



**APPROVED MEETING REPORT**  
**3GPP2 Organizational Partners Meeting #14**  
**ARIB/CWTS/TIA/TTA/TTC**  
**March 19, 2002**  
**Wailea (Maui), Hawaii - USA**

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**1. Opening**

The meeting was opened by Ms. Cheryl Blum, TIA Head of Delegation. Ms. Blum welcomed delegates to Maui.

**2. Attendance registration**

The Secretary introduced contribution [OP-20020319-002](#) covering the list of delegates as received by the Secretariat in preparation for the meeting.

**3. Approval of the agenda**

The Chair introduced contribution [OP-20020319-001](#) – agenda, which was approved without objection.

**4. Contribution Assignment and Status**

The Secretary introduced contribution [OP-20020319-000](#) covering the contributions for the meeting.

**5. Approval of previous meeting summary**

Participants reviewed contribution [OP-20020319-003](#) covering the meeting report from the previous meeting held January 2002 in Korea. There was no objection to approval of the meeting summary.

**DECISION 2002/03-01**

The Organizational Partners approve the summary of the January 2002 3GPP2 OP meeting.

**6. Steering Committee Chairman's Report**

Mr. Steve Dennett, Steering Committee chair, covered a number of items from the previous

day's 3GPP2 Steering Committee meeting, including:

*Relationships with External Organizations*

3GPP2 has been undertaking, and continues to undertake, a number of collaborative harmonization activities. The Steering Committee discussed identifying a set of criteria questions to be addressed in considering relationships with external organizations. The Chair and Secretariat took an action to put together a list of criteria to be considered.

*Project Management Team*

The Project Management Team is making progress on a number of items assigned to it, including a release planning feature and process guidelines covering the treatment and submission of work item worksheets.

*IETF Liaison*

A 3GPP2-IETF liaison has been established. Mr. Tom Hiller of Lucent Technologies will serve in the position, primarily via TSG-P.

*TSG Decision-Making*

It was reported that a 3GPP2 individual member company has raised a concern regarding the criteria for TSG decision-making. The SC Chair was tasked with conveying the issue to the Partners to assess whether further consideration, in the context of WPD enhancement, is required, and requested that if the Partners feel that clarification is necessary within the WPD, that the WPD Ad Hoc be tasked with drafting text accordingly.

## 7. OP Finance Oversight Committee

### 7.1 Report from OP Finance Committee

Mr. Girish Patel, OP Finance Chair, indicated that the Finance Committee had met several times by teleconference since the last OP meeting, and most recently had a face-to-face meeting on March 17 which was concluded the evening of March 18.

Mr. Patel presented the report of the group's activities contained in contribution [OP-20020319-017](#). The report consisted of the items covered in agenda items 7.2 through 7.4, in addition to the following:

*Unplanned Meetings*

In order to be prepared to address any financial concerns with regard to any unplanned meetings, the Steering Committee Chair was asked to request from the TSGs an estimate of any as-yet unscheduled meetings that will be needed between now and the end of 2002.

**ACTION 2002/03-01**

In the context of the meeting cost budget line item, SC Chair is requested to coordinate with TSG Chairs and provide an estimate of how many unscheduled meetings are projected for 2002.

*Technical Writers*

On the subject of technical writers, it was discussed that, in an effort to ensure that as much of the technical writer budget is used for manpower as opposed to travel-related expenses, 3GPP2 will only cover the cost of coach-class travel for all technical writers. This recommendation was endorsed by the Organizational Partners.

**DECISION 2002/03-02**

The Organizational Partners restrict reimbursement of travel expenses to technical writers to the amount of a coach class ticket in all instances.

*Meeting Room Layout*

The addition of parallel meeting sessions has incurred a number of additional requirements with regard to existing and future hotel contracts. It was discussed that, in instances where there is a cost-savings to be had, and where the effective operation of the meeting is not compromised, the Secretariat is instructed to maximize on the existing space by laying out meeting rooms in a class-room layout. This course of action was endorsed by the Organizational Partners.

**ACTION 2002/03-02**

In securing meeting space, Secretariat to explore more cost-effective room configurations such as class-room style set up, in an effort to cut down on room rental charges.

7.2 2001 Fourth Quarter Statement

The 2001 3GPP2 closing statement was provided for information in contribution **OP-20020319-006**. The statement captures the Project's income during 2001, and expenses. In addition, it captures information regarding any shortfall or overpayment by any of the project's partners, and lastly computes the contents of the 2002 funding agreement.

There were no questions for clarification.

7.3 Membership report – 2002

The report of 3GPP2 individual member companies was presented for information in contribution **OP-20020319-007**. The Secretariat took as an action to confirm the dates on which members joined the project as some of them appeared too recent to a number of member companies present.

**ACTION 2002/03-03**

Secretariat to verify dates of membership for individual members on 3GPP2 web site

7.4 2002 Funding Agreement

The proposed 2002 funding agreement was presented in contribution **OP-20020319-008**. The funding agreement covers each Partners financial burden

to the project for 2002 and is signed by the head of each OP SDO.

