

Version 11.0

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**3RD GENERATION
PARTNERSHIP
PROJECT 2
"3GPP2"**

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9 **Third Generation Partnership Project 2 (3GPP2)**
10 **Working Procedures**

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1 **FOREWORD**

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

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

7 **REVISION HISTORY**

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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 at 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.

Revision	Date	Remarks
3	April 19, 2000	<p>Scope change to support All IP Network and cross modes.</p> <p>Clarification of WG, SWG and Ad Hoc chair appointments.</p> <p>Clarification of notice periods for votes.</p> <p>Reduction in the number of votes cast for a vote to be considered valid.</p> <p>Reduction in the minimum voting period.</p> <p>Clarification that all subordinate bodies to a TSG must work by consensus.</p> <p>Additions of Annexes for Guidelines for Technical Writers and Software Tools.</p>
4	January 2001	<p>Clarification of the role of Secretariat in supporting 3GPP2, maintaining IPR register, monitoring relations with other groups</p> <p>Clarification of distribution of resources</p> <p>Clarification of OP role in confirming eligibility of members</p> <p>Clarification of time frame needed for electronic meetings of the TSG and WG</p> <p>Clarification of the procedures for appointment of the SC Chair and Vice Chairs.</p> <p>Transfer of IPR register responsibility from SC to Secretariat.</p>
5	April 2001	Transfer of budget/scope impacting changes for TSG terms of reference from the SC to the OPs

Revision	Date	Remarks
6	April 2002	<p>Clarification of the role of ITU representatives, observers, guests</p> <p>Clarification of handling appeals of regional regulatory matters and matters which are of non-regulatory nature</p> <p>Clarification of attendance by electronic means</p> <p>Clarification that quorum list is populated by Individual Members</p> <p>Update copyright language and contribution template</p>
7	August 2002	<p>Update of abbreviations and definitions</p> <p>Clarification of allocation of financial resources</p> <p>Removal of redundant text for document distribution</p>
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	<p>Replacement of term “active participants list” with language denoting current practice of using e-mail reflectors.</p> <p>Revision of ANNEX G – Software Tools</p> <p>Inclusion of Rules for Liaison noted in Article 52 and Annex D</p> <p>References to CWTS amended to CCSA</p>
10	March 2004	<p>Annex C revised to reflect newly-approved name of TSG-X “Core Networks”</p> <p>Inclusion of cdma2000 registered trademark symbol and footnote language (page 8)</p>

Revision	Date	Remarks
11	28 February 2006	<p data-bbox="634 275 1427 348">Created Annex H – Steering Committee Document Approval Process. (OP Action 2004/10-01)</p> <p data-bbox="634 405 1427 548">Inserted approved policy for reduction in meeting notice lead-time for electronic Plenary meetings of TSGs – articles 31 and 32. (OP Action 2003/10-05)</p> <p data-bbox="634 604 1330 678">Inserted text that defines the procedures for operating when quorum is not present</p> <p data-bbox="634 735 919 766">Editorial clean-up</p> <p data-bbox="634 823 1406 896">Changes made at the February 2006 OP meeting in Jeju, Korea.</p>

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1 **SECTION A - GENERAL**
2

3 Article 1: Description

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

6 ARIB Association of Radio Industries and Businesses (Japan)

7 CCSA China Communications Standards Association (China)

8 TIA Telecommunications Industry Association (US)

9 TTA Telecommunications Technology Association (Korea)

10 TTC The Telecommunication Technology Committee (Japan)

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

13 Article 2: Purpose

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

19 Article 3: Scope and Objectives

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

- 24 • cdma2000^{®1} and its enhancements
- 25 • A 3G Core Network evolved from ANSI-41 (Third Generation network
26 capabilities that include mobility management and global roaming.)

¹ cdma2000[®] is the trademark for the technical nomenclature for certain specifications and standards of the Organizational Partners (OPs) of 3GPP2. Geographically (and as of the date of publication), cdma2000[®] is a registered trademark of the Telecommunications Industry Association (TIA-USA) in the United States.

