



APPROVED MEETING REPORT
3GPP2 Organizational Partners Meeting #18
ARIB/CWTS/TIA/TTA/TTC
May 20, 2003
San Diego, California - USA

1. Opening

The meeting was opened by Ms. Cheryl Blum (Lucent Technologies), TIA Head of Delegation at 9:10am. Ms. Blum welcomed the OP delegations to San Diego.

2. Attendance

It was noted that CWTS was unable to attend this meeting. ARIB, TIA, TTA and TTC were present.

In her opening remarks, the Chair welcomed Mr. Akira Matsunaga as ARIB Head of Delegation and thanked Mr. Yoshihide Ishida as outgoing ARIB Head of Delegation.

3. Approval of the agenda

Delegations were asked to review and approve the agenda as presented in contribution [OP-20030520-001r1](#). There were no questions for clarification. The agenda was approved as presented.

4. Contribution Assignment and Status

The Chair reviewed the contributions for the meeting as presented in contribution [OP-20030520-000r1](#).

5. Approval of previous meeting summary

Delegations were invited to review the summary of the previous meeting as contained in contribution [OP-20030520-003](#). There were no questions for clarification. The report was approved as presented.

DECISION 2003/05-01

The report of the January 2003 3GPP2 Organizational Partners meeting, as presented in contribution OP-20030520-003, is approved as presented.

6. Steering Committee Chairman's Report

Dr. Hideo Okinaka (KDDI), Chair of the 3GPP2 Steering Committee, provided a report of those items brought up at the previous day's Steering Committee.

Items provided for information included:

- 3GPP2 has been asked to participate in the informal ITU-T Forum Summit taking place in San Francisco, CA in July, 2003. The SC Chair will be in attendance representing 3GPP2.
- The 3GPP2 liaison activity with IETF is now being undertaken by TSG-X.
- The Steering Committee discussed activities related to evaluating potential working relationships with the OMA. This is an on-going area of work within TSG-S.
- TSG-S WG4 (Security) is holding a joint workshop with 3GPP SA3 in San Francisco, CA in July. Correspondence will be sent to the PCG Chair accordingly.
- The Steering Committee approved the publication of 3GPP2 specifications and reports in parts.

Items provided for action by the Organizational Partners were as follows:

- **Publications Process Guidelines**
The SC Chair noted that the TSG-S PMT had provided a draft publications process guideline document (contribution [SC-20030519-008A](#)) and had requested that this be brought to the attention of the Organizational Partners for their review in preparation for further discussion at the July 2003 PMT meetings. It was noted that OP input is needed by June 16. The Organizational Partners agreed to take the action to review the guidelines as requested.

ACTION 2003/05-01

3GPP2 Organizational Partners are asked to provide comments on the draft publications process guidelines contained in contribution [SC-20030519-008A](#) by June 16. A conference call of the Organizational Partners will take place the evening of June 17 / morning of June 18. The purpose of the call will be to consolidate the OP comments. Comments are due to the SC Chair and Secretariat for delivery to the PMT by June 20.

TIA noted that implementation of the process laid out in the draft guidelines, if approved, would result in a significant impact for TIA and would require

subsequent review of the TIA Engineering Manual. This was noted by the other Organizational Partners present.

- **Release Planning Process Guidelines**
The SC Chair noted that the TSG-S PMT had provided a draft release planning process guideline document (contribution **SC-20030519-008I & J**) and had requested that this be brought to the attention of the Organizational Partners for their review in preparation for further discussion at the July 2003 PMT meetings. It was noted that OP input is needed by June 16. The Organizational Partners agreed to take the action to review the guidelines as requested.

ACTION 2003/05-02

The 3GPP2 Organizational Partners are asked to provide comments on the draft release planning process guidelines contained in contribution **SC-20030519-008I & J** by June 16. A conference call of the Organizational Partners will take place the evening of June 17 / morning of June 18. The purpose of the call will be to consolidate the OP comments. Comments are due to the SC Chair and Secretariat for delivery to the PMT by June 20.

- **Approval Mechanism for Newly-created SC-level documents**
The SC Chair noted that the Steering Committee had approved the creation of a set of internal SC-level resource documents for internal use by the organization. While it was noted that the Steering Committee is still working on the kind of documents to be featured in the library, it was acknowledged that no procedure is currently in place to review and approve such documents, and is seeking guidance from the Organizational Partners by the July meeting cycle (given that a number of candidate documents will be available for review and approval at that time) accordingly. The Organizational Partners agreed to work with the Working Procedures Ad Hoc group to put together a procedure.