The contribution was approved without objection.

**DECISION 2002/03-03**

The Organizational Partners approve the 2002 funding agreement as presented in contribution [OP-20020319-008](#).

**ACTION 2002/03-04**

All Partners to sign five original copies of the 2002 3GPP2 funding agreement. Once signed, one original to be retained on file by each OP SDO and copies to be retained by the Secretariat.

**8. OP Working Procedures Document ad hoc**

8.1 Report from the WPD ad hoc

Ms. Susan Hoyler, OP Working Procedures Ad Hoc Chair, presented a report of the activities of the Ad Hoc. Ms. Hoyler presented the report of the Ad Hoc's February 28<sup>th</sup> meeting ([OP-20020319-014a](#)) and the report of the most recent March 17 meeting ([OP-20020319-014b](#)) for information.

The work of the Ad Hoc has culminated in a new revision of the Working Procedures Document which is being presented for approval by the Organizational Partners as contribution [OP-20020319-015](#). Proposed changes include:

- Clarification of the role of ITU representatives, observers, guests
- Clarification of handling appeals on regional matters of regulatory and non-regulatory nature
- Further clarification of distribution of resources
- Clarification of attendance by electronic means
- Clarification of quorum list populated by Individual members
- Definition of the term delegate as representative of OP
- Update of copyright language and contribution template (subject to approval at this meeting)

Ms. Hoyler recommended that, since a number of the changes had been made recently, the WPD should be circulated to the Partners once more for a final check, after which, if approved, it will be posted to the 3GPP2 web site.

**ACTION 2002/03-05**

OP WPD Ad Hoc Chair to circulate updated Working Procedures Document for review by the Organizational Partners by correspondence.

**ACTION 2002/03-06**

Upon approval by the OP, the “clean” version and the “marked up” version of the

WPD will be posted on the 3GPP2 web site. Target date is April 1, 2002.

Ms. Hoyler reported that there are still several issues that the WPD Ad Hoc plans to address in future meetings. Some of the pending issues are:

- Document and File Naming by the SC and TSGs (actual practice is different than documented) – Articles 18c and 34.
- Drafting rules (Article 45)
- Rules for liaison (how a TSG gains approval to liaise with an external organization) – Annex D
- Clarification of how TSG uses voluntary human and financial resources (Article 20)

**ACTION 2002/03-07**

Ms. Hoyler requested that all TSGs (and TSG-S in particular, given its role in drafting the original numbering convention) review the document and file naming of TSGs and WGs (Article 34) and provide input for recommended changes to the current document practices, to be considered by the WPD Ad Hoc. It was requested that this input be provided no later than the end of June, 2002.

It was also suggested that the recent decision regarding travel costs for technical writers be considered by the Ad Hoc.

**ACTION 2002/03-08**

The WPD Ad Hoc is requested to examine current procedures for technical writers to ensure that DECISION 2002/03-02 (The OP restrict reimbursement of travel expenses to technical writers to the amount of a coach class ticket in all instances) is incorporated into the WPD.

She also indicated that the group will attempt to use web conferencing to facilitate real-time editing during teleconferences scheduled between this OP and the net scheduled OP meeting in Beijing.

**9. 3GPP2 Secretariat Report**

The Secretary presented, for information, contribution OP-20020319-009 containing a report of Secretariat activities covering the latter part of 2001 to the present. The report covered:

- Staffing
- Finance
- Membership
- Meeting Planning
- Publications Management
- Network Administration / Electronic Tools
- Conferences/Presentations
- Ongoing/Recent Projects

## 10. Old Business

### 10.1 TIA proposal – 3GPP2 contribution template (Action 2001/07-03)

Mr. Dan Bart (TIA) and Ms. Susan Hoyler presented contribution **OP-20020319-013** in which TIA is recommending that the legal language currently displayed on 3GPP2 contribution templates be replaced and updated following legal review. There was no objection to OP approval of the language recommended by TIA.

#### **DECISION 2002/03-04**

The Organizational Partners approve the contribution template contained in contribution **OP-20020319-013** for use in the submission of all 3GPP2 contributions.

The Secretariat was asked to distribute the newly approved contribution cover page to the 3GPP2 community. It was recommended that the members be given time to begin using the new contribution cover template. Consequently, the date of June 1 2002 was decided as the day after which contributions not displaying the approved cover page would not be accepted.

#### **ACTION 2002/03-09**

Secretariat to circulate updated contribution cover page stipulating that contributions submitted without the cover page after June 1 2002 will not be accepted.

It was mentioned that TIA is in the process of revising its intellectual property policy and may be submitting further suggested changes in the near future.

### 10.2 WAP Forum collaboration agreement

*Action 2002/01-01: All partners to consider the request by the WAP Forum for a closer working relationship and to provide input by the next OP meeting.*

By way of background, it was explained that, at the January OP meeting, the SC Chair had announced that the WAP Forum had contacted 3GPP2 with the view of establishing a cooperative working agreement, and had supplied their generic cooperative agreement template for 3GPP2's consideration. At the January meeting, the Partners were asked to review the template and provide comments.