- 1 • A 3G Network based on Internet Protocol that includes support for network
2 and mobile station interoperability with the 3G Network evolved from ANSI-
3 41
- 4 • Interface of 3GPP Radio Access Technology to a 3G Core Network evolved
5 from ANSI-41
- 6 • Interface of 3GPP2 Radio Access Technology to a 3G Core Network evolved
7 from GSM-MAP
- 8 • Wireless Packet Data Networking
- 9 • A-Interface
- 10 • Services and Systems Aspects

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

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

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

18 3GPP2 will take account of emerging ITU recommendations on interworking
19 between IMT-2000 family members.

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

23 **SECTION B – PARTICIPATION**

24

25 Article 4: Categories

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

- 28 • Partners;
- 29 • Individual Members;
- 30 • ITU Representatives;

- 1 • Observers;
- 2 • Guests

3 Article 5: Partnership

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

- 5 • Organizational Partners;
- 6 • Market Representation Partners.

7 Article 6: Organizational Partnership

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

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

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

18 Article 7: Market Representation Partnership

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

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

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

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

3 Article 8: Individual Membership

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

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

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

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

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

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

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

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

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2 Article 9: Termination of Individual Membership

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

8 Article 10: Observership and Guests

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

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

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

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

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

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

29 **SECTION C – STRUCTURE**

30

31 Article 11: Structure of 3GPP2

32 3GPP2 shall consist of a Steering Committee (SC) and Technical Specification
33 Groups (TSGs). The SC may establish Ad Hoc Groups and the Technical
34 Specification Groups may establish Working Groups, Sub-Working Groups and
35 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:

- 1 • maintenance of the Partnership Project Agreement

2 **SECTION E – STEERING COMMITTEE (SC)**

3

4 Article 14: SC Tasks

5 The SC shall perform the following tasks:

- 6 • allocation of voluntary human and financial resources provided by Market
7 Representation Partners and Individual Members;
- 8 • handling of appeals from Individual Members on procedural matters referred
9 to them from TSGs;
- 10 • handling of appeals from Individual Members on technical matters referred
11 to them;
- 12 • recommendation of modifications to the Partnership Project Agreement,
13 Partnership Project Working Procedures and Partnership Project Description,
14 for Organizational Partner approval;
- 15 • approval of existing TSG Terms of Reference not requiring additional funding
16 nor changes to the guiding scope of 3GPP2.
- 17 • determination of the overall time frame and manage overall work progress;
- 18 • final adoption of new and stopped work items proposed by the TSGs within
19 the agreed 3GPP2 scope and objectives;
- 20 • confirmation of appointment or dismissal of TSG Chairs and Vice Chairs, as
21 proposed by TSGs. (The proposed candidate shall be appointed unless there
22 are extraordinary reasons that prevent such an appointment, e.g., severe
23 company or geographical imbalance within 3GPP2. In such cases the TSG
24 shall be requested to elect an alternative candidate. The decision not to
25 appoint a candidate shall be made by consensus.);
- 26 • maintenance of the Register of Individual Members eligible to participate in
27 3GPP2 based on input received from Organizational Partners;
- 28 • final adoption of Technical Specifications and Technical Reports forwarded
29 from the TSGs.

30 Article 14a Register of Individual Members

31 The SC (3GPP2 Secretariat) shall maintain a register of Individual Members
32 eligible to participate in 3GPP2 based on input received from the Organizational

1 Partners. This Register shall be made available to the SC and TSGs for
2 purposes of determining eligibility for Quorum and Voting Lists.

3 Article 15: SC Participation

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

- 5 • Representatives of participating Organizational Partners;
- 6 • Representatives of participating Market Representation Partners;
- 7 • Representatives of participating Individual Members (for example, a primary
8 representative and an alternate)
- 9 • Representatives of ITU
- 10 • Representatives of Observers
- 11 • Chairs and Vice Chairs (or authorized delegate) of TSGs

12 Article 16: SC Appointment of Chair and Vice Chairs

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

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

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

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

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

25 Article 17: SC Chair Responsibilities

26 The SC Chair is responsible for the overall management of the co-ordination work within
27 3GPP2.

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

- 1 The Chair may solicit assistance of members of the SC to assist in the work.
- 2 The Chair may be assisted by the Secretariat.
- 3 The Chair may delegate tasks to the Vice Chair.
- 4 The Chair appoints and dismisses Ad Hoc chairs established under the SC.
- 5 When performing their tasks, the Chair (or Vice Chair when serving as Chair)
- 6 shall maintain strict impartiality and act in the interest of the 3GPP2.