ACTION 2003/05-03

The 3GPP2 Organizational Partners are asked to provide recommendations for the mechanism for the approval of candidate documents for the SC resource library and to share recommendations via the OP reflector by June 20 2003. All recommendations will be provided to the Working Procedures Ad Hoc.

ACTION 2003/05-04

The Working Procedures Ad Hoc is directed to review the Organizational Partner input regarding the mechanism for the approval of candidate documents for the SC resource library and to hold a meeting the evening of June 24 / morning of June 25 to review proposals and to resolve any outstanding issues. A follow-up Working Procedures Ad Hoc meeting is to be scheduled for the evening of July 15 / morning of July 16 **if needed**, for finalization of a procedure in time for the end of the July TSG meeting cycle.

7. Finance

7.1 Report from OP Finance Oversight Committee

Mr. Girish Patel (TIA), OP Finance Oversight Committee Chair, indicated that, since the last meeting, the fourth quarter statement covering 3GPP2 2002 income and expenses had been put together and distributed, noting the fact that the year ended just over \$222,000 under budget. Surplus funds were returned to the Organizational Partners in proportion with the ratios established in the 2002 Funding Agreement.

7.2 2003 Approved Funding Agreement

The OP Finance Chair highlighted that the Organizational Partners approved, by correspondence, the 2003 funding agreement, posted for information as contribution [OP-20030520-004](#), and that efforts are underway to raise the US\$1.5m required to run the 3GPP2 Secretariat. The funding agreement has been signed by ARIB, TIA, TTA and TTC and is currently being processed by CWTS. The Secretary took an action to distribute the signed funding agreement, once received.

ACTION 2003/05-05

The Secretariat is directed to distribute one copy of the signed original 3GPP2 2003 funding agreement to each 3GPP2 Organizational Partner once received from CWTS (CCSA).

7.3 2003 First Quarter Statement

The OP Finance Chair reviewed the first quarter 2003 3GPP2 statement (contribution [OP-20030520-005](#)) covering revenue and expenses through March 31 2003. It was noted that the revenue provided by most Organizational Partner in the first quarter was in the form of a 2002 surplus rollover. It was also noted that, following approval of the 2003 funding agreement, invoices were issued to each Partner and that payments are in the process of being made.

[Secretary's Note: A correction was made to contribution [OP-20030520-005](#) subsequent to the meeting. The 3GPP2 2003 first quarter statement is posted as [OP-20030520-005r1](#).]

8. Working Procedures

8.1 Report from the WPD ad hoc

The Secretary was invited to introduce the report from the Working Procedures Ad Hoc contained in contribution [OP-20030520-007](#).

The report highlighted the activities of the WPD Ad Hoc since the last OP meeting, and pending issues awaiting contribution submission and discussion.

The Organizational Partners were invited to review and approve the draft revised Working Procedures Document previously distributed via e-mail and presented in contribution [OP-20030520-007A](#) incorporating:

- The policy for managing relations with liaison organizations (Annex D)
- A clarification of remote communication to 3GPP2 groups via e-mail reflectors (removal of term “active participants list”).
- An update to the list of acceptable software for use in 3GPP2 documents (Annex G)
- An alignment with the PMT-related documentation setting a minimum of three Individual-Member companies as sponsors for the creation of 3GPP2 work items (Article 39).

There were no questions for clarification and no objections to approving the revised Working Procedures Document.

DECISION 2003/05-02

The 3GPP2 Organizational Partners approve the revised Working Procedures Document presented in contribution [OP-20030520-007A](#).

ACTION 2003/05-06

Secretary is directed to replace the WPD on the 3GPP2 web site with the newly approved revision presented in contribution [OP-20030520-007A](#), and to circulate the revised WPD to the 3GPP2 membership.

9. Old Business

9.1 cdma2000® trademark

Mr. Dan Bart, TIA’s Vice-President of Standards and Special Projects, was invited to present contribution [OP-20030520-008](#) covering registration of the cdma2000® trademark by TIA.

It was noted that:

- TIA grants a free license to other Standards Developing Organizations (SDOs) to use the mark accordingly, and to acknowledge that the mark is registered by TIA.
- TIA charges a US\$500 fee to cover the costs associated with the administrative processing of the trademark and service mark licenses for non-SDOs (manufacturers or other) seeking to use the cdma2000® name.

