1 Publication Process Guidelines

# 1 Editor

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# 5 Revision History

| | | |
|---|---|---|
| v.0.9.1 | TSG-S Approved for SC Review | 11 December 2003 |
| v.0.9.2 | Changes Made in Seoul, Korea incorporating SC-level V&V comments | 12 February 2004 |
| v.0.9.3 | Changes Made per SC/OP Meeting in Seoul, Korea | 1 March 2004 |
| v.1.0 | Publication | 12 March 2004 |
| v.1.1 | SC Action 2006/02-01 – Changes Made at Dallas Meeting | 30 March 2006 |
| v.1.2 | Editorial Changes | 26 March 2007 |
| v2.0 | Publication Version | 26 March 2007 |

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1 Table of Contents

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1 **1. INTRODUCTION & SCOPE**

2 This document is to provide uniform procedures and guidelines across all
3 TSGs for 3GPP2 technical specifications and technical reports intended
4 for publication.  This work followed the resolution of OP Action 2003/05-
5 01[1].

6 **2. REFERENCES**

7 The following documents are referenced herein:

8 [1]    3GPP2 Working Procedures Document (WPD) 20 May 2003

9 [2]    SC.R1003-0, Work Item, Stage 1 and System Requirements
10       Process Guidelines

11 **3. DEFINITIONS AND ABBREVIATIONS**

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

| V&V | V&V is part of the specification development process. V&V is the process in which all technical issues associated with Technical Specifications and Reports shall be addressed, resolved, verified and validated by the TSG for the purpose of ensuring accuracy, consistency and integrity of the document. |
|---|---|
| TSG Final Review and Approval | TSG Final Review and Approval is the process in which any Technical Specifications and Technical Reports shall be reviewed and approved by the TSG plenary for submission to the SC for review and approval prior to 3GPP2 publication. |
| Industry Notice | A type of Technical Report designed to alert the industry to a technical issue that has been |

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[1] Please see contribution S00-20030818-006/A/B/C.

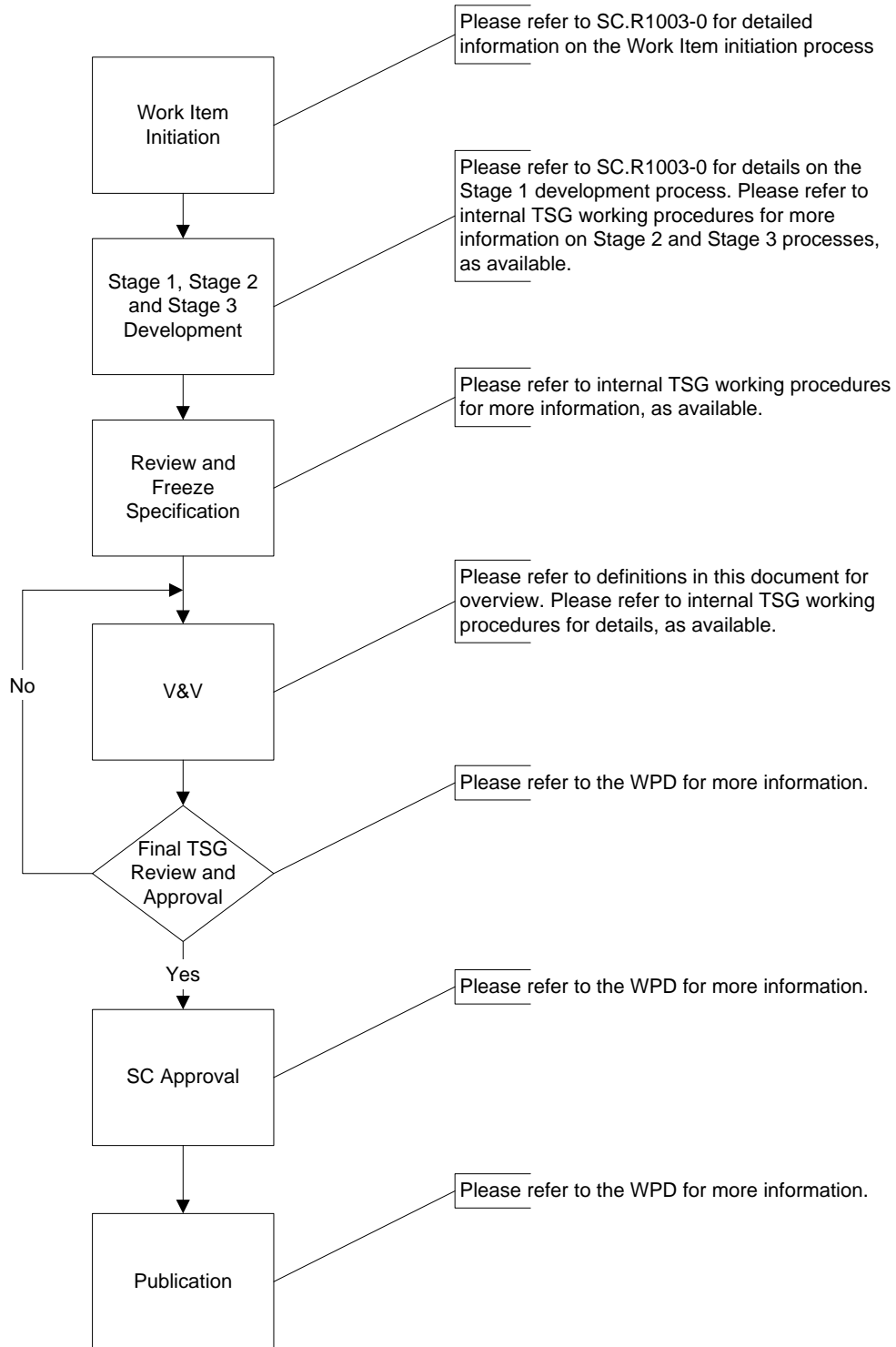| | identified in a published 3GPP2 document and provide a full and detailed description of the impact to the industry. An Industry Notice does not contain any normative elements. Publication of an Industry Notice follows the same process as publication of a Technical Report. |
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## 2   **4. PUBLICATION PROCESS**

