



# Third Generation Partnership Project 2 (3GPP2) Working Procedures

---

© 2013 3GPP2

3GPP2 and its Organizational Partners claim copyright in this document and individual Organizational Partners may copyright and issue documents or standards publications in individual Organizational Partner's name based on this document. Requests for reproduction of this document should be directed to the 3GPP2 Secretariat at [secretariat@3gpp2.org](mailto:secretariat@3gpp2.org). Requests to reproduce individual Organizational Partner's documents should be directed to that Organizational Partner. See [www.3gpp2.org](http://www.3gpp2.org) for more information.

**REVISION HISTORY**

<b>Revision</b>	<b>Description of Changes</b>	<b>Date</b>
0	First Release	28 January 1999
v1.0	<p>Clarification to the rules for establishment of quorum and its relation to attendance and participation rights.</p> <p>Change of Numbering for SC and TSG.</p> <p>Added Guest participant category.</p> <p>Deleted text about primary/alternate designation.</p> <p>Alignment with the PPD on participation of OPs and MRPs at the TSG level.</p>	16 September 1999
v2.0	<p>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.</p> <p>Miscellaneous editorial corrections.</p>	27 January 2000
v3.0	<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 work by consensus.</p> <p>Additions of Annexes for Guidelines for Technical Writers and Software Tools.</p>	19 April 2000

<b>Revision</b>	<b>Description of Changes</b>	<b>Date</b>
v4.0	<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 o the SC Chair and Vice Chairs.</p> <p>Transfer of IPR register responsibility from SC to Secretariat.</p>	January 2001
v5.0	Transfer of budget/scope impacting changes for TSG terms of reference from the SC to the OPs	April 2001
v6.0	<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>	April 2002
v7.0	<p>Update of abbreviations and definitions</p> <p>Clarification of allocation of financial resources</p> <p>Removal of redundant text for document distribution</p>	August 2002
v8.0	Annex C revised to remove TSG-N and TSG-P and to include TSG-X. Correction to name of TSG-A.	March 2003

<b>Revision</b>	<b>Description of Changes</b>	<b>Date</b>
v9.0	<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>	May 2003
v10.0	<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>	March 2004
v11.0	<p>Created Annex H – Steering Committee Document Approval Process. (OP Action 2004/10-01)</p> <p>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>Inserted text that defines the procedures for operating when quorum is not present</p> <p>Editorial clean-up</p> <p>Changes made at the February 2006 OP meeting in Jeju, Korea.</p>	February 2006
v12.0	Published version	June 2008
v13.0	Published version	February 2011
v14.0	Changes proposed to further address electronic meetings (and bug fixes).	April 19, 2011
v15.0	Published Version (approved during March 2013 OP meeting in Busan, S. Korea)	March 2013
v16.0	Changes to Article 51 to clarify 3GPP2’s relationship with the ITU	September 2013

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

---

**TABLE OF CONTENTS**

Revision History .....ii

Table of Contents .....i

Foreword .....vi

Section A - General .....1

    Article 1: Description .....1

    Article 2: Purpose.....1

    Article 3: Scope and Objectives.....1

Section B – Participation .....1

    Article 4: Categories .....1

    Article 5: Partnership .....2

    Article 6: Organizational Partnership.....2

    Article 7: Market Representation Partnership .....2

    Article 8: Individual Membership.....3

    Article 9: Termination of Individual Membership .....3

    Article 10: Observership and Guests .....4

Section C – Structure .....4

    Article 11: Structure of 3GPP2 .....4

Section D – Partners Collective Responsibilities .....4

    Article 12: Organizational Partners Collective Responsibilities .....5

    Article 13: Collective Responsibilities of All Partners.....5

Section E – Steering Committee (SC) .....5

    Article 14: SC Tasks.....5

1	Article 14a Register of Individual Members.....	6
2	Article 15: SC Participation.....	6
3	Article 16: SC Appointment of Chair and Vice Chairs.....	6
4	Article 17: SC Chair Responsibilities.....	7
5	Article 18: SC Meetings.....	7
6	Article 18a: SC Meeting Agenda.....	8
7	Article 18b: SC Meeting Registration.....	8
8	Article 18c: SC Meeting Document and File Naming.....	8
9	Article 19: SC Decision Making.....	9
10	Article 19a: SC Establishment of Quorum and Quorum List.....	10
11	Article 19b: SC Voting Rights and List.....	11
12	Article 19c: SC Voting During a Meeting.....	11
13	Article 19d: SC Proxies.....	12
14	Article 19e: SC Voting by Correspondence.....	12
15	Article 19f: SC E-Mail Reflector.....	13
16	Section F – Technical Specification Groups.....	13
17	Article 20: TSG Tasks.....	13
18	Article 21: TSG Participation.....	14
19	Article 22: TSG Election of Chair and Vice Chairs.....	14
20	Article 22a: Appointment of WG Chair and Vice Chairs.....	15
21	Article 23: TSG Chair Responsibilities.....	15
22	Article 24: TSG Chair and Vice Chairs Dismissal.....	15
23	Article 25: TSG Decision Making.....	16
24	Article 25a: TSG Establishment of Quorum and Quorum Lists.....	16
25	Article 25b: TSG Voting Rights and List.....	17

