is based on attendance principles as follows:

- 7 • Individual Members, MRPs and OPs that miss three consecutive
8 meetings of the SC are dropped from the SC voting list at the close of the
9 third meeting
- 10 • Individual Members, MRPs and OPs are required to attend two
11 consecutive meetings to be placed on the voting list. Voting rights are
12 established upon attendance at the second consecutive meeting
- 13 • Individual Members, MRPs and OPs are deemed eligible to vote
14 immediately upon being added to the SC voting list
- 15 • Those Individual Members, MRPs, and OPs in attendance at the first or
16 second meeting of the SC will be entered on the initial voting list
- 17 • The voting list for a meeting consists of the quorum list for the meeting
18 plus those members who have attained voting rights by attendance at
19 their second consecutive meeting

20 Article 19c: SC Voting During a Meeting

21 The following procedures apply for voting during a SC meeting:

- 22 • Quorum shall be established prior to any vote being taken
- 23 • Before voting, a clear definition of the issue shall be provided by the
24 Chair
- 25 • A Voting Member shall be entitled to only one vote
- 26 • One Individual Member belonging to more than one Organizational
27 Partner, one vote
- 28 • Multinational companies are restricted to a single vote
- 29 • Each Voting Member may only cast the vote once
- 30 • Each Voting Member may carry proxy votes for up to five other Voting
31 Members;
- 32 • Before conducting a vote, appropriate notice shall be given to the SC via
33 the Steering Committee e-mail reflector. As a guideline, 14 days before
34 the SC meeting, where a vote is expected, is considered appropriate
35 notice. The notice shall include a clear definition of the issues that are
36 subject of the vote. The notice period may be waived with unanimous
37 consent of the Individual Members, Organizational Partners and Market
38 Representation Partners present
- 39 • Abstentions, failure to submit a vote or an invalid vote shall not be
40 included in determining the number of votes cast

- 1 • For a vote to be considered valid, the total votes cast for/against is
- 2 required to exceed 50% of the Individual Members, Organizational
- 3 Partners and Market Representation Partners present (including proxies)
- 4 who are eligible to vote; proxies are counted in the for/against total
- 5 • The result of the vote shall be recorded in the meeting report

6 Article 19d: SC Proxies

7 The following procedures apply for the use of proxies:

- 8 • Each Voting Member may carry proxy votes for up to five other Voting
- 9 Members. All proxy votes shall be accompanied by a letter of authority
- 10 from the authorizing Voting Member
- 11 • The letter of authority shall be given to the SC Chair prior to the opening
- 12 of the meeting at which the proxy is to be effective
- 13 • At the opening of quorum call, the SC Chair will announce the proxy
- 14 designate for any absent Member
- 15 • A proxy is valid for only one meeting
- 16 • Proxies are not considered “attendance” for the purpose of maintaining
- 17 membership or establishment of quorum
- 18 • The voting representative of the proxy designate must vote the proxy on
- 19 all votes called during the meeting
- 20 • The Voting Member must specify how each proxy is voted
- 21 • The meeting record will indicate members that submitted proxies and the
- 22 proxy designate

23 Article 19e: SC Voting by Correspondence

24 The following procedures apply for voting by correspondence:

- 25 • Before voting, a clear definition of the issues shall be provided by the
- 26 Chair and disseminated to all on the SC via the Steering Committee e-
- 27 mail reflector
- 28 • One Individual Member belonging to more than one Organizational
- 29 Partner, one vote
- 30 • Members eligible to vote shall be based on the voting list from the close of
- 31 the last SC meeting prior to the voting notice being issued.
- 32 • A Voting Member shall only be entitled to one vote
- 33 • Each Voting Member may cast the vote only once within the voting period
- 34 • The voting period shall be a minimum of 14 days or more as determined
- 35 by the SC
- 36 • There are no quorum requirements
- 37 • Abstentions, failure to submit a vote or an invalid vote shall not be
- 38 included in determining the number of votes cast

- 1 • For a vote to be considered valid, the total votes cast for/against is
2 required to exceed 50% of the voting list
- 3 • The result of the vote should be disseminated to all on the SC via the
4 Steering Committee e-mail reflector
- 5 • Voting members shall designate a primary representative and an
6 alternate for voting by correspondence for the SC. Voting materials
7 distributed to individuals not designated as either primary or alternates
8 but who are on the participant lists shall be designated For-Your-
9 Information-Only.

10 Article 19f: SC E-Mail Reflector

11 Communication to Steering Committee participants is handled via the Steering
12 Committee e-mail reflector, consisting both of participants who attend
13 meetings, and those representatives from Individual Member companies, OPs
14 and MRPs interested in being informed of the SC's activities.

15 **SECTION F – TECHNICAL SPECIFICATION GROUPS**

17 Article 20: TSG Tasks

18 The TSGs shall also perform the following tasks:

- 19 • Recommend to the SC for confirmation of TSG Chair and Vice Chairs
20 based on election
- 21 • Creation and dissolution of TSG Working Groups and approval of their
22 terms of reference
- 23 • Allocation of resources within the TSG
- 24 • Allocation of voluntary human and financial resources provided by
25 Market Representation Partners and Individual Members
- 26 • Handling of appeals from Individual Members on technical matters
- 27 • Preparation of a detailed time frame and management of detailed work
28 progress
- 29 • Management of work items
- 30 • Technical Coordination
- 31 • Proposal and approval of work items within the agreed 3GPP2 scope and
32 terms of reference of the TSG
- 33 • Maintenance of the list of Individual Members eligible to vote within the
34 TSG (Voting Members)
- 35 • Approval of Technical Specifications or Technical Reports before
36 forwarding to Steering Committee

37 Article 21: TSG Participation

38 The following shall have a right to participate in the TSGs:

- 1 • Representatives of participating Individual Members
- 2 • Representatives of participating Organizational Partners
- 3 • Representatives of participating Market Representation Partners
- 4 • Representatives of Observers
- 5 • Representatives of Guests

6 Article 22: TSG Election of Chair and Vice Chairs

7 When a new TSG is established, the Organizational Partners shall appoint a
8 convener for the TSG until the Chair is confirmed by SC.

9 The initial election for TSG Chair shall take place no later than the second TSG
10 meeting. The Chair-elect may assume the role of Convener until confirmed by
11 SC.

12 The TSG Chair and Vice Chairs shall be elected by the respective Technical
13 Specification Group from amongst the representatives from Individual
14 Members. Each TSG shall elect a maximum of three Vice Chairs (i.e., one Vice
15 Chair candidate from each of the Project's Organizational Partners.).
16 Representatives of member companies of the same Organizational Partner shall
17 not hold more than one elected TSG-level leadership position within a single
18 TSG at any one time.

19 A candidate for TSG election shall provide a letter of support from his employer
20 to the Secretariat (secretariat@3gpp2.org) and nominations may be made up to
21 the point when an election takes place.

22 The TSG Chair and Vice Chairs shall be appointed by the SC on the proposal of
23 the TSG.

24 The Chair and the Vice Chairs shall be appointed for a two-year term of office.
25 The Chair and Vice Chairs may be appointed for one further consecutive term.
26 If no other candidates are available, the Chair or Vice Chairs may be appointed
27 for a further term.

