Guidance for elections during TSG-RAN3#113-e

# 1. Important links

* Candidates:
	+ 3GPP web page: <https://www.3gpp.org/news-events/elections/2203>
	(manually updated on a regular basis)
	+ 3GU:
		- RAN3 Vice chair election: [https://portal.3gpp.org/VotingTool/Vote/DetailList/1042](https://portal.3gpp.org/VotingTool/Vote/DetailList/1024)
* Voting list
3gpp website.
* <https://www.3gpp.org/ftp/webExtensions/elections/RAN/RAN3/Election_August_2021/votingList_mtg-RAN3-113-e.htm>
* Note: This list is prepared manually by the old voting rights calculator tool but shall provide the same contents as the realtime 3GU voting rights calculator (in case you spot any discrepancies please inform MCC) that you can get when you do the following:
	+ log in into 3GU with your EOL account
	+ click on the "Voting" tab
	+ select "3GPP RAN3" in the field "Working group"
	+ select "3GPPRAN3#113-e" in the field "Select a Meeting"
	+ click on the green "Voting rights" button in the upper right corner
* 3GPP working procedures: <https://www.3gpp.org/ftp/Information/Working_Procedures>
* RAN3 email reflector: 3GPP\_TSG\_RAN\_WG3@list.etsi.org
* RAN3#113-e participants list: <https://portal.3gpp.org/Home.aspx#/participantslist?MtgId=60041>
(requires that you are logged in into 3GU with your EOL account)

# 2. Schedule

RAN3#113-e will run from Monday 16th August, 2021 05:00 UTC until Thursday August 26th, 2021 17:00 UTC.

August 13th Fri. 22:00 UTC: All vice-chair candidates should be included in the voting tool

August 13th Fri. 22:00 UTC: Mandatory meeting registration deadline for RAN3#113-e.
 No exceptions.

August 16th Mon 05:00h UTC: Formal opening of RAN3#113-e over the RAN3 email reflector.
August 16th Mon 16:00h UTC: Deadline for Official Contacts of companies to indicate to MCC if they found any discrepancies in meeting registrations.

 (Note: MCC will revoke check-ins with proven discrepancies before scheduling the ballot.)

## 2.1 RAN3 Vice Chair (VC) Election Timeline

August 16th Mon 12:00h UTC: Last call for RAN3 vice-chair candidates.

August 16th Mon 16:00h UTC: Final Deadline for all RAN3 vice-chair candidates to announce themselves

(i.e. name, letter of support and CV must be uploaded by then).

August 16th Mon 17:00h UTC: Announcement of 1st ballot candidates on the RAN3 reflector.

August 16th Mon 17-18:00h UTC: MCC prepares 1st ballot for RAN3 vice-chair elections.

August 16th Mon 18:00h UTC: Start of the 1st ballot for RAN3 vice-chair elections.

August 17th Tue 12:00h UTC: Close of the 1st ballot for RAN3 vice-chair elections.
 Announcement of the results of the 1st ballot on the RAN3

reflector.

August 17th Tue 12:30-16:30h UTC: Time reserved for candidates to consider their intentions going forward/participating in next ballot. This slot falls in the Golden slot to allow all regions to have proper considerations during awake hours.

If a 2nd round of RAN3 vice-chair election is necessary:

August 17th Tue 17:00h UTC: Announcement of 2nd ballot candidates on the RAN3 reflector.

August 17th Tue 17-18:00h UTC: MCC to set up 2nd ballot for RAN3 vice-chair.

August 17th Tue 18:00h UTC: Start of 2nd ballot for RAN3 vice-chair.

August 18th Wed 12:00h UTC: Close of the 2nd ballot for RAN3 chair elections.

 Announcement of the results of the 2nd ballot on the RAN3

reflector.

August 18th Wed 12:30-16:30h UTC: Consideration period.

If a 3rd round of RAN3 vice-chair election is necessary:

August 18th Wed 17:00h UTC: Announcement of 3rd ballot candidates on the reflector.

August 18th Wed 17-18:00h UTC: MCC to set up 3rd ballot for RAN3 vice-chair.

August 18th Wed 18:00h: Start of 3rd and final ballot for RAN3 vice-chair.

August 19th Thu 12:00h UTC: Close of the 3rd and final ballot for RAN3 vice-chair elections.

 Announcement of results over email reflector.

# 3. Additional recommendations

* RAN3#113-e participants:
	+ **Do not miss the registration deadline 13 August 22:00h UTC**
	(otherwise you will not be able to take part in the meeting and in the voting)
		- This registration deadline applies for the entirety of RAN3#113-e, i.e. both for elections and the regular meeting proceedings.
		- **After the registration deadline has passed there are no changes possible to your registration!**
		- In the hours after the registration deadline MCC will check in every participant who registered in time.
		- Even if it is clear that you cannot take part in the beginning of the RAN3#113-e meeting or for the whole RAN3 meeting, it is necessary that you register before the deadline.
	+ Remember that **one person is only allowed to represent one company**, registrations of one person representing multiple companies is considered as fraud and has the consequence that all registrations of this person will be deleted.
	+ Every official contact of a company is requested to double-check who is registered under its company and report to MCC before 16th August Mon 16:00h UTC if any discrepancy is found.
	+ For the actual voting: Remember that each company that is allowed to vote (see voting list) can only vote once per ballot, i.e. if your colleague of the same company has voted already for this company, you will not be able to vote anymore. The first vote cast for a company stands.
* Candidates for chair or vice-chair:
	+ Please submit your candidature via the 3GPP voting tool by August 9th Mon. 23:59 UTC\*\*

		- log in into 3GU with your EOL account
		- click on the "Voting" tab
		- select the election for which you want to submit your candidature
		- click on Details and then on "Submit your candidature for this election"
		- you will need a letter of support from your company and a CV file
	+ Please note that the candidature will only be published once MCC has confirmed the candidature (i.e. the letter of support is ok).
	+ You may find a "withdraw" button in the voting tool; however as this will withdraw the whole candidature completely, it is recommended to only use this button before August 9th Monday noon UTC for RAN3 VC election. This button shall not be used to withdraw from a certain ballot. Withdrawal from a given ballot will be administered by MCC as per the outcome of the consideration period ahead of each ballot.