



APPROVED MEETING REPORT
3GPP2 Steering Committee Meeting #28
ARIB/CCSA/TIA/TTA/TTC
February 22, 2005
New Delhi, India

[Secretary's Note: Due to circumstances beyond his control, the Secretary was unable to be present at this Steering Committee meeting. The Secretary thanks Ms. Eileen McGrath-Hadwen (NEC) for stepping in to take the meeting report during his hour of need!]

1. Opening

Dr. Y.K. Kim, SC Chair, opened his first face-to-face meeting of the Steering Committee at 9:00am on Tuesday, February 22 2005 and welcomed participants to New Delhi, India.

2. Attendance Registration-Information

The attendance roster (contribution [SC-20050222-002](#)), which contains the names of participants who had registered for the meeting with the Secretariat, was circulated. Participants were invited to add to or amend the attendance list. The final attendance roster for the meeting is to be compiled as contribution [SC-20050222-002r1](#) and posted on the web site when available.

3. Quorum Establishment/Call for Proxies--

The Secretary conducted the roll call of participating Individual Member (IM) companies, Organizational Partners (OPs) and Market Representation Partners (MRPs). Twenty-three of the 29 quorum members were noted as present, constituting 73% quorum. The quorum requirement as noted in the 3GPP2 Working Procedures Document was therefore attained.

No proxies were submitted for this meeting.

4. Approval of the Agenda

The Chair invited participants to review the draft agenda for the meeting contained in contribution [SC-20050222-001r3](#). A number of additional contributions were noted, resulting in revision of the agenda to [SC-20050222-001r4](#). The revised agenda was approved as presented.

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2 **5. Contribution Assignment and Status-Information**
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4 The Chair invited participants to review contribution [SC-20050222-000r1](#)
5 containing the list of contributions for the meeting. No comments were noted.
6

7 Note: Additional contributions were submitted during the course of the meeting.
8 The final contribution list was logged as [SC-20050222-000r3](#).

9 **6. Review Meeting Summary from Previous Meeting(s)**
10

11 The Chair invited participants to review the summaries of the previous Steering
12 Committee meetings:
13

14 Contribution [SC-20050222-003A](#) containing the draft summary of the October
15 2004 Steering Committee meeting held in Shanghai, China was reviewed by the
16 Steering Committee. There was no objection to approval of the draft report.
17

18 **DECISION 2005/02-01**

19 The Steering Committee approves the report of the October 2004 Steering
20 Committee meeting as presented in contribution [SC-20050222-003A](#).
21

22 Contribution [SC-20050222-003B](#) containing the draft summary of the November
23 2004 Steering Committee teleconference meeting was reviewed by the Steering
24 Committee. There was no objection to approval of the draft report.
25

26 **DECISION 2005/02-02**

27 The Steering Committee approves the report of the November 2004 Steering
28 Committee teleconference meeting as presented in contribution [SC-20050222-
29 003B](#).
30

31 Contribution [SC-20050222-003C](#) containing the draft summary of the January
32 2005 Steering Committee teleconference meeting was reviewed by the Steering
33 Committee. There was no objection to approval of the draft report.
34

35 **DECISION 2005/02-03**

36 The Steering Committee approves the report of the January 2005 Steering
37 Committee teleconference meeting as presented in contribution [SC-20050222-
38 003C](#).
39

40 **7. Correspondence**
41

42 The Chair introduced contribution [SC-20040222-009](#) capturing inbound and
43 outbound correspondence since the last face-to-face meeting. In summary:
44

45 **[SC-20050222-009A:](#)**

46 Covers correspondence from the SC Chair to the IPv6 Forum in response to this
47 organization's earlier correspondence (SC-20041025-009E) inquiring into
48 3GPP2's adoption of IPv6.
49

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2 **8. MRP Reports**

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4 8.1 CDG

5
6 Mr. Sam Samra presented the report of CDG's activities contained in
7 contribution [SC-20050222-021](#)

8
9 In response to questions, it was noted that requirements for Mobile
10 Equipment Identifiers (MEID) are expected in the April 2005 timeframe.

11
12 8.2 IPv6 Forum

13
14 No report.

15
16 8.3 IA450 Association

17
18 No report.

