

Third Generation Partnership Project 2

3GPP2

Working Procedures

May 20 2003

Foreword

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

An electronic version of these Partnership Project Working Procedures is available from the following address:

www.3gpp2.org

REVISION HISTORY

Revision	Date	Remarks
0	January 28,1999	First Release
1	September 16, 1999	Clarification to the rules for establishment of quorum and its relation to attendance and participation rights. Change of Numbering for SC and TSG. Added Guest participant category. Deleted text about primary/alternate designation. Alignment with the PPD on participation of OPs and MRPs a the TSG level.
2	January 27, 2000	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. Miscellaneous editorial corrections.
3	April 19, 2000	Scope change to support All IP Network and cross modes. Clarification of WG, SWG and Ad Hoc chair appointments. Clarification of notice periods for votes. Reduction in the number of votes cast for a vote to be considered valid. Reduction in the minimum voting period. Clarification that all subordinate bodies to a TSG must work by consensus. Additions of Annexes for Guidelines for Technical Writers and Software Tools.
4	January 2001	Clarification of the role of Secretariat in supporting 3GPP2, maintaining IPR register, monitoring relations with other groups Clarification of distribution of resources Clarification of OP role in confirming eligibility of members Clarification of time frame needed for electronic meetings of the TSG and WG Clarification of the procedures for appointment o the SC Chair and Vice Chairs. Transfer of IPR register responsibility from SC to Secretariat.
5	April 2001	Transfer of budget/scope impacting changes for TSG terms of reference from the SC to the OPs
6	April 2002	Clarification of the role of ITU representatives, observers, guests Clarification of handling appeals of regional regulatory matters and matters which are of non-regulatory nature Clarification of attendance by electronic means Clarification that quorum list is populated by Individual Members Update copyright language and contribution template

7	August 2002	Update of abbreviations and definitions Clarification of allocation of financial resources Removal of redundant text for document distribution
8	March 2003	Annex C revised to remove TSG-N and TSG-P and to include TSG-X. Correction to name of TSG-A.
9	May 2003	Replacement of term “active participants list” with language denoting current practice of using e-mail reflectors. Revision of ANNEX G – Software Tools Inclusion of Rules for Liaison noted in Article 52 and Annex D References to CWTS amended to CCSA

Contents

Foreword	2
REVISION HISTORY	3
SECTION A: GENERAL	8
Article 1: Description	8
Article 2: Purpose	8
Article 3: Scope and objectives	8
SECTION B: PARTICIPATION	10
Article 4: Categories	10
Article 5: Partnership	10
Article 6: Organizational Partnership	10
Article 7: Market Representation Partnership	10
Article 8: Individual Membership	11
Article 9: Termination of Individual Membership	12
Article 10: Observership and Guests	12
SECTION C: STRUCTURE	13
Article 11: Structure of 3GPP2	13
SECTION D: PARTNERS COLLECTIVE RESPONSIBILITIES	14
Article 12: Organizational Partners Collective Responsibilities	14
Article 13: Collective Responsibilities of all Partners	14
SECTION E: STEERING COMMITTEE (SC)	15
Article 14: SC tasks	15
Article 14a: Register of Individual Members	15
Article 15: SC participation	16
Article 16: SC appointment of Chair and Vice Chairs	16
Article 17: SC Chair Responsibilities	16
Article 18: SC meetings	18
Article 18a: SC meeting agenda	18
Article 18b: SC meeting registration	18
Article 18c: SC meeting document and file naming	19
Article 19: SC decision making	20
Article 19a: SC establishment of quorum and quorum list	20