1 Article 26: TSG Voting During a Meeting .....17

2 Article 26a: TSG Proxies.....18

3 Article 27: TSG Voting by Correspondence .....18

4 Article 28: TSG Voting for the Election of TSG Chair and Vice Chair.....19

5 Article 29: TSG Chair's Decision Appeal Process.....19

6 Article 30: TSG and WG Meetings .....20

7 Article 31: TSG and WG Meeting Invitation .....21

8 Article 32: TSG and WG Meeting Agenda.....21

9 Article 33: TSG and WG Meeting Registration.....21

10 Article 33a: TSG and WG E-Mail Reflectors .....21

11 Article 34: TSG and WG Meeting Document and File Naming .....21

12 Article 35: TSG Document Distribution .....23

13 Article 36: Working Groups.....23

14 Section G – Work Program and Technical Coordination .....23

15 Article 37: Work Program .....23

16 Article 38: Work Items .....23

17 Article 39: Work Item Creation .....23

18 Article 40: Work Item Adoption by SC .....24

19 Article 41: Work Item Stopping .....24

20 Article 42: Technical Coordination .....24

21 Section H: Deliverables .....25

22 Article 43: Deliverable Types .....25

23 Article 44: Approval Process.....25

24 Article 45: Drafting Rules.....25

25 Article 46: Copyright and Ownership.....25

1	Article 47: Conversion by Organizational Partners.....	28
2	Section I – Reporting .....	29
3	Article 48: Chair’s Reporting Obligations.....	29
4	Article 49: Changes to Structure .....	29
5	Article 50: Calendar of Meetings.....	29
6	Section J – External Relations .....	29
7	Article 51: Relationship with the ITU.....	29
8	Article 52: Relations with Other Groups .....	30
9	Section K – Miscellaneous .....	30
10	Article 53: Financial Resources .....	30
11	Article 54: Secretariat .....	30
12	Article 55: Intellectual Property Rights (IPR) Policy .....	30
13	Article 56: Working Language .....	31
14	Article 57: Duration .....	31
15	Article 58: Review of Activities.....	31
16	Article 59: Dissolution .....	31
17	Article 60: Amendments to 3GPP2 Working Procedures.....	31
18	Annex A – Definitions.....	32
19	Annex B – Abbreviations .....	35
20	Annex C – Individual Member Application Form .....	36
21	Annex D – Rules for Liaison .....	37
22	Establishment of Liaison.....	37
23	Maintenance of Liaison .....	37
24	Removal of Liaison.....	37
25	Annex E – Sample Contribution Covers .....	38



1	Annex F – Procedures for the Use of Technical Writers in 3GPP2 .....	40
2	Introduction.....	40
3	Detailed Procedures .....	40
4	Annex G – Software Tools.....	43
5	Annex H – Steering Committee Document Approval Process .....	44
6	Definitions and Abbreviations .....	44
7		
8		

1 **FOREWORD**

2

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](http://www.3gpp2.org)

7

8

9

---

**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 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 and beyond 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 most recent terms of reference for the 3GPP2 TSGs can be found online at:

TSG-AC - [http://www.3gpp2.org/Public\\_html/AC/TSGAC\\_Scope.cfm](http://www.3gpp2.org/Public_html/AC/TSGAC_Scope.cfm)

TSG-SX - [http://www.3gpp2.org/Public\\_html/SX/TSGSX\\_Scope.cfm](http://www.3gpp2.org/Public_html/SX/TSGSX_Scope.cfm)

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

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

- 3 • Partners
- 4 • Individual Members
- 5 • ITU Representatives
- 6 • Observers
- 7 • Guests

---

8 Article 5: Partnership

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

- 10 • Organizational Partners
- 11 • Market Representation Partners

---

12 Article 6: Organizational Partnership

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

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

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

---

23 Article 7: Market Representation Partnership

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

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

- 28 • has the ability to offer market advice to 3GPP2 and to bring into 3GPP2 a  
29 consensus view of market requirements (e.g., services, features and  
30 functionality) falling within the 3GPP2 scope
- 31 • does not have the capability and authority to define, publish or set  
32 standards, nationally or regionally
- 33 • 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  
5 Membership of 3GPP2. All legal entities registered as members of an  
6 Organizational Partner and eligible for participation in the technical work of  
7 that Organizational Partner, can become Individual Members of 3GPP2.  
8 Individual members are expected to:

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

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

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

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

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

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

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

---

35 Article 9: Termination of Individual Membership

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

---

6 Article 10: Observership and Guests

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

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

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

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

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

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

---

27 **SECTION C – STRUCTURE**

28

---

29 Article 11: Structure of 3GPP2

30 3GPP2 shall consist of a Steering Committee (SC) and Technical Specification  
31 Groups (TSGs). The SC may establish Ad Hoc Groups and the Technical  
32 Specification Groups may establish Working Groups, Sub-Working Groups and  
33 Ad Hoc Groups if required.

---

34 **SECTION D – PARTNERS COLLECTIVE RESPONSIBILITIES**

35

---

1 Article 12: Organizational Partners Collective Responsibilities

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

4 In addition the Organizational Partners shall perform the following tasks:

- 5 • approval and maintenance of the 3GPP2 scope
- 6 • maintenance of the Partnership Project Description and the Partnership  
7 Project Working Procedures
- 8 • approval of Organizational Partner funding requirements
- 9 • appointment of the SC Chair and Vice Chairs
- 10 • approval of Creation of TSGs and their Terms of Reference
- 11 • approval of Dissolution of TSGs
- 12 • approval of existing TSG Terms of Reference requiring additional funding  
13 or changes to the guiding scope of 3GPP2
- 14 • allocation of human and financial resources provided by the  
15 Organizational Partners
- 16 • acting as a body of appeal on procedural matters referred to them
- 17 • validation and acceptance of applications for 3GPP2 partnership
- 18 • making decisions relating to the dissolution of 3GPP2
- 19 • resolving voting right disputes, if necessary, of multinational  
20 organizations
- 21 • management of the 3GPP2 Secretariat
- 22 • handling of appeals on regional matters of a regulatory nature referred to  
23 them from the SC

---

24 Article 13: Collective Responsibilities of All Partners

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

- 27 • maintenance of the Partnership Project Agreement

---

28 **SECTION E – STEERING COMMITTEE (SC)**  
29

---

30 Article 14: SC Tasks

31 The SC shall perform the following tasks:

- 32 • allocation of voluntary human and financial resources provided by  
33 Market Representation Partners and Individual Members
- 34 • handling of appeals from Individual Members on procedural matters  
35 referred to them from TSGs

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

#### 23 Article 14a Register of Individual Members

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

---

#### 28 Article 15: SC Participation

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

- 30 • Representatives of participating Organizational Partners
- 31 • Representatives of participating Market Representation Partners
- 32 • Representatives of participating Individual Members (for example, a
- 33 primary representative and an alternate)
- 34 • Representatives of ITU
- 35 • Representatives of Observers
- 36 • Chairs and Vice Chairs (or authorized delegate) of TSGs

---

#### 37 Article 16: SC Appointment of Chair and Vice Chairs

38 The OPs shall appoint the SC Chair and a maximum of three Vice Chairs from  
39 amongst the Organizational Partner representatives. Representatives of



1 member companies of the same Organizational Partner, the same region or  
2 from the same group of companies shall not hold more than one appointed SC  
3 Vice Chair or Chair position at any one time, unless no other candidate is  
4 available.