28 Chair and Vice Chairs should not be from the same region, Organizational
29 Partner, or from the same group of companies, unless no other candidate is
30 available. Successive Chairs should not usually be from the same
31 Organizational Partner, the same region or from the same group of companies.

32 Article 22a: Appointment of WG Chair and Vice Chairs

33 The Working Group Chair and Vice Chairs shall be appointed from the
34 Individual Member representatives in the Working Group. Each Working Group
35 may appoint a maximum of two Vice Chairs.

1 The TSG Chair is responsible for appointing the individual who is most
2 qualified to assume the role of Working Group Chair or Vice Chair.

3 Appointment of Sub-Working Group and Ad Hoc Chairs and Vice Chairs is the
4 responsibility of the parent TSG, Working Group or Sub-Working Group Chair,
5 as appropriate.

6 Article 23: TSG Chair Responsibilities

7 The TSG Chair is responsible for the overall management of the technical work
8 within the TSG and its Working Groups. The Chair has an overall responsibility
9 to ensure that the activities of the TSG follow the Partnership Project Working
10 Procedures.

11 The Chair may delegate tasks to the Vice Chairs.

12 In performing TSG tasks, the Chair shall maintain strict impartiality and act in
13 the interest of 3GPP2.

14 The Chair may solicit support from members to assist in the work.

15 The Chair (or authorized delegate) of the TSGs prepares reports for the SC and
16 attends the SC.

17 The Chair appoints and dismisses WG Chairs and Vice Chairs.

18 The Chair maintains the TSG voting list.

19 The Chair prepares and files TSG meeting reports to the Secretariat.

20 Article 24: TSG Chair and Vice Chairs Dismissal

21 If requested by 30% of the TSG quorum list, a secret ballot in the TSG shall be
22 taken for the proposal to dismiss a TSG Chair or Vice Chair because of a failure
23 to effectively perform his/her duties. 71% of the votes cast are required to
24 recommend dismissal.

25 The SC shall dismiss a TSG Chair or Vice Chair on the proposal of the TSG,
26 based on the election output.

27 Article 25: TSG Decision Making

28 In any meeting of the TSG, quorum is required for decision making. Without
29 quorum, the meeting may be continued with the understanding that no
30 decisions can be made.

31 The TSG shall endeavor to reach consensus on all issues. If consensus cannot
32 be achieved, the Chair can decide to take a vote. The vote may exceptionally be

1 performed by a secret ballot if decided by the TSG. A vote may be conducted
2 during a TSG meeting or by correspondence.

3 In unavoidable cases where a vote is necessary, one vote per Individual
4 Member will be allowed. A proposal shall be deemed to be approved if 71% of
5 the votes cast are in favor.

6 In the development of Technical Specifications and Technical Reports, the
7 TSGs will determine when a document is complete and stable. Once a
8 document is approved by the TSG, it is then sent to the Secretariat who will
9 forward it to the SC for adoption.

10 Variations imposed by national/regional regulatory requirements may be
11 identified and may be included in the Technical Specifications at the discretion
12 of the TSG and may be options included in the Technical Specifications. Voting
13 will not be permitted on national/regional regulatory requirements.

14 Contributions on which decisions will be based should be made available in
15 good time before each meeting. TSGs may establish informal guidelines for
16 dealing with late contributions.

17 Article 25a: TSG Establishment of Quorum and Quorum Lists

18 The TSG will establish and maintain a quorum list, at the plenary level, derived
19 from the Register of Individual Members. Quorum is based on the number of
20 Individual Members present at any meeting to decide any item of business of
21 the group. A quorum shall be the presence of more than 50% of the of the TSG
22 quorum list. The application of the quorum list is based on principles as listed
23 below and additionally described in Article 30:

- 24 • The 3GPP2 participants participating in the first meeting of any new
25 group shall establish quorum
- 26 • Members that miss three consecutive meetings of the group will be
27 dropped from that group's quorum list
- 28 • A member is added to the next meeting's quorum list after attendance of
29 two consecutive meetings
- 30 • Proxies will not be taken into account when determining the quorum
- 31 • The quorum list is updated at the conclusion of each meeting based on
32 the attendance at that meeting. Attendance is credited if the member is
33 present at any quorum call during the meeting or if the member is
34 present and the member's presence is publicly recognized by the
35 presiding Chair during the meeting. Attendance is not credited (i.e., the
36 member has missed the meeting) if the member is absent at every
37 quorum call during the meeting
- 38 • A quorum shall be present for any plenary level meeting to empower that
39 group to make decisions during that meeting. If a quorum is not present,

1 the meeting may proceed, at the discretion of the Chair, but the group is
2 not empowered to make decisions during that meeting

3 Article 25b: TSG Voting Rights and List

4 The TSG will establish and maintain a voting list at the plenary level derived
5 from the register of Individual Members. The voting list is based on attendance
6 principles as listed below and additionally described in Article 30.

- 7 • Individual Members that miss three consecutive meetings of the TSG are
8 dropped from the TSG voting list at the close of the third meeting
- 9 • Individual Members are required to attend two consecutive meetings to
10 be placed on the voting list. Voting rights are established upon
11 attendance at the second consecutive meeting
- 12 • Individual Members are deemed eligible to vote immediately upon being
13 added to the TSG voting list
- 14 • Those Individual Members in attendance at the first or second meeting of
15 the TSG will be entered on the initial voting list
- 16 • The voting list for a meeting consists of the quorum list for the meeting
17 plus those members who have attained voting rights by attendance at
18 their second consecutive meeting. Attendance is credited if the member
19 is present at any quorum call during the meeting or if the member is
20 present and the member's presence is publicly recognized by the
21 presiding Chair during the meeting.

22 Article 26: TSG Voting During a Meeting

23 The following procedures apply for voting during a TSG meeting:

- 24 • One Individual Member belonging to more than one Organizational
25 Partner, one vote
- 26 • Multinational companies are restricted to a single vote
- 27 • Before conducting a vote, appropriate notice shall be given to the TSG via
28 the TSG e-mail reflector. As a guideline, 14 days before the TSG meeting,
29 where a vote is expected, is considered appropriate notice. The notice
30 shall include a clear definition of the issues that are the subject of the
31 vote. The notice period may be waived with unanimous consent of the
32 Individual Members present
- 33 • Before voting, a clear definition of the issues shall be provided by the
34 Chair
- 35 • Voting Members shall only be entitled to one vote
- 36 • If a Voting Member has more than one representative present, only one
37 representative may vote
- 38 • Each Voting Member may only cast the vote once
- 39 • Each Voting Member may carry proxy votes for up to five other Voting
40 Members

- 1 • Abstentions, failure to submit a vote or an invalid vote shall not be
- 2 included in determining the number of votes cast
- 3 • For a vote to be considered valid, the total votes cast for/against is
- 4 required to exceed 50% of the Individual Members present (including
- 5 proxies) who are eligible to vote; proxies are counted in the for/against
- 6 total
- 7 • The result of the vote shall be recorded in the meeting report
- 8 • A vote may only take place at the TSG level
- 9 • Voting may not take place at the WG level; however, informal polling
- 10 below the TSG level is permitted as a way of facilitating consensus

