

**TSG-RAN Meeting #8
Düsseldorf, Germany, 21 - 23 June 2000**

RP-000328

Source: TSG-RAN (WG) Chairmen and Secretaries

Title: Role of rapporteur

To: TSG-RAN

This document describes the role of rapporteurs for both Specifications and Work Items as seen by the TSG-RAN (WG) Chairmen and MCC support persons.

1 Role of rapporteur for Specification

- Editor until approval (v3.0.0 for R'99, v4.0.0 for R'00).
- Review all CRs to the specification prior to agreement in the Working Group. Includes spotting and solving clashes.
- Guard the technical quality of the specification.
- Explain specification to any other group (TSC, TSG, inside or outside 3GPP)
- Focal point for technical questions.
- Delivery of clean specification to MCC support upon approval.
- Countercheck correct implementation of CRs.
- Long term commitment.

2. Role of rapporteur for Work Item

- Monitoring progress of work in all WGs for the WI.
- Report to responsible WG and produce report to the plenary on progress.
- Liaise with S2/IGC.
- Keep WI sheet up-to-date.
- Identify and solve organisational problems.
- Identify end of WI.
- Long term commitment.
- Selected from regular attendants of primary responsible group and from supporting companies.