19
20 **9. Liaison Reports**

21
22 9.1 SDO Updates

23
24 *ARIB*

25
26 The report of ARIB activities as shown in contribution [SC-20050222-019](#)
27 was presented. There were no questions for clarification.

28
29 *CCSA*

30
31 CCSA provided a verbal report of activities. There were no questions for
32 clarification.

33
34 *TIA*

35
36 The TIA Head of Delegation first presented the report of TIA TR45
37 activities presented in contribution [SC-20050222-018](#). In addition, the
38 TIA Head of Delegation presented a separate report of TIA activities
39 contained in contribution [SC-20050222-022](#). This contribution presented
40 information on TIA's revised IPR policy and a number of additional
41 procedural concerns, mainly in the arena of normative and informative
42 referencing.

43
44 It was recommended that the SC Chair include this item in his report to the
45 Organizational Partners so that the material can be remanded to the
46 Working Procedures Ad Hoc group for further study.

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48 **ACTION 2005/02-01**

49 The SC Chair is to inform the Organizational Partners of the modifications
50 in TIA procedures (including IPR policy) presented in contribution [SC-](#)

1 **20050222-022** so that the material can be remanded to the Working
2 Procedures Ad Hoc as appropriate.

3
4 TIA provided contribution **SC-20050222-023**, which contains a
5 methodology for accommodating the TIA ballot process in parallel with
6 the 3GPP2 V&V process. It was acknowledged that this is a TIA process
7 that need not be documented in any 3GPP2 materials. However, TIA
8 requests that the TSGs coordinate their documentation with the TIA ballot
9 and so is asking the Steering Committee to endorse the process.
10 The Steering Committee reviewed the process specifically contained
11 within contribution **SC-20050222-023A**, which reads:

12
13 *As an Organizational Partner in 3GPP2, TIA is requesting (of all TSG*
14 *leadership) that when a 3GPP2 document begins the V&V process, the*
15 *TR-45 formulating group Chair be advised of the document's status, and*
16 *be provided an electronic copy of the document undergoing V&V so the*
17 *TIA ballot process can begin*

18
19 *As an Organizational Partner in 3GPP2, TIA is requesting a brief report*
20 *that summarizes how the V&V comments were resolved. This report would*
21 *be submitted to the formulating group. In conjunction with this, TIA is*
22 *requesting an electronic copy of the document that incorporates any*
23 *modifications made as a result of the comment resolution process.*

24
25 There was no objection to SC endorsement of TIA's request.

26 **DECISION 2005/02-04**

27
28 The Steering Committee endorses TIA's request for consideration of the
29 TIA ballot process in the execution of the 3GPP2 V&V process as
30 outlined in contribution **SC-20050222-023A** to be communicated to the
31 TSGs.

32 *TTA*

33
34
35 TTA presented the report of activities contained in contribution
36 **SC-20050222-020**. TTA was asked if the China/Japan Korea (CJK)
37 Beyond 3G (B3G) effort will be providing input into any of the upcoming
38 Evolution workshops. TTA noted that this would depend on the agenda
39 items being discussed.

40 *TTC*

41
42
43 TTC presented the report of activities contained in contribution
44 **SC-20050222-013**. There were no questions for clarification.

45 9.2 IETF

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47
48 The TSG-X Vice Chair presented the IETF liaison report contained in
49 contribution **SC-20050222-006B**. There were no questions for
50 clarification.

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9.3 OMA

The Steering Committee reviewed the OMA liaison report contained in contribution **SC-20050222-015**. There were no questions for clarification and no items requested of the Steering Committee.

10. TSG and Related Reports

10.1 TSG-A

Mr. George Turnipseed (Sprint), TSG-A Chair, provided the report of TSG-A activities contained in contribution **SC-20050222-004**.

There were no questions for clarification.

TSG-A asked that the Steering Committee look into “editorial resource restrictions” being imposed on technical writer activity.

[Secretary’s Note: The “editorial resource restrictions” being referred to are being managed by the Secretariat and not the Steering Committee. The Secretariat is meeting with the TSG-A Chair to ascertain concerns.]

10.2 TSG-C

Dr. B.K. Yi (LG Electronics), TSG-C Chair, provided the report of TSG-C activities contained in contribution **SC-20050222-005**.

The Steering Committee noted TSG-C’s response to the action item to look into reducing the number of parallel meeting rooms contained in **SC-20050222-005A** - deferred to agenda item 13.4.