11 Article 26a: TSG Proxies

12 The following procedures apply for the use of proxies:

- 13 • Each Voting Member may carry proxy votes for up to five other Voting
- 14 Members. All proxy votes shall be accompanied by a letter of authority
- 15 from the authorizing Voting Member
- 16 • The letter of authority shall be given to the TSG Chair prior to the
- 17 opening of the meeting at which the proxy is to be effective
- 18 • At the opening of quorum call, the TSG Chair will announce the Proxy
- 19 Designate for any absent Member
- 20 • A separate proxy is required for each TSG to which the Member belongs;
- 21 • A proxy is valid for only one meeting
- 22 • Proxies are not considered “attendance” for the purpose of maintaining
- 23 membership or quorum
- 24 • The voting representative of the proxy designate must vote the proxy on
- 25 all votes called during the meeting
- 26 • The Voting Member must specify how each proxy is voted
- 27 • The meeting record will indicate members that submitted proxies and the
- 28 Proxy designate

29 Article 27: TSG Voting by Correspondence

30 The following procedures apply for voting by correspondence:

- 31 • Before voting, a clear definition of the issues shall be provided by the
- 32 Chair and disseminated to all on the TSG via the TSG e-mail reflector
- 33 • One Individual Member belonging to more than one Organizational
- 34 Partner, one vote
- 35 • Members eligible to vote shall be based on the voting list from the close of
- 36 the last TSG meeting prior to the voting notice being issued
- 37 • A Voting Member shall only be entitled to one vote
- 38 • Each Voting Member may cast the vote only once within the voting period

- 1 • The voting period shall be a minimum of 14 days or more as determined
- 2 by the TSG
- 3 • There are no quorum requirements
- 4 • Abstentions, failure to submit a vote or an invalid vote shall not be
- 5 included in determining the number of votes cast
- 6 • For a vote to be considered valid, the total votes cast for/against is
- 7 required to exceed 50% of the voting list
- 8 • The result of the vote should be disseminated to all on the TSG via the
- 9 TSG e-mail reflector
- 10 • Voting members shall designate a primary representative and an
- 11 alternate for voting by correspondence for the TSG. Voting materials
- 12 distributed to individuals not designated as either primary or alternates
- 13 but who are on the TSG E-mail Reflector shall be designated For-Your-
- 14 Information-Only.

15 Article 28: TSG Voting for the Election of TSG Chair and Vice Chair

16 In the case where there is more than one candidate for TSG Chair or Vice
17 Chair, a secret ballot shall be used. For interpreting the result of the secret
18 ballot the following procedure shall apply:

19 When, in the first ballot, no candidate has obtained 71% of the votes
20 cast, a second ballot shall be held. In the second ballot, in cases where
21 there are only two candidates, the candidate obtaining the higher
22 number of votes is elected. In cases where there are more than two
23 candidates, if none of them has obtained 71% of the votes, a third and
24 final ballot shall be held among the two candidates who have obtained
25 the highest number of votes in the second ballot. The candidate
26 obtaining the higher number of votes in the third ballot is then elected.

27 The TSG Chair shall be responsible for the voting process and shall ensure that
28 confidentiality is maintained.

29 Article 29: TSG Chair's Decision Appeal Process

30 An Individual Member of 3GPP2 who opposes a Chair's ruling on a vote taken
31 within a TSG may submit its case to the SC for decision. In such cases the
32 Individual Member shall also inform the relevant TSG Chair.

33 When a TSG Chair has made a ruling, his decision shall be taken as the basis
34 for future operations, unless or until overturned by the SC.

35 Article 30: TSG and WG Meetings

36 A valid TSG or WG meeting is defined as a meeting that meets all of the
37 following criteria:

- 1 • The meeting notice meets the requirements specified in Article 31, and
- 2 • The meeting agenda meets the requirements specified in Article 32, and
- 3 • The meeting is convened on the date and time as specified in the
- 4 meeting notice

5 In this document, procedures relating to TSG or WG meeting conduct assume a
6 valid TSG or WG meeting.

7 TSGs and WGs shall meet as necessary to complete their work within the
8 prescribed timeframe. TSGs should endeavor to hold their face-to-face meetings
9 at the same time and place to assist in the overall coordination of the work.
10 TSGs and WGs should endeavor not to schedule their all electronic meetings to
11 overlap with other group meetings where cross participation may be required.

12 Face-to-face meeting locations should reflect the geographical diversity of the
13 TSG and WG participants. Electronic meeting times should be scheduled by
14 consensus of the planned meeting participants and should consider the geo-
15 graphical diversity of the TSG and WG participants whenever possible.

16 Any group that wants to call an electronic meeting (such as audio, video,
17 document distribution by posting or e-mail, etc.) may do so at the discretion of
18 the Chair, with consensus from the TSG. Therefore, 'all electronic' meetings are
19 allowed for the TSG and WG meetings when all participants are using
20 electronic means to participate and those participating count toward
21 attendance requirements.

22 If a TSG or WG meeting is designated as face-to-face meeting, then the
23 provision of bridge and speakerphone capabilities are at the discretion of the
24 Chair. In the case where the Chair allows for a provision of bridge and
25 speakerphone, such a provision will be noted on the meeting notice. Those
26 participating by speakerphone would be counted toward attendance
27 requirements. All other quorum rules still apply.

28 Article 31: TSG and WG Meeting Invitation

29 The invitation to a TSG or any independent WG meeting and the necessary
30 logistical information shall be disseminated at least 21 days before the meeting
31 to all on the TSG or WG membership. In the case of electronic meetings for
32 TSGs, the notice period may be reduced to 14 days and for WGs, the notice
33 period may be reduced to seven (7) days.

34 Article 32: TSG and WG Meeting Agenda

35 The draft agenda for a TSG or any independent WG meeting shall be
36 disseminated by the responsible Chair to all on the TSG or WG e-mail reflectors
37 at least 21 days before a face-to-face meeting. The draft agenda should indicate

1 subject matters where decisions may be required. In the case of electronic
 2 meetings for TSGs, the notice period may be reduced to 14 days and for WGs,
 3 the notice period may be reduced to seven (7) days. For all electronic meetings,
 4 the draft agenda should include the server location and procedures for
 5 uploading and retrieving contribution files, when applicable.

6 Article 33: TSG and WG Meeting Registration

7 Every attendee shall register on arrival at each TSG or WG meeting. Each
 8 attendee who represents an Individual Member shall declare the precise name
 9 of that Individual Member. An attendee may only register to represent one
 10 Individual Member.

11 Article 33a: TSG and WG E-Mail Reflectors

12 Communication to TSG and WG participants is handled via the TSG and WG e-
 13 mail reflectors consisting both of participants who attend meetings, and
 14 representatives from Individual Member companies, OPs, MRPs and registered
 15 guests interested in being informed of the group's activities.

16 Article 34: TSG and WG Meeting Document and File Naming

17 Contributions for a TSG or WG meeting shall follow a consistent numbering
 18 system.

19 If a contribution number is present in the header, the following format shall be
 20 used:

21 XXYZ[ad hoc]-yyyymmdd-xxx[Rx]

22 XX - letter of the TSG

23 Y - WG Number (0 if a plenary contribution)

24 Z - SWG Number (0 if a plenary or working group contribution)

25 ad hoc - abbreviated name of the Ad Hoc (optional).

26 yyyymmdd - date of the start of the meeting

27 xxx - contribution number - numbered sequentially from the
 28 start of the relevant plenary, working group, sub-working
 29 group.

