1 Publication Process Guidelines
Editor

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1. **INTRODUCTION & SCOPE**

This document is to provide uniform procedures and guidelines across all TSGs for 3GPP2 technical specifications and technical reports intended for publication. This work followed the resolution of OP Action 2003/05-01\(^1\).

2. **REFERENCES**

The following documents are referenced herein:

- [2] SC.R1003-0, Work Item, Stage 1 and System Requirements Process Guidelines

3. **DEFINITIONS AND ABBREVIATIONS**

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>V&amp;V</td>
<td>V&amp;V is part of the specification development process. V&amp;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.</td>
</tr>
<tr>
<td>TSG Final Review and Approval</td>
<td>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.</td>
</tr>
<tr>
<td>Industry Notice</td>
<td>A type of Technical Report designed to alert the industry to a technical issue that has been</td>
</tr>
</tbody>
</table>

\(^1\) Please see contribution S00-20030818-006/A/B/C.
identified in a published 3GPP2 document and provide a full and detailed description of the impact to the industry. An Industry Notice does not contain any normative elements. Publication of an Industry Notice follows the same process as publication of a Technical Report.

4. **Publication Process**

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

The overview of the Publication Process is presented as a flowchart in Figure 1. The detailed description is identified in Table 1. Descriptive text follows in Section 4.3.
4.1 Figure 1: Flowchart of Overview of 3GPP2 Publication Process

1. Work Item Initiation
2. Stage 1, Stage 2 and Stage 3 Development
3. Review and Freeze Specification
4. V&V
5. Final TSG Review and Approval
6. SC Approval
7. Publication

- Please refer to SC.R1003-0 for detailed information on the Work Item initiation process.
- Please refer to SC.R1003-0 for details on the Stage 1 development process. Please refer to internal TSG working procedures for more information on Stage 2 and Stage 3 processes, as available.
- Please refer to internal TSG working procedures for more information, as available.
- Please refer to definitions in this document for overview. Please refer to internal TSG working procedures for details, as available.
- Please refer to the WPD for more information.
- Please refer to the WPD for more information.

Please refer to the WPD for more information.
### 4.2 Table 1: Detailed Steps of 3GPP2 Publications Process

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>Ref</th>
<th>WHO</th>
<th>WHAT</th>
<th>TO</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Item Initiation</td>
<td>SC.R1003-0</td>
<td>TSG members</td>
<td>Refer to SC.R1003-0 for detailed information on the Work Item Initiation Process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stages 1, 2, and 3 Development</td>
<td>Stage 1: SC.R1003-0</td>
<td>TSG(s)</td>
<td>Technical contributions reviewed and deliberated by TSGs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stage 2 &amp; 3: Internal TSG Working Procedures</td>
<td></td>
<td>Baseline Text developed by TSG.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review and Freeze Specification</td>
<td>Internal TSG Working Procedures</td>
<td>TSG</td>
<td>TSG reviews specification and consensus reached that document is complete.</td>
<td></td>
<td>TSG reviews specification in preparation for V&amp;V. Technical modifications and editorials may be identified and resolved prior to approval for V&amp;V.</td>
</tr>
</tbody>
</table>
### PROCESS

**V&V**

**Overview:** SC.R0001 (this document)

**Details:** Internal TSG Working Procedures

<table>
<thead>
<tr>
<th>WHO</th>
<th>WHAT</th>
<th>TO</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSG Chair</td>
<td>Sends document for V&amp;V processing noting:</td>
<td>3GPP2 Secretariat</td>
<td>See definition in Section 3.</td>
</tr>
<tr>
<td></td>
<td>• The specification/report to be considered</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The optional template by which V&amp;V comments are to be submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The timeframe for submitting comments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Where comments should be sent (i.e., TSG)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| 3GPP2 Secretariat | Distributes document under consideration, noting the information provided by the TSG Chair | Organizational Partners and TSG membership | The originating TSG may opt to circulate the document to participants in other TSGs depending on the subject matter. This may be accomplished: |
|                  |                                                                                       |                                               | a. Directly by the originating TSG in the form of correspondence |
|                  |                                                                                       |                                               | b. Via the Secretariat during distribution of the document |</p>
<table>
<thead>
<tr>
<th>PROCESS</th>
<th>Ref</th>
<th>WHO</th>
<th>WHAT</th>
<th>TO</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Members, OPs, MRPs, Guests, the 3GPP2 Secretariat or Observers</td>
<td>Submit Comments</td>
<td>Destination as noted in the 3GPP2 correspondence initiating V&amp;V process</td>
<td></td>
</tr>
<tr>
<td>Resolution of V&amp;V Comments by TSG</td>
<td>Internal TSG Working Procedures</td>
<td>Discussion by TSG.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TSG</td>
<td>Determines if document is ready for Final TSG Review and Approval</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Repeat Steps “V&V “and “Resolution of V&V Comments by TSG” As Necessary

