**Process to update the 3GPP Work Plan**

(version June 28th 2020, written by the Work Plan Manager: Alain.Sultan@etsi.org)

There are 2 main streams of Work Plan updates: "regular pre/post TSG updates" and "handling of specific corrections":

**A. Regular pre/post TSG updates**

I regularly update the Work Plan just before and/or just after each TSG meeting.

For CT and SA, I use as inputs the WG chairs’ reports to the TSG. Indeed, nowadays, all Chairs clearly indicate the progress report for all the WID/SIDs handled by their group (new progress, new Foreseen Completion Date if changed, etc). THIS IS EXCELLENT – please continue to do so. **NO NEED to send me anything** specific.

Also, I retrieve directly in the tdoc lists all the new WIDs/SIDs submitted (and then approved) at the TSG meeting. Again, no need for anything specific to be sent to me.

For RAN updates, I rely on my colleague Joern to provide me a RAN input after the RAN meeting. He uses directly the RAN material, no need for anything else neither.

For specific updates (IETF updates, etc.), please continue to provide me your updates as done so far.

**B. Handling of specific corrections**

The Work Plan has more than 6.000 lines, each one with quite a number of attributes. There are 10.000s of values in there, so it is just normal that we have to do some regular clean-up.

To help me maintaining a “nice” Work Plan, please:

1. Use “**Work Plan correction request on [date] for [your WG/TSG]**” as subject . E.g. “Work Plan correction request on 10th May for SA2”
2. **Tell me explicitly in the first lines of your e-mail what you want me to do, using whenever possible the UID as a key reference**. Do not hesitate to combine several requests in a same e-mail. E.g. of requests:
	1. For UID 870023, please change the completion date from March 2020 to  June 2021
	2. For UID 800001, please change from “Rel-17” to “Rel-16”
	3. For UID 850020, the WID was revised from CT-191234 to CT-200025 and this is not shown, please correct
	4. Missing a line for the WID in SP-201056 agreed at SA#88.
3. (well, actually “2bis)”, but I cannot find how to do this 😉 ) Please DO NOT just forward me whatever previous discussions you had with people in your group, where I have to read sometimes 100s of lines of text to finally guess what you are expecting me to do.
4. Note that my reaction time in between TSGs might be rather long (I’m involved with SA1 in between TSG). So I store all Work-Plan related e-mails in a dedicated folder, that I process later. If your update is (really) urgent and I have to create a new version of the Work Plan just for this (which takes me at least half a day), just put “**URGENT**” as prefix of your e-mail. E.g. “URGENT Work Plan correction request for CT1”. I’ll try my best.
5. I try to acknowledge all requests but it’s not always possible. If you fear that I might have forgotten an earlier request, just use the subject “Resending Work Plan correction request on 10th May for SA2”. This way, I can distinguish from a different request, say “Work Plan correction request on 23rd May from SA2”