



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

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Editor

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Revision History

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<b>Revision</b>	<b>Description of Changes</b>	<b>Date</b>
Rev 0 v1.0	Publication	8 June 2006
Rev A v1.0	Publication	16 September 2010

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2 Table of Contents

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3 Foreword ..... iii

4 Foreword ..... iii

5 1. Scope ..... 1

6 2. References ..... 1

7 3. Definitions and Abbreviations..... 1

8 4. Work Items..... 1

9 5. Stage 1 Documents ..... 4

10 6. System Requirements Documents ..... 6

11 7. The Work Item Appeal Process (as originally approved by the SC in April 2001)..... 6

1	Table of Figures	
2	Figure 4-1: Work Item Worksheet Approval and Distribution Process (part 1).....	2
3	Figure 4-1: Work Item Worksheet Approval and Distribution Process (part 2).....	3
4	Figure 5-1: Stage 1/System Requirements Approval and Distribution Process .....	5

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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).

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1 **1. SCOPE**

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

5 **2. REFERENCES**

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

9 Informative:

- 10 1. 3GPP2 Working Procedures Document  
11 2. 3GPP2 SC.R1001, Publication Process Guidelines

12 **3. DEFINITIONS AND ABBREVIATIONS**

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

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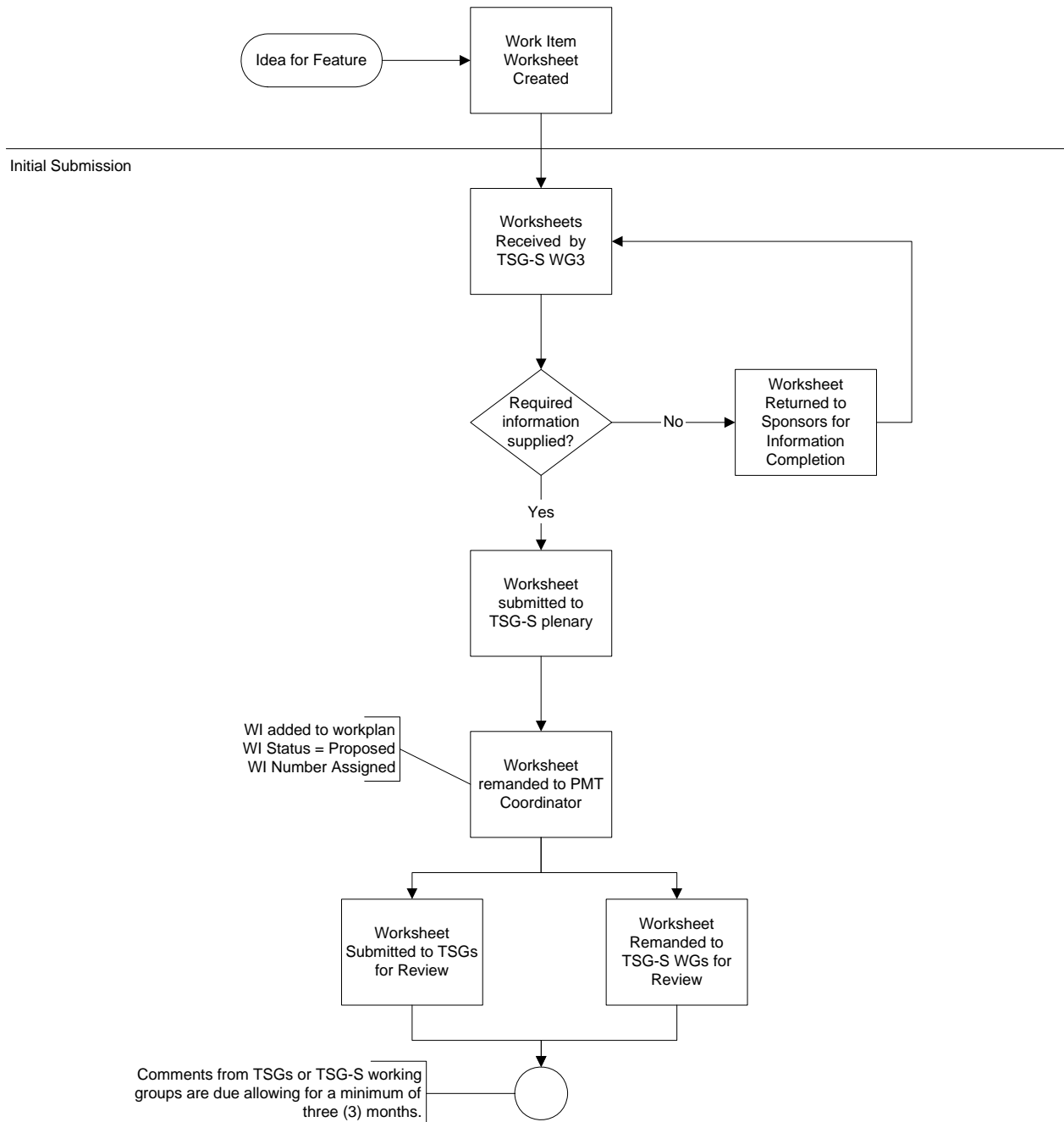
15 **4. WORK ITEMS**