TIA indicated that it had reviewed the draft collaborative agreement and made edits, submitted in contribution **OP-20020319-011**, designed to remove the need for any non-disclosure agreement, arguing that such an agreement would be more in line with a commercial agreement than a standards-based agreement.

The Organizational Partners agreed that an agreement based on non-disclosure clauses was not in keeping with the spirit of an open specifications-setting forum

like 3GPP2 and so requested that the SC Chair contact the WAP Forum with a view to establishing a liaison relationship without such an agreement. It was recommended that the edited agreement be provided by way of illustration but that the resulting relationship should not be based on a signed document.

**ACTION 2002/03-10**

With reference to the WAP Forum's request for a collaborative agreement with 3GPP2, the SC Chair is requested to attempt to establish a liaison relationship without a formal collaborative agreement document.

10.3 ARIB IPR Policy

*ACTION 2001/07-02: Each OP is to submit its SDO's IPR policy as a contribution for the next OP meeting.*

Participants were reminded that, at the July 2001 OP meeting, each Partner was asked to submit, for information, their IPR policies. ARIB had indicated at the time that their IPR policy was under revision and not available.

ARIB submitted its IPR policy as contribution **OP-20020319-005** in preparation for this meeting.

**11. New Business**

11.1 Resignation of WMF as 3GPP2 MRP

The Secretariat presented contribution **OP-20020319-004** for information, announcing the termination of the Wireless Multimedia Forum (WMF) as a 3GPP2 Market Representation Partner. It was recommended that the 3GPP2 web site and library of presentation material be reviewed and that references to the WMF Forum as an MRP be removed.

**ACTION 2002/03-11**

Secretariat to review 3GPP2 presentations and web site and remove references to the WMF Forum as a 3GPP2 MRP.

11.2 3GPP2 meeting calendar 2003

The Secretariat presented contribution **OP-20020319-010r2** consisting of the 2003 3GPP2 calendar. Organizational Partners were requested to note the meetings taking place in their countries and to advise the Secretariat of any concerns.

It was noted that ARIB had informed the Secretariat that, due to a shortage of hotel meeting space anticipated in November of 2003, it would prefer, instead, to plan the October 2003 TSG meetings, and to leave the arrangements for the November 2003 SC/OP meetings to the Secretariat.

11.3 3GPP2/3GPP Harmonization Workshop Guideline



TTC submitted contribution **OP-20020319-012** acknowledging the harmonization efforts between 3GPP and 3GPP2 but indicating that the lack of a defined procedure for handling their preparation and execution, which in turn has led to funding and general inconsistencies, is a cause for concern. In addition, TTC recommended that such a procedure be drawn and incorporated into the WPD section that is currently empty and reserved for procedures for working with external organizations.

The Partners supported the concept of a uniform set of criteria to be addressed prior to any collaborative or joint activity with an external organization. The SC Chair, indicating that a similar issue had arisen with regard to the Location Interoperability Forum at the previous day's SC meeting, volunteered to work with the Secretariat to draft a template set of criteria.

**ACTION 2002/03-12**

Secretariat and SC Chair to work on establishing a set of criteria to be addressed when dealing with external organizations, either in the form of collaborative activity or liaison.

11.4 Copyright Permission from Other Bodies

TIA introduced contribution **OP-20020319-016** on the subject of securing permission from other organizations for reproducing material in 3GPP2 specifications and reports. The subject had been raised in the context of the recent harmonization meetings with 3GPP. Dan Bart explained that he was unaware of an agreement between the two organizations. It was decided that the Secretariat would pursue contacting third parties, in particular 3GPP, for permission to use third party deliverables in 3GPP2 product.

**ACTION 2002/03-13**

SC Chair and Secretariat are requested to take appropriate steps to ascertain usage of third party specifications/deliverables in 3GPP2, including securing such information from TSGs, and to seek permission from appropriate third parties for such use. Once permission has been obtained, Secretariat is to develop language for insertion into 3GPP2 deliverables acknowledging ownership of the used text.

**12. Assignments for Next Meeting**

The action items issued at this meeting are as follows:

**ACTION 2002/03-01**

In the context of the meeting cost budget line item, SC Chair is requested to coordinate with TSG Chairs and provide an estimate of how many unscheduled meetings are projected for 2002.

**ACTION 2002/03-02**

In securing meeting space, Secretariat to explore more cost-effective room configurations



such as class-room style set up, in an effort to cut down on room rental charges.

**ACTION 2002/03-03**

Secretariat to verify dates of membership for individual members on 3GPP2 web site

**ACTION 2002/03-04**

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**ACTION 2002/03-05**

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**ACTION 2002/03-06**

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**ACTION 2002/03-07**

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**ACTION 2002/03-08**

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**13. Date of Next Meeting**

The next 3GPP2 OP meeting is scheduled to take place August 30 2002 in Beijing, China. As soon as information becomes available it will be circulated by the Secretariat.

**14. Adjournment**

There being no further business, the meeting was adjourned at 4:15pm.