3   The Publication Process completes the life cycle for the development of a
4   new revision, version or point release of a 3GPP2 specification.

5   The overview of the Publication Process is presented as a flowchart in
6   Figure 1. The detailed description is identified in Table 1. Descriptive text
7   follows in Section 4.3.

1    **4.1    Figure 1: Flowchart of Overview of 3GPP2 Publication Process**

Please refer to SC.R1003-0 for detailed
information on the Work Item initiation process

Work Item
Initiation

Please refer to SC.R1003-0 for details on the
Stage 1 development process. Please refer to
internal TSG working procedures for more
information on Stage 2 and Stage 3 processes,
as available.

Stage 1, Stage 2
and Stage 3
Development

Please refer to internal TSG working procedures
for more information, as available.

Review and
Freeze
Specification

Please refer to definitions in this document for
overview. Please refer to internal TSG working
procedures for details, as available.

No                V&V

Please refer to the WPD for more information.

Final TSG
Review and
Approval

Yes

Please refer to the WPD for more information.

SC Approval

Please refer to the WPD for more information.

Please refer to the WPD for more information.

Publication

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## 1  4.2   Table 1: Detailed Steps of 3GPP2 Publications Process

| PROCESS | Ref | WHO | WHAT | TO | NOTES |
|---|---|---|---|---|---|
| **Work Item Initiation** | SC.R1003-0 | TSG members | Refer to SC.R1003-0 for detailed information on the Work Item Initiation Process | | |
| **Stages 1, 2, and 3 Development** | Stage 1: SC.R1003-0<br><br>Stage 2 & 3: Internal TSG Working Procedures | TSG(s) | Technical contributions reviewed and deliberated by TSGs.<br><br>Baseline Text developed by TSG. | | |
| **Review and Freeze Specification** | Internal TSG Working Procedures | TSG | TSG reviews specification and consensus reached that document is complete.<br><br>TSG approves document for Verification and Validation | | TSG reviews specification in preparation for V&V. Technical modifications and editorials may be identified and resolved prior to approval for V&V. |

| PROCESS | Ref | WHO | WHAT | TO | NOTES |
|---------|-----|-----|------|----|-------|
| **V&V** | Overview: SC.R0001 (this document)<br><br>Details: Internal TSG Working Procedures | TSG Chair | Sends document for V&V processing noting:<br><br>• The specification/report to be considered<br><br>• The optional template by which V&V comments are to be submitted<br><br>• The timeframe for submitting comments<br><br>• Where comments should be sent (i.e., TSG) | 3GPP2 Secretariat | See definition in Section 3. |
| | | 3GPP2 Secretariat | Distributes document under consideration, noting the information provided by the TSG Chair | Organizational Partners and TSG membership | The originating TSG may opt to circulate the document to participants in other TSGs depending on the subject matter. This may be accomplished:<br><br>a. Directly by the originating TSG in the form of correspondence<br><br>b. Via the Secretariat during distribution of the document |