The Steering Committee noted the papers submitted for the forthcoming Air Interface Evolution Technical Experts Meeting (AIE/TEM) taking place in Denver, as shown in contribution **SC-20050222-005B**.

The Steering Committee reviewed the presentation for the following day’s cdma2000 India workshop contained in contribution **SC-20050222-005C**. A slight modification was made, resulting in a revision to **SC-20050222-005Cr1**. There was no objection to SC endorsement of this presentation.

DECISION 2005/02-05

The Steering Committee endorses the presentation for the India cdma2000 workshop presented by TSG-C in contribution to **SC-20050222-005Cr1**.

In addition to the report, the TSG-C Chair noted the comment submitted by TIA during the SC review of the recent Industry Notice, and noted the concern to provide a numbering scheme for such documents. The TSG-C Chair requested that the 3GPP2 Secretariat propose a numbering plan.

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2
3 **ACTION 2005/02-02**

4 The 3GPP2 Secretariat is tasked with proposing a numbering plan for
5 3GPP2 industry notices, given TIA's comments during the February 2005
6 review process.
7

8 10.3 TSG-X
9

10 The report of TSG-X activities as shown in contribution **SC-20050222-**
11 **006** was presented.
12

13 The TSG-X report included a proposed liaison correspondence to the WiFi
14 Alliance contained in contribution **SC-20050222-006D**. It was noted
15 during the meeting that a new liaison requires input by the Organizational
16 Partners and so the Steering Committee Chair took an action to bring this
17 item to the attention of the Organizational Partners.
18

19 **ACTION 2005/02-03**

20 The SC Chair is to refer contribution **SC-20050222-006D**, containing
21 proposed liaison correspondence to the WiFi Alliance, to the attention of
22 the Organizational Partners.
23

24 *[Secretary's Note: Participants are reminded that the first liaison*
25 *correspondence to an outside organization is to come to the Steering*
26 *Committee for transmittal by the SC Chair. The correspondence drafted*
27 *for the SC Chair to send should include mention of who the permanent*
28 *liaison group and/or person will be. A liaison relationship in itself does*
29 *not require OP input. OP input is required when referencing*
30 *(normatively) documents from an outside liaison organization, or when*
31 *intending to use text copyrighted by an outside liaison organization].*
32

33 10.4 TSG-S
34

35 Mr. Nick Yamasaki (KDDI), TSG-S Chair, provided the report of TSG-S
36 activities contained in contribution **SC-20050222-007**.
37

38 It was noted that contribution **SC-20050222-007B** pertains to the OMA
39 Cooperation Agreement and so was deferred to agenda item 13.1.
40

41 It was noted that contribution **SC-20050222-007C** pertains to the SC
42 Chair's request to investigate a reduction in parallel meeting rooms, and so
43 was deferred to agenda item 13.4.
44

45 It was noted that contribution **SC-20050222-007D** expresses appreciation
46 in the form of a proclamation to the family of the late Michael Marcovici.
47

48 The Steering Committee expressed its condolences to the family of Mr.
49 Marcovici and all participants unanimously agreed to send to the

1 Marcovici family the proclamation as shown in contribution **SC-**
2 **20050222-007D**.

3
4 Contribution **SC-20050222-007E** covered the overview presentation for
5 the India cdma2000 workshop, taking place the following day.

6
7 *[Secretary's Note: The overview presentation noted above was submitted*
8 *for information. However, presentations being given by 3GPP2 are*
9 *subject to SC review and endorsement prior to delivery.]*

10
11
12 Contribution **SC-20050222-007G** was presented, consisting of TSG-S
13 correspondence to IEEE 802.16 referencing copyright arrangements. The
14 SC Chair took an action to bring this correspondence to the attention of
15 the Organizational Partners.

16
17 **ACTION 2005/02-04**

18 The SC Chair is to bring contribution **SC-20050222-007G** (previously
19 transmitted) to the attention of the Organizational Partners for review in
20 the context of IPR/copyright management.

21
22 10.5 Report from RAN Evolution Workshop Ad-Hoc

23
24 The SC Chair presented the status report from the SC Ad Hoc group
25 charged with organizing the June 2005 3GPP2 Evolution Workshop in
26 Seoul, Korea, as presented in contribution **SC-20050222-011**. The
27 contribution included a draft agenda for the June workshop.

