



Work Item, Stage 1 and System Requirements Guidelines

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Revision History

Revision	Description of Changes	Date
Rev 0 v1.0	Publication	June 2006
Rev A v1.0	Publication	September 2010
Rev A v2.0	Changes for consistency with WPD v13 plus full content and editorial review.	August 2011
Rev A v3.0	Changes made to reflect organizational restructuring and to bring into alignment with latest SC.R1005 3GPP2 Drafting Rules.	March 2013

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1 **FOREWORD**

2 This foreword is not part of this document.

3 This document was prepared by the Third Generation Partnership Project 2 (3GPP2).

4

1 **1 INTRODUCTION**

2 1.1 Scope

3 This document is to provide uniform procedures, process and guidance for the development,
4 completion, distribution and approval of Work Items, Stage 1 and System Requirements
5 documents across all TSGs.

6 1.2 References

7 The following documents are referenced herein. References are either specific (identified by date
8 of publication, revision identifier, and version number) or non-specific. For a specific reference,
9 subsequent revisions may not apply. For a non-specific reference, the latest revision applies.

10 [1] 3GPP2 Working Procedures Document (WPD)

11 [2] 3GPP2 SC.R1001 Publication Process Guidelines

12 1.3 Document Conventions

13 “Shall” and “shall not” identify requirements to be followed strictly to conform to this document
14 and from which no deviation is permitted. “Should” and “should not” indicate that one of
15 several possibilities is recommended as particularly suitable, without mentioning or excluding
16 others, that a certain course of action is preferred but not necessarily required, or that (in the
17 negative form) a certain possibility or course of action is discouraged but not prohibited. “May”
18 and “need not” indicate a course of action permissible within the limits of the document. “Can”
19 and “cannot” are used for statements of possibility and capability, whether material, physical
20 or causal.

21 1.4 Definitions and Abbreviations

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

PMT	Steering Committee Program Management Team
PMT Coordinator	The function in the 3GPP2 Secretariat charged with the maintenance of the 3GPP2 Project Plan.
WI	Work Item

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1 **2 WORK ITEMS**

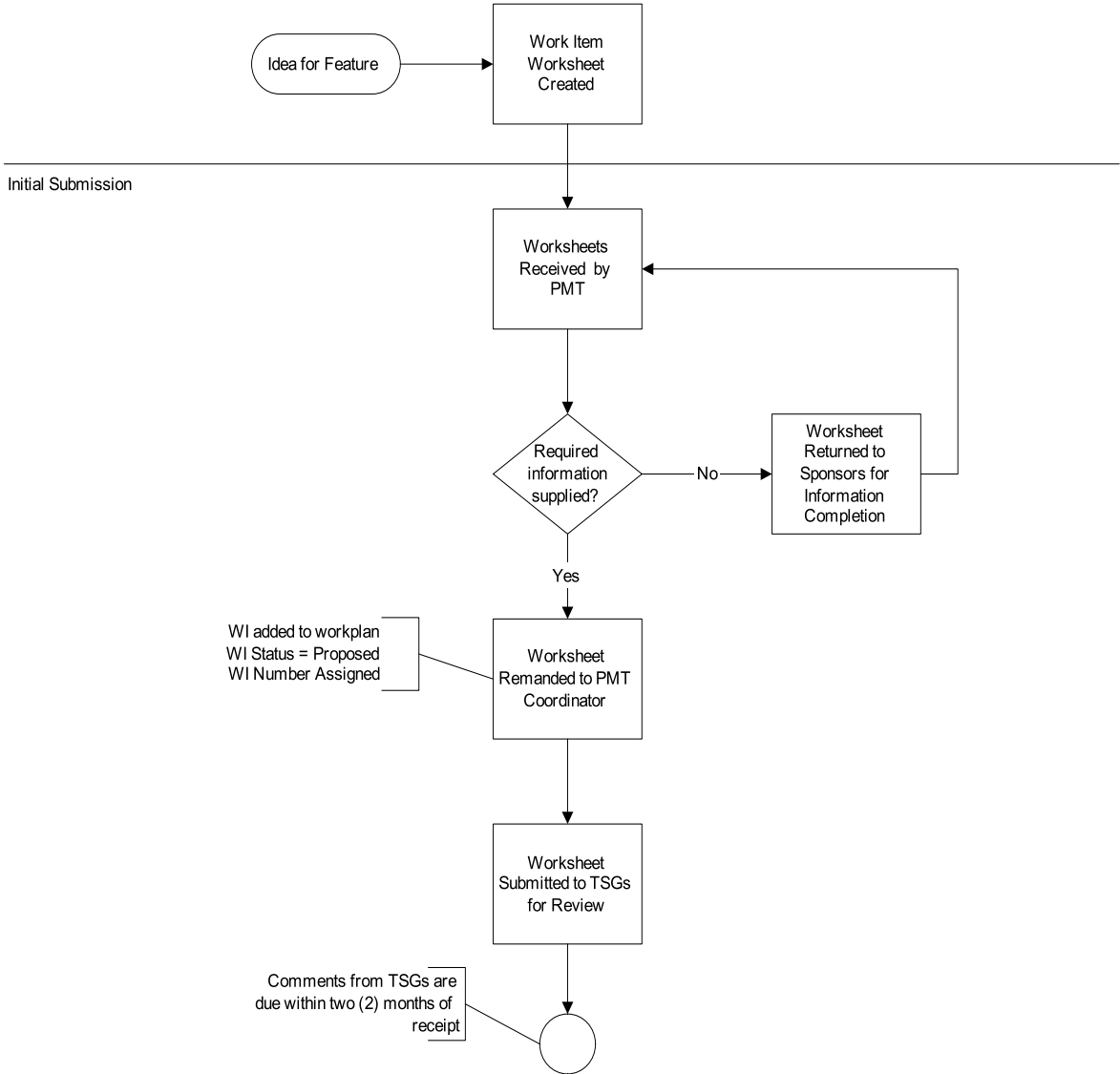
2 The Work Item Worksheet found at [ftp://ftp.3gpp2.org/SC_OP/Working/PMT/Work Items/](ftp://ftp.3gpp2.org/SC_OP/Working/PMT/Work_Items/)
3 shall be used for submission to the PMT for establishment of a work item.

