Guidance for using ETSI’s NWM platform during TSG-RAN4#103-e

1. Background:

* ETSI has developed a collaborative drafting/editing platform. This provides support for summary documents developed by moderators of e-mail discussions.
* Moderators can edit their summary documents on the platform, including feedback forms to collect feedback from delegates.
* Delegates can log into the platform, open the document and provide their feedback without having to download a Word file, change its name and upload it.
* In this way, multiple overlapping and conflicting files are avoided and the moderator has no need to compile the multiple files into one.

2. What discussions will use NWM?

* **The RAN4 chair will designate which discussions will use NWM.**
* Most RAN4 email discussions could use NWM. For best results, avoid any discussions where the delegates are expected to provide comments containing images, tables or parts of a specification. The most benefits are gained from using NWM in those discussions where many comments are expected to be collected in the summary document.

3. How to access the NWM platform?

* **Access the platform** at the following link: <https://nwm-trial.etsi.org>
* **An ETSI EOL account or 3GPP 3GU account is required** in order to access the NWM platform.

4. Advice for moderators

* **Instructions for moderators how to use NWM in 3GPP meetings** are available at:
<https://nwmwiki.etsi.org/docs/08-3gpp-workflows.html>
* When creating your document, ensure you select RAN4 as the committee.
* **Name your email discussion summary document in NWM according to the naming convention for e-mail discussion subjects.** Don’t add the stage of the discussion in the document title (e.g. initial/intermediate/final).
* NWM document names cannot be changed at present. If you make an error in the name, abandon the document and start again. Request the NWM support team to delete the document with the wrong file name.
* **Place the Tdoc header information at the top of your document, above the first heading, e.g.,:**3GPP TSG-RAN WG4 Meeting # 103-e

Electronic Meeting, 09 May– 20 May, 2022

R4-22XXXXX

Agenda item: <agenda item number>

Source: Moderator (<3GPP Member>)

Document for: Information

* **Save regularly** when creating your email discussion summary document.
* **Notify delegates by e-mail** as usual when your document is ready and comments can be submitted.
* Do not provide a direct link to a document in NWM, which is a link to specific version. **Indicate the document name in your e-mail** so delegates can search for it and add it to their workspace.
* When launching a 2nd or subsequent round of feedback in a document, **remember to lock those Feedback Form(s) from the first round which delegates should no longer post in** and insert additional ones, most likely in new sections of the document.
* Document version numbers and Variant names are not significant – moderators can make multiple versions and use any variant name they wish. What matters is that the delegates access the latest version of the document.
* **Do not delete Feedback Forms** which contain comments from previous rounds in a