7 Article 18: SC Meetings

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

- 10 • The invitation to the meeting and the necessary logistical information shall
11 be disseminated at least 30 days before the meeting to all SC membership,
12 and
- 13 • the meeting agenda meets the requirements specified in Article 18a, and
- 14 • the meeting is convened on the date and at the location specified on the
15 meeting invitation.

16 In this document, procedures relating to SC meeting conduct assume a valid
17 SC meeting.

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

19 Article 18a: SC Meeting Agenda

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

24 Article 18b: SC Meeting Registration

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

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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] Source-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.

Source - An abbreviated source name.

Title - An abbreviated title for the document.

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

1 **Notes:**

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

8 Article 19: SC Decision Making

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

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

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

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

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

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

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

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

- 7 • The 3GPP2 participants participating in the first meeting of any new group
 8 shall establish quorum;
- 9 • Members that miss three consecutive meetings of the group will be dropped
 10 from that group's quorum list;
- 11 • A member is added to the next meeting's quorum list after attendance of two
 12 consecutive meeting;
- 13 • Proxies will not be taken into account when determining the quorum;
- 14 • The quorum list is updated at the conclusion of each meeting based on the
 15 attendance at that meeting. Attendance is credited if the member is present
 16 at any quorum call during the meeting or if the member is present and the
 17 member's presence is publicly recognized by the presiding Chair during the
 18 meeting. Attendance is not credited (i.e., the member has missed the
 19 meeting) if the member is absent at every quorum call during the meeting.

20 Article 19b: SC Voting Rights and List

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

- 24 • Individual Members, MRPs and OPs that miss three consecutive meetings of
 25 the SC are dropped from the SC voting list at the close of the third meeting;
- 26 • Individual Members, MRPs and OPs must attend two consecutive meetings
 27 to be placed on the voting list. Voting rights are established upon
 28 attendance at the second consecutive meeting;
- 29 • Individual Members, MRPs and OPs are deemed eligible to vote immediately
 30 upon being added to the SC voting list;
- 31 • Attendance by electronic means does not maintain voting rights in the SC;
- 32 • Those Individual Members, MRPs, and OPs in attendance at the first or
 33 second meeting of the SC will be entered on the initial voting list.

- 1 • The voting list for a meeting consists of the quorum list for the meeting plus
2 those members who have attained voting rights by attendance at their
3 second consecutive meeting.

4 Article 19c: SC Voting During a Meeting

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

- 6 • quorum must be established prior to any vote being taken;
- 7 • before voting, a clear definition of the issue shall be provided by the Chair;
- 8 • a Voting Member shall be entitled to only one vote;
- 9 • one Individual Member belonging to more than one Organizational Partner,
10 one vote;
- 11 • multinational companies are restricted to a single vote;
- 12 • each Voting Member may only cast the vote once;
- 13 • each Voting Member may carry proxy votes for up to five other Voting
14 Members;
- 15 • before conducting a vote, appropriate notice shall be given to the SC via the
16 Steering Committee E-mail Reflector. As a guideline, 14 days before the SC
17 meeting, where a vote is expected, is considered appropriate notice. The
18 notice shall include a clear definition of the issues that are subject of the
19 vote. The notice period may be waived with unanimous consent of the
20 Individual Members, Organizational Partners and Market Representation
21 Partners present;
- 22 • abstentions, failure to submit a vote or an invalid vote shall not be included
23 in determining the number of votes cast;
- 24 • for a vote to be considered valid, the total votes cast for/against must
25 exceed 50% of the Individual Members, Organizational Partners and Market
26 Representation Partners present (including proxies) who are eligible to vote;
27 proxies are counted in the for/against total;
- 28 • the result of the vote shall be recorded in the meeting report.

29 Article 19d: SC Proxies

30 The use of proxies shall be governed by the following:

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

16 Article 19e: SC Voting by Correspondence

17 The following procedures apply for voting by correspondence:

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

- 1 • abstentions, failure to submit a vote or an invalid vote shall not be included
2 in determining the number of votes cast;
- 3 • for a vote to be considered valid, the total votes cast for/against must exceed
4 50% of the voting list;
- 5 • the result of the vote should be disseminated to all on the SC via the
6 Steering Committee E-mail Reflector;
- 7 • voting members shall designate a primary representative and an alternate for
8 voting by correspondence for the SC. Voting materials distributed to
9 individuals not designated as either primary or alternates but who are on the
10 participant lists shall be designated For-Your-Information-Only.