16 The [Work Item Worksheet](ftp://ftp.3gpp2.org/Process_and_Reports/) (found at ftp://ftp.3gpp2.org/Process\_and\_Reports/) shall be used  
17 for submission to TSG-S for establishment of a work item.

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

22 After a work item worksheet has been approved by TSG-S for TSG review, it will be distributed  
23 to all TSGs. To ensure that TSGs are aware in advance and can plan their processes  
24 accordingly, for any month where TSG-S does not have a closing plenary, TSG-S WG3 will  
25 schedule TSG-S WG3 calls and TSG-S level approvals in order to release work item worksheets  
26 for TSG review on the 16th of that month or the 1st business day thereafter. For the months  
27 where there is a TSG-S closing plenary, work item worksheets will be released as an output of  
28 TSG-S closing plenary. Comments from the TSGs are due as scheduled and announced by  
29 TSG-S, allowing for a minimum of three (3) months. Following the TSG reviews, TSG-S will host  
30 a work item worksheet review session that may be conducted via teleconference or multi-media  
31 conferencing facility.

32 The Work Item Worksheet approval and distribution process is described in the following  
33 flowchart.

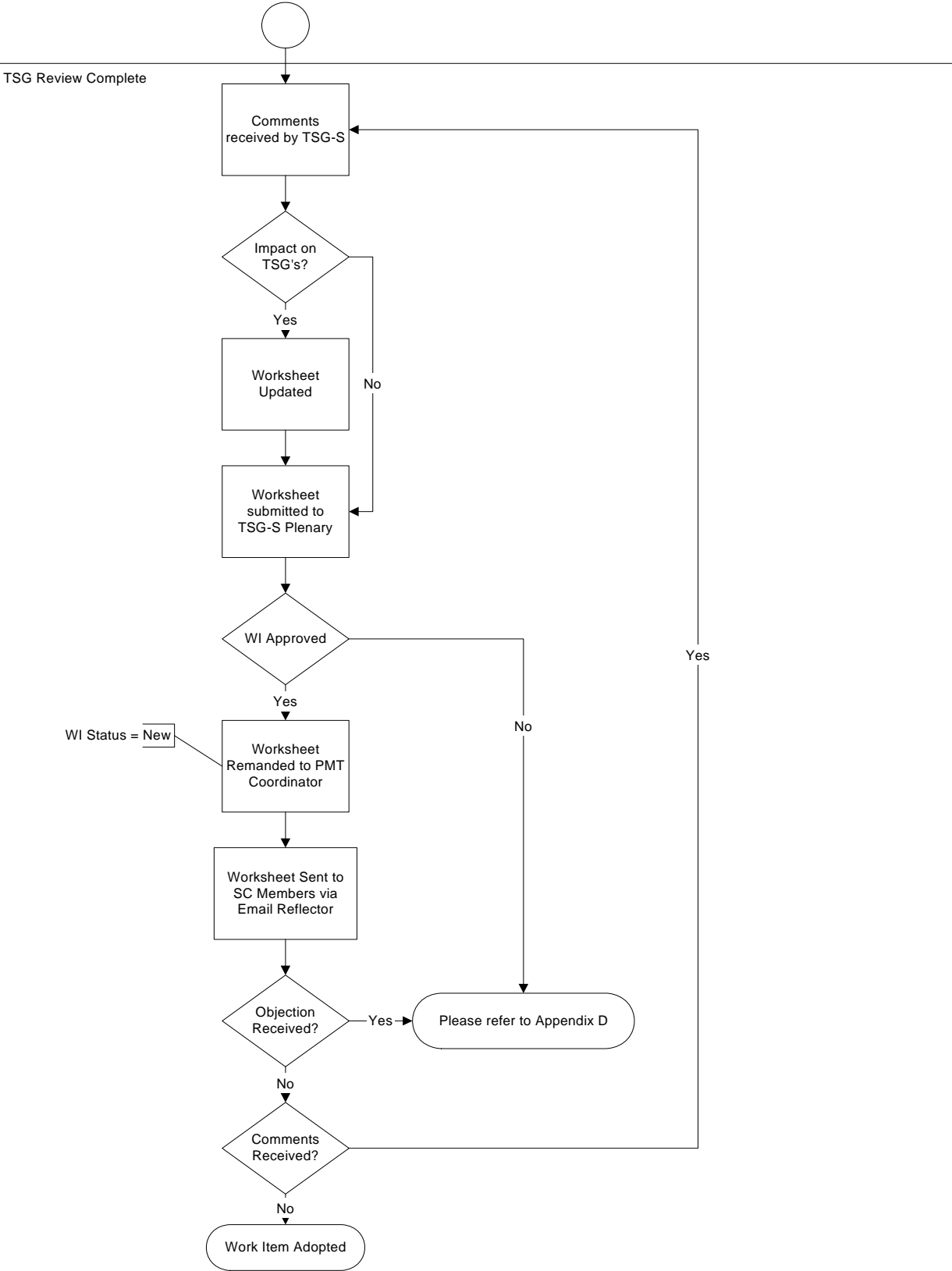


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**Figure 4-1: Work Item Worksheet Approval and Distribution Process (part 1)**





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**Figure 4-1: Work Item Worksheet Approval and Distribution Process (part 2)**