30 Rx - where Rx is used to identify subsequent versions of a
 31 contribution received during the same meeting. 'x' is a
 32 number starting at 1.

33 e.g., SX10-20130413-003

1 Electronic Copy File Name - The following format shall be used as file names
2 for contributions.

3 XXYZ[adhoc]-yyyymmdd-xxx[A][Rx] Source-Title

4 XX - letter of the TSG

5 Y - WG Number (0 if a plenary contribution)

6 Z - SWG Number (0 if a plenary or working group contribution)

7 adhoc - abbreviated name of the Ad Hoc (optional).

8 yyyymmdd - date of the start of the meeting

9 xxx - contribution number - numbered sequentially from the
10 start of the relevant plenary, working group, sub-working
11 group.

12 A - used when a contribution is made up of several files,
13 labeled sequentially A, B, C... (optional)

14 Rx - where Rx is used to identify subsequent versions of a
15 contribution received during the same meeting. 'x' is a
16 number starting at 1.

17 Source - An abbreviated source name.

18 Title - An abbreviated title for the document.

19 e.g., SX10-19990413-003R1 Smith and Kanai-Document Numbering

20 **Notes:**

21 1. The square brackets indicate optional parameters and the brackets are not
22 to be included in the number or file name.

23 2. The Ad Hoc name employed is defined by the chair of the Ad Hoc and is
24 limited to 6 characters.

25 3. Brackets and slashes i.e. [] < > { } () / \, are precluded for use in the
26 numbers to minimize problems with computer systems.

27 Article 35: TSG Document Distribution

28 [For face-to-face meetings, this article is left intentionally blank.]

29 For all electronic meetings, document distribution should be via the server
30 location and file procedures specified in the draft agenda, per Article 32.

31 Article 36: Working Groups

32 Working Groups and all of their subordinate bodies shall work by consensus.

SECTION G – WORK PROGRAM AND TECHNICAL COORDINATION

Article 37: Work Program

The 3GPP2 Work Program shall consist of Work Items defined by the TSGs and adopted by the SC.

Article 38: Work Items

A 3GPP2 Work Item is a specification task defined in terms of the following principle parameters:

- Title
- Intended output (i.e., Technical Specifications or Technical Reports)
- Impact on other Technical Specifications and Technical Reports
- Technical scope, including the field of application of the intended output
- Impact on other 3GPP2 Work Items
- The schedule of tasks to be performed
- The identities of the supporting Individual Members

Article 39: Work Item Creation

TSGs shall define and approve new Work Items, giving all essential parameters. SC shall adopt the proposal. The adopted proposal shall be entered into the 3GPP2 Work Program and forwarded to the SC, clearly marked as a new entry, for which a unique reference identity shall be allocated.

Each proposed new Work Item shall be supported by at least three Individual Members, and their names shall be recorded in the Work Item definition prepared by the TSG. The supporting Individual Members are expected to contribute to the new work.

Article 40: Work Item Adoption by SC

The 3GPP2 Work Program shall be made available to all Individual Members. A new Work Item shall remain flagged as "new" (as indicated in the latest revision/version of SC.R1003 – Work Item, Stage 1 and System Requirements Process Guidelines) for 14 calendar days following its initial distribution to SC members. At the end of that period, a new Work Item shall be adopted by the SC unless a substantial objection is received from an Individual Member or Partner during this period and the "new" flag shall be removed (even if there is an objection). It is the responsibility of any objecting Individual Member or Partner to discuss their objections with the TSG Chair. If it is not possible to resolve the objection, it is the responsibility of the Individual Member or Partner to raise the issue with the SC.

1 The TSGs shall ensure that the 3GPP2 Work Item details are maintained at
2 regular intervals.

3 Article 41: Work Item Stopping

4 Prior to completion of the intended 3GPP2 output, the responsible TSG may
5 conclude that a Work Item is no longer required. Any Work Item shall
6 automatically be considered by a TSG for stopping, if no progress has been
7 achieved in a given period of time, at least one year. In such cases, the Work
8 Item shall be flagged as "canceled" in the Work Program. The proposal to stop a
9 Work Item shall be fully justified.

10 The Work Program shall be updated accordingly, and shall show the Work Item
11 as canceled.

12 The Work Item will be canceled by the SC unless substantial objection is
13 received from an Individual Member during this period. It is the responsibility
14 of any objecting Individual Member to discuss their objections with the TSG
15 Chair. If it is not possible to resolve the objection, it is the responsibility of the
16 Individual Member to raise the issue with the SC.

17 Article 42: Technical Coordination

18 The SC shall be responsible for determining the overall time frame and for
19 managing the overall work progress.

20 **SECTION H: DELIVERABLES**
21

22 Article 43: Deliverable Types

23 3GPP2 shall prepare, approve and maintain documents known as Technical
24 Specifications and Technical Reports. Such documents shall be created and
25 approved by the TSGs and shall, following adoption by the SC, be submitted to
26 the participating Organizational Partners to be submitted to their respective
27 standardization processes.

28 Article 44: Approval Process

29 Approval of Technical Specifications and Technical Reports by a TSG shall
30 normally be by consensus.

31 Where consensus cannot be achieved in the TSG a vote may be taken.

32 When Technical Specifications and Technical Reports become sufficiently
33 stable, they shall be put under change control of the relevant TSG. The further

1 development of these Technical Specifications and Technical Reports shall be
2 achieved by change requests to be approved by the TSG.

3 Article 45: Drafting Rules

4 The Technical Specifications and Technical Reports drafted by the TSGs shall
5 follow the 3GPP2 Drafting Rules (SC.R1005), using document processing
6 facilities, format, languages and notations agreed by the Organizational
7 Partners, and on a medium suited for electronic document handling and
8 publishing.

9 Article 46: Copyright and Ownership

10 The Organizational Partners will have joint ownership (including copyright) of
11 the Technical Specifications and Technical Reports produced by 3GPP2.

12 Please note, in all cases, the contribution cover sheet may be included as a
13 separate file for which the actual contribution is attached or can be included as
14 a part of the actual contribution file.

15 1. Contributions made to 3GPP2 from a 3GPP2 Member Company, MRP, or an
16 Observer, including but not limited to those contributions that include any
17 expression in tangible form that is intended to or may be incorporated in
18 whole or in part in any 3GPP2 publication or the work product of any
19 3GPP2 group or any sub-element thereof, shall include a contribution cover
20 sheet that contains the following text and be similar to the format given at
21 **Annex E**. This does not apply to contributions made by a person(s) acting
22 on behalf of 3GPP2, which may include a Chair, Vice-Chair, Secretary or
23 document Editor.

24 [Name of contributing company] grants a free, irrevocable license to
25 3GPP2 and its Organizational Partners to incorporate text or other
26 copyrightable material contained in the contribution and any
27 modifications thereof in the creation of 3GPP2 publications; to copyright
28 and sell in Organizational Partner's name any Organizational Partner's
29 standards publication even though it may include all or portions of this
30 contribution; and at the Organizational Partner's sole discretion to
31 permit others to reproduce in whole or in part such contribution or the
32 resulting Organizational Partner's standards publication. [Name of
33 contributing company] is also willing to grant licenses under such
34 contributor copyrights to third parties on reasonable, non-discriminatory
35 terms and conditions for purpose of practicing an Organizational
36 Partner's standard which incorporates this contribution.