11 Article 19f: SC E-Mail Reflector

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

16 **SECTION F – TECHNICAL SPECIFICATION GROUPS**

18 Article 20: TSG Tasks

19 The TSGs shall also perform the following tasks:

- 20 • Recommend to the SC for confirmation of TSG Chair and Vice Chairs based
21 on election;
- 22 • Creation and dissolution of TSG Working Groups and approval of their terms
23 of reference;
- 24 • Allocation of resources within the TSG;
- 25 • Allocation of voluntary human and financial resources provided by Market
26 Representation Partners and Individual Members;
- 27 • Handling of appeals from Individual Members on technical matters;
- 28 • Preparation of a detailed time frame and management of detailed work
29 progress;
- 30 • Management of work items;
- 31 • Technical Co-ordination;

- 1 • Proposal and approval of work items within the agreed 3GPP2 scope and
2 terms of reference of the TSG;
- 3 • Maintenance of the list of Individual Members eligible to vote within the TSG
4 (Voting Members);
- 5 • Approval of Technical Specifications or Technical Reports before forwarding
6 to Steering Committee.

7 Article 21: TSG Participation

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

- 9 • Representatives of participating Individual Members;
- 10 • Representatives of participating Organizational Partners;
- 11 • Representatives of participating Market Representation Partners;
- 12 • Representatives of Observers;
- 13 • Representatives of Guests.

14 Article 22: TSG Election of Chair and Vice Chairs

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

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

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

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

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

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

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

1 available. Successive Chairs should not usually be from the same
2 Organizational Partner, the same region or from the same group of companies.

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

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

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

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

12 Article 23: TSG Chair Responsibilities

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

17 The Chair may delegate tasks to the Vice Chairs.

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

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

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

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

24 The Chair maintains voting list.

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

26 Article 24: TSG Chair and Vice Chairs Dismissal

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

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

1 Article 25: TSG Decision Making

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

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

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

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

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

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

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

25 The TSG will establish and maintain a quorum list at the plenary level derived
26 from the Register of Individual Members. Quorum is a number of Individual
27 Members present at any meeting to decide any item of business of the group. A
28 quorum shall be the presence of more than 50% of the of the TSG quorum list.
29 Additional attendance principles are:

- 30 • The 3GPP2 participants participating in the first meeting of any new group
31 shall establish quorum;
- 32 • Members that miss three consecutive meetings of the group will be dropped
33 from that group's quorum list;
- 34 • A member is added to the next meeting's quorum list after attendance of two
35 consecutive meetings;

- 1 • Proxies will not be taken into account when determining the quorum;
- 2 • The quorum list is updated at the conclusion of each meeting based on the
3 attendance at that meeting. Attendance is credited if the member is present
4 at any quorum call during the meeting or if the member is present and the
5 member's presence is publicly recognized by the presiding Chair during the
6 meeting. Attendance is not credited (i.e., the member has missed the
7 meeting) if the member is absent at every quorum call during the meeting.

8 Article 25b: TSG Voting Rights and List

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

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

27 Article 26: TSG Voting During a Meeting

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

- 29 • one Individual Member belonging to more than one Organizational Partner,
30 one vote;
- 31 • multinational companies are restricted to a single vote;
- 32 • before conducting a vote, appropriate notice shall be given to the TSG via
33 the TSG E-mail Reflector. As a guideline, 14 days before the TSG meeting,
34 where a vote is expected, is considered appropriate notice. The notice shall

- 1 include a clear definition of the issues that are subject of the vote. The
2 notice period may be waived with unanimous consent of the Individual
3 Members present;
- 4 • before voting, a clear definition of the issues shall be provided by the Chair;
 - 5 • voting Members shall only be entitled to one vote;
 - 6 • if a Voting Member has more than one representative present, only one
7 representative may vote;
 - 8 • each Voting Member may only cast the vote once;
 - 9 • each Voting Member may carry proxy votes for up to five other Voting
10 Members;
 - 11 • abstentions, failure to submit a vote or an invalid vote shall not be included
12 in determining the number of votes cast;
 - 13 • for a vote to be considered valid, the total votes cast for/against must
14 exceed 50% of the Individual Members present (including proxies) who are
15 eligible to vote; proxies are counted in the for/against total;
 - 16 • the result of the vote shall be recorded in the meeting report.
 - 17 • a vote may only take place at the TSG level;
 - 18 • voting may not take place at the WG level; however, informal polling below
19 the TSG level is permitted as a way of facilitating consensus.

