



# 1 Publication Process Guidelines

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5 **Revision History**

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0.9.1	TSG-S Approved for SC Review	11 December 2003
0.9.2	Changes Made in Seoul, Korea incorporating SC-level V&V comments	12 February 2004
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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<sup>1</sup>.

6 **2. REFERENCES**

7 The following documents are referenced herein:

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

9 [2] S.R0070-0, Work Item, Stage 1 and System Requirements Process  
10 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.

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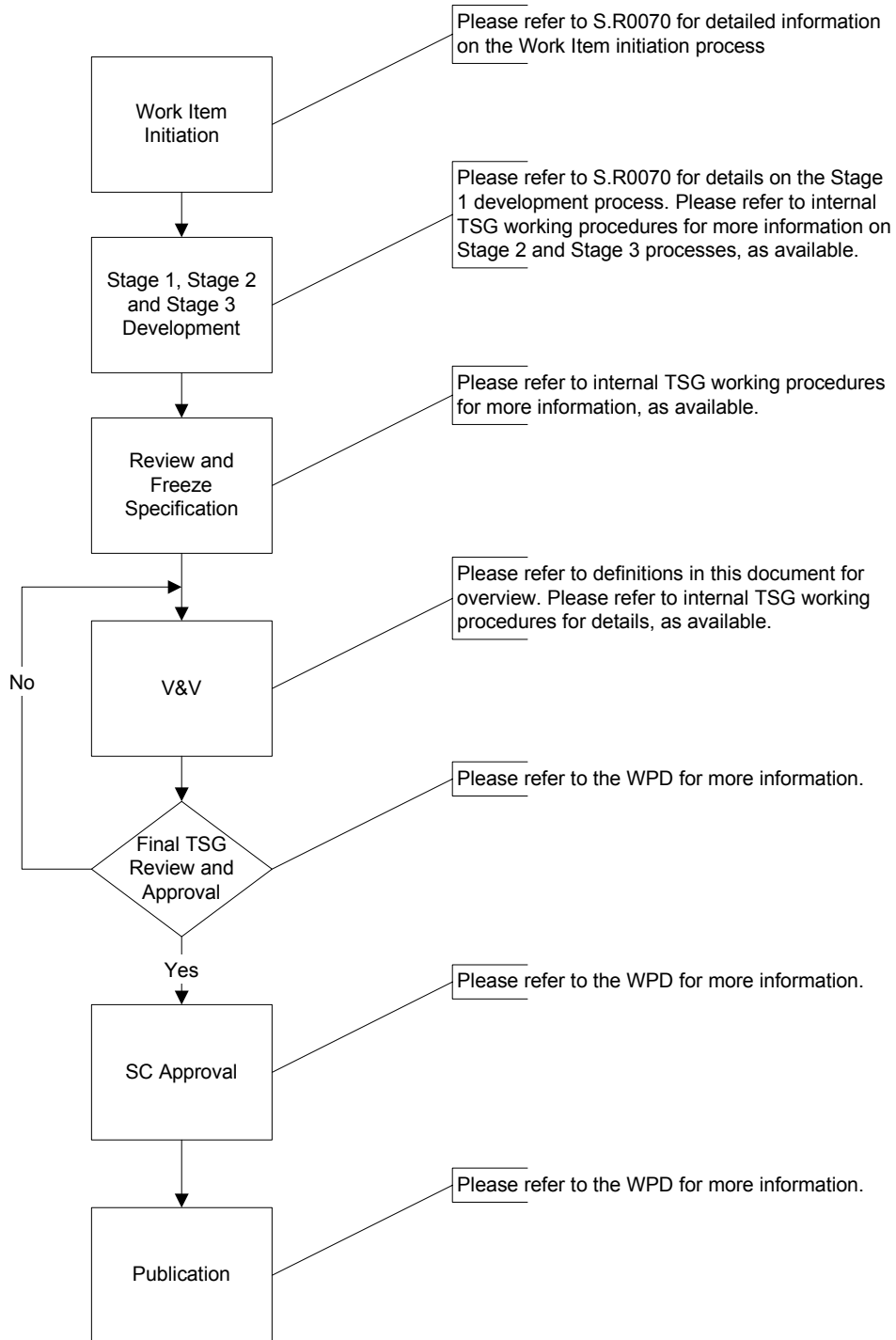
<sup>1</sup> Please see contribution S00-20030818-006/A/B/C.