| PROCESS | Ref | WHO | WHAT | TO | NOTES |
|---|---|---|---|---|---|
| | | Members, OPs, MRPs, Guests, the 3GPP2 Secretariat or Observers | Submit Comments | Destination as noted in the 3GPP2 correspondence initiating V&V process | |
| **Resolution of V&V Comments by TSG** | Internal TSG Working Procedures | | Discussion by TSG. | | |
| | | TSG | Determines if document is ready for Final TSG Review and Approval | | |
| **Repeat Steps "V&V "and "Resolution of V&V Comments by TSG" As Necessary** | | | | |
| | Internal TSG working procedures, as available | TSG | TSG reaches consensus on final document and approves document for the next step, "Final TSG Review and Approval". | | |

| PROCESS | Ref | WHO | WHAT | TO | NOTES |
|---|---|---|---|---|---|
| | | | | | |
| **Final TSG Review and Approval** | WPD & SC.R0001 (this document) | TSG | TSG reviews documents and confirms and approves document for submission to the SC for review and approval prior to 3GPP2 publication | 3GPP2 Secretariat | See definition in Section 3. |
| **SC Approval** | WPD | 3GPP2 Secretariat | Sends document for 15-day SC review | Steering Committee members | |
| | | Steering Committee members, 3GPP2 Secretariat | Submit Comments (if any) | 3GPP2 Secretariat | |
| | | 3GPP2 Secretariat | Submits comments for resolution (if any) | Steering Committee (collective body) | |

| PROCESS | Ref | WHO | WHAT | TO | NOTES |
|---------|-----|-----|------|-----|-------|
| | | Steering Committee (collective body) | Concludes comment resolution and issues notification (if any) | 3GPP2 Secretariat | |
| **Publication** | WPD | 3GPP2 Secretariat | Publishes, by posting, document on Web site | | |
| | | 3GPP2 Secretariat | Issues notification that document is published | Organizational Partners and Steering Committee | |
| | WPD, Article 2 and Article 47 | Organizational Partners | SDO Transposition of 3GPP2 published specification | | |

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1 **4.3 Description of Steps in 3GPP2 Publication Process**

2 3GPP2 publishes Technical Specifications and Technical Reports.
3 Publication completes the development cycle of a new revision, version or
4 point release of such documents.

5 ### 4.3.1 WORK ITEM INITIATION

6 The development cycle begins with the initiation of a Work Item (WI) as
7 proposed by TSG participants.  A 3GPP2 Work Item is a specification
8 task that defines parameters such as intended type of document(s),
9 technical scope, impact on other 3GPP2 Work Items, and supporting
10 Individual Members (IMs).  SC-approved Work Items are entered into the
11 3GPP2 Work Program.  Refer to the 3GPP2 Working Procedures and
12 SC.R1003-0 for detailed information on Work Item process and
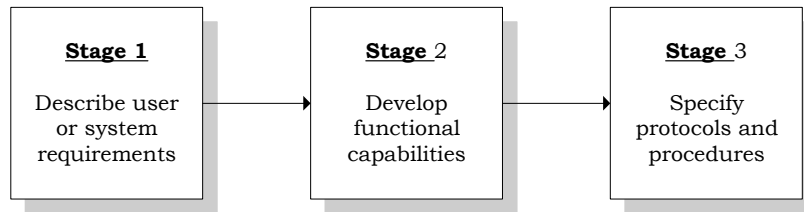13 procedures.

14 Initiation and approval of a Work Item is accompanied by the technical
15 development of supporting Stage 1, 2 and 3 documents within the TSGs
16 as appropriate.  Activity on the WI may result in one or more new
17 documents, revisions to existing documents, or the work associated with
18 multiple Work Items may be combined.

19 ### 4.3.2 STAGES 1, 2, AND 3 DEVELOPMENT

20 The TSGs prepare and maintain 3GPP2 documents based on the review
21 and deliberation of technical contributions submitted by TSG
22 participants.   Three stages in the development cycle of a 3GPP2
23 document are illustrated in Figure 2 and described below.

1                              Figure 2: Stages 1, 2 and 3

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3    •           Stage 1 describes the requirements from a user's perspective or
4                describes the system requirements. The Stage 1 requirements
5                drive the following two stages. Refer to SC.R1003-0 for detailed
6                information on the 3GPP2 Stage 1 process and procedures.

7    •           Stage 2 identifies the functional capabilities and attributes as well
8                as the information flows needed to support the requirements as
9                described in Stage 1. Refer to the internal TSG Working
10               Procedures for detailed information on the 3GPP2 Stage 2 process.