Article 19c: SC voting during a meeting..... 21

Article 19d: SC proxies 22

Article 19e: SC voting by correspondence 22

Article 19f: SC E-mail Reflector 23

SECTION F: TECHNICAL SPECIFICATION GROUPS..... 23

Article 20: TSG tasks..... 23

Article 21: TSG participation 24

Article 22: TSG election of Chair and Vice Chairs 25

Article 22a: Appointment of WG Chair and Vice Chairs..... 25

Article 23: TSG Chair responsibilities 26

Article 24: TSG Chair and Vice Chairs dismissal 26

Article 25: TSG decision making..... 26

Article 25a: TSG establishment of quorum and quorum lists 27

Article 25b: TSG voting rights and list 27

Article 26: TSG voting during a meeting..... 27

Article 26a: TSG proxies 28

Article 27: TSG voting by correspondence..... 29

Article 28: TSG voting for the election of TSG Chair and Vice Chair..... 29

Article 29: TSG Chair's decision appeal process 30

Article 30: TSG and WG meetings..... 30

Article 31: TSG and WG meeting invitation..... 30

Article 32: TSG and WG meeting agenda 30

Article 33: TSG and WG meeting registration..... 31

Article 33a: TSG and WG E-mail Reflectors..... 31

Article 34: TSG and WG meeting document and file naming 32

Article 35: TSG document distribution..... 33

Article 36: Working Groups 33

SECTION G: WORK PROGRAM AND TECHNICAL CO-ORDINATION..... 34

Article 37: Work Program..... 34

Article 38: Work Items 34

Article 39: Work Item creation..... 34

Article 40: Work Item adoption by SC..... 34

Article 41: Work Item stopping..... 35

Article 42:	Technical co-ordination	35
SECTION H:	DELIVERABLES	36
Article 43:	Deliverable types	36
Article 44:	Approval process	36
Article 45:	Drafting rules	36
Article 46:	Copyright and ownership.....	36
Article 47:	Conversion by Organizational Partners	38
SECTION I:	REPORTING	39
Article 48:	Chair's reporting obligations	39
Article 49:	Changes to structure	39
Article 50:	Calendar of meetings	39
SECTION J:	EXTERNAL RELATIONS	40
Article 51:	Relationship with the ITU	40
Article 52:	Relations with other groups	40
SECTION K:	MISCELLANEOUS	41
Article 53:	Financial Resources.....	41
Article 54:	Secretariat	41
Article 55:	Intellectual Property Rights (IPR) Policy	41
Article 56:	Working language	41
Article 57:	Duration	41
Article 58:	Review of activities.....	41
Article 59:	Dissolution	42
Article 60:	Amendments to 3GPP2 Working Procedures.....	42
Annex A:	Definitions	43
Annex B:	Abbreviations.....	46
Annex C:	Individual member application form	47
Annex D:	Rules for liaison.....	50
Annex E:	Sample contribution cover	51
Annex F:	Procedures for the use of technical writers in 3GPP2	53
Annex G:	Software tools	56

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	The 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 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 3rd Generation Mobile System and its capabilities will be developed in a phased approach. 3GPP2 will prepare, approve and maintain the necessary set of Technical Specifications and Technical Reports for a 3rd Generation Mobile System including:

- cdma2000 and its enhancements
- A 3G Core Network evolved from ANSI-41 (Third Generation network capabilities that include mobility management and global roaming.)
- A 3G Network based on Internet Protocol that includes support for network and mobile station interoperability with the 3G Network evolved from ANSI-41
- Interface of 3GPP Radio Access Technology to 3G Core Network evolved from ANSI-41
- Interface of 3GPP2 Radio Access Technology to a 3G Core Network evolved from GSM-MAP
- Wireless Packet Data Networking
- A-Interface

- Services and Systems Aspects

The Technical Specifications and Technical Reports will be developed in view of global roaming and circulation of terminals.

The set of global Technical Specifications and Technical Reports for a 3G Core Network evolved from ANSI-41 and for ANSI-41 Core Networks should be common to the largest extent possible.

The results of the 3GPP2 work may form the basis of member contributions to the ITU in accordance with existing procedures.

3GPP2 will take account of emerging ITU recommendations on interworking between IMT-2000 family members.

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

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

- Partners;
- Individual Members;
- ITU Representatives;
- Observers;
- Guests

Article 5: Partnership

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

- Organizational Partners;
- Market Representation Partners.

Article 6: Organizational Partnership

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

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

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

Article 7: Market Representation Partnership

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

Market Representation Partnership is open to any organization, irrespective of its geographical location, 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;
- does not have the capability and authority to define, publish or set standards, nationally or regionally;
- has signed the Partnership Project Agreement.

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

Article 8: Individual Membership

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

- have committed itself to all or part of the 3GPP2 scope;
- contribute technically or otherwise to one or more of the Technical Specification Groups within the 3GPP2 scope;
- use the 3GPP2 results to the extent feasible.

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

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

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

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

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

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

Article 9: Termination of Individual Membership

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

Article 10: Observership and Guests

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

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

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

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

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

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

SECTION C: STRUCTURE

Article 11: Structure of 3GPP2

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

SECTION D: PARTNERS COLLECTIVE RESPONSIBILITIES

Article 12: Organizational Partners Collective Responsibilities

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

In addition the Organizational Partners shall perform the following tasks:

- approval and maintenance of the 3GPP2 scope;
- maintenance of the Partnership Project Description and the Partnership Project Working Procedures;
- approval of Organizational Partner funding requirements;
- appointment of the SC Chair and Vice Chairs;
- approval of Creation of TSGs and their Terms of Reference;
- approval of Dissolution of TSGs;
- approval of existing TSG Terms of Reference requiring additional funding or changes to the guiding scope of 3GPP2;
- allocation of human and financial resources provided by the Organizational Partners;
- acting as a body of appeal on procedural matters referred to them;
- validation and acceptance of applications for 3GPP2 partnership;
- making decisions relating to the dissolution of 3GPP2;
- resolving voting right disputes, if necessary, of multinational organizations;
- management of the 3GPP2 Secretariat;
- handling of appeals on regional matters of a regulatory nature referred to them from the SC.

