



1 Work Item, Stage 1 and System
2 Requirements Process Guidelines

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4

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12 April 2001) 10

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1 **1. INTRODUCTION & SCOPE**

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

5

6 **2. REFERENCES**

7 The following documents are referenced herein:

- 8 1. 3GPP2 Working Procedures Document, 20 May 2003
- 9 2. SC.R0001-0 v1.0 – Publication Process Guidelines

10 **3. DEFINITIONS AND ABBREVIATIONS**

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

Coordinator	The function in the 3GPP2 Secretariat charged with the maintenance of the 3GPP2 Project Plan.
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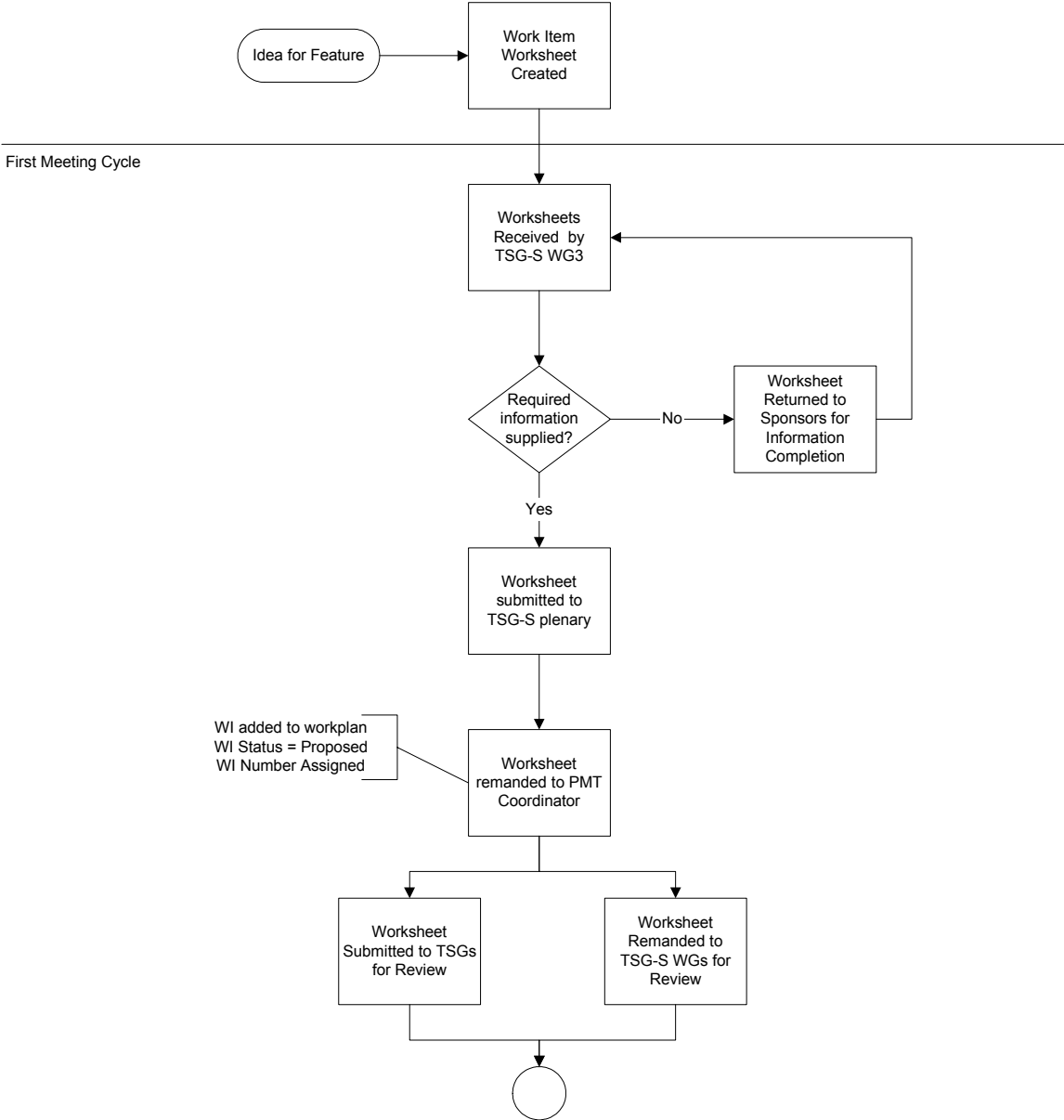
14 **4. WORK ITEMS**