1 **4. PUBLICATION PROCESS**

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

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

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



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

<b>PROCESS</b>	<b>Ref</b>	<b>WHO</b>	<b>WHAT</b>	<b>TO</b>	<b>NOTES</b>
<b>Work Item Initiation</b>	S.R0070	TSG members	Refer to S. R0070 for detailed information on the Work Item Initiation Process		
<b>Stages 1, 2, and 3 Development</b>	Stage 1: S.R0070  Stage 2 & 3: Internal TSG Working Procedures	TSG(s)	Technical contributions reviewed and deliberated by TSGs.  Baseline Text developed by TSG.		
<b>Review and Freeze Specification</b>	Internal TSG Working Procedures	TSG	TSG reviews specification and consensus reached that document is complete.  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
<p><b>V&amp;V</b></p>	<p>Overview: SC.R0001 (this document)</p> <p>Details: Internal TSG Working Procedures</p>	<p>TSG Chair</p>	<p>Sends document for V&amp;V processing noting:</p> <ul style="list-style-type: none"> <li>• The specification/report to be considered</li> <li>• The optional template by which V&amp;V comments are to be submitted</li> <li>• The timeframe for submitting comments</li> <li>• Where comments should be sent (i.e., TSG)</li> </ul>	<p>3GPP2 Secretariat</p>	<p>See definition in Section 3.</p>
		<p>3GPP2 Secretariat</p>	<p>Distributes document under consideration, noting the information provided by the TSG Chair</p>	<p>Organizational Partners and TSG membership</p>	<p>The originating TSG may opt to circulate the document to participants in other TSGs depending on the subject matter. This may be accomplished:</p> <ol style="list-style-type: none"> <li>a. Directly by the originating TSG in the form of correspondence</li> <li>b. Via the Secretariat during distribution of the document</li> </ol>

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	
<b>Resolution of V&amp;V Comments by TSG</b>	Internal TSG Working Procedures		Discussion by TSG.		
		TSG	Determines if document is ready for Final TSG Review and Approval		
<b>Repeat Steps “V&amp;V “and “Resolution of V&amp;V Comments by TSG” As Necessary</b>					
	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
<b>Final TSG Review and Approval</b>	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.
<b>SC Approval</b>	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)	

<b>PROCESS</b>	<b>Ref</b>	<b>WHO</b>	<b>WHAT</b>	<b>TO</b>	<b>NOTES</b>
		Steering Committee  (collective body)	Concludes comment resolution and issues notification (if any)	3GPP2 Secretariat	
<b>Publication</b>	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		

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 S.R0070 for detailed information on Work Item process and procedures.

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

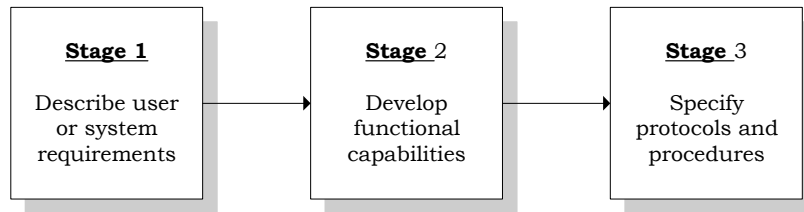
18 **4.3.2 STAGES 1, 2, AND 3 DEVELOPMENT**

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

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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 S.R0070 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.

1           **4.3.6     FINAL TSG REVIEW AND APPROVAL**

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

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

7           **4.3.7     SC APPROVAL**

8     The 3GPP2 Secretariat sends the document for a 15-day SC review to the  
9     Steering Committee members. The Steering Committee members submit  
10    comments, if any, to the 3GPP2 Secretariat. The intent of the Steering  
11    Committee review is to solicit any comments by the Steering Committee  
12    members on the procedural matters, and not on technical merits. The  
13    3GPP2 Secretariat consolidates and submits comments, if any, for  
14    resolution to the Steering Committee. The Steering Committee addresses  
15    the comments, if any, for resolution. If there are no comments for  
16    resolution or once comment resolution is concluded, the SC approves the  
17    document for publication and issues notification to the 3GPP2  
18    Secretariat.

19    Refer to the 3GPP2 Working Procedures document for details of the “SC  
20    Approval” process.

21           **4.3.8     PUBLICATION**

22    The publication results in a new revision, version, or point release of a  
23    document. The 3GPP2 Secretariat publishes the document, by posting,  
24    the document on the 3GPP2 website at [www.3gpp2.org](http://www.3gpp2.org). The 3GPP2  
25    Secretariat issues notification to the SC and OPs that the document has  
26    been published. The Organizational Partners conduct SDO transposition  
27    of the 3GPP2 published document.

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