- TIA's trademark and service mark registration does not extend beyond the United States. Consequently, no licensing is required for products and services manufactured or provided outside the USA and not entering the USA.
- No 3GPP2 funds were used for the registration of the trademark and service mark.
- There is no distinction made between TIA members or non-members when licensing the trademark and service mark.
- TIA has no plans to register the cdma2000® name in any other 3GPP2 Organizational Partner country, but will be happy to assist by providing the appropriate paperwork should an SDO wish to undertake the registration locally.

10. New Business

10.1 CCSA request for 3GPP2 OP status

The Chair invited the Organizational Partners to review contribution **OP-20030520-006** consisting of CCSA's request to join 3GPP2 as Organizational Partner, contribution **OP-20030520-009** provided by the Secretariat, covering the comments of approval received following circulation of the CCSA request to the other 3GPP2 Organizational Partners.

It was noted that CCSA will be using the Intellectual Property Rights (IPR) policy of CWTS until further notice, and as in the case of all 3GPP2 Organizational Partners, any revisions to SDO IPR policies will be brought to the attention of the Project's Organizational Partners accordingly.

The request was approved without hesitation.

DECISION 2003/05-03

The Organizational Partners approve the application by the China Communications Standards Association (CCSA) to join 3GPP2 as Organizational Partner replacing the China Wireless Telecommunications Standards group (CWTS).

ACTION 2003/05-07

The Secretariat will undertake to revise the 3GPP2 web site and other materials requiring revision to note the participation of CCSA as 3GPP2 Organizational Partner, and to route for appropriate review and approval those materials subject to approval upon revision.

In the absence of CCSA, the Chair offered to send correspondence noting the approval to CCSA, and presented the draft correspondence for review

and OP approval as contribution [OP-20030520-009A](#). A minor modification was suggested, in order to note CCSA's use of the CWTS IPR policy. The approved correspondence is presented in contribution [OP-20030520-009Ar1](#).

ACTION 2003/05-08

The Chair is requested to send approved correspondence welcoming CCSA as 3GPP2 Organizational Partner replacing CWTS.

11. Assignments for Next Meeting

The action items issued at this meeting are as follows:

ACTION 2003/05-01

3GPP2 Organizational Partners are asked to provide comments on the draft publications process guidelines contained in contribution [SC-20030519-008A](#) by June 16. A conference call of the Organizational Partners will take place the evening of June 17 / morning of June 18. The purpose of the call will be to consolidate the OP comments. Comments are due to the SC Chair and Secretariat for delivery to the PMT by June 20.

ACTION 2003/05-02

The 3GPP2 Organizational Partners are asked to provide comments on the draft release planning process guidelines contained in contribution [SC-20030519-008I & J](#) by June 16. A conference call of the Organizational Partners will take place the evening of June 17 / morning of June 18. The purpose of the call will be to consolidate the OP comments. Comments are due to the SC Chair and Secretariat for delivery to the PMT by June 20.

ACTION 2003/05-03

The 3GPP2 Organizational Partners are asked to provide recommendations for the mechanism for the approval of candidate documents for the SC resource library and to share recommendations via the OP reflector by June 20 2003. All recommendations will be provided to the Working Procedures Ad Hoc.

ACTION 2003/05-04

The Working Procedures Ad Hoc is directed to review the Organizational Partner input regarding the mechanism for the approval of candidate documents for the SC resource library and to hold a meeting the evening of June 24 / morning of June 25 to review proposals and to resolve any outstanding issues. A follow-up Working Procedures Ad Hoc meeting is to be scheduled for the evening of July 15 / morning of July 16 **if needed**, for finalization of a procedure in time for the end of the July TSG meeting cycle.

ACTION 2003/05-05

The Secretariat is directed to distribute one copy of the signed original 3GPP2 2003 funding agreement to each 3GPP2 Organizational Partner once received from CWTS (CCSA).

ACTION 2003/05-06

Secretary is directed to replace the WPD on the 3GPP2 web site with the newly approved revision presented in contribution [OP-20030520-007A](#), and to circulate the revised WPD to the 3GPP2 membership.

ACTION 2003/05-07

The Secretariat will undertake to revise the 3GPP2 web site and other materials requiring revision to note the participation of CCSA as 3GPP2 Organizational Partner, and to route for appropriate review and approval those materials subject to approval upon revision.

ACTION 2003/05-08

The Chair is requested to send approved correspondence welcoming CCSA as 3GPP2 Organizational Partner replacing CWTS.

12. Date of Next Meeting

The next face-to-face meeting of the 3GPP2 Organizational Partners is scheduled to take place in Kobe, Japan on October 21, 2003. An interim teleconference meeting is scheduled for the evening of June 17 (US time).

13. Adjournment

There being no further business, the meeting was adjourned at 10:55am.