Work Item, Stage 1 and System Requirements Process Guidelines

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1. **INTRODUCTION & SCOPE**

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

2. **REFERENCES**

The following documents are referenced herein:

1. 3GPP2 Working Procedures Document, 20 May 2003
2. SC.R0001-0 v1.0 – Publication Process Guidelines

3. **DEFINITIONS AND ABBREVIATIONS**

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

| Coordinator | The function in the 3GPP2 Secretariat charged with the maintenance of the 3GPP2 Project Plan. |

4. **WORK ITEMS**

The [Work Item Worksheet](ftp://ftp.3gpp2.org/Process_and_Reports/) linked in Appendix A should be used for submission to TSG-S for establishment of a work item.

The worksheet must have all shaded areas completed for consideration by Working Group 3 (PMT). Failure to complete all of the shaded areas will result in the worksheet being returned to the originators and being delayed for consideration until it is completed correctly and resubmitted.

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

Idea for Feature

Work Item Worksheet Created

Worksheets Received by TSG-S WG3

Required information supplied?

Yes

Worksheet submitted to TSG-S plenary

No

Worksheet Returned to Sponsors for Information Completion

Worksheet Remanded to PMT Coordinator

Worksheet Submitted to TSGs for Review

Worksheet Remanded to TSG-S WGs for Review

1

2
Subsequent Meeting Cycle

Comments submitted to TSG-S plenary

Impact on TSG's?

Yes

Worksheet Updated

Worksheet submitted to TSG-S Plenary

WI Approved?

Yes

Worksheet Remanded to PMT Coordinator

Worksheet Sent to SC Members via Email Reflector

Objection Received?

Yes

Please refer to Appendix D

No

Comments Received?

Yes

No

Work Item Adopted

A minimum of 3 meeting cycles will have occurred since work item creation, based upon super meeting schedule

Figure 1
5. STAGE 1 DOCUMENTS

The Stage 1 Template (ftp://ftp.3gpp2.org/Process_and_Reports/) linked in Appendix B should be used for submission to TSG-S.

Stage 1 documents are required when more than one TSG is affected by the feature. If a Stage 1 is developed, it will be submitted to TSG-S, as per the diagram below. If a feature or function is developed that affects only a single TSG, a Stage 1 document is not required; however, if a Stage 1 is developed, it will be submitted to TSG-S for confirmation and to all TSGs for information. Please refer to Section 3.1 of the “Philadelphia Accords” for more information.

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

After a stable Stage 1 document has been prepared in TSG-S, an announcement is made to all TSG reflectors of which Stage 1 documents are to be addressed at the subsequent TSG-S meetings. The specified review will be announced in advance. The announcement will be made via all TSG reflectors at least 2 regularly scheduled meetings prior to the review to allow coordination and accommodation of other TSG meeting schedules.

Interested parties attend the announced requirements review meeting and provide their comments and contributions there.
Stage 1 Submitted to TSG-S

Internal Reviews and Editing

Stage 1 Sent to TSG-S WG4 (Security) for Evaluation

TSG-S WG Edits Merged

Stage 1 Submitted to TSGs for information and review/comment, if desired. TSGs notified when comments will be addressed in TSG-S WG1

TSG-S WG1 Reviews Document and discusses comments

Yes

No

Technical Changes?

V&V

Legend

TSG-S Responsibility

Secretariat Responsibility

Continue with Publication Process

Stage 1 stable in TSG-S and can be sent to all TSGs for information. TSGs are welcome to review the document and to submit comments to TSG-S. Interested members review the document and prepare comments.

This discussion would occur at an announced session time to allow participation by other TSG delegates.

Stage 1 documents will be distributed to TSGs for review and comment, if desired. Requests for additional time from TSGs may be considered.

For details on the publication process, see 3GPP2 Publication Process Guidelines

Figure 2
6. **System Requirements Documents**

The **System Requirements Template** (ftp://ftp.3gpp2.org/Process_and_Reports/) linked in Appendix C should be used for submission to TSG-S.

The processing of a System Requirements Document is identical to the processing of a Stage 1 document. Please refer to Section 5 above.

**Appendix A: Work Item Worksheet**

ftp://ftp.3gpp2.org/Process_and_Reports/Work_Item_Worksheet_Template_v1.4.doc

**Appendix B: Stage 1 Template**

ftp://ftp.3gpp2.org/Process_and_Reports/v0.0.3_Stage_1_Template.doc

**Appendix C: System Requirements Template**

ftp://ftp.3gpp2.org/Process_and_Reports/v0.0.3_System_Requirements_Template.doc

**Appendix D: The Appeal Process (as originally approved by the SC in April 2001)**

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

Once approved by TSG-S, if there is an objection from an Individual Member or Partner, it is the responsibility of the objecting Individual Member or Partner to discuss their objections with the sponsoring TSG Chair and TSG-S Chair.

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

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