37 This document has been prepared by [Name of contributing company] to
38 assist the development of specifications by 3GPP2. It is proposed to the

1 Committee as a basis for discussion and is not to be construed as a
2 binding proposal on [Name of contributing company]. [Name of
3 contributing company] specifically reserves the right to amend or modify
4 the material contained herein and nothing herein shall be construed as
5 conferring or offering licenses or rights with respect to any intellectual
6 property of [Name of contributing company] other than provided in the
7 copyright statement above.

8 2. Contributions made to 3GPP2 from multiple 3GPP2 Member Companies,
9 MRPs, or Observers in any combination, including but not limited to those
10 contributions that include any expression in tangible form that is intended
11 to or may be incorporated in whole or in part in any 3GPP2 Publication or
12 the work product of any 3GPP2 Group or any sub-element thereof shall
13 include a contribution cover sheet that contains the following text and be
14 similar to the format given in **Annex E**. This does not apply to contributions
15 made by a person(s) acting on behalf of 3GPP2, which may include a Chair,
16 Vice-Chair, Secretary or document Editor.

17 “[List of names of contributing companies with “and”] grant a free,
18 irrevocable license to 3GPP2 and its Organizational Partners to
19 incorporate text or other copyrightable material contained in the
20 contribution and any modifications thereof in the creation of 3GPP2
21 publications; to copyright and sell in Organizational Partner's name any
22 Organizational Partner's standards publication even though it may
23 include all or portions of this contribution; and at the Organizational
24 Partner's sole discretion to permit others to reproduce in whole or in part
25 such contribution or the resulting Organizational Partner's standards
26 publication. [List of names of contributing companies with “and”] are also
27 willing to grant licenses under such contributor copyrights to third
28 parties on reasonable, non-discriminatory terms and conditions for
29 purpose of practicing an Organizational Partner's standard which
30 incorporates this contribution.

31 This document has been prepared by [List of names of contributing
32 companies with “and”] to assist the development of specifications by
33 3GPP2. It is proposed to the Committee as a basis for discussion and is
34 not to be construed as a binding proposal on [List of names of
35 contributing companies with “or”]. [List of names of contributing
36 companies with “and”] specifically reserves the right to amend or modify
37 the material contained herein and nothing herein shall be construed as
38 conferring or offering licenses or rights with respect to any intellectual
39 property of [List of names of contributing companies with “and”] other
40 than provided in the copyright statement above.”

41 Where:

- 1 • [List of names of contributing companies with “and”] is of the
2 format Company 1, Company 2, ..., and Company N.
3 • [List of names of contributing companies with “or”] is of the format
4 Company 1, Company 2, ..., or Company N.

5 3. Contributions made to 3GPP2 from a person(s) acting on behalf of 3GPP2
6 may include a contribution cover sheet. Examples of contributions made to
7 3GPP2 from a person(s) acting on behalf of 3GPP2 include, but are not
8 limited to the following:

- 9 • Reports and other documents (e.g., meeting reports, TSG Chair
10 reports to the SC, workplan) prepared by the leadership acting in a
11 leadership role for the organization rather than in a company role.
12 • Working drafts of specifications produced by an editor (but not
13 approved by the organization).
14 • Working draft of specifications (approved by the organization at some
15 level).

16 If a contribution cover sheet is included, it shall be similar to the format
17 given in **Annex E** but without the copyright text language and will include
18 the following:

- 19 • The contribution number is in the document header of the copyright
20 cover sheet.
21 • The full title of the contribution.
22 • The contributor name and the 3GPP2 leadership role in which he/she
23 is making the submission.
24 • An abstract which provides additional information regarding the
25 contribution and the requested meeting action (e.g., approval, FYI,
26 etc.).
27 • A 3GPP2 copyright indicator (e.g., © 2009 3GPP2) in the footer of the
28 copyright cover sheet in lieu of the copyright text.

29 If a contribution cover sheet is not included, the meeting report for the
30 meeting in which the contribution is submitted or considered shall
31 document the following information:

- 32 • The contribution number.
33 • The full title of the contribution.
34 • The 3GPP2 leadership role in which he/she is making the submission.
35 • The requested meeting action (e.g., approval, FYI, etc.).

36 In case of any confusion regarding whether or not the contribution is from a
37 person(s) acting on behalf of 3GPP2, the meeting Chair will decide subject to
38 confirmation by TSG or SC Leadership as applicable depending on which
39 group the contribution was submitted to.

1 4. Contributions made to 3GPP2 as correspondence from external
2 organizations do not require a contribution cover sheet. However, before any
3 information from such contributions can be used for the purpose of
4 progressing the development of 3GPP2 documents intended for publication
5 as 3GPP2 Technical Specifications and Technical Reports, all ownership,
6 copyright, and IPR policy issues related to that information shall be
7 confirmed by the 3GPP2 Secretariat to be consistent with applicable 3GPP2
8 policies. The TSG Leadership is responsible for bringing this matter to the
9 attention of the Secretariat, as required.

10 Article 47: Conversion by Organizational Partners

11 Organizational Partners shall use their best endeavors to convert the Technical
12 Specifications and Technical Reports approved by the Partnership Project into
13 national/regional deliverables in a timely manner through their normal
14 processes.

15 The Organizational Partners are urged not to change the technical parts of the
16 Technical Specifications and Technical Reports; they may add non-technical
17 parts required by their own deliverable schemes and they may add descriptions
18 of options selected.

19 Organizational Partners should ensure that all unresolved comments raised
20 during their public inquiry and approval phases are delivered to the
21 appropriate TSG.

22 **SECTION I – REPORTING**

24 Article 48: Chair’s Reporting Obligations

25 A meeting report shall be prepared by the Chair following all SC and TSG
26 meetings.

27 The meeting report shall be adopted at the next meeting, by members.

28 The Chair of each TSG is responsible for filing its meeting report to the
29 Secretariat.

30 Article 49: Changes to Structure

31 The Chair of each TSG shall inform the SC within seven (7) days of all
32 organizational changes concerning TSG and Working Groups. An up to date
33 record of the 3GPP2 structure shall be maintained by the Secretariat.

34 Article 50: Calendar of Meetings

1 The SC and TSGs shall maintain an up to date calendar of the dates and
2 venues for future meetings. This information should be provided to the
3 Secretariat within 5 days, who will post it on the web site for 3GPP2.

4 **SECTION J – EXTERNAL RELATIONS**
5

6 Article 51: Relationship with the ITU

7 3GPP2 may directly respond to an ITU liaison. In general, 3GPP2 will not
8 request the ITU to do new work without approval of all of the Organizational
9 Partners. A copy of any communication shall be provided to the Organizational
10 Partners.

11 3GPP2 results may be shared with the ITU following the existing
12 national/regional processes.

13 Formal contributions to ITU Study Groups are made by ITU members.

14 Representatives of the ITU are invited to participate in the Steering Committee
15 and Organizational Partners meetings for the efficient coordination and
16 exchange of information.

17 Article 52: Relations with Other Groups

18 3GPP2 will establish and maintain liaison relationships with groups working on
19 standards for other IMT-2000 family members, as appropriate.