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

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

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

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

---

16 Article 17: SC Chair Responsibilities

17 The SC Chair is responsible for the overall management of the coordination  
18 work within 3GPP2.

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

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

23 The Chair may be assisted by the Secretariat.

24 The Chair may delegate tasks to the Vice Chair.

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

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

---

28 Article 18: SC Meetings

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

- 1       • The invitation to the meeting and the necessary logistical information  
2       shall be disseminated at least 30 days before the meeting to all SC  
3       membership, and  
4       • the meeting agenda meets the requirements specified in Article 18a, and  
5       • the meeting is convened on the date and at the location specified on the  
6       meeting invitation.

7 In this document, procedures relating to SC meeting conduct assume a valid  
8 SC meeting.

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

#### 10 Article 18a: SC Meeting Agenda

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

#### 15 Article 18b: SC Meeting Registration

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

#### 20 Article 18c: SC Meeting Document and File Naming

21 Contributions for an SC meeting shall follow a consistent numbering system.

22 If a contribution number is present in the header, the following format shall be  
23 used:

24       SC[adhoc]-yyyymmdd-xxx[Rx]

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

26       yyyymmdd   - date of the start of the meeting

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

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

32       e.g., SC-20130413-003

1 Electronic Copy File Name -- The following format shall be used as file names  
2 for contributions.

3 SC[adhoc]-yyyymmdd-xxx[A][Rx] Source-Title

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

5 yyyymmdd - date of the start of the meeting

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

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

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

13 Source - An abbreviated source name.

14 Title - An abbreviated title for the document.

15 e.g., SC-19990413-003R1 Smith-Kanai -Document Numbering

16 **Notes:**

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

19 2. The Ad Hoc name employed is defined by the chair of the Ad Hoc and is  
20 limited to 6 characters.

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

---

23 Article 19: SC Decision Making

24 In any meeting of the SC, either face-to-face (i.e., with physical attendance) or  
25 electronic, quorum is required for decision making. Without quorum, the  
26 meeting may be continued with the understanding that no decisions can be  
27 made.

28 In addition, in the case of a face-to-face (physical) SC meeting, then the  
29 provision of bridge and speakerphone capabilities are at the discretion of the  
30 Chair. In the case where the Chair allows for a provision of bridge and  
31 speakerphone, only those participating by speakerphone would not be counted  
32 toward attendance requirements. However, the speakerphone participants may  
33 be counted for a specific meeting only upon declaration of exceptional  
34 circumstances and permission to count speakerphone participants issued by  
35 unanimous decision of the 3GPP2 OPs, either of their own volition or in

1 response to a petition by the SC Chair or one (1) of the SC Vice-Chairs. All  
2 other quorum rules still apply.

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

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

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

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

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

#### 29 Article 19a: SC Establishment of Quorum and Quorum List

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

- 35 • The 3GPP2 participants participating in the first meeting of any new  
36 group shall establish quorum
- 37 • Members that miss three consecutive meetings of the group will be  
38 dropped from that group's quorum list

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

11 Article 19b: SC Voting Rights and List

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

- 15 • Individual Members, MRPs and OPs that miss three consecutive
- 16 meetings of the SC are dropped from the SC voting list at the close of the
- 17 third meeting
- 18 • Individual Members, MRPs and OPs are required to attend two
- 19 consecutive meetings to be placed on the voting list. Voting rights are
- 20 established upon attendance at the second consecutive meeting
- 21 • Individual Members, MRPs and OPs are deemed eligible to vote
- 22 immediately upon being added to the SC voting list
- 23 • Attendance by electronic means does not maintain voting rights in the
- 24 SC
- 25 • Those Individual Members, MRPs, and OPs in attendance at the first or
- 26 second meeting of the SC will be entered on the initial voting list
- 27 • The voting list for a meeting consists of the quorum list for the meeting
- 28 plus those members who have attained voting rights by attendance at
- 29 their second consecutive meeting

30 Article 19c: SC Voting During a Meeting

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

- 32 • quorum shall be established prior to any vote being taken
- 33 • before voting, a clear definition of the issue shall be provided by the
- 34 Chair
- 35 • a Voting Member shall be entitled to only one vote
- 36 • one Individual Member belonging to more than one Organizational
- 37 Partner, one vote
- 38 • multinational companies are restricted to a single vote
- 39 • each Voting Member may only cast the vote once

- 1 • each Voting Member may carry proxy votes for up to five other Voting
- 2 Members;
- 3 • before conducting a vote, appropriate notice shall be given to the SC via
- 4 the Steering Committee E-mail Reflector. As a guideline, 14 days before
- 5 the SC meeting, where a vote is expected, is considered appropriate
- 6 notice. The notice shall include a clear definition of the issues that are
- 7 subject of the vote. The notice period may be waived with unanimous
- 8 consent of the Individual Members, Organizational Partners and Market
- 9 Representation Partners present
- 10 • abstentions, failure to submit a vote or an invalid vote shall not be
- 11 included in determining the number of votes cast
- 12 • for a vote to be considered valid, the total votes cast for/against is
- 13 required to exceed 50% of the Individual Members, Organizational
- 14 Partners and Market Representation Partners present (including proxies)
- 15 who are 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 Article 19d: SC Proxies

18 The following procedures apply for the use of proxies:

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

34 Article 19e: SC Voting by Correspondence

35 The following procedures apply for voting by correspondence:

- 36 • before voting, a clear definition of the issues shall be provided by the
- 37 Chair and disseminated to all on the SC via the Steering Committee E-
- 38 mail Reflector
- 39 • one Individual Member belonging to more than one Organizational
- 40 Partner, one vote