20 Article 26a: TSG Proxies

21 The use of proxies shall be governed by the following:

- 22 • each Voting Member may carry proxy votes for up to five other Voting
23 Members. All proxy votes shall be accompanied by a letter of authority from
24 the authorizing Voting Member;
- 25 • the letter of authority shall be given to the TSG Chair prior to the opening of
26 the meeting at which the proxy is to be effective;
- 27 • at the opening of quorum call, the TSG Chair will announce the Proxy
28 Designate for any absent Member;
- 29 • a separate proxy is required for each TSG to which the Member belongs;
- 30 • a proxy is valid for only one meeting;

- 1 • proxies are not considered “attendance” for the purpose of maintaining
2 membership or quorum;
- 3 • the voting representative of the proxy designate must vote the proxy on all
4 votes called during the meeting;
- 5 • the Voting Member must specify how each proxy is voted;
- 6 • the meeting record will indicate members that submitted proxies and the
7 Proxy designate.

8 Article 27: TSG Voting by Correspondence

9 The following procedures apply for voting by correspondence:

- 10 • before voting, a clear definition of the issues shall be provided by the Chair
11 and disseminated to all on the TSG via the TSG E-mail Reflector;
- 12 • one Individual Member belonging to more than one Organizational Partner,
13 one vote;
- 14 • members eligible to vote shall be based on the voting list from the close of
15 the last TSG meeting prior to the voting notice being issued;
- 16 • a Voting Member shall only be entitled to one vote;
- 17 • each Voting Member may cast the vote only once within the voting period;
- 18 • the voting period shall be a minimum of 14 days or more as determined by
19 the TSG;
- 20 • there are no quorum requirements;
- 21 • abstentions, failure to submit a vote or an invalid vote shall not be included
22 in determining the number of votes cast;
- 23 • for a vote to be considered valid, the total votes cast for/against must exceed
24 50% of the voting list;
- 25 • the result of the vote should be disseminated to all on the TSG via the TSG
26 E-mail Reflector;
- 27 • Voting members shall designate a primary representative and an alternate
28 for voting by correspondence for the TSG. Voting materials distributed to
29 individuals not designated as either primary or alternates but who are on the
30 TSG E-mail Reflector shall be designated For-Your-Information-Only.

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

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

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

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

15 Article 29: TSG Chair's Decision Appeal Process

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

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

21 Article 30: TSG and WG Meetings

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

- 24 • The invitation to the meeting meets the requirements specified in Article 31,
25 and
- 26 • the meeting agenda meets the requirements specified in Article 32, and
- 27 • the meeting is convened on the date and at the location specified on the
28 meeting invitation.

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

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

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

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

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

14 Article 31: TSG and WG Meeting Invitation

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

20 Article 32: TSG and WG Meeting Agenda

21 The draft agenda for a TSG or any independent WG meeting shall be
22 disseminated by the responsible Chair to all on the TSG or WG e-mail reflectors
23 at least 21 days before a meeting. The draft agenda should indicate subject
24 matters where decisions may be required. In the case of electronic meetings for
25 TSGs, the notice period may be reduced to 14 days and for WGs, the notice
26 period may be reduced to seven (7) days.

27 Article 33: TSG and WG Meeting Registration

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

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

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

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

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

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

12 3GPP2-XYZ[adhoc]-yyyymmdd-xxx[Rx]

13 X - letter of the TSG

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

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

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

18 yyyymmdd - date of the start of the meeting

19 xxx - contribution number - numbered sequentially from the
 20 start of the relevant plenary, working group, sub-working
 21 group.