Article 13: Collective Responsibilities of all Partners

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

- maintenance of the Partnership Project Agreement

SECTION E: STEERING COMMITTEE (SC)

Article 14: SC tasks

The SC shall perform the following tasks:

- allocation of voluntary human and financial resources provided by Market Representation Partners and Individual Members;
- handling of appeals from Individual Members on procedural matters referred to them from TSGs;
- handling of appeals from Individual Members on technical matters referred to them;
- recommendation of modifications to the Partnership Project Agreement, Partnership Project Working Procedures and Partnership Project Description, for Organizational Partner approval;
- approval of existing TSG Terms of Reference not requiring additional funding nor changes to the guiding scope of 3GPP2.
- determination of the overall time frame and manage overall work progress;
- final adoption of new and stopped work items proposed by the TSGs within the agreed 3GPP2 scope and objectives;
- confirmation of appointment or dismissal of TSG Chairs and Vice Chairs, as proposed by TSGs. (The proposed candidate shall be appointed unless there are extraordinary reasons that prevent such an appointment, e.g., severe company or geographical imbalance within 3GPP2. In such cases the TSG shall be requested to elect an alternative candidate. The decision not to appoint a candidate shall be made by consensus.);
- maintenance of the Register of Individual Members eligible to participate in 3GPP2 based on input received from Organizational Partners;
- final adoption of Technical Specifications and Technical Reports forwarded from the TSGs.

Article 14a: Register of Individual Members

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

Article 15: SC participation

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

- Representatives of participating Organizational Partners;
- Representatives of participating Market Representation Partners;
- Representatives of participating Individual Members (for example, a primary representative and an alternate)
- Representatives of ITU
- Representatives of Observers
- Chairs and Vice Chairs (or authorized delegate) of TSGs

Article 16: SC appointment of Chair and Vice Chairs

The OPs shall appoint the SC Chair and Vice Chairs from amongst the Organizational Partner representatives.

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

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

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

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

Article 17: SC Chair Responsibilities

The SC Chair is responsible for the overall management of the co-ordination work within 3GPP2.

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

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

The Chair may be assisted by the Secretariat.

The Chair may delegate tasks to the Vice Chair.

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

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

Article 18: SC meetings

A meeting of the SC shall be held at least twice per year.

The invitation to a Steering Committee and the necessary logistical information shall be disseminated at least 30 days before the meeting to all SC membership.

Article 18a: SC meeting agenda

The draft agenda for a SC meeting shall be disseminated by the responsible Chair to everyone on the SC via the group's E-mail Reflector at least 30 days before a meeting. The draft agenda should indicate subject matters where decisions may be required.

Article 18b: SC meeting registration

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

Article 18c: SC meeting document and file naming

Documents for a SC meeting shall follow a consistent numbering system:

Paper Copy Number - The following format shall be used to number paper copies of contributions:

3GPP2-SC[ad hoc]-yyyymmdd-xxx[Rx]

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

yyyymmdd - date of the start of the meeting

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

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

eg. 3GPP2-SC-19990413-003

Electronic Copy File Name - The following format shall be used as file names for electronic copies of contributions. The file name differs slightly from the paper copy number by removing the 3GPP2 introductory characters and by adding the contributor company name and an abbreviated title after number.

SC[ad hoc]-yyyymmdd-xxx[A][Rx] Company-Title

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

yyyymmdd - date of the start of the meeting

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

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

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

Company - An abbreviated company name.

Title - An abbreviated title for the document.

eg. SC-19990413-003R1 Smith-Kanai -Document Numbering

Notes:

1. The square brackets indicate optional parameters and the brackets are not to be included in the number or file name.
2. The Ad Hoc name employed must be defined by the chair of the Ad Hoc and is limited to 6 characters.
3. Brackets and slashes i.e. [] < > { } () / \, are precluded for use in the numbers to minimize problems with computer systems.

Article 19: SC decision making

In any meeting of the SC, quorum is required for decision making.

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

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

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

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

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

Article 19a: SC establishment of quorum and quorum list

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

- The 3GPP2 participants participating in the first meeting of any new group shall establish quorum;
- Members that miss three consecutive meetings of the group will be dropped from that group's quorum list;
- A member is added to the next meeting's quorum list after attendance of two consecutive meeting;
- Proxies will not be taken into account when determining the quorum;
- The quorum list is updated at the conclusion of each meeting based on the attendance at that meeting.