- 1 • members eligible to vote shall be based on the voting list from the close
- 2 of the last SC meeting prior to the voting notice being issued.
- 3 • a Voting Member shall only be entitled to one vote
- 4 • each Voting Member may cast the vote only once within the voting period
- 5 • the voting period shall be a minimum of 14 days or more as determined
- 6 by the SC
- 7 • there are no quorum requirements
- 8 • abstentions, failure to submit a vote or an invalid vote shall not be
- 9 included in determining the number of votes cast
- 10 • for a vote to be considered valid, the total votes cast for/against is
- 11 required to exceed 50% of the voting list
- 12 • the result of the vote should be disseminated to all on the SC via the
- 13 Steering Committee E-mail Reflector
- 14 • voting members shall designate a primary representative and an
- 15 alternate for voting by correspondence for the SC. Voting materials
- 16 distributed to individuals not designated as either primary or alternates
- 17 but who are on the participant lists shall be designated For-Your-
- 18 Information-Only.

19 Article 19f: SC E-Mail Reflector

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

---

24 **SECTION F – TECHNICAL SPECIFICATION GROUPS**

25

---

26 Article 20: TSG Tasks

27 The TSGs shall also perform the following tasks:

- 28 • Recommend to the SC for confirmation of TSG Chair and Vice Chairs
- 29 based on election
- 30 • Creation and dissolution of TSG Working Groups and approval of their
- 31 terms of reference
- 32 • Allocation of resources within the TSG
- 33 • Allocation of voluntary human and financial resources provided by
- 34 Market Representation Partners and Individual Members
- 35 • Handling of appeals from Individual Members on technical matters
- 36 • Preparation of a detailed time frame and management of detailed work
- 37 progress
- 38 • Management of work items
- 39 • Technical Coordination

- 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
- 4 TSG (Voting Members)
- 5 • Approval of Technical Specifications or Technical Reports before
- 6 forwarding 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 convener 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 Convener 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 three Vice Chairs (i.e., one Vice  
23 Chair candidate from each of the Project's Organizational Partners.).  
24 Representatives of member companies of the same Organizational Partner shall  
25 not hold more than one elected TSG-level leadership position within a single  
26 TSG at any one time.

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

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

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



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

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

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

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

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

---

14 Article 23: TSG Chair Responsibilities

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

19 The Chair may delegate tasks to the Vice Chairs.

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

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

23 The Chair (or authorized delegate) of the TSGs prepares reports for the SC and  
24 attends the SC.

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

26 The Chair maintains the TSG voting list.

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

---

28 Article 24: TSG Chair and Vice Chairs Dismissal

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

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

---

3 Article 25: TSG Decision Making

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

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

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

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

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

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

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

26 The TSG will establish and maintain a quorum list, at the plenary level, derived  
27 from the Register of Individual Members for both face-to-face (physical) and  
28 electronic meetings. Quorum is based on the number of Individual Members  
29 present at any meeting to decide any item of business of the group. A quorum  
30 shall be the presence of more than 50% of the of the TSG quorum list. The  
31 application of the quorum list is based on principles as listed below and  
32 additionally described in Article 30:

- 33 • The 3GPP2 participants participating in the first meeting of any new  
34 group shall establish quorum
- 35 • Members that miss three consecutive meetings of the group will be  
36 dropped from that group's quorum list

- 1 • A member is added to the next meeting's quorum list after attendance of
- 2 two consecutive meetings
- 3 • Proxies will not be taken into account when determining the quorum
- 4 • The quorum list is updated at the conclusion of each meeting based on
- 5 the attendance at that meeting. Attendance is credited if the member is
- 6 present at any quorum call during the meeting or if the member is
- 7 present and the member's presence is publicly recognized by the
- 8 presiding Chair during the meeting. Attendance is not credited (i.e., the
- 9 member has missed the meeting) if the member is absent at every
- 10 quorum call during the meeting
- 11 • A quorum shall be present for any Plenary level meeting to empower that
- 12 group to make decisions during that meeting. If a quorum is not present,
- 13 the meeting may proceed, at the discretion of the Chair, but the group is
- 14 not empowered to make decisions during that meeting

#### 15 Article 25b: TSG Voting Rights and List

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

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

---

#### 34 Article 26: TSG Voting During a Meeting

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

- 36 • one Individual Member belonging to more than one Organizational
- 37 Partner, one vote
- 38 • multinational companies are restricted to a single vote
- 39 • before conducting a vote, appropriate notice shall be given to the TSG via
- 40 the TSG E-mail Reflector. As a guideline, 14 days before the TSG

1 meeting, where a vote is expected, is considered appropriate notice. The  
2 notice shall include a clear definition of the issues that are the subject of  
3 the vote. The notice period may be waived with unanimous consent of  
4 the Individual Members present

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

#### 23 Article 26a: TSG Proxies

24 The following procedures apply for the use of proxies:

- 25 • each Voting Member may carry proxy votes for up to five other Voting  
26 Members. All proxy votes shall be accompanied by a letter of authority  
27 from the authorizing Voting Member
- 28 • the letter of authority shall be given to the TSG Chair prior to the  
29 opening of the meeting at which the proxy is to be effective
- 30 • at the opening of quorum call, the TSG Chair will announce the Proxy  
31 Designate for any absent Member
- 32 • a separate proxy is required for each TSG to which the Member belongs;
- 33 • a proxy is valid for only one meeting
- 34 • proxies are not considered “attendance” for the purpose of maintaining  
35 membership or quorum
- 36 • the voting representative of the proxy designate must vote the proxy on  
37 all votes called during the meeting
- 38 • the Voting Member must specify how each proxy is voted
- 39 • the meeting record will indicate members that submitted proxies and the  
40 Proxy designate

---

#### 41 Article 27: TSG Voting by Correspondence

1 The following procedures apply for voting by correspondence:

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

---

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

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

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

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

---

38 Article 29: TSG Chair's Decision Appeal Process

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

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

---

6 Article 30: TSG and WG Meetings

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

- 9       • The invitation to the meeting meets the requirements specified in Article  
10       31, and  
11       • the meeting agenda meets the requirements specified in Article 32, and  
12       • the meeting is convened on the date and at the location (physical or  
13       electronic) specified on the meeting invitation

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

16 TSGs and WGs shall meet as necessary to complete their work within the  
17 prescribed timeframe. TSGs should endeavor to hold their physical meetings  
18 at the same time and place to assist in the overall coordination of the work.  
19 TSGs and WGs should endeavor not to schedule their all electronic meetings to  
20 overlap with other group meetings where cross participation may be required.