28
29 The contribution included a recommendation to modify the name of the
30 workshop, in light of additional 3GPP2 events. The proposed name of the
31 workshop is: *"Evolving to Future Wireless Telecommunications*
32 *Technology, Hosted by Third Generation Partnership Project 2"*

33
34 There was no objection to supporting the change in the name of the June
35 2005 3GPP2 workshop.

36
37 **DECISION 2005/02-06**

38 The Steering Committee approves the change in the name of the June
39 2005 3GPP2 workshop to be held in Seoul, Korea to: *"Evolving to Future*
40 *Wireless Telecommunications Technology, Hosted by Third Generation*
41 *Partnership Project 2"*.

42
43 The draft agenda for the June 2005 workshop presented in contribution
44 SC-20050222-011 was reviewed by the Steering Committee. There was
45 general agreement on the framework of the agenda, although the specific
46 content is still under development by the Ad Hoc group, and is scheduled
47 to be presented to the Steering Committee in March 2005.

48
49 **DECISION 2005/02-07**

1 The Steering Committee approves the general framework of the agenda
2 for the June 2005 workshop presented in contribution [SC-20050222-011](#),
3 noting that the content of the agenda is still being developed by the Ad
4 Hoc and is due to be approved in March 2005.

6 **11. 3GPP2 Program Management**

7
8 Ms. Eileen McGrath-Hadwen (NEC) - Program Management Team (PMT) Chair
9 - presented the report of the PMT's activities contained in contribution [SC-](#)
10 [20050222-008](#).

11
12 On the subject of the development of v1.1 of the Publication Numbering
13 Guidelines, in which much discussion has occurred regarding OP acceptance of
14 clean vs. marked up text, the Steering Committee noted a comment resolution
15 session scheduled for this topic on Tuesday, March 15 5:30PM to 7PM, in
16 Denver, Colorado. All interested TSGs, OPs, MRPs and IMs were requested to
17 attend in order to help resolve the open issues.

18
19 The PMT Chair presented the 3GPP2 work plan in contribution [SC-20050222-](#)
20 [008B](#). The Steering Committee reviewed the work plan. There was no objection
21 to approval.

22 **DECISION 2005/02-08**

23
24 The Steering Committee approves the 3GPP2 work plan presented in contribution
25 [SC-20050222-008B](#).

26 27 **12. 3GPP2 Publications Management**

28 29 12.1 Status – TSG-X request for pre-publication technical writer editing 30 resource. ACTION 2004/10-03

31
32 The SC Chair noted TSG-X's request from the previous face-to-face SC
33 meeting (Shanghai, October 2004) requesting additional 3GPP2-funded
34 support for pre-publication review of 3GPP2 specifications and reports.

35
36 It was noted that the OP's had budgeted for this activity in the 2005
37 budget, and had considered a request from the Secretariat to hire
38 permanent Secretariat staff as opposed to a contractor to carry out this
39 activity. The hiring of the additional staff person is in progress.

40 41 **13. Old Business**

42 43 13.1 OMA IPR Policy

44
45 The Steering Committee was invited to note the OMA correspondence
46 contained in contribution [SC-20050222-012](#), in which it was noted that
47 the OMA had revised its IPR policy to accommodate licensing to all users
48 as requested by 3GPP2. It was noted that additional aspects of the IPR
49 policy require clarification and modification before 3GPP2 can re-publish
50 the documents pulled from the web site due to incompatible IPR policies,

1 and it was noted that this subject would be discussed in detail by the
2 Organizational Partners at their forthcoming meeting.

3
4 13.2 OMA Cooperation Framework

5
6 The Chair noted the input from TSG-S on the subject of the OMA
7 Cooperation Framework document contained in contribution SC-
8 20050222-007B, and the input from TIA contained in contribution SC-
9 20050222-017, and took an action to bring this item to the attention of the
10 Organizational Partners for their review and discussion.

11
12
13 **ACTION 2005/02-05**

14 The SC Chair is to bring to the attention of the Organizational Partners the
15 input from TIA and TSG-S on the subject of the OMA Cooperation
16 Framework document contained in contributions **SC-20050222-017** and
17 **SC-20050222-007B** respectively, for further discussion.

18
19 13.3 2005 Meeting Calendar Revisited - SC ACTION: 2004/10-09

20
21 No discussion.