Article 19b: SC voting rights and list

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

- Individual Members, MRPs and OPs that miss three consecutive meetings of the SC are dropped from the SC voting list at the close of the third meeting;
- Individual Members, MRPs and OPs must attend two consecutive meetings to be placed on the voting list. Voting rights are established upon attendance at the second consecutive meeting;
- Individual Members, MRPs and OPs are deemed eligible to vote immediately upon being added to the SC voting list;
- Attendance by electronic means does not maintain voting rights in the SC;
- Those Individual Members, MRPs, and OPs in attendance at the first or second meeting of the SC will be entered on the initial voting list.
- The voting list for a meeting consists of the quorum list for the meeting plus those members who have attained voting rights by attendance at their second consecutive meeting.

Article 19c: SC voting during a meeting

The following procedures apply for voting during a SC meeting:

- quorum must be established prior to any vote being taken;
- before voting, a clear definition of the issue shall be provided by the Chair;
- a Voting Member shall be entitled to only one vote;
- one Individual Member belonging to more than one Organizational Partner, one vote;
- multinational companies are restricted to a single vote;
- each Voting Member may only cast the vote once;
- each Voting Member may carry proxy votes for up to five other Voting Members;
- before conducting a vote, appropriate notice shall be given to the SC via the Steering Committee E-mail Reflector. As a guideline, 14 days before the SC meeting, where a vote is expected, is considered appropriate notice. The notice shall include a clear definition of the issues that are subject of the vote. The notice period may be waived with unanimous consent of the Individual Members, Organizational Partners and Market Representation Partners present;
- abstentions, failure to submit a vote or an invalid vote shall not be included in determining the number of votes cast;

- for a vote to be considered valid, the total votes cast for/against must exceed 50% of the Individual Members, Organizational Partners and Market Representation Partners present (including proxies) who are eligible to vote; proxies are counted in the for/against total;
- the result of the vote shall be recorded in the meeting report.

Article 19d: SC proxies

The use of proxies shall be governed by the following:

- each Voting Member may carry proxy votes for up to five other Voting Members. All proxy votes shall be accompanied by a letter of authority from the authorizing Voting Member;
- the letter of authority shall be given to the SC Chair prior to the opening of the meeting at which the proxy is to be effective;
- at the opening of quorum call, the SC Chair will announce the proxy designate for any absent Member;
- a proxy is valid for only one meeting;
- proxies are not considered “attendance” for the purpose of maintaining membership or establishment of quorum;
- the voting representative of the proxy designate must vote the proxy on all votes called during the meeting;
- the Voting Member must specify how each proxy is voted;
- the meeting record will indicate members that submitted proxies and the proxy designate.

Article 19e: SC voting by correspondence

The following procedures apply for voting by correspondence:

- before voting, a clear definition of the issues shall be provided by the Chair and disseminated to all on the SC via the Steering Committee E-mail Reflector;
- one Individual Member belonging to more than one Organizational Partner, one vote;
- members eligible to vote shall be based on the voting list from the close of the last SC meeting prior to the voting notice being issued.
- a Voting Member shall only be entitled to one vote;
- each Voting Member may cast the vote only once within the voting period;
- the voting period shall be a minimum of 14 days or more as determined by the SC;
- there are no quorum requirements;

- abstentions, failure to submit a vote or an invalid vote shall not be included in determining the number of votes cast;
- for a vote to be considered valid, the total votes cast for/against must exceed 50% of the voting list;
- the result of the vote should be disseminated to all on the SC via the Steering Committee E-mail Reflector;
- voting members shall designate a primary representative and an alternate for voting by correspondence for the SC. Voting materials distributed to individuals not designated as either primary or alternates but who are on the participant lists shall be designated For-Your-Information-Only.

Article 19f: SC E-mail Reflector

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

SECTION F: TECHNICAL SPECIFICATION GROUPS

Article 20: TSG tasks

The TSGs shall prepare, approve and maintain the 3GPP2 Technical Specifications and Technical Reports.

The TSGs shall also perform the following tasks:

- Recommend to the SC for confirmation of TSG Chair and Vice Chairs based on election;
- Creation and dissolution of TSG Working Groups and approval of their terms of reference;
- Allocation of resources within the TSG;
- Allocation of voluntary human and financial resources provided by Market Representation Partners and Individual Members;
- Handling of appeals from Individual Members on technical matters;
- Preparation of a detailed time frame and management of detailed work progress;
- Management of work items;
- Technical Co-ordination;
- Proposal and approval of work items within the agreed 3GPP2 scope and terms of reference of the TSG;

- Maintenance of the list of Individual Members eligible to vote within the TSG (Voting Members);
- Approval of Technical Specifications or Technical Reports before forwarding to Steering Committee.

Article 21: TSG participation

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

- Representatives of participating Individual Members;
- Representatives of participating Organizational Partners;
- Representatives of participating Market Representation Partners;
- Representatives of Observers;
- Representatives of Guests.

Article 22: TSG election of Chair and Vice Chairs

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

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

The TSG Chair and Vice Chairs shall be elected by the respective Technical Specification Group from amongst the representatives from Individual Members. Each TSG shall elect a maximum of two Vice Chairs.