21 Physical meeting locations should reflect the geographical diversity of the TSG  
22 and WG participants. Electronic meeting times should be scheduled by  
23 consensus of the planned meeting participants and should consider the geo-  
24 graphical diversity of the TSG and WG participants whenever possible.

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

31 If a TSG or WG meeting is designated as face-to-face (physical) meeting, then  
32 the provision of bridge and speakerphone capabilities are at the discretion of  
33 the Chair. In the case where the Chair allows for a provision of bridge and  
34 speakerphone, only those participating by speakerphone would not be counted  
35 toward attendance requirements. However, the speakerphone participants may  
36 be counted for a specific meeting only upon declaration of exceptional  
37 circumstances and permission to count speakerphone participants issued by  
38 unanimous decision of the 3GPP2 OPs, either of their own volition or in

1 response to a petition by the SC Chair or one (1) of the SC Vice-Chairs. All  
2 other quorum rules still apply.

---

3 **Article 31: TSG and WG Meeting Invitation**

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

---

9 **Article 32: TSG and WG Meeting Agenda**

10 The draft agenda for a TSG or any independent WG meeting shall be  
11 disseminated by the responsible Chair to all on the TSG or WG e-mail reflectors  
12 at least 21 days before a meeting. The draft agenda should indicate subject  
13 matters where decisions may be required. In the case of electronic meetings for  
14 TSGs, the notice period may be reduced to 14 days and for WGs, the notice  
15 period may be reduced to seven (7) days. For all electronic meetings, the draft  
16 agenda should include the server location and procedures for uploading and  
17 retrieving contribution files, when applicable.

---

18 **Article 33: TSG and WG Meeting Registration**

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

23 **Article 33a: TSG and WG E-Mail Reflectors**

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

---

28 **Article 34: TSG and WG Meeting Document and File Naming**

29 Contributions for a TSG or WG meeting shall follow a consistent numbering  
30 system.

31 If a contribution number is present in the header, the following format shall be  
32 used:

33           XXYZ[ad hoc]-yyyymmdd-xxx[Rx]

34           XX           - letter of the TSG

- 1 Y - WG Number (0 if a plenary contribution)  
2 Z - SWG Number (0 if a plenary or working group  
3 contribution)  
4 adhoc - abbreviated name of the Ad Hoc (optional).  
5 yyyyymmdd - date of the start of the meeting  
6 xxx - contribution number - numbered sequentially from the  
7 start of the relevant plenary, working group, sub-working  
8 group.  
9 Rx - where Rx is used to identify subsequent versions of a  
10 contribution received during the same meeting. 'x' is a  
11 number starting at 1.  
12 e.g., SX10-20130413-003

13 Electronic Copy File Name - The following format shall be used as file names  
14 for contributions.

15 XXYZ[adhoc]-yyyyymmdd-xxx[A][Rx] Source-Title

- 16 XX - letter of the TSG  
17 Y - WG Number (0 if a plenary contribution)  
18 Z - SWG Number (0 if a plenary or working group  
19 contribution)  
20 adhoc - abbreviated name of the Ad Hoc (optional).  
21 yyyyymmdd - date of the start of the meeting  
22 xxx - contribution number - numbered sequentially from the  
23 start of the relevant plenary, working group, sub-working  
24 group.  
25 A - used when a contribution is made up of several files,  
26 labeled sequentially A, B, C... (optional)  
27 Rx - where Rx is used to identify subsequent versions of a  
28 contribution received during the same meeting. 'x' is a  
29 number starting at 1.  
30 Source - An abbreviated source name.  
31 Title - An abbreviated title for the document.  
32 e.g., SX10-19990413-003R1 Smith and Kanai-Document Numbering

33 **Notes:**



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

---

7 Article 35: TSG Document Distribution

8 [For physical meetings, this article is left intentionally blank.]

9 For all electronic meetings, document distribution should be via the server  
10 location and file procedures specified in the draft agenda, per Article 32.

---

11 Article 36: Working Groups

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

13

---

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

15

---

16 Article 37: Work Program

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

---

19 Article 38: Work Items

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

- 22 • title
- 23 • intended output (i.e., Technical Specifications or Technical Reports)
- 24 • impact on other Technical Specifications and Technical Reports
- 25 • technical scope, including the field of application of the intended output
- 26 • impact on other 3GPP2 Work Items
- 27 • the schedule of tasks to be performed
- 28 • the identities of the supporting Individual Members
- 29 •

---

30 Article 39: Work Item Creation

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

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

---

9 Article 40: Work Item Adoption by SC

10 The 3GPP2 Work Program shall be made available to all Individual Members. A  
11 new Work Item shall remain flagged as "new" (as indicated in the latest  
12 revision/version of SC.R1003 – Work Item, Stage 1 and System Requirements  
13 Process Guidelines) for 14 calendar days following its initial distribution to SC  
14 members. At the end of that period, a new Work Item shall be adopted by the  
15 SC unless a substantial objection is received from an Individual Member or  
16 Partner during this period and the "new" flag shall be removed (even if there is  
17 an objection). It is the responsibility of any objecting Individual Member or  
18 Partner to discuss their objections with the TSG Chair. If it is not possible to  
19 resolve the objection, it is the responsibility of the Individual Member or  
20 Partner to raise the issue with the SC.