11   •           Stage 3 provides the system (e.g., signaling, switching) protocols,
12              procedures, and message elements based on the Stage 2. Refer to
13              the internal TSG Working Procedures for detailed information on
14              the 3GPP2 Stage 3 process.

15 The Stage 1, 2 and 3 development processes consist of technical
16 contributions being reviewed and deliberated in the TSGs, resulting in
17 the corresponding baseline text(s).

18      **4.3.3     REVIEW AND FREEZE SPECIFICATION**

19 During this step in the publication process the TSG conducts a
20 comprehensive inspection of the document, within the TSG, consistent
21 with its own working procedures. The document is checked for
22 completeness, consistency, and testability, as appropriate. Once the
23 TSG determines that all amendments have been made and the document
24 is complete, the content of the document is frozen. The TSG approves
25 the frozen document for Verification and Validation (V&V).

26      **4.3.4     VERIFICATION AND VALIDATION**

27 The V&V step is intended to ensure and maintain high quality technical
28 specifications and technical reports. V&V allows a broader community
29 within 3GPP2 to examine and comment on the contents of a document. It
30 allows implementers and other "fresh eyes" to ensure that the document
31 is technically sound, complete, and non-ambiguous prior to publication.
32 V&V offers the broader 3GPP2 community the opportunity to assess the

1   document for readiness for the engineering, design and development of
2   hardware and software.

3   The TSG Chair initiates V&V processing by sending correspondence to
4   the 3GPP2 Secretariat that includes the following information:

5         • The technical specification or technical report for V&V.

6         • The V&V comment template. Use of the template is optional.

7         • The V&V participants as determined by the originating TSG.

8         • The timeframe for submitting comments. The timeframe will
9           vary based on the document at the discretion of the TSG,
10         allowing for a meaningful review of the document.

11         • The TSG contact where V&V comments should be sent.

12   The 3GPP2 Secretariat distributes the document for V&V as instructed
13   by the TSG Chair to the V&V participants (i.e., Organizational Partners
14   (OP) and Individual Members (IM)).

15   In addition, the originating TSG may decide to distribute the document
16   for V&V to participants of other TSGs depending on the technical subject
17   of the document.

18   The V&V participants submit comments to the destination identified in
19   the V&V initiating correspondence. Comments may be submitted by
20   individual members, OPs, MRPs, guests or observers.

21     **4.3.5**     **RESOLUTION OF V&V COMMENTS BY TSG**

22   V&V comments are addressed for resolution by the originating TSG.
23   Based on the determination of the TSG, technical and editorial
24   amendments may be made to the document. If substantive technical
25   modifications are made to the document as a result of the resolution of
26   V&V comments the "**Verification and Validation (V&V)"** and
27   "**Resolution of V&V Comments by TSG**" steps are repeated, as
28   necessary.

29   Once the TSG determines, preferably by consensus of the individual
30   members participating, that the document is complete, the TSG
31   determines that the document is ready to proceed for "Final TSG Review
32   and Approval."

33   Refer to the internal TSG Working Procedures for more details of the
34   "Resolution of V&V Comments by TSG" step in the publication process.

### 4.3.6 FINAL TSG REVIEW AND APPROVAL

The TSG reviews, confirms, and approves the document for submission to the SC for review and approval prior to 3GPP2 publication.

The TSG Chair initiates correspondence for transmittal of the document to the 3GPP2 Secretariat to request SC review and approval of the document for 3GPP2 publication.

### 4.3.7 SC APPROVAL

The 3GPP2 Secretariat sends the document for a 15-day SC review to the Steering Committee members. The Steering Committee members submit comments, if any, to the 3GPP2 Secretariat. The intent of the Steering Committee review is to solicit any comments by the Steering Committee members on the procedural matters, and not on technical merits.  The 3GPP2 Secretariat consolidates and submits comments, if any, for resolution to the Steering Committee. The Steering Committee addresses the comments, if any, for resolution. If there are no comments for resolution or once comment resolution is concluded, the SC approves the document for publication and issues notification to the 3GPP2 Secretariat.

Refer to the 3GPP2 Working Procedures document for details of the "SC Approval" process.

### 4.3.8 PUBLICATION

The publication results in a new revision, version, or point release of a document.  The 3GPP2 Secretariat publishes the document, by posting, the document on the 3GPP2 website at www.3gpp2.org. The 3GPP2 Secretariat issues notification to the SC and OPs that the document has been published. The Organizational Partners conduct SDO transposition of the 3GPP2 published document.