22
23 *[Secretary's Note: Intended input into the SC meeting would have noted*
24 *that the Secretariat did look at re-aligning the 2005 calendar given the*
25 *concerns voiced at the October 2004 SC meeting over spacing between*
26 *super-meetings. It was ascertained that the first half of the year's*
27 *meetings would need to remain as shown due to holidays and other*
28 *external organization meetings. An attempt was made to look into*
29 *reducing the nine-week gap in the latter part of the year, but options were*
30 *presented to the Chairs, no consensus could be reached, resulting in the*
31 *calendar staying as is.]*

32
33 13.4 Use of parallel meeting rooms at super-meetings

34
35 The Steering Committee was reminded of the action request (OP action
36 2004/10-02) stemming from 3GPP2 OP discussions regarding the
37 difficulty in securing space for super-meetings given the high ratio of
38 meeting rooms to sleeping space.

39
40 Contribution **SC-20050222-010** notes the SC Chair's execution of OP
41 action 2004/10-02 via e-mail to the TSG Chairs, asking them to consider a
42 reduction in the parallel meeting space used.

43
44 Contribution **SC-20050222-005A** contains input from TSG-C, noting the
45 need to retain the parallel meeting space currently assigned, and
46 contribution **SC-20050222-007C** reflects similar input from TSG-S.

47
48 Noting the strong input on this subject, and the need to come to some
49 arrangement, it was suggested that an informal group be established to
50 discuss this item during the March 2005 TSG meetings being held in

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Denver. The group would consist of TSG Chairs and interested parties.
George Turnipseed (Sprint) volunteered to take the action to coordinate
this group.

1
2 **ACTION 2005/02-06**

3 George Turnipseed (Sprint) is requested to convene an informal meeting
4 of TSG Chairs and interested parties during the March 2005 TSG
5 meetings being held in Denver, CO, to discuss the subject of parallel
6 meeting room usage.
7

8 *[Secretary's Note: The SC Chair brought this item to the attention of the*
9 *Organizational Partners at their meeting the following day, where it was*
10 *concluded that discussions would occur during the April 2005 meetings in*
11 *Dallas, Texas, given that the OP Finance Chair would be available to*
12 *attend this meeting at that time.]*
13

14 13.5 Review of TSG-C Industry Notice (Feb 2005)

15
16 The Steering Committee was reminded of earlier discussions concerning
17 the February 2005 TSG-C Industry Notice and the fact that a comment
18 submitted by TIA during the SC review of this document prevented the
19 Secretariat from publishing it.
20

21 The Steering Committee noted the action assigned to the Secretariat to
22 propose a numbering plan for Industry Notices as requested by TIA, and
23 so agreed that given that the TIA comment was being addressed, the
24 Industry Notice could now be approved.
25

26 **DECISION 2005/02-09**

27 The Steering Committee approves the February 2005 Industry Notice presented
28 by TSG-C.
29

30 **14. New Business**

31
32 14.1 3GPP2 Meeting Calendar 2007

33
34 Deferred
35

36 14.2 3GPP2 Leadership Contact List-Information

37
38 Contribution [SC-20050222-016](#), consisting of a revised contact list for
39 3GPP2 leadership (following the recent election change-over) was
40 presented for information. Those on the contact list were asked to review
41 contact information and to notify the Secretariat of any modifications.
42

43 **15. Assignments for Next Meeting**

44
45 See annex C
46

47 **16. Date of Next Meeting**
48

1 The next face-to-face Steering Committee meeting is scheduled for Wednesday,
2 June 29 2005 in Seoul, Korea. This meeting is to be preceded by the two-day
3 3GPP2 Evolution workshop.
4

5 The Steering Committee is scheduled to meet via teleconference to review and
6 approve the draft agenda for the June 2005 Evolution workshop to be held in
7 Seoul, Korea in June 2005. This meeting will be taking place the evening of
8 March 31 2005.
9

10 **17. Adjournment**

11
12 There being no further business, the meeting was adjourned at 3:30pm local time.
13

1 **ANNEX A:**
2 **Attendance / Quorum report for October 25 2004 Steering Committee meeting**

3
4 Part 1: Individual Member Companies, Organizational Partners and Market Representation
5 Partners on quorum list noted as present at this meeting:

6
7 Ericsson
8 Fujitsu, Ltd
9 Hitachi
10 KDDI
11 LG Electronics
12 LG Telecom
13 Lucent Technologies
14 Motorola
15 Navini Networks
16 NEC
17 Nextel
18 Nokia
19 Nortel Networks
20 Qualcomm, Inc.
21 Samsung
22 Sprint
23 Toshiba

24
25 ARIB
26 CCSA
27 TIA
28 TTA
29 TTC

30
31 CDG

32
33 Part 2: Individual Member Companies, Organizational Partners and Market Representation
34 Partners not on quorum list noted as present at this meeting

35
36 Bell Canada
37 E-Access
38 RITT

39
40 Part 3: Guests / Observers noted as present

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42 None noted
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45

1 **ANNEX B:**

2 **Decisions recorded at October 25 2004 Steering Committee meeting**

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4 **DECISION 2005/02-01**

5 The Steering Committee approves the report of the October 2004 Steering Committee
6 meeting as presented in contribution [SC-20050222-003A](#).

7
8 **DECISION 2005/02-02**

9 The Steering Committee approves the report of the November 2004 Steering Committee
10 teleconference meeting as presented in contribution [SC-20050222-003B](#).

11
12 **DECISION 2005/02-03**

13 The Steering Committee approves the report of the January 2005 Steering Committee
14 teleconference meeting as presented in contribution [SC-20050222-003C](#).

15
16 **DECISION 2005/02-04**

17 The Steering Committee endorses TIA's request for consideration of the TIA ballot
18 process in the execution of the 3GPP2 V&V process as outlined in contribution [SC-](#)
19 [20050222-023A](#) to be communicated to the TSGs.

20
21 **DECISION 2005/02-05**

22 The Steering Committee endorses the presentation for the India cdma2000 workshop
23 presented by TSG-C in contribution to [SC-20050222-005Cr1](#).

24
25 **DECISION 2005/02-06**

26 The Steering Committee approves the change in the name of the June 2005 3GPP2
27 workshop to be held in Seoul, Korea to: *"Evolving to Future Wireless*
28 *Telecommunications Technology, Hosted by Third Generation Partnership Project 2"*.

29
30 **DECISION 2005/02-07**

31 The Steering Committee approves the general framework of the agenda for the June 2005
32 workshop presented in contribution [SC-20050222-011](#), noting that the content of the
33 agenda is still being developed by the Ad Hoc and is due to be approved in March 2005.

34
35 **DECISION 2005/02-08**

36 The Steering Committee approves the 3GPP2 work plan presented in contribution [SC-](#)
37 [20050222-008B](#).

38
39 **DECISION 2005/02-09**

40 The Steering Committee approves the February 2005 Industry Notice presented by TSG-
41 C.

1 **ANNEX C:**

2 **Action items recorded at October 25 2004 Steering Committee meeting**

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4 **ACTION 2005/02-01**

5 The SC Chair is to inform the Organizational Partners of the modifications in TIA
6 procedures (including IPR policy) presented in contribution **SC-20050222-022** so that the
7 material can be remanded to the Working Procedures Ad Hoc as appropriate.

8

9 **ACTION 2005/02-02**

10 The 3GPP2 Secretariat is tasked with proposing a numbering plan for 3GPP2 industry
11 notices, given TIA's comments during the February 2005 review process.

12

13 **ACTION 2005/02-03**

14 The SC Chair is to refer contribution **SC-20050222-006D**, containing proposed liaison
15 correspondence to the WiFi Alliance, to the attention of the Organizational Partners.

16

17 **ACTION 2005/02-04**

18 The SC Chair is to bring contribution **SC-20050222-007G** (previously transmitted) to the
19 attention of the Organizational Partners for review in the context of IPR/copyright
20 management.

21

22 **ACTION 2005/02-05**

23 The SC Chair is to bring to the attention of the Organizational Partners the input from
24 TIA and TSG-S on the subject of the OMA Cooperation Framework document contained
25 in contributions **SC-20050222-017** and **SC-20050222-007B** respectively, for further
26 discussion.

27

28 **ACTION 2005/02-06**

29 George Turnipseed (Sprint) is requested to convene an informal meeting of TSG Chairs
30 and interested parties during the March 2005 TSG meetings being held in Denver, CO, to
31 discuss the subject of parallel meeting room usage.