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

---

23 Article 41: Work Item Stopping

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

30 The Work Program shall be updated accordingly, and shall show the Work Item  
31 as canceled.

32 The Work Item will be canceled by the SC unless substantial objection is  
33 received from an Individual Member during this period. It is the responsibility  
34 of any objecting Individual Member to discuss their objections with the TSG  
35 Chair. If it is not possible to resolve the objection, it is the responsibility of the  
36 Individual Member to raise the issue with the SC.

---

37 Article 42: Technical Coordination

1 The SC shall be responsible for determining the overall time frame and for  
2 managing the overall work progress. The SC PMT ad hoc shall have the  
3 particular responsibility for the technical coordination of work being  
4 undertaken within 3GPP2. Problems encountered in performing this technical  
5 coordination role shall be reported immediately to the SC.

---

6 **SECTION H: DELIVERABLES**  
7

---

8 Article 43: Deliverable Types

9 3GPP2 shall prepare, approve and maintain documents known as Technical  
10 Specifications and Technical Reports. Such documents shall be created and  
11 approved by the TSGs and shall, following adoption by the SC, be submitted to  
12 the participating Organizational Partners to be submitted to their respective  
13 standardization processes.

---

14 Article 44: Approval Process

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

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

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

---

22 Article 45: Drafting Rules

23 The Technical Specifications and Technical Reports drafted by the TSGs shall  
24 follow the 3GPP2 Drafting Rules (SC.R1005), using document processing  
25 facilities, format, languages and notations agreed by the Organizational  
26 Partners, and on a medium suited for electronic document handling and  
27 publishing.

---

28 Article 46: Copyright and Ownership

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

31 Please note, in all cases, the contribution cover sheet may be included as a  
32 separate file for which the actual contribution is attached or can be included as  
33 a part of the actual contribution file.

- 1 1. Contributions made to 3GPP2 from a 3GPP2 Member Company, MRP, or an  
2 Observer, including but not limited to those contributions that include any  
3 expression in tangible form that is intended to or may be incorporated in  
4 whole or in part in any 3GPP2 publication or the work product of any  
5 3GPP2 group or any sub-element thereof, shall include a contribution cover  
6 sheet that contains the following text and be similar to the format given at  
7 **Annex E**. This does not apply to contributions made by a person(s) acting  
8 on behalf of 3GPP2, which may include a Chair, Vice-Chair, Secretary or  
9 document Editor.

10 [Name of contributing company] grants a free, irrevocable license to  
11 3GPP2 and its Organizational Partners to incorporate text or other  
12 copyrightable material contained in the contribution and any  
13 modifications thereof in the creation of 3GPP2 publications; to copyright  
14 and sell in Organizational Partner's name any Organizational Partner's  
15 standards publication even though it may include all or portions of this  
16 contribution; and at the Organizational Partner's sole discretion to  
17 permit others to reproduce in whole or in part such contribution or the  
18 resulting Organizational Partner's standards publication. [Name of  
19 contributing company] is also willing to grant licenses under such  
20 contributor copyrights to third parties on reasonable, non-discriminatory  
21 terms and conditions for purpose of practicing an Organizational  
22 Partner's standard which incorporates this contribution.

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

- 32 2. Contributions made to 3GPP2 from multiple 3GPP2 Member Companies,  
33 MRPs, or Observers in any combination, including but not limited to those  
34 contributions that include any expression in tangible form that is intended  
35 to or may be incorporated in whole or in part in any 3GPP2 Publication or  
36 the work product of any 3GPP2 Group or any sub-element thereof shall  
37 include a contribution cover sheet that contains the following text and be  
38 similar to the format given in **Annex E**. This does not apply to contributions  
39 made by a person(s) acting on behalf of 3GPP2, which may include a Chair,  
40 Vice-Chair, Secretary or document Editor.

41 “[List of names of contributing companies with “and”] grant a free,  
42 irrevocable license to 3GPP2 and its Organizational Partners to

1 incorporate text or other copyrightable material contained in the  
 2 contribution and any modifications thereof in the creation of 3GPP2  
 3 publications; to copyright and sell in Organizational Partner's name any  
 4 Organizational Partner's standards publication even though it may  
 5 include all or portions of this contribution; and at the Organizational  
 6 Partner's sole discretion to permit others to reproduce in whole or in part  
 7 such contribution or the resulting Organizational Partner's standards  
 8 publication. [List of names of contributing companies with "and"] are also  
 9 willing to grant licenses under such contributor copyrights to third  
 10 parties on reasonable, non-discriminatory terms and conditions for  
 11 purpose of practicing an Organizational Partner's standard which  
 12 incorporates this contribution.

13 This document has been prepared by [List of names of contributing  
 14 companies with "and"] to assist the development of specifications by  
 15 3GPP2. It is proposed to the Committee as a basis for discussion and is  
 16 not to be construed as a binding proposal on [List of names of  
 17 contributing companies with "or"]. [List of names of contributing  
 18 companies with "and"] specifically reserves the right to amend or modify  
 19 the material contained herein and nothing herein shall be construed as  
 20 conferring or offering licenses or rights with respect to any intellectual  
 21 property of [List of names of contributing companies with "and"] other  
 22 than provided in the copyright statement above."

23 Where:

- 24 • [List of names of contributing companies with "and"] is of the  
 25 format Company 1, Company 2, ..., and Company N.
- 26 • [List of names of contributing companies with "or"] is of the format  
 27 Company 1, Company 2, ..., or Company N.

28 3. Contributions made to 3GPP2 from a person(s) acting on behalf of 3GPP2  
 29 may include a contribution cover sheet. Examples of contributions made to  
 30 3GPP2 from a person(s) acting on behalf of 3GPP2 include, but are not  
 31 limited to the following:

- 32 • Reports and other documents (e.g., meeting reports, TSG Chair  
 33 reports to the SC, workplan) prepared by the leadership acting in a  
 34 leadership role for the organization rather than in a company role.
- 35 • Working drafts of specifications produced by an editor (but not  
 36 approved by the organization).
- 37 • Working draft of specifications (approved by the organization at some  
 38 level).