<p>| 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”. |</p>
<table>
<thead>
<tr>
<th>PROCESS</th>
<th>Ref</th>
<th>WHO</th>
<th>WHAT</th>
<th>TO</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final TSG Review and Approval</strong></td>
<td>WPD &amp; SC.R0001 (this document)</td>
<td>TSG</td>
<td>TSG reviews documents and confirms and approves document for submission to the SC for review and approval prior to 3GPP2 publication</td>
<td>3GPP2 Secretariat</td>
<td>See definition in Section 3.</td>
</tr>
<tr>
<td><strong>SC Approval</strong></td>
<td>WPD</td>
<td>3GPP2 Secretariat</td>
<td>Sends document for 15-day SC review</td>
<td>Steering Committee members</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Steering Committee members, 3GPP2 Secretariat</td>
<td>Submit Comments (if any)</td>
<td>3GPP2 Secretariat</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3GPP2 Secretariat</td>
<td>Submits comments for resolution (if any)</td>
<td>Steering Committee (collective body)</td>
<td></td>
</tr>
<tr>
<td>PROCESS</td>
<td>Ref</td>
<td>WHO</td>
<td>WHAT</td>
<td>TO</td>
<td>NOTES</td>
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</tr>
<tr>
<td>Publication</td>
<td>WPD</td>
<td>3GPP2 Secretariat</td>
<td>Publishes, by posting, document on Web site</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3GPP2 Secretariat</td>
<td>Issues notification that document is published</td>
<td>Organizational Partners and Steering Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WPD, Article 2 and Article 47</td>
<td>Organizational Partners</td>
<td>SDO Transposition of 3GPP2 published specification</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.3 Description of Steps in 3GPP2 Publication Process

3GPP2 publishes Technical Specifications and Technical Reports. Publication completes the development cycle of a new revision, version or point release of such documents.

4.3.1 Work Item Initiation

The development cycle begins with the initiation of a Work Item (WI) as proposed by TSG participants. A 3GPP2 Work Item is a specification task that defines parameters such as intended type of document(s), technical scope, impact on other 3GPP2 Work Items, and supporting Individual Members (IMs). SC-approved Work Items are entered into the 3GPP2 Work Program. Refer to the 3GPP2 Working Procedures and SC.R1003-0 for detailed information on Work Item process and procedures.

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

4.3.2 Stages 1, 2, and 3 Development

The TSGs prepare and maintain 3GPP2 documents based on the review and deliberation of technical contributions submitted by TSG participants. Three stages in the development cycle of a 3GPP2 document are illustrated in Figure 2 and described below.
Figure 2: Stages 1, 2 and 3

- Stage 1 describes the requirements from a user’s perspective or describes the system requirements. The Stage 1 requirements drive the following two stages. Refer to SC.R1003-0 for detailed information on the 3GPP2 Stage 1 process and procedures.

- Stage 2 identifies the functional capabilities and attributes as well as the information flows needed to support the requirements as described in Stage 1. Refer to the internal TSG Working Procedures for detailed information on the 3GPP2 Stage 2 process.

- Stage 3 provides the system (e.g., signaling, switching) protocols, procedures, and message elements based on the Stage 2. Refer to the internal TSG Working Procedures for detailed information on the 3GPP2 Stage 3 process.

The Stage 1, 2 and 3 development processes consist of technical contributions being reviewed and deliberated in the TSGs, resulting in the corresponding baseline text(s).

4.3.3 Review and Freeze Specification

During this step in the publication process the TSG conducts a comprehensive inspection of the document, within the TSG, consistent with its own working procedures. The document is checked for completeness, consistency, and testability, as appropriate. Once the TSG determines that all amendments have been made and the document is complete, the content of the document is frozen. The TSG approves the frozen document for Verification and Validation (V&V).

4.3.4 Verification and Validation

The V&V step is intended to ensure and maintain high quality technical specifications and technical reports. V&V allows a broader community within 3GPP2 to examine and comment on the contents of a document. It allows implementers and other “fresh eyes” to ensure that the document is technically sound, complete, and non-ambiguous prior to publication. V&V offers the broader 3GPP2 community the opportunity to assess the
document for readiness for the engineering, design and development of hardware and software.

The TSG Chair initiates V&V processing by sending correspondence to the 3GPP2 Secretariat that includes the following information:

- The technical specification or technical report for V&V.
- The V&V comment template. Use of the template is optional.
- The V&V participants as determined by the originating TSG.
- The timeframe for submitting comments. The timeframe will vary based on the document at the discretion of the TSG, allowing for a meaningful review of the document.
- The TSG contact where V&V comments should be sent.

The 3GPP2 Secretariat distributes the document for V&V as instructed by the TSG Chair to the V&V participants (i.e., Organizational Partners (OP) and Individual Members (IM)).

In addition, the originating TSG may decide to distribute the document for V&V to participants of other TSGs depending on the technical subject of the document.

The V&V participants submit comments to the destination identified in the V&V initiating correspondence. Comments may be submitted by individual members, OPs, MRPs, guests or observers.

4.3.5 Resolution of V&V Comments by TSG

V&V comments are addressed for resolution by the originating TSG. Based on the determination of the TSG, technical and editorial amendments may be made to the document. If substantive technical modifications are made to the document as a result of the resolution of V&V comments the “Verification and Validation (V&V)” and “Resolution of V&V Comments by TSG” steps are repeated, as necessary.

Once the TSG determines, preferably by consensus of the individual members participating, that the document is complete, the TSG determines that the document is ready to proceed for “Final TSG Review and Approval.”

Refer to the internal TSG Working Procedures for more details of the “Resolution of V&V Comments by TSG” step in the publication process.
**4.3.6 Final TSG Review and Approval**

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

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

**4.3.7 SC Approval**

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

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

**4.3.8 Publication**

The publication results in a new revision, version, or point release of a document. The 3GPP2 Secretariat publishes the document, by posting, the document on the 3GPP2 website at www.3gpp2.org. The 3GPP2 Secretariat issues notification to the SC and OPs that the document has been published. The Organizational Partners conduct SDO transposition of the 3GPP2 published document.