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

25 eg. 3GPP2-S10-19990413-003

26

1

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

6 XYZ[adhoc]-yyyymmdd-xxx[A][Rx] Source-Title

7 X - letter of the TSG

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

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

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

12 yyyymmdd - date of the start of the meeting

13 xxx - contribution number - numbered sequentially from the
14 start of the relevant plenary, working group, sub-working
15 group.

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

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

21 Source - An abbreviated source name.

22 Title - An abbreviated title for the document.

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

24 **Notes:**

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

27 2. The Ad Hoc name employed must be defined by the chair of the Ad Hoc and
28 is limited to 6 characters.

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

31 Article 35: TSG Document Distribution

32 [This article left intentionally blank.]

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2 Article 36: Working Groups

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

4 **SECTION G – WORK PROGRAM AND TECHNICAL COORDINATION**

5

6 Article 37: Work Program

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

9 Article 38: Work Items

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

- 12 • title;
 - 13 • intended output (i.e. Technical Specifications or Technical Reports);
 - 14 • impact on other Technical Specifications and Technical Reports;
 - 15 • technical scope, including the field of application of the intended output;
 - 16 • impact on other 3GPP2 Work Items;
 - 17 • the schedule of tasks to be performed;
 - 18 • the identities of the supporting Individual Members;
 - 19 • the identity of the Work Item Rapporteurs.
-

20 Article 39: Work Item Creation

21 TSGs shall define and approve new Work Items, giving all essential parameters.
22 SC shall adopt the proposal. The adopted proposal shall be entered into the
23 3GPP2 Work Program and forwarded to the SC, clearly marked as a new entry,
24 for which a unique reference identity shall be allocated.

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

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

3 Article 40: Work Item Adoption by SC

4 The 3GPP2 Work Program shall be made available to all Individual Members. A
5 new Work Item shall remain flagged as "new" until the end of the month
6 following the month during which the 3GPP2 work item was entered into the
7 3GPP2 Work Program. A new Work Item shall be adopted by the SC unless a
8 substantial objection is received from an Individual Member or Partner during
9 this period. At the end of the period, the "new" flag shall be removed (even if
10 there is an objection) and it is the responsibility of any objecting Individual
11 Member or Partner to discuss their objections with the TSG Chair. If it is not
12 possible to resolve the objection, it is the responsibility of the Individual
13 Member or Partner to raise the issue with the SC.

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

16 Article 41: Work Item Stopping

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

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

26 The Work Item will be stopped by the SC unless substantial objection is
27 received from an Individual Member during this period. It is the responsibility
28 of any objecting Individual Member to discuss their objections with the TSG
29 Chair. If it is not possible to resolve the objection, it is the responsibility of the
30 Individual Member to raise the issue with the SC.

31 Article 42: Technical Co-ordination

32 The SC shall be responsible for determining the overall time frame and for
33 managing the overall work progress. The Services and System Aspects TSG
34 shall have a particular responsibility for the technical co-ordination of work
35 being undertaken within 3GPP2. Problems encountered in performing this
36 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

1 resulting Organizational Partner's standards publication. [Name of
2 company]is also willing to grant licenses under such contributor
3 copyrights to third parties on reasonable, non-discriminatory terms and
4 conditions for purpose of practicing an Organizational Partner's standard
5 which incorporates this contribution.

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

14 Article 47: Conversion by Organizational Partners

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

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

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

26 **SECTION I – REPORTING**

28 Article 48: Chair's Reporting Obligations

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

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

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

34

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2 Article 49: Changes to Structure

3 The Chair of each TSG shall inform the SC within 7 days of all organizational
4 changes concerning TSG and Working Groups. An up to date record of the
5 3GPP2 structure shall be maintained by the Secretariat.

6 Article 50: Calendar of Meetings

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

10 **SECTION J – EXTERNAL RELATIONS**

11

12 Article 51: Relationship with the ITU

13 3GPP2 will not contribute directly to the ITU.

14 3GPP2 results may be shared with the ITU following the existing
15 national/regional processes.

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

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

20 Article 52: Relations with Other Groups

21 3GPP2 will establish and maintain liaison relationships with groups working on
22 standards for other IMT-2000 family members, as appropriate.