1 If a contribution cover sheet is included, it shall be similar to the format  
2 given in **Annex E** but without the copyright text language and will include  
3 the following:

- 4 • The contribution number is in the document header of the copyright  
5 cover sheet.
- 6 • The full title of the contribution.
- 7 • The contributor name and the 3GPP2 leadership role in which he/she  
8 is making the submission.
- 9 • An abstract which provides additional information regarding the  
10 contribution and the requested meeting action (e.g., approval, FYI,  
11 etc.).
- 12 • A 3GPP2 copyright indicator (e.g., © 2009 3GPP2) in the footer of the  
13 copyright cover sheet in lieu of the copyright text.

14 If a contribution cover sheet is not included, the meeting report for the  
15 meeting in which the contribution is submitted or considered shall  
16 document the following information:

- 17 • The contribution number.
- 18 • The full title of the contribution.
- 19 • The 3GPP2 leadership role in which he/she is making the submission.
- 20 • The requested meeting action (e.g., approval, FYI, etc.).

21 In case of any confusion regarding whether or not the contribution is from a  
22 person(s) acting on behalf of 3GPP2, the meeting Chair will decide subject to  
23 confirmation by TSG or SC Leadership as applicable depending on which  
24 group the contribution was submitted to.

25 4. Contributions made to 3GPP2 as correspondence from external  
26 organizations do not require a contribution cover sheet. However, before any  
27 information from such contributions can be used for the purpose of  
28 progressing the development of 3GPP2 documents intended for publication  
29 as 3GPP2 Technical Specifications and Technical Reports, all ownership,  
30 copyright, and IPR policy issues related to that information shall be  
31 confirmed by the 3GPP2 Secretariat to be consistent with applicable 3GPP2  
32 policies. The TSG Leadership is responsible for bringing this matter to the  
33 attention of the Secretariat, as required.

---

34 Article 47: Conversion by Organizational Partners

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

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

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

---

8 **SECTION I – REPORTING**  
9

---

10 Article 48: Chair’s Reporting Obligations

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

13 The meeting report shall be adopted at the next meeting, by members.

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

---

16 Article 49: Changes to Structure

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

---

20 Article 50: Calendar of Meetings

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

---

24 **SECTION J – EXTERNAL RELATIONS**  
25

---

26 Article 51: Relationship with the ITU

27 3GPP2 may directly respond to an ITU liaison. In general, 3GPP2 will not  
28 request the ITU to do new work without approval of all of the Organizational  
29 Partners. A copy of any communication shall be provided to the Organizational  
30 Partners.

31 3GPP2 results may be shared with the ITU following the existing  
32 national/regional processes.

- 1 Formal contributions to ITU Study Groups are made by ITU members.  
2 Representatives of the ITU are invited to participate in the Steering Committee  
3 and Organizational Partners meetings for the efficient coordination and  
4 exchange of information.

---

5 Article 52: Relations with Other Groups

- 6 3GPP2 will establish and maintain liaison relationships with groups working on  
7 standards for other IMT-2000 family members, as appropriate.  
8 TSGs and Ad Hoc groups of the SC are encouraged to liaise directly with the  
9 relevant technical bodies with the consultation of the SC Chair, as appropriate,  
10 and shall copy the Secretariat on all such correspondence.  
11 The 3GPP2 Secretariat shall maintain a list, based on information received  
12 from the TSGs and SC, of other organizations with whom the TSGs and SC  
13 liaise.  
14 The Secretariat shall submit the list to the SC for review, as appropriate.  
15 Any requests for meetings with external organizations, both established  
16 liaisons and otherwise, shall be brought to the attention of the SC Chair and  
17 Secretariat.

---

18 **SECTION K – MISCELLANEOUS**  
19

---

20 Article 53: Financial Resources

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

---

24 Article 54: Secretariat

- 25 The Partners shall provide logistical support to, and assist in the operation of  
26 3GPP2. The support shall be in the form of a Secretariat which shall operate  
27 under the overall management of the OPs. The Secretariat is responsible for the  
28 day to day support of the SC and TSGs.

---

29 Article 55: Intellectual Property Rights (IPR) Policy

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



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

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

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

---

9 Article 56: Working Language

10 The working language for 3GPP2 shall be English.

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

12 3GPP2 Technical Specifications and Technical Reports shall be prepared in  
13 English.

---

14 Article 57: Duration

15 3GPP2 shall be task oriented and on completion of the tasks the future of  
16 3GPP2 shall be re-considered. The continuation of 3GPP2 shall, therefore, be  
17 confirmed by the Organizational Partners on an annual basis.

---

18 Article 58: Review of Activities

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

---

22 Article 59: Dissolution

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

---

26 Article 60: Amendments to 3GPP2 Working Procedures

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

30

1

---

2 **ANNEX A – DEFINITIONS**

3

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 the 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”.
SC PMT (aka “PMT”)	The Steering Committee (SC) Project Management Team (PMT) ad hoc shall have the particular responsibility for the technical coordination of work being undertaken within 3GPP2.
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 TR-45 and TR-50.
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

---

2 **ANNEX B – ABBREVIATIONS**

3

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

4

5

1

---

2 **ANNEX C – INDIVIDUAL MEMBER APPLICATION FORM**

3

4 The Annex C is available on the 3GPP2 website at

5 [http://www.3gpp2.org/Public\\_html/Misc/201211\\_3GPP2\\_Application\\_Form.p](http://www.3gpp2.org/Public_html/Misc/201211_3GPP2_Application_Form.pdf)  
6 [df](http://www.3gpp2.org/Public_html/Misc/201211_3GPP2_Application_Form.pdf)

7

8

1

---

**2 ANNEX D – RULES FOR LIAISON****3 Establishment of Liaison**

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

**21 Maintenance of Liaison**

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

**27 Removal of Liaison**

- 28 • A liaison may be removed with no further notice if the external organization  
29 ceases to exist for any reason.