20 TSGs and Ad Hoc groups of the SC are encouraged to liaise directly with the
21 relevant technical bodies with the consultation of the SC Chair, as appropriate,
22 and shall copy the Secretariat on all such correspondence.

23 The 3GPP2 Secretariat shall maintain a list, based on information received
24 from the TSGs and SC, of other organizations with whom the TSGs and SC
25 liaise.

26 The Secretariat shall submit the list to the SC for review, as appropriate.

27 Any requests for meetings with external organizations, both established
28 liaisons and otherwise, shall be brought to the attention of the SC Chair and
29 Secretariat.

30 **SECTION K – MISCELLANEOUS**
31

32 Article 53: Financial Resources

1 The financial resources for the operation of 3GPP2 shall be allocated by the
2 Organizational Partners and the day to day management conducted by the
3 Secretariat in consultation with the SC Chair.

4 Article 54: Secretariat

5 The Partners shall provide logistical support to, and assist in the operation of
6 3GPP2. The support shall be in the form of a Secretariat which shall operate
7 under the overall management of the OPs. The Secretariat is responsible for the
8 day to day support of the SC and TSGs.

9 Article 55: Intellectual Property Rights (IPR) Policy

10 Individual Members of 3GPP2 shall be bound by the IPR Policy of their
11 respective Organizational Partner.

12 Individual Members should declare at the earliest opportunity, any IPRs which
13 they believe to be essential, or potentially essential, to any work ongoing within
14 3GPP2.

15 Organizational Partners should encourage their respective members to grant
16 licenses on fair, reasonable terms and conditions and on a non-discriminatory
17 basis.

18 The Secretariat shall maintain a register of IPR declarations relevant to 3GPP2,
19 received by the Organizational Partners.

20 Article 56: Working Language

21 The working language for 3GPP2 shall be English.

22 Meetings of the SC and TSGs shall be conducted in English.

23 3GPP2 Technical Specifications and Technical Reports shall be prepared in
24 English.

25 Article 57: Duration

26 3GPP2 shall be task oriented and on completion of the tasks the future of
27 3GPP2 shall be re-considered. The continuation of 3GPP2 shall, therefore, be
28 confirmed by the Organizational Partners on an annual basis.

29 Article 58: Review of Activities

30 An evaluation of the activities of 3GPP2, including a review of the Partnership
31 Project Working Procedures should be made by the Organizational Partners at
32 regular intervals.

1 Article 59: Dissolution

2 In the event of a voluntary dissolution of 3GPP2, the Organizational Partners
3 shall determine the terms of dissolution by consensus. All issues shall be
4 documented and distributed at least 30 days prior to decisions being made.

5 Article 60: Amendments to 3GPP2 Working Procedures

6 These Partnership Project Working Procedures may only be amended by
7 decision taken by the Organizational Partners. Amendments from MRPs and
8 Individual Members should be submitted to the SC.

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2 **ANNEX A – DEFINITIONS**

3

Ad Hoc Group:	A subordinate body of a Technical Specification Group, Working Group, Sub-Working Group or Steering Committee formed to address a specific problem as part of the larger body. Dissolved when the purpose for which it was formed has been completed.
Alternate:	A designated representative of the Individual Member other than the Primary for voting by correspondence.
Attendee:	An individual taking part in a 3GPP2 meeting.
Authorized Delegate:	An individual identified by the Chair to act on the Chair's behalf
Consensus:	General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. (Note: consensus need not imply unanimity).
Conversion:	The transformation of a 3GPP2 output document into an Organizational Partners deliverable following the Organizational Partners' recognized processes.
Drafting Rules:	A document approved by the Organizational Partners providing rules for the drafting of 3GPP2 Technical Specifications and Technical Reports. See TIA Style Manual.
Election:	The voting process used to identify an individual from a number of individuals.
E-mail Reflector:	Remote communication e-mail distribution list available, per group, containing addresses of participants and representatives from Individual Member companies, OPs, MRPs and registered

	guests (as appropriate) interested in being informed of a group's activities.
Guest:	An entity fulfilling the criteria to become a future Individual Member, which has been granted temporary participation rights in the 3GPP2.
Individual Member:	A member of an Organizational Partner having participation rights within that Organizational Partner and which has registered to take part in 3GPP2.
ITU Representative:	Representatives of the ITU invited to participate in Steering Committee and Organizational Partners meetings for the efficient coordination and exchange of information.
Market Representation Partner:	An organization which has the ability to offer market advice to 3GPP2 and to bring into 3GPP2 a consensus view of market requirements (e.g., services, features and functionality) falling within the 3GPP2 scope.
Multinational Company:	An organization (or company) which is legally authorized to conduct business activities and has facilities in more than one country.
Observer:	An Organization fulfilling the criteria to become a future Partner which has been granted temporary participation rights in the 3GPP2.
Organizational Partner:	A recognized Standards Organization which has been accepted as a Partner in 3GPP2.
Partner:	An Organizational Partner or a Market Representation Partner of 3GPP2.
Partnership Project Agreement:	The document signed by 3GPP2 Partners defining their rights and obligations which contains minimum legal text necessary for 3GPP2 to function correctly.
Partnership Project Description:	A document which describes and summarizes the overall structure and operation of 3GPP2.
Primary Representative:	The individual designated by an Individual

	Member as its principal representative in a TSG or SC for voting by correspondence.
Quorum List:	The list of individual members, OPs and MRPs that, the presence of whom, can be counted towards establishment of quorum at a meeting.
Rapporteur:	An individual who acts as the prime contact point on technical matters and for information on progress throughout the drafting phases.
Regulatory:	This term is not restricted to existing laws and regulations, given that technical work may commence while a regulation is still in a draft stage and pending adoption. Therefore, a claim by an OP that the subject in question be classified as a “regulatory requirement” should be sufficient for the purposes of considering the treatment of regional “regulatory requirement”.
Secretariat:	An organization designated by Organizational Partners to provide support services including maintaining the official records of 3GPP2.
Sponsor:	An entity that provides the support and rules of operation for a standards formulating organization such as: TIA is the sponsor of TR-45 and TR-50.
Technical Report:	A 3GPP2 output document containing mainly informative elements approved by a Technical Specification Group.
Technical Specification:	A 3GPP2 output document containing normative provisions approved by a Technical Specification Group.
Voting Member:	An Individual Member, MRP or OP who has voting rights within a TSG or SC.
Work Item:	The documented record of a specific technical activity of 3GPP2.
Work Program:	The documented record of the all technical activities of 3GPP2.
Working Group:	A subordinate body of a Technical Specification Group.