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

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

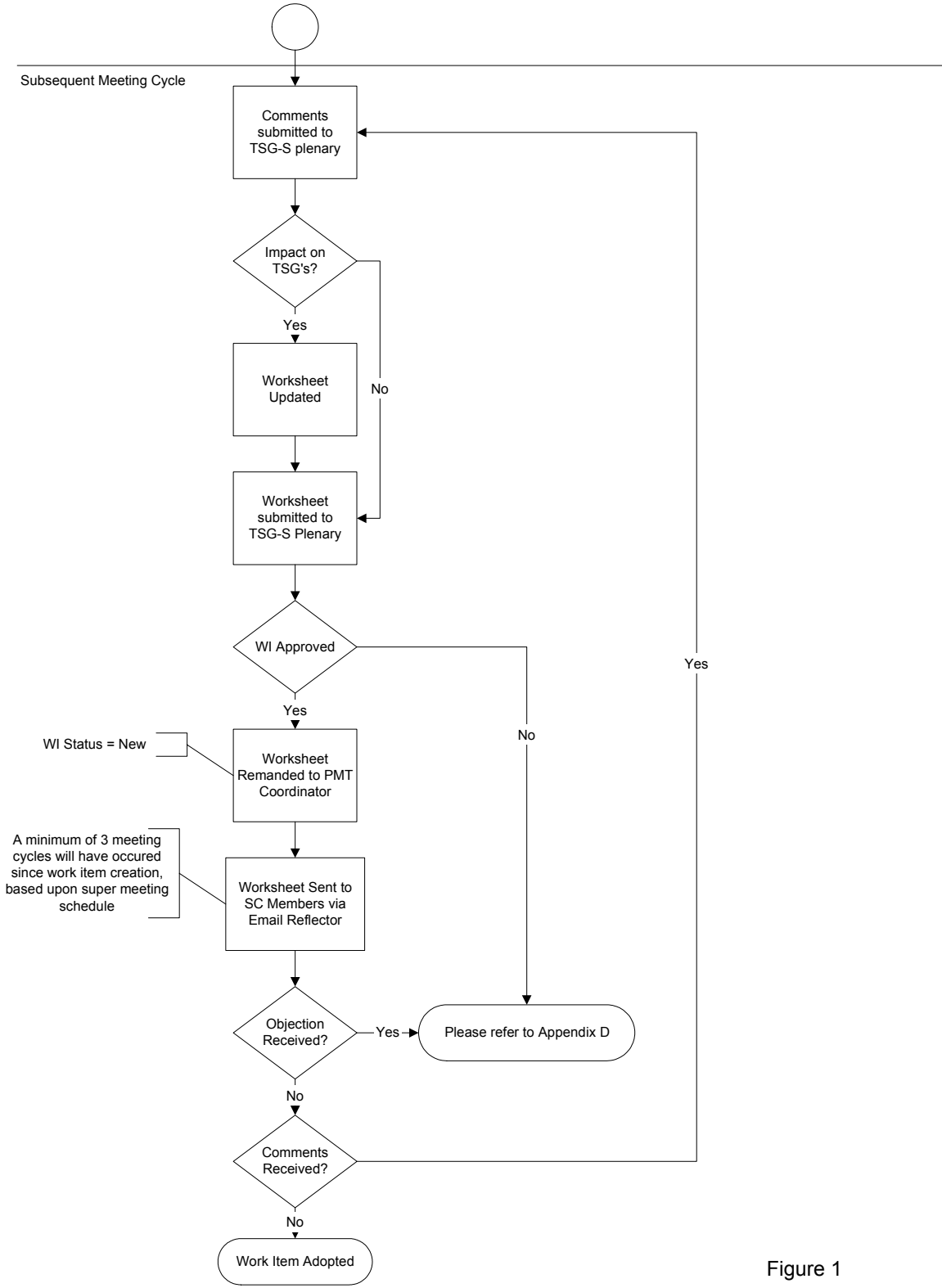
22 The Work Item Worksheet approval and distribution process is described
 23 in the following flowchart. (Figure 1)

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Figure 1

1 **5. STAGE 1 DOCUMENTS**

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

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

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

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

20 Interested parties attend the announced requirements review meeting
21 and provide their comments and contributions there.