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

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

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

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

4 **SECTION K – MISCELLANEOUS**
5

6 Article 53: Financial Resources

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

10 Article 54: Secretariat

11 The Partners shall provide logistical support to, and assist in the operation of
12 3GPP2. The support shall be in the form of a Secretariat which shall operate
13 under the overall management of the OPs. The Secretariat is responsible for the
14 day to day support of the SC and TSGs.

15 Article 55: Intellectual Property Rights (IPR) Policy

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

18 Individual Members should declare at the earliest opportunity, any IPRs which
19 they believe to be essential, or potentially essential, to any work ongoing within
20 3GPP2.

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

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

26 Article 56: Working Language

27 The working language for 3GPP2 shall be English.

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

29 3GPP2 Technical Specifications and Technical Reports shall be prepared in
30 English.

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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.

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2 **ANNEX A – DEFINITIONS**

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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.

1 ANNEX B – ABBREVIATIONS

2

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

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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.

1 **Authorization**

2 Authorized Representative:

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

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

6 **Contact Information**

7 Principal Contact (If different from above):

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

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

10

1 **Voting by Correspondence**

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

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

4 SC - Steering Committee; A - Access Network Interfaces; C - cdma2000; S - Services and
 5 Systems Aspects; X - Core Networks

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2 ANNEX D – RULES FOR LIAISON

3

4 Establishment of Liaison

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

22 Maintenance of Liaison

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

28 Removal of Liaison

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

- 1 decision. A removed liaison may be re-initiated at any time by following the
- 2 initiation process above.
- 3

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2 **ANNEX E – SAMPLE CONTRIBUTION COVER**

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**3RD GENERATION
PARTNERSHIP
PROJECT 2
"3GPP2"**

3

4

<Committee Name>

5

TITLE:

6 Proposal to develop a new air interface based on rocks connected together by
7 string.

8

9

SOURCE:

Fred Flintstone

Tel: 909.987.5432

Slate Rock and Gravel Company

Fax: 909.987.4321

Bedrock, CA 90027 USA

E-mail: Flintsone@bedrock.com

10

11

ABSTRACT:

12 For decision

13

14

RECOMMENDATION:

15 Review and adopt

16

(Company Name) 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. The 3GPP2 Secretariat 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 the 3GPP2 Secretariat 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 the 3GPP2 Secretariat. The 3GPP2 Secretariat specifically reserves the right to amend or modify the material contained herein and to any intellectual property of the 3GPP2 Secretariat other than provided in the copyright statement above.

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

3 Introduction

4 3GPP2 has established as part of its budget a fund to permit the hiring of
 5 contract technical writers to aid in the development of 3GPP2. For the year
 6 2000, the amount budgeted is \$500,000.
 7

8 Detailed Procedures

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

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

26 **3GPP2 Request for Technical Writer**
27

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?
(describe)** If so, please describe cities and dates

Responsible WG/SWG:

Responsible Oversight :

TSG Chair:

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For 3GPP2 Secretariat Use Only

Technical Writer:

Rate: If cost is hourly, list total maximum

Start Date:

Contract Expiry Date:

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3**ANNEX G – SOFTWARE TOOLS**

4 The following guidelines are meant to guide TSGs and individual members on
5 acceptable formats for contributions used for both discussion purposes and for
6 specification development. Adherence to these guidelines ensures access to all
7 contributions by all members and protects over the long term the substantial
8 investment by 3GPP2 members by providing a manageable set of supportable
9 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</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

File Format Guidelines	Recommended Application Software
TSG:	
<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

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

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3 Scope

4

Editor’s Note: This section is TBD.

5

6 Definitions and Abbreviations

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

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

8

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

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2 **Proposal Acceptance Decision Points**

3 If SC decides new document is needed, see 3a.

4 If SC decides existing document can incorporate proposed text, see 3b.

5 If SC decides proposed text is not needed, see 3c.

If SC Decides New Document is Needed				
Step	Process	Who	Details	Rationale
3a	Assignment of Development Group	SC Chair	Determines, via SC consensus, whether the development of the candidate document should occur in: a) TSG-S PMT b) A TSG – or combination thereof c) A newly-created SC ad hoc	In principle, the group tasked with development work shall be responsible for the maintenance of the document.

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

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

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2 **Completion of Actions**

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

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

1 **SC Approval Decision Points**

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

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

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

4

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

2