A candidate for TSG election shall provide a letter of support from his employer and nominations may be made up to the point when an election takes place.

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

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

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

Article 22a: Appointment of WG Chair and Vice Chairs

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

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

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

Article 23: TSG Chair responsibilities

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

The Chair may delegate tasks to the Vice Chairs.

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

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

The Chair (or authorized delegate) of the TSGs prepare report for SC and attend SC.

The Chair appoints and dismisses WG Chairs and Vice Chairs.

The Chair maintains voting list.

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

Article 24: TSG Chair and Vice Chairs dismissal

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

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

Article 25: TSG decision making

In any meeting of the TSG, quorum is required for decision making.

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

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

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

Variations imposed by national/regional regulatory requirements may be identified and may be included in the Technical Specifications at the discretion of the Technical Specification Groups and may be options included in the Technical Specifications. Voting will not be permitted on national/regional regulatory requirements.

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

Article 25a: TSG establishment of quorum and quorum lists

The TSG will establish and maintain a quorum list derived from the Register of Individual Members. Quorum is a number of Individual Members present at any meeting to decide any item of business of the group. A quorum shall be the presence of more than 50% of the of the TSG quorum list.

Additional attendance principles are:

- The 3GPP2 participants participating in the first meeting of any new group shall establish quorum;
- Members that miss three consecutive meetings of the group will be dropped from that group's quorum list;
- A member is added to the next meeting's quorum list after attendance of two consecutive meetings;
- Proxies will not be taken into account when determining the quorum;
- The quorum list is updated at the conclusion of each meeting based on the attendance at that meeting.

Article 25b: TSG voting rights and list

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

- Individual Members that miss three consecutive meetings of the TSG are dropped from the TSG voting list at the close of the third meeting;
- Individual Members must attend two consecutive meetings to be placed on the voting list. Voting rights are established upon attendance at the second consecutive meeting;
- Individual Members are deemed eligible to vote immediately upon being added to the TSG voting list;
- Those Individual Members in attendance at the first or second meeting of the TSG will be entered on the initial voting list;
- The voting list for a meeting consists of the quorum list for the meeting plus those members who have attained voting rights by attendance at their second consecutive meeting.

Article 26: TSG voting during a meeting

The following procedures apply for voting during a TSG meeting:

- one Individual Member belonging to more than one Organizational Partner, one vote;

- multinational companies are restricted to a single vote;
- before conducting a vote, appropriate notice shall be given to the TSG via the TSG E-mail Reflector. As a guideline, 14 days before the TSG meeting, where a vote is expected, is considered appropriate notice. The notice shall include a clear definition of the issues that are subject of the vote. The notice period may be waived with unanimous consent of the Individual Members present;
- before voting, a clear definition of the issues shall be provided by the Chair;
- voting Members shall only be entitled to one vote;
- if a Voting Member has more than one representative present, only one representative may vote;
- each Voting Member may only cast the vote once;
- each Voting Member may carry proxy votes for up to five other Voting Members;
- abstentions, failure to submit a vote or an invalid vote shall not be included in determining the number of votes cast;
- for a vote to be considered valid, the total votes cast for/against must exceed 50% of the Individual Members present (including proxies) who are eligible to vote; proxies are counted in the for/against total;
- the result of the vote shall be recorded in the meeting report.
- a vote may only take place at the TSG level;
- voting may not take place at the WG level; however, informal polling below the TSG level is permitted as a way of facilitating consensus.

Article 26a: TSG proxies

The use of proxies shall be governed by the following:

- each Voting Member may carry proxy votes for up to five other Voting Members. All proxy votes shall be accompanied by a letter of authority from the authorizing Voting Member;
- the letter of authority shall be given to the TSG Chair prior to the opening of the meeting at which the proxy is to be effective;
- at the opening of quorum call, the TSG Chair will announce the Proxy Designate for any absent Member;
- a separate proxy is required for each TSG to which the Member belongs;
- a proxy is valid for only one meeting;
- proxies are not considered “attendance” for the purpose of maintaining membership or quorum;

- the voting representative of the proxy designate must vote the proxy on all votes called during the meeting;
- the Voting Member must specify how each proxy is voted;
- the meeting record will indicate members that submitted proxies and the Proxy designate.

Article 27: TSG voting by correspondence

The following procedures apply for voting by correspondence:

- before voting, a clear definition of the issues shall be provided by the Chair and disseminated to all on the TSG via the TSG E-mail Reflector;
- one Individual Member belonging to more than one Organizational Partner, one vote;
- members eligible to vote shall be based on the voting list from the close of the last TSG meeting prior to the voting notice being issued;
- a Voting Member shall only be entitled to one vote;
- each Voting Member may cast the vote only once within the voting period;
- the voting period shall be a minimum of 14 days or more as determined by the TSG;
- there are no quorum requirements;
- abstentions, failure to submit a vote or an invalid vote shall not be included in determining the number of votes cast;
- for a vote to be considered valid, the total votes cast for/against must exceed 50% of the voting list;
- the result of the vote should be disseminated to all on the TSG via the TSG E-mail Reflector;
- Voting members shall designate a primary representative and an alternate for voting by correspondence for the TSG. Voting materials distributed to individuals not designated as either primary or alternates but who are on the TSG E-mail Reflector shall be designated For-Your-Information-Only.