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

---

1 **ANNEX E – SAMPLE CONTRIBUTION COVERS**

2

3

4





---

1 **ANNEX F – PROCEDURES FOR THE USE OF TECHNICAL WRITERS IN 3GPP2**  
2

---

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.  
6

---

7 Detailed Procedures

- 8 1. When a TSG determines that a technical writer is required for a particular  
9 project, the TSG Chair shall make the request in writing using the  
10 attached form to the 3GPP2 Secretariat with a copy to the Chair of the  
11 Steering Committee (SC). Note that the decision to request one or more  
12 technical writers should be by the agreement of the TSG and is not the  
13 sole decision of the TSG Chair. This request should only be exercised when  
14 a "volunteer" editor cannot be provided.  
15
- 16 2. Upon concurrence of the SC chair and the 3GPP2 Secretariat (for budget  
17 verification), the 3GPP2 Secretariat shall forward to all OP Finance  
18 Oversight Committee members a copy of the request and begin the process  
19 of hiring a contract technical writer.  
20
- 21 3. A technical writer may not be an employee of any of the Individual  
22 Members of 3GPP2 or their subsidiaries.  
23
- 24 4. All contracts shall be of fixed duration or in the case of a general services  
25 contract, Purchase Orders shall be issued for each individual work item.  
26 The contract and/or purchase order shall clearly indicate as a minimum:  
27
- 28 • The scope of work to be performed.
  - 29 • The hourly rate.
  - 30 • The start and end dates for the work.
  - 31 • The maximum allotted funding.  
32
- 33 5. Once a contract or Purchase Order is issued by the 3GPP2 Secretariat, a  
34 copy of the document shall be sent to the SC Chair, the TSG Chair and to  
35 all OP Finance Oversight Committee members.  
36
- 37 6. Before any amount can be paid for services rendered, a timesheet shall be  
38 submitted specifying the hours worked and a brief description of the work  
39 performed. The timesheet shall be endorsed by both the individual within  
40 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 Secretariat.  
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 Secretariat.  
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 Secretariat 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 Secretariat and no other party shall  
20 make any commitment on behalf of 3GPP2 without the prior approval of  
21 the 3GPP2 Secretariat.  
22
- 23 11. The 3GPP2 Secretariat shall report periodically to, or as requested by, the  
24 OP Finance Oversight Committee on actual expenditures on Technical  
25 Writers.  
26

1  
2  
3  
4  
5  
6  
7  
8

**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:**

1  
2  
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.

<b>File Format Guidelines</b>	<b>Recommended Application Software</b>
<p><b>Preferred Contribution Format for Discussion Purposes.</b> 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"> <li>• Adobe Acrobat</li> <li>• Recommended Reader: Adobe Acrobat</li> <li>• Any other application software compatible with the above</li> </ul>
<p><b>Acceptable Contribution Formats for Discussion Purposes.</b> 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"> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> <li>• Microsoft PowerPoint</li> <li>• Adobe FrameMaker</li> <li>• Any other application software compatible with the above</li> </ul>
<p><b>Source File Formats for inclusion in Specifications or Correspondence.</b> 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 <b>Preferred Contribution Format for Discussion Purposes</b>, but the contributor should 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"> <li>• Microsoft Word</li> <li>• Visio</li> <li>• Adobe FrameMaker</li> <li>• Any other application software compatible with the above</li> </ul>
<p><b>Preferred Specification Formats</b></p>	<ul style="list-style-type: none"> <li>• Microsoft Word: Version 5.1 or later</li> </ul>

<b>File Format Guidelines</b>	<b>Recommended Application Software</b>
<p><b>for Editing.</b></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"> <li>• Adobe FrameMaker</li> <li>• Any other application software compatible with the above</li> </ul>
<p><b>Preferred File Formats for Publication.</b></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"> <li>• Adobe Acrobat</li> <li>• Any other application software compatible with the above</li> </ul>
<p><b>Preferred File Formats for Archiving.</b></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"> <li>• Microsoft Word</li> <li>• Adobe FrameMaker</li> <li>• Any other application software compatible with the above</li> </ul>

1

---

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

3

---

4 Definitions and Abbreviations

1 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"><li>• Administrative or management documents</li><li>• 3GPP2 overall planning documents</li></ul> 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.

2

1

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.

2

3



- 1
- 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.

<b>If SC Decides New Document is Needed</b>				
<b>Step</b>	<b>Process</b>	<b>Who</b>	<b>Details</b>	<b>Rationale</b>
3a	Assignment of Development Group	SC Chair	Determines, via SC consensus, whether the development of the candidate document should occur in: <ul style="list-style-type: none"> <li>a) PMT</li> <li>b) A TSG – or combination thereof</li> <li>c) A newly-created SC ad hoc</li> </ul>	In principle, the group tasked with development work shall be responsible for the maintenance of the document.

- 6
- 7

1

<b>If SC Decides Existing Document Can Incorporate Proposed Text</b>				
<b>Step</b>	<b>Process</b>	<b>Who</b>	<b>Details</b>	<b>Rationale</b>
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.

2

<b>If SC Decides Proposed Text is Not Needed</b>				
<b>Step</b>	<b>Process</b>	<b>Who</b>	<b>Details</b>	<b>Rationale</b>
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.

3

4

1

2 **Completion of Actions**

<b>Step</b>	<b>Process</b>	<b>Who</b>	<b>Details</b>	<b>Rationale</b>
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"> <li>a) E-mail reflector; or</li> <li>b) Teleconference; or</li> <li>c) Face-to-face meeting.</li> </ul> <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"> <li>a) Existing SC library documents; and</li> <li>b) 3GPP2 WPD; and</li> <li>c) 3GPP2 Agreement, and</li> <li>d) the original proposal.</li> </ul> <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

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.

<b>If No Comments Submitted or Comments, if any, Are Resolved During SC Review:</b>				
<b>Step</b>	<b>Process</b>	<b>Who</b>	<b>Details</b>	<b>Rationale</b>
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

5

1

<b>If Comments are Submitted and Not Resolved during SC Review:</b>				
<b>Step</b>	<b>Process</b>	<b>Who</b>	<b>Details</b>	<b>Rationale</b>
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)).	