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2 ANNEX B – ABBREVIATIONS

3

3GPP2	Third Generation Partnership Project 2
ANSI-41	American National Standard ANSI/TIA/EIA-41
ARIB	Association of Radio Industries and Businesses
CDMA	Code Division Multiple Access
CCSA	China Communications Standards Association
ETSI	European Telecommunication Standards Institute
IMT-2000	International Mobile Telecommunications-2000
ITU	International Telecommunication Union
SC	Steering Committee
SWG	Sub-Working Group
TIA	Telecommunications Industry Association
TSG	Technical Specification Group
TTA	Telecommunications Technology Association
TTC	The Telecommunication Technology Committee
WG	Working Group

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2 **ANNEX C – INDIVIDUAL MEMBER APPLICATION FORM**

3

4 The Annex C is available on the 3GPP2 website at
5 [http://www.3gpp2.org/Public_html/Misc/201211_3GPP2_Application_Form.p](http://www.3gpp2.org/Public_html/Misc/201211_3GPP2_Application_Form.pdf)
6 [df](http://www.3gpp2.org/Public_html/Misc/201211_3GPP2_Application_Form.pdf)

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2 **ANNEX D – RULES FOR LIAISON**
3 Establishment of Liaison

- 4 • The need for the establishment of a liaison with an external organization
-
- 5 shall be brought to the attention of the SC Chair and Secretariat by a TSG.
-
- 6 The Secretariat shall first confirm that no existing liaison exists with the
-
- 7 external organization. The SC Chair and/or Secretariat shall bring the
-
- 8 request for liaison to the attention of the Steering Committee and shall
-
- 9 invite comments.
-
- 10 • The TSG will draft correspondence to the external organization and will
-
- 11 route it to the SC Chair and Secretariat for review. Once reviewed by the SC
-
- 12 Chair, and, assuming the satisfactory closure of any questions, the outgoing
-
- 13 correspondence will be sent under signature of the SC Chair.
-
- 14 • The Secretary will include the correspondence on the agenda for the next SC
-
- 15 meeting. It will be introduced for information, at which point an individual
-
- 16 member, OP, or MRP will have the opportunity to question the liaison,
-
- 17 recognizing that contact will have already been initiated and resulting
-
- 18 actions may have already been issued.
-
- 19 • Alternatively, an individual member may bring a request for liaison to a
-
- 20 Steering Committee meeting for discussion.

21 Maintenance of Liaison

- 22 • Once a liaison is established, and depending on the nature of the liaison,
-
- 23 the SC Chair may delegate it to a TSG Chair for coordination purposes.
-
- 24 • All further correspondence to an established liaison may be generated at the
-
- 25 TSG plenary level. All external correspondence generated by TSGs is copied
-
- 26 to the SC Chair and to the Secretariat following each TSG meeting.

27 Removal of Liaison

- 28 • A liaison may be removed with no further notice if the external organization
-
- 29 ceases to exist for any reason.

30 In addition, any 3GPP2 Individual Member company, OP or MRP is free to
31 question any 3GPP2 liaison at any time. Such inquiries will be made to the SC
32 Chair. The SC Chair will coordinate with the TSG(s) concerned to ascertain if
33 any active liaison activity is currently underway. In the event that no such
34 activity exists, and barring any objection by the TSG(s) concerned, the liaison
35 will be removed. In the event of a conflict, the issue will be put on the agenda of
36 the next SC meeting for discussion and decision. A removed liaison may be re-
37 initiated at any time by following the initiation process above.

1 **ANNEX E – SAMPLE CONTRIBUTION COVERS**

2

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4

1 **ANNEX F – PROCEDURES FOR THE USE OF TECHNICAL WRITERS IN 3GPP2**
2

3 Introduction

4 3GPP2 has established as part of its budget a fund to permit the hiring of
5 contract technical writers to aid in the development of 3GPP2.
6

7 Detailed Procedures

- 8 1. When a TSG determines that a technical writer is required for a particular
9 project, the TSG Chair shall make the request in writing using the
10 attached form to the 3GPP2 Secretariat with a copy to the Chair of the
11 Steering Committee (SC). Note that the decision to request one or more
12 technical writers should be by the agreement of the TSG and is not the
13 sole decision of the TSG Chair. This request should only be exercised when
14 a "volunteer" editor cannot be provided.
15
- 16 2. Upon concurrence of the SC chair and the 3GPP2 Secretariat (for budget
17 verification), the 3GPP2 Secretariat shall forward to all OP Finance
18 Oversight Committee members a copy of the request and begin the process
19 of hiring a contract technical writer.
20
- 21 3. A technical writer may not be an employee of any of the Individual
22 Members of 3GPP2 or their subsidiaries.
23
- 24 4. All contracts shall be of fixed duration or in the case of a general services
25 contract, Purchase Orders shall be issued for each individual work item.
26 The contract and/or purchase order shall clearly indicate as a minimum:
27
- 28 • The scope of work to be performed.
 - 29 • The hourly rate.
 - 30 • The start and end dates for the work.
 - 31 • The maximum allotted funding.
32
- 33 5. Once a contract or Purchase Order is issued by the 3GPP2 Secretariat, a
34 copy of the document shall be sent to the SC Chair, the TSG Chair and to
35 all OP Finance Oversight Committee members.
36
- 37 6. Before any amount can be paid for services rendered, a timesheet shall be
38 submitted specifying the hours worked and a brief description of the work
39 performed. The timesheet shall be endorsed by both the individual within
40 the TSG responsible for overseeing the work of the technical writer

1 (Responsible Oversight) and the relevant TSG Chair. The endorsement may
2 be via e-mail to the 3GPP2 Secretariat.
3

- 4 7. Nominal expenses for items such as mailing, shipping, faxing, etc. shall be
5 included in the contracted rate. Other expenses may only be charged with
6 the prior permission of the 3GPP2 Secretariat.
7
- 8 8. Travel expenses will only be permitted if a specific endorsement in the
9 contract permits it. Travel expenses shall be in line with the 3GPP2
10 Secretariat policy.
11
- 12 9. Any changes in the scope of the work, increase in the maximum allotted
13 amount or extension of the duration of the contract shall require a
14 resubmission of the Request for Technical Writer form with the same
15 requirements for approval and distribution as the original.
16
- 17 10. The 3GPP2 Secretariat shall have full responsibility for the hiring,
18 compensation and dismissal of technical writers. All matters of this type
19 shall be addressed via the 3GPP2 Secretariat and no other party shall
20 make any commitment on behalf of 3GPP2 without the prior approval of
21 the 3GPP2 Secretariat.
22
- 23 11. The 3GPP2 Secretariat shall report periodically to, or as requested by, the
24 OP Finance Oversight Committee on actual expenditures on Technical
25 Writers.
26

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3GPP2 Request for Technical Writer

3

Requesting TSG:

Project Title:

Description of Work:

Estimated Effort: Need to specify total maximum of hours
(hours)

Full Time:

Part Time:

Requested Start Date:

Expected Duration:
(Weeks)

Expected Effort
(Hours):

Preferred Location (if
any):

Preferred Technical
Writer: (if any)

Is Travel Required? If so, please describe cities and dates
(describe)

Responsible WG/SWG:

Responsible Oversight :

TSG Chair:

4

For 3GPP2 Secretariat Use Only

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Technical Writer:

Rate: If cost is hourly, list total maximum

Start Date:

Contract Expiry Date:

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ANNEX G – SOFTWARE TOOLS

The following guidelines are meant to guide TSGs and individual members on acceptable formats for contributions used for both discussion purposes and for specification development. Adherence to these guidelines ensures access to all contributions by all members and protects, over the long term, the substantial investment by 3GPP2 members by providing a manageable set of supportable formats for documents and specifications.

