Work Item, Stage 1 and System Requirements Process Guidelines
Editor

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Revision History

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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).
1. **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. References are either specific (identified by date of publication, revision identifier, and version number) or non-specific. For a specific reference, subsequent revisions may not apply. For a non-specific reference, the latest revision applies.

Informative:

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

3. **Definitions and Abbreviations**

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

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<th>Term</th>
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<tr>
<td>PMT Coordinator</td>
<td>The function in the 3GPP2 Secretariat charged with the maintenance of the 3GPP2 Project Plan.</td>
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4. **Work Items**

The **Work Item Worksheet** (found at ftp://ftp.3gpp2.org/Process_and_Reports/) shall be used for submission to TSG-S for establishment of a work item.

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

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

The Work Item Worksheet approval and distribution process is described in the following flowchart.
Figure 4-1: Work Item Worksheet Approval and Distribution Process (part 1)
Figure 4-1: Work Item Worksheet Approval and Distribution Process (part 2)
5. **Stage 1 Documents**

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.

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

After a stable Stage 1 document has been approved by TSG-S for TSG review, it will be distributed to all TSGs. To ensure that TSGs are aware in advance and can plan their processes accordingly, for any month where TSG-S does not have a closing plenary, TSG-S WG1 will schedule TSG-S WG1 calls and TSG-S level approvals in order to release Stage 1 documents for TSG review on the 16th of that month or the 1st business day thereafter. For the months where there is a TSG-S closing plenary, Stage 1s will be released as an output of TSG-S closing plenary. This distribution will include an announcement regarding the schedule of the specific Stage 1 review session. Comments from the TSGs are due as scheduled and announced by TSG-S, allowing for a minimum of three (3) months. This Stage 1 review session will be hosted by the document Editor, or Editor’s delegate, and may be conducted via teleconference or multi-media conferencing facility.

Interested parties may also attend the announced 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

Technical Changes?

No

V&V

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

Stage 1 documents will be distributed to the OPs and TSG-S participants for V&V review and copied to all TSGs as FYI.

Stage 1 stable in TSG-S and is sent to all TSGs. TSGs are welcome to review the document and to submit comments to TSG-S. All comments are due allowing for a minimum of three (3) months after the Stage 1 distribution. Interested members review the document and prepare comments.

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

Legend:

- TSG-S Responsibility
- Secretariat Responsibility

Figure 5-1: Stage 1/System Requirements Approval and Distribution Process
6. **SYSTEM REQUIREMENTS DOCUMENTS**

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

7. **THE WORK ITEM 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.