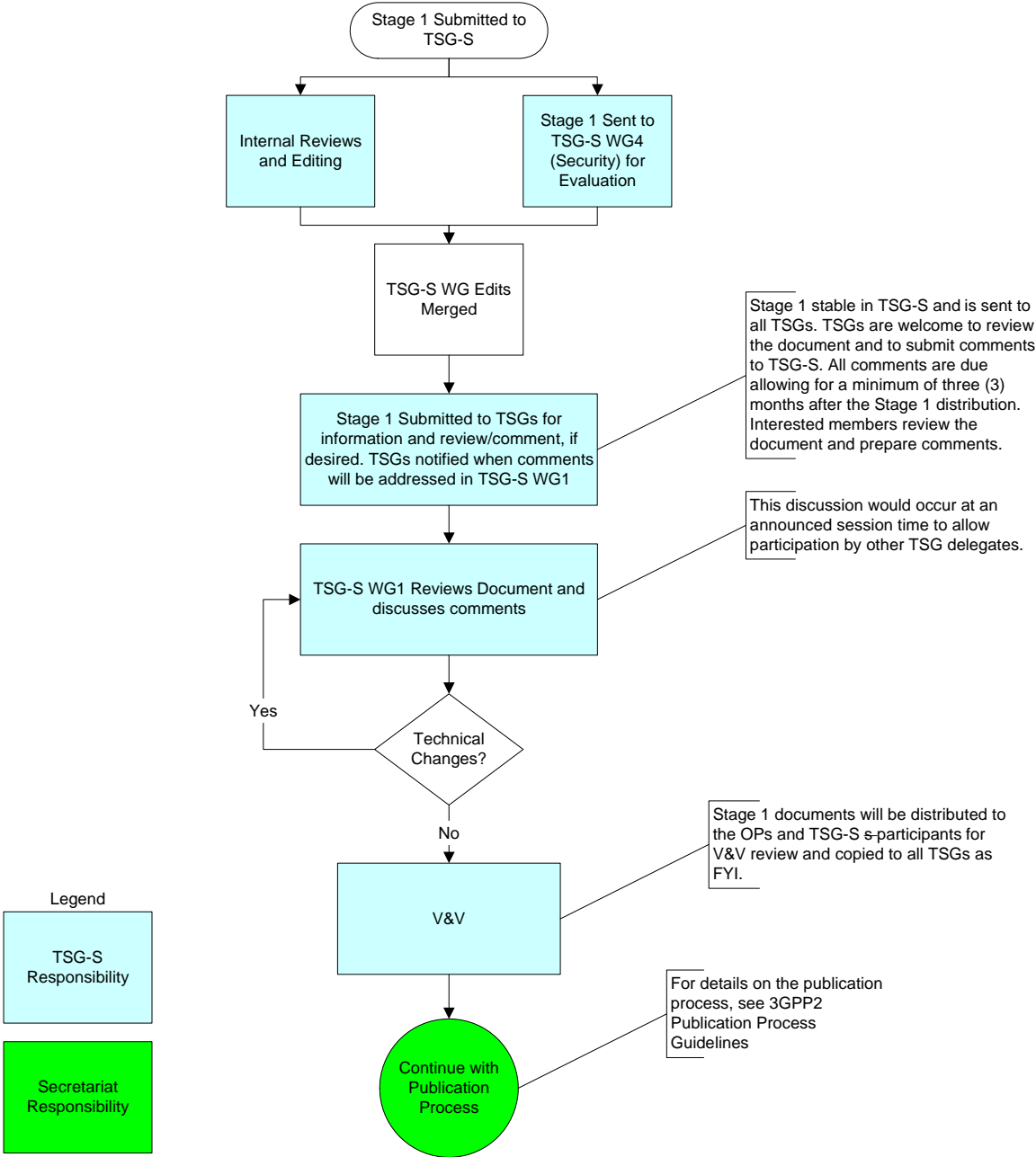
1 **5. STAGE 1 DOCUMENTS**

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-S, as per the diagram below. If a feature or function  
4 is developed that affects only a single TSG, a Stage 1 document is not required; however, if a  
5 Stage 1 is developed, it will be submitted to TSG-S for confirmation and to all TSGs for  
6 information.

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

8 After a stable Stage 1 document has been approved by TSG-S 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 TSG-S does not have a closing plenary, TSG-S  
11 WG1 will schedule TSG-S WG1 calls and TSG-S level approvals in order to release Stage 1  
12 documents for TSG review on the 16th of that month or the 1st business day thereafter. For  
13 the months where there is a TSG-S closing plenary, Stage 1s will be released as an output of  
14 TSG-S closing plenary. This distribution will include an announcement regarding the schedule  
15 of the specific Stage 1 review session. Comments from the TSGs are due as scheduled and  
16 announced by TSG-S, allowing for a minimum of three (3) months. This Stage 1 review session  
17 will be hosted by the document Editor, or Editor's delegate, and may be conducted via  
18 teleconference or multi-media conferencing facility.

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



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**Figure 5-1: Stage 1/System Requirements Approval and Distribution Process**

1 **6. 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 Section 5 above.

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

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

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

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

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