File Format Guidelines	Recommended Application Software
<p>Preferred Contribution Format for Discussion Purposes.</p> <p>When a document is submitted for discussion purposes but is not intended for incorporation in any specification or correspondence, use of the readable format is preferred:</p>	<ul style="list-style-type: none"> • Adobe Acrobat • Recommended Reader: Adobe Acrobat • Any other application software compatible with the above
<p>Acceptable Contribution Formats for Discussion Purposes.</p> <p>As an alternative to the above format, documents may be submitted using the editable formats approved by the TSG, as appropriate to the contents:</p>	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Adobe FrameMaker • Any other application software compatible with the above
<p>Source File Formats for inclusion in Specifications or Correspondence.</p> <p>When a document is submitted for incorporation in a specification or correspondence, the document may be submitted at first in the readable format as described in Preferred Contribution Format for Discussion Purposes, but the contributor should provide to the editor, prior to the contribution's approval, a source file in the editable format approved/required by the TSG:</p>	<ul style="list-style-type: none"> • Microsoft Word • Visio • Adobe FrameMaker • Any other application software compatible with the above
<p>Preferred Specification Formats for Editing.</p>	<ul style="list-style-type: none"> • Microsoft Word: Version 5.1 or later

File Format Guidelines	Recommended Application Software
<p>During the preparation phases of any specification, the use of editable file formats are preferred and such formats may have been approved by the TSG:</p>	<ul style="list-style-type: none"> • Adobe FrameMaker • Any other application software compatible with the above
<p>Preferred File Formats for Publication.</p> <p>When a TSG is ready to publish a document, the readable format is preferred for the publication-ready document for submission to the Secretariat.</p>	<ul style="list-style-type: none"> • Adobe Acrobat • Any other application software compatible with the above
<p>Preferred File Formats for Archiving.</p> <p>When a TSG has approved a document for publication, submission of the copy of document in archival/editable file formats is preferred and such formats may have been approved by the TSG. Failure to provide an archival copy is sufficient grounds for refusal to publish a document by the Secretariat.</p> <p>On an annual basis the 3GPP2 Secretariat will review the current status of support for the archive files. Where appropriate and in a timely manner, the Secretariat will convert potentially unsupported archive files into supportable file formats. After conversion, the Secretariat will audit the new format to ensure correct conversion.</p>	<ul style="list-style-type: none"> • Microsoft Word • Adobe FrameMaker • Any other application software compatible with the above

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2 **ANNEX H – STEERING COMMITTEE DOCUMENT APPROVAL PROCESS**

3

4 Definitions and Abbreviations

5 The terms and abbreviations used within this document are defined as follows:

<p>SC Library</p>	<p>Set or assortment of documents that have been approved by the SC and is applicable to all TSGs, or the SC or both, as follows:</p> <ul style="list-style-type: none"> • Administrative or management documents • 3GPP2 overall planning documents <p>Any other document as determined by the SC</p>
<p>SC Library Document</p>	<p>Document that has been approved by the SC for inclusion to the SC Library.</p>

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Step	Process	Who	Details	Rationale
1	Submission of Proposal	Proponent(s)	Submit(s) proposal for new candidate SC Library Document to the SC via the Secretariat. This may or may not be accompanied by draft text.	Proponent(s) are: a) IMs (at least 3 individuals) b) TSG Plenary c) OP
2	SC Review of Proposal	SC	Reviews proposal via: a) E-mail reflector; or b) Teleconference; or c) Face-to-face meeting	SC is required to assess: a) Whether proposed text is needed at all b) Whether new document is needed or whether proposed text fits into existing library Review method is determined by the SC Chair based on the urgency and importance of the proposal.

2

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- 1
- 2 **Proposal Acceptance Decision Points**
- 3 If SC decides new document is needed, see 3a.
- 4 If SC decides existing document can incorporate proposed text, see 3b.
- 5 If SC decides proposed text is not needed, see 3c.

If SC Decides New Document is Needed				
Step	Process	Who	Details	Rationale
3a	Assignment of Development Group	SC Chair	Determines, via SC consensus, whether the development of the candidate document should occur in: <ul style="list-style-type: none"> a) A TSG(s) b) A newly-created SC ad hoc 	In principle, the group tasked with development work shall be responsible for the maintenance of the document.

- 6
- 7

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If SC Decides Existing Document Can Incorporate Proposed Text				
Step	Process	Who	Details	Rationale
3b	Remand of Proposed Text to the Appropriate Group for Action	SC Chair	Remands proposed text to group that maintains the source document into which proposed text is to be incorporated.	In the case of a defunct SC ad hoc, SC may elect to reactivate ad hoc.

2

If SC Decides Proposed Text is Not Needed				
Step	Process	Who	Details	Rationale
3c	Notification to Proponent of SC Decision Not to Proceed	SC Chair	Corresponds to proponent(s) indicating SC decision not to pursue the proposal.	Correspondence may be accomplished via meeting report, e-mail or other means.

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2 **Completion of Actions**

Step	Process	Who	Details	Rationale
4	Document Development	Group Tasked with Development Work	Refines and develops candidate document via consensus.	Per usual working procedures
5	Circulation of Draft Document to TSGs for Review and Comment	Group Tasked with Development Work	Circulates drafted candidate document to all TSGs for review and comments.	Per usual working procedures to determine potential impact to existing TSG processes.
6	Resolution of Comments	Group Tasked with Development Work	Resolves the comments (if any are received) and completes the candidate document.	Per usual working procedures.
7	Submission of Completed Document to SC for Review and Approval	Group Tasked with Development Work	Submits completed candidate document to SC Chair via the Secretariat.	Per usual working procedures.

Step	Process	Who	Details	Rationale
8	SC Review and Approval	SC	<p>Reviews and approves completed candidate document via:</p> <ul style="list-style-type: none"> a) E-mail reflector; or b) Teleconference; or c) Face-to-face meeting. <p>If necessary, SC may request OP for remarks and/or guidance.</p>	<p>SC is required to review and approve based on procedural aspects and content with respect to:</p> <ul style="list-style-type: none"> a) Existing SC library documents; and b) 3GPP2 WPD; and c) 3GPP2 Agreement, and d) the original proposal. <p>The review and approval process will be accommodated as indicated in 3GPP2 WPD Article 19 SC Decision Making.</p> <p>Review and approval method may be determined by the SC Chair, considering the urgency and importance of the document.</p> <p>In case that the document is determined to be related to organization issues, it is required to consult the OP.</p>

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1 **SC Approval Decision Points**

2 If no comments submitted or comments, if any, are resolved during SC review, see 9a.

3 If comments are submitted and not resolved during SC review, see 9b.

If No Comments Submitted or Comments, if any, Are Resolved During SC Review:				
Step	Process	Who	Details	Rationale
9a (i)	Document Approval and Publication	SC	Document is considered approved. Send the document to Secretariat.	Per usual working procedures
9a (ii)		Secretariat	Secretariat publishes document on web site and announces its availability to membership.	

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If Comments are Submitted and Not Resolved during SC Review:				
Step	Process	Who	Details	Rationale
9b (i)	Remand of Comments to Development Group for Resolution	SC	Remands comments to group tasked with the development work to address.	Per usual working procedures
9b (ii)		Group Tasked with Development Work	Addresses remanded comments. Document is revised accordingly and resubmitted to SC. If comments are substantive (i.e., not editorial), a further SC review and approval is conducted. (Back to Step 8). If only editorial cleanup is done, document is published (back to Step 9a (ii)).	



