This will be an all-electronic meeting with no face-to-face participation.

The meeting will start at 2020-05-11- 09:00 UTC and finish at 2020-05-15 16:00 UTC.

Most business will be conducted by email on the list 3gpp\_tsg\_sa\_wg3@list.etsi.org and conference calls may be held to address specific topics. To join these sessions you will receive joining instructions by email.

# Deadlines

Submission deadline: 01st of May 15:00 UTC

Agenda with tdoc allocation: 05th of May 11:00 UTC

Rapporteurs grouping of contributions: 07th of May 11:00 UTC

Start of e-meeting: 11th of May 08:00 UTC

1st challenge deadline: 12th of May 11:00 UTC

2nd challenge deadline: 13th of May 11:00 UTC

3rd challenge deadline: 14th of May 11:00 UTC

Last challenge deadline: 15th of May 11:00 UTC

End of e-meeting: 15th of May 15:00 UTC

Reservation and upload of agreed documents: 18th of May 15:00 UTC

# Submission

Tdoc submission will follow the regular SA3 process, i.e. it will be handled via the 3GU portal in the same way as for a regular face to face meetings. The initial input will be scanned untill Tuesday, 5th of May, 11:00 UTC by the SA3 leadership, and the following Tdocs **will be withdrawn**:

* Tdocs applicable to areas not in the agenda of the meeting.
* Late Tdocs.

There will be one scheduled conference call during this meeting:

Conference call: 14th of May 14:00 to 16:00 UTC

For conference calls we will use the GoToWebinar (GTW) tool. For that you will be asked to register. Webinar registration is simple. A delegate needs to fill only his First Name, Surname, and email address. Please put your company name or abbrevation before your first name so that in GTW control panel attendee list it would be easy for the chairman to identify which company requests the floor, and also order the attendee list by the company.

The invitation for the conference call will be sent to the SA3 explorer the week before the meeting.

## Email discussions

The process is similar to email approval. Comments can be made on the e-mail reflector using the following "**[SA3#99-e][AI#,<Group name>][S3-20wxyz] <exact Tdoc title>**" in the e-mail subject line. Everything between the quotation marks shall be shown as e-mail subject, including the squared brackets. For example:

[SA3#99-e][4.2, meaning of life][S3-204242] Answer to the ultimate Question of Life, The Universe, and …

When there are no group names:

[SA3#99-e][4.2][S3-204242] Answer to the ultimate Question of Life, The Universe, and Everything

Observe that authors are not required to start any email thread for their contributions in order to receive comments. Contributions on which there are no email threads are automatically approved by the last challenge deadline (see clause 4.2)

Please do not add any other information like the revision number to the e-mail subject. E-mail without the correct tag will **not** be considered as part of the email approval. Please **do not** make changes to the subject line of ongoing e-mails to avoid breaking an e-mail thread. Please don’t forget to indicate the Agenda Item number “AI#” according to the agenda document.