Article 28: TSG voting for the election of TSG Chair and Vice Chair

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

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

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

Article 29: TSG Chair's decision appeal process

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

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

Article 30: TSG and WG meetings

TSGs and WGs shall meet as necessary to complete their work within the prescribed timeframe. TSGs should endeavor to hold their meetings at the same time and place to assist in the overall co-ordination of the work.

Meeting locations should reflect the geographical diversity of the TSG and WG participants.

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

If a TSG or WG meeting is designated as face-to-face meeting, then the provision of bridge and speakerphone capabilities are at the discretion of the chair. In the case where the chair allows for a provision of bridge and speakerphone, only those participating by speakerphone would not be counted toward attendance requirements.

Article 31: TSG and WG meeting invitation

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

Article 32: TSG and WG meeting agenda

The draft agenda for a TSG or any independent WG meeting shall be disseminated by the responsible Chair to all on the TSG or WG E-mail Reflectors at least 21 days before a meeting. The draft agenda should indicate subject matters where decisions may be required. In the case of electronic meetings for WGs, the notice period may be reduced to 7 days.

Article 33: TSG and WG meeting registration

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

Article 33a: TSG and WG E-mail Reflectors

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

Article 34: TSG and WG meeting document and file naming

Documents for a TSG or WG meeting shall follow a consistent numbering system.

Paper Copy Number - The following format shall be used to number paper copies of contributions.

3GPP2-XYZ[adhoc]-yyyymmdd-xxx[Rx]

- X - letter of the TSG
- Y - WG Number (0 if a plenary contribution)
- Z - SWG Number (0 if a plenary or working group contribution)
- adhoc - abbreviated name of the Ad Hoc (optional).
- yyyymmdd - date of the start of the meeting
- xxx - contribution number - numbered sequentially from the start of the relevant plenary, working group, sub-working group.
- Rx - where Rx is used to identify subsequent versions of a contribution received during the same meeting. 'x' is a number starting at 1.

eg. 3GPP2-S10-19990413-003

Electronic Copy File Name - The following format shall be used as file names for electronic copies of contributions. The file name differs slightly from the paper copy number by removing the 3GPP2 introductory characters and by adding the contributor company name and an abbreviated title after number.

XYZ[adhoc]-yyyymmdd-xxx[A][Rx] Company-Title

- X - letter of the TSG
- Y - WG Number (0 if a plenary contribution)
- Z - SWG Number (0 if a plenary or working group contribution)
- adhoc - abbreviated name of the Ad Hoc (optional).
- yyyymmdd - date of the start of the meeting
- xxx - contribution number - numbered sequentially from the start of the relevant plenary, working group, sub-working group.
- A - used when a contribution is made up of several files, labelled sequentially A, B, C... (optional)
- Rx - where Rx is used to identify subsequent versions of a contribution received during the same meeting. 'x' is a number starting at 1.
- Company - An abbreviated company name.
- Title - An abbreviated title for the document.

eg. S10-19990413-003R1 Smith and Kanai-Document Numbering

Notes:

1. The square brackets indicate optional parameters and the brackets are not to be included in the number or file name.
2. The Ad Hoc name employed must be defined by the chair of the Ad Hoc and is limited to 6 characters.
3. Brackets and slashes i.e. [] < > { } () / \, are precluded for use in the numbers to minimize problems with computer systems.

Article 35: TSG document distribution

[This article left intentionally blank.]

Article 36: Working Groups

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

SECTION G: WORK PROGRAM AND TECHNICAL CO-ORDINATION

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;
 - the identity of the Work Item Rapporteurs.
-

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.

One or more persons may be named as Rapporteur for the proposed Work Item.

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" until the end of the month following the month during which the 3GPP2 work item was entered into the 3GPP2 Work Program. 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. At the end of the period, the "new" flag shall be removed (even if there is an objection) and 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.

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

Article 41: Work Item stopping

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

The Work Program shall be updated accordingly, and shall show the Work Item as "stopped" until the end of the month following the month during which the Work Item was initially flagged.

The Work Item will be stopped by the SC unless substantial objection is received from an Individual Member during this period. It is the responsibility of any objecting Individual Member 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 to raise the issue with the SC.