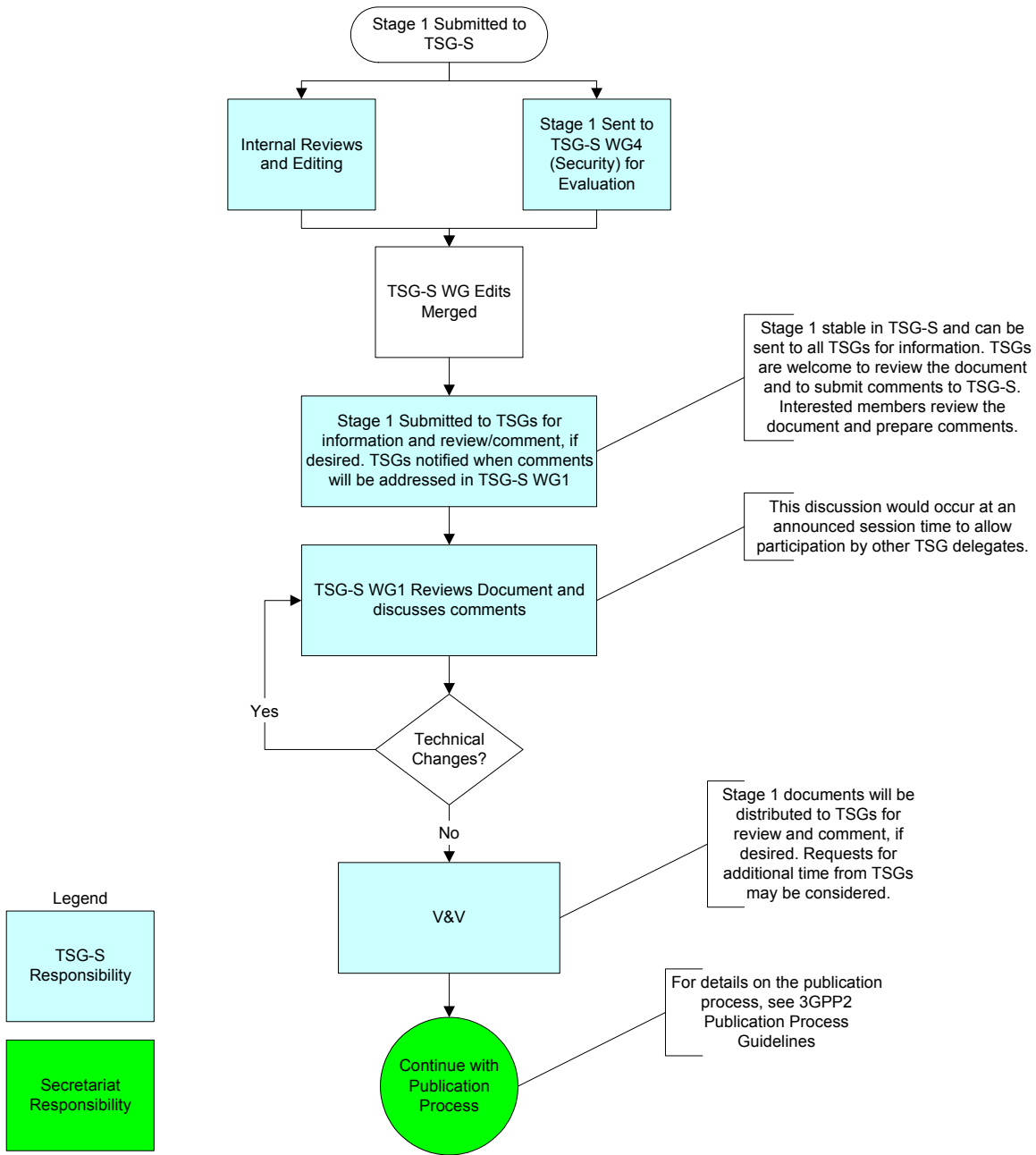


Figure 2

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1 **6. SYSTEM REQUIREMENTS DOCUMENTS**

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

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

7 **APPENDIX A: WORK ITEM WORKSHEET**

8 ftp://ftp.3gpp2.org/Process_and_Reports/Work_Item_Worksheet_Template_v1.4.doc
9

10 **APPENDIX B: STAGE 1 TEMPLATE**

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

12 **APPENDIX C: SYSTEM REQUIREMENTS TEMPLATE**

13 ftp://ftp.3gpp2.org/Process_and_Reports/v0.0.3_System_Requirements_Template.doc
14

15 **APPENDIX D: THE APPEAL PROCESS (AS ORIGINALLY APPROVED BY THE SC IN**
16 **APRIL 2001)**

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

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

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

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

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