4 The worksheet must have all shaded areas completed for consideration by the Steering
5 Committee Program Management Team (PMT). Failure to complete all of the shaded areas may
6 result in the worksheet being returned to the originator(s) and being delayed for consideration
7 until it is completed correctly and resubmitted.

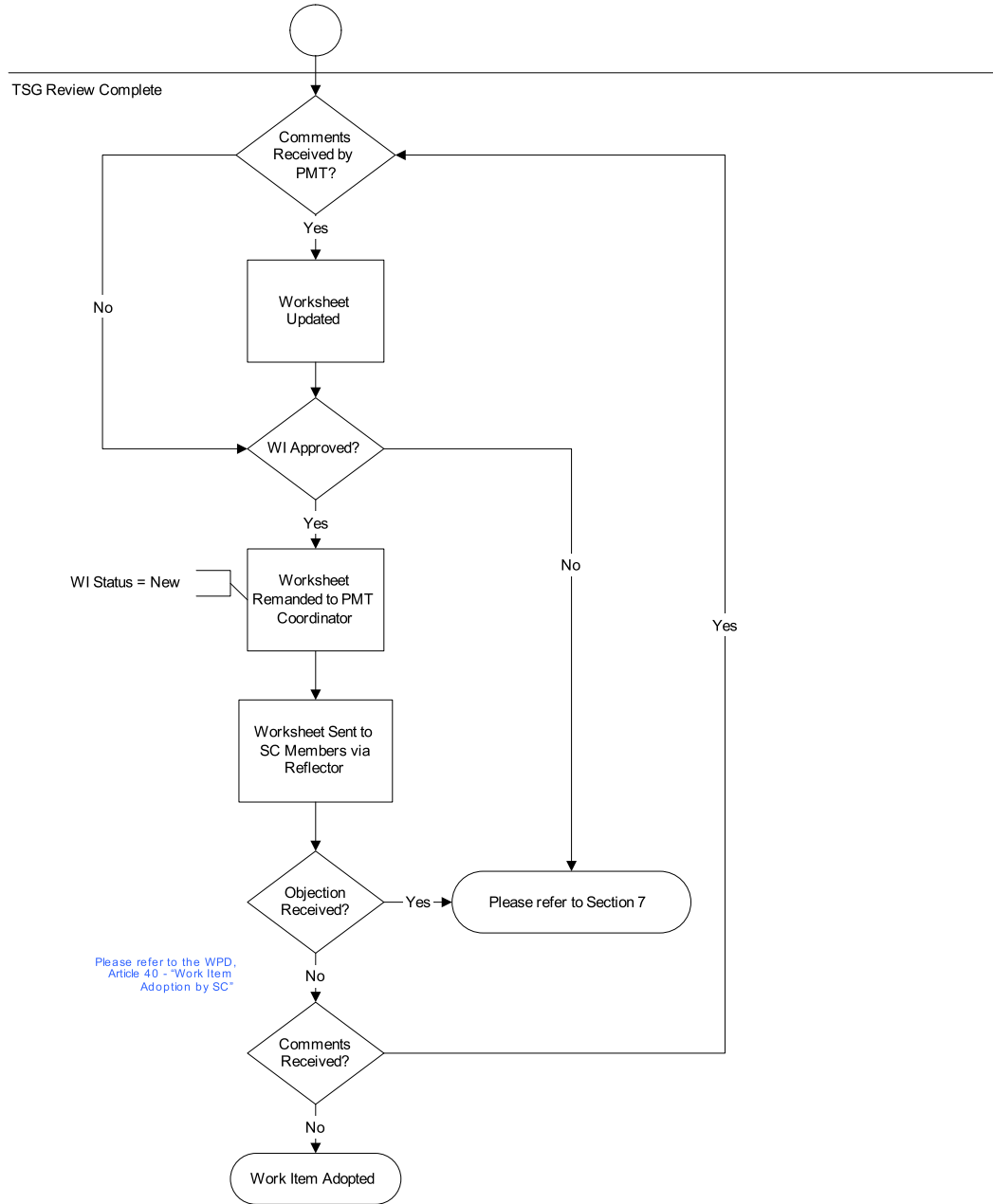
8 After a work item worksheet has been approved by the PMT for TSG review, it will be
9 distributed to all TSGs. To ensure that TSGs are aware in advance and can plan their
10 processes accordingly, for any month where the PMT does not have a face-to-face session, the
11 PMT will schedule calls in order to release work item worksheets for TSG review on the 9th of
12 that month or the 1st business day thereafter, unless re-scheduled with appropriate notice. For
13 the months where there is a PMT face-to-face session, work item worksheets will be released as
14 an output of those sessions. Comments from the TSGs are due as scheduled and announced
15 by the PMT, allowing for a minimum of two (2) months for TSG review. Following the TSG
16 reviews, the PMT will host a work item worksheet review session that may be conducted via
17 teleconference or multi-media conferencing facility.

18

1 The Work Item Worksheet approval and distribution process is described in the following
2 flowchart (Figure 1 and Figure 2).



3
4 **Figure 1 Work Item Worksheet Approval and Distribution Process (Part 1 of 2)**
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Figure 2 Work Item Worksheet Approval and Distribution Process (Part 2 of 2)

1 **3 STAGE 1 DOCUMENTS**

2 Stage 1 documents are required when more than one TSG is affected by the feature. If a Stage
3 1 is developed, it will be submitted to TSG-SX, as per the diagram below. If a feature or
4 function is developed that affects only a single TSG, a Stage 1 document is not required;
5 however, if a Stage 1 is developed, it will be submitted to TSG-SX for confirmation and to all
6 TSGs for information.

7 The Stage 1 distribution and approval process is described in the following flowchart (Figure 3).

8 After a stable Stage 1 document has been approved by TSG-SX for TSG review, it will be
9 distributed to all TSGs along with an announcement of the specific Stage 1 review schedule.
10 Comments from the TSGs are due as scheduled and announced by TSG-SX, allowing for a
11 minimum of three (3) months. For Stage 1 comments due in a month where TSG-SX does not
12 have a face-to-face meeting, TSG-SX WG1 will schedule a TSG-SX WG1 call on the 16th day of
13 that month or, if falling on a weekend/holiday, the 1st business day thereafter in order to
14 address Stage 1 comments received during TSG review. This Stage 1 review session requires
15 participation of the document Editor, or Editor's delegate. This Stage 1 review session may be
16 conducted via teleconference or multi-media conferencing facility. Following the resolution of
17 TSG review comments, the Stage 1 will be released for V&V as approved by TSG-SX.

18 Interested parties may also attend the announced review meeting and provide their comments
19 and contributions there.

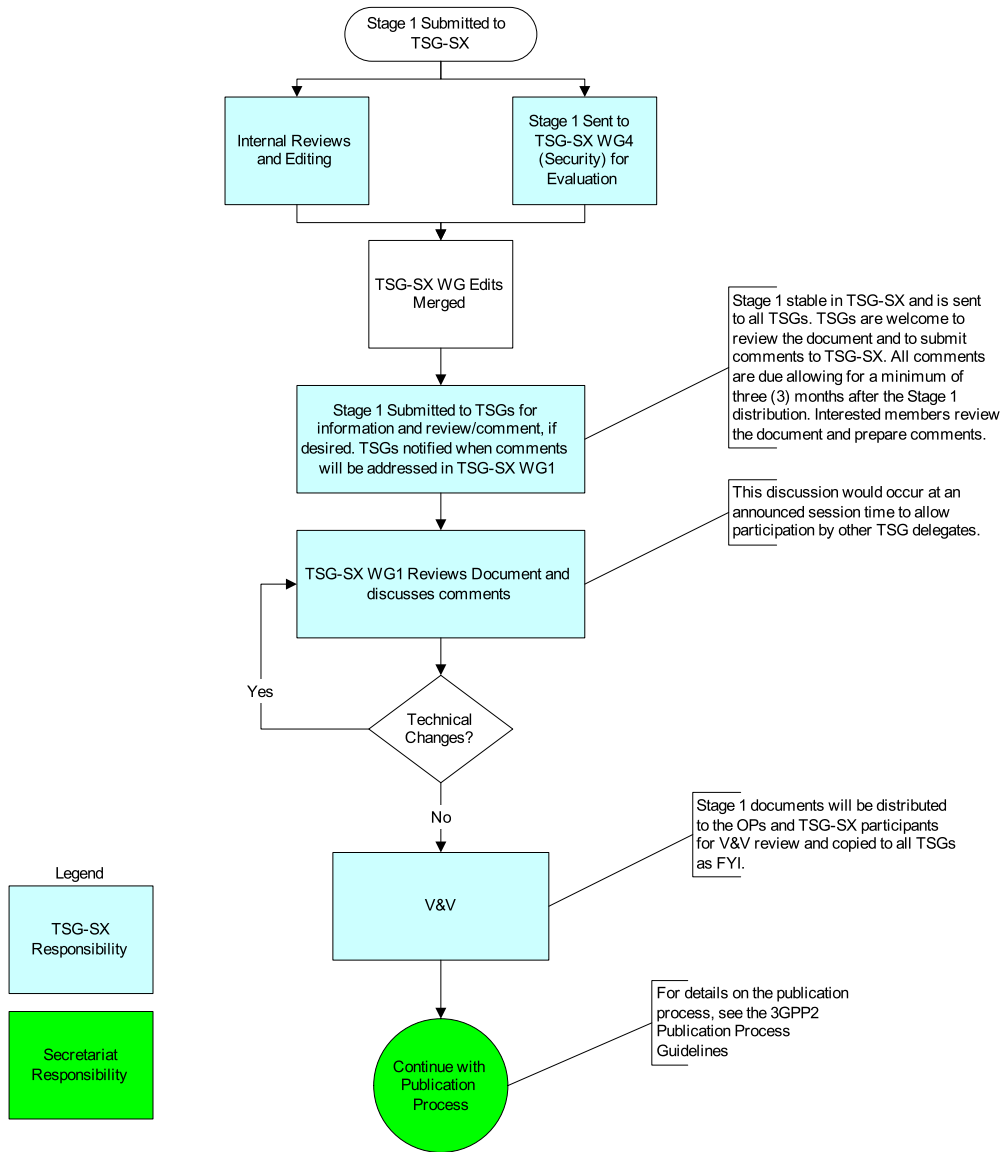


Figure 3 Stage 1/System Requirements Approval and Distribution Process

1 **4 SYSTEM REQUIREMENTS DOCUMENTS**

2 The processing of a System Requirements Document is identical to the processing of a Stage 1
3 document. Please refer to Stage 1 Documents above.

4 **5 THE WORK ITEM APPEAL PROCESS (AS ORIGINALLY APPROVED BY THE SC IN**
5 **APRIL 2001)**

6 If the PMT does not forward a work item to the SC, the supporting TSG or individual members
7 may appeal to the SC. The work item may be approved by the SC after review of the appeal by
8 the rules of consensus within the SC.

9 Once approved by the PMT, if there is an objection from an Individual Member or Partner, it is
10 the responsibility of the objecting Individual Member or Partner to discuss their objections with
11 the sponsoring TSG Chair (if applicable) and the PMT Chair.

12 If it is not possible to resolve the objection, it is the responsibility of the Individual Member or
13 Partner to raise the issue with the SC.

14 The appeal may be handled by an extraordinary meeting of the SC or at the next scheduled
15 meeting of the SC, at the discretion of the SC Chair.