Article 42: Technical co-ordination

The SC shall be responsible for determining the overall time frame and for managing the overall work progress. The Services and System Aspects TSG shall have a particular responsibility for the technical co-ordination of work being undertaken within 3GPP2. Problems encountered in performing this technical co-ordination role shall be reported immediately to the SC.

SECTION H: DELIVERABLES

Article 43: Deliverable types

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

Article 44: Approval process

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

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

When Technical Specifications and Technical Reports become sufficiently stable, they shall be put under change control of the relevant TSG. The further development of these Technical Specifications and Technical Reports shall be achieved by change requests to be approved by the TSG.

Article 45: Drafting rules

The Technical Specifications and Technical Reports drafted by the TSGs shall follow the 3GPP2 drafting rules (to be provided), using document processing facilities, format, languages and notations agreed by the Organizational Partners, and on a medium suited for electronic document handling and publishing.

Article 46: Copyright and ownership

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

Contributions made to 3GPP2 shall contain the following text and be similar to the format given at **Annex E**:

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

This document has been prepared by [Name of Company] to assist the development of specifications by 3GPP2. It is proposed to the Committee as a basis for discussion and is not to be construed as a binding proposal on [Name of Company]. [Name of Company] specifically reserves the right to amend or modify the material contained herein and nothing herein shall be construed as conferring or offering licenses or rights with respect to any intellectual property of [Name of Company] other than provided in the copyright statement above.

Article 47: Conversion by Organizational Partners

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

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

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

SECTION I: REPORTING

Article 48: Chair's reporting obligations

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

The meeting report shall be adopted at next meeting by members.

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

Article 49: Changes to structure

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

Article 50: Calendar of meetings

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

SECTION J: EXTERNAL RELATIONS

Article 51: Relationship with the ITU

3GPP2 will not contribute directly to the ITU.

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

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

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

Article 52: Relations with other groups

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

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

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

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

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

SECTION K: MISCELLANEOUS

Article 53: Financial Resources

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

Article 54: Secretariat

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

Article 55: Intellectual Property Rights (IPR) Policy

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

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

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

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

Article 56: Working language

The working language for 3GPP2 shall be English.

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

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

Article 57: Duration

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

Article 58: Review of activities

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

Article 59: Dissolution

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

Article 60: Amendments to 3GPP2 Working Procedures

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

Annex A: Definitions

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 physically or by electronic means.
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 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 TR45 and TR46.
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.

Annex B: Abbreviations

3GPP	Third Generation Partnership Project (a collaborative activity between ARIB, CCSA, ETSI, TTA, TTC, and Standards Committee T1)
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

Annex C: Individual member application form

APPLICATION FORM for INDIVIDUAL MEMBERSHIP
for the THIRD GENERATION PARTNERSHIP PROJECT 2 (3GPP2)
Please complete this form and return it to the appropriate Organizational Partner

COMPANY NAME:

ADDRESS:

URL:

Please indicate below which ORGANIZATIONAL PARTNER(s) your company is a member of :

ARIB CCSA TIA TTA TTC

Please indicate below which ORGANIZATIONAL PARTNER you wish to designate as your Principal OP (check one):

ARIB CCSA TIA TTA TTC

*A Principal OP is the standards development organization with which your company wishes to be affiliated for purposes of participating in 3GPP2. In choosing the OP, an Individual Member agrees to have its membership in 3GPP2 associated with that particular OP and any 3GPP2 related costs can be expected to be invoiced by the designated Principal OP to your company.

Authorization

Authorized Representative:

Signature: _____ Date _____
Name: _____ Title: _____
Address: _____ Phone: _____
Fax: _____
E-Mail: _____

The 'Authorized Representative' is an individual within an organization authorized to commit a company to all or part of the scope and charter of 3GPP2 as well and providing a general endorsement to support 3GPP2 funding requirements.

Contact Information

Principal Contact (If different from above):

Name: _____ Title: _____
 Address: _____ Phone: _____
 _____ Fax: _____
 _____ E-Mail: _____

The 'Principal Contact' will be used by 3GPP2 and its OPs for purposes of any general information mailings as well as any requests for funding from the OPs in support of 3GPP2.

Voting by Correspondence

Please indicate which groups you intend to participate in by designating primary and alternate persons for purposes of voting by correspondence (E-mail):

TSG	Primary	Primary E-mail	Alternate	Alternate E-mail
SC				
A				
C				
S				
X				

SC - Steering Committee; A -Access Network Interfaces; C - cdma2000;; S – Services and Systems Aspects; X – Intersystem Operations.

Annex D: Rules for liaison

Establishment of Liaison

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

Maintenance of Liaison

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

Removal of Liaison

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

Annex E: Sample contribution cover

20020401xxxDOCNUMBERASSIGNED-xxxx

3GPP2

TSG-xx or SC-xx or OP-xx

TITLE:	
Proposal to develop a new air interface based on rocks connected together by string.	
SOURCE:	
Fred Flintstone	Tel: 909.987.5432
Slate Rock and Gravel Company	Fax: 909.987.4321
Bedrock, CA 90027 USA	Email: Flintsone@bedrock.com
ABSTRACT:	
Recent discoveries in communications have demonstrated that it is possible to communicate with two people by connecting two small rocks with string. The speaker places the rock in front of his mouth and speaks loudly into the rock. The listener also places his rock to his ear and is able to hear to hear the other person. Tests have shown the size of the rock and the diameter of the string has significant impact of the legibility of the communication, hence it is recommended that the interface be standardized.	
RECOMMENDATION:	
Review, add to the work plan; create a new TSG to create "String and Rock" communication device.	

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

This document has been prepared by [Name of Company] to assist the development of specifications by 3GPP2. It is proposed to the Committee as a basis for discussion and is not to be construed as a binding proposal on [Name of Company]. [Name of Company] specifically reserves the right to amend or modify the material contained herein and nothing herein shall be construed as conferring or offering licenses or rights with respect to any intellectual property of [Name of Company] other than provided in the copyright statement above.

Annex F: Procedures for the use of technical writers in 3GPP2

Introduction: 3GPP2 has established as part of its budget a fund to permit the hiring of contract technical writers to aid in the development of 3GPP2. For the year 2000, the amount budgeted is \$500,000.

Detailed Procedures:

1. When a TSG determines that a technical writer is required for a particular project, the TSG Chair shall make the request in writing using the attached form to the 3GPP2 Manager with a copy to the Chair of the Steering Committee (SC). Note that the decision to request one or more technical writers should be by the agreement of the TSG and is not the sole decision of the TSG chair. This request should only be exercised when a "volunteer" editor cannot be provided.
2. Upon concurrence of SC chair and the 3GPP2 Manager (for budget verification), the 3GPP2 Manager shall forward to all OP Finance Oversight Committee members a copy of the request and begin the process of hiring a contract technical writer.
3. A technical writer may not be an employee of any of the Individual Members of 3GPP2 or their subsidiaries.
4. All contracts shall be of fixed duration or in the case of a general services contract, Purchase Orders shall be issued for each individual work item. The contract and/or purchase order shall clearly indicate as a minimum:
 - The scope of work to be performed.
 - The hourly rate.
 - The start and end dates for the work.
 - The maximum allotted funding.
5. Once a contract or Purchase Order is issued by the 3GPP2 Secretariat, a copy of the document shall be sent to the SC Chair, the TSG chair and to all OP Finance Oversight Committee members.
6. Before any amount can be paid for services rendered, a timesheet shall be submitted specifying the hours worked and a brief description of the work performed. The timesheet shall be endorsed by both the individual within the TSG responsible for overseeing the work of the Technical Writer (Responsible Oversight) and the relevant TSG Chair. The endorsement may be via e-mail to the 3GPP2 Manager.
7. Nominal expenses for items such as mailing, shipping, faxing, etc. shall be included in the contracted rate. Other expenses may only be charged with the prior permission of the 3GPP2 Manager.

8. Travel expenses will only be permitted if a specific endorsement in the contract permits it. Travel expenses shall be in line with the 3GPP2 Secretariat policy.
9. Any changes in the scope of the work, increase in the maximum allotted amount or extension of the duration of the contract shall require a resubmission of the Request for Technical Writer form with the same requirements for approval and distribution as the original.
10. The 3GPP2 Manager shall have full responsibility for the hiring, compensation and dismissal of Technical Writers. All matters of this type shall be addressed via the 3GPP2 Manager and no other party shall make any commitment on behalf of 3GPP2 without the prior approval of the 3GPP2 Manager.
11. The 3GPP2 Manager shall report monthly to the OP Finance Oversight Committee on actual expenditures on Technical Writers.

3GPP2 Request for Technical Writer

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:

For 3GPP2 Secretariat Use Only

Technical Writer:

Rate: If cost is hourly, list total maximum

Start Date:

Contract Expiry Date:

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: Version 3.0 or later. • Recommended Reader: Adobe Acrobat: Version 4.0 or later • 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 : version 5.1 or later • Microsoft Excel: Microsoft Excel version '97 or later • Microsoft PowerPoint: Microsoft PowerPoint version '97 or later • Adobe FrameMaker: Version 5.5 or later • 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 must 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: version 5.1 or later • Visio Technical : Version 5.0 or later (for drawings) • MacDraw: Version II.1 or later • Adobe FrameMaker: Version 5.5 or later • Any other application software compatible with the above
<p>Preferred Specification Formats for Editing.</p> <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"> • Microsoft Word: Version 5.1 or later • Adobe FrameMaker: Version 5.5 or later • 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: Version 4.0 or later • 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 version 5.1 or later • Adobe FrameMaker: Version 5.5 or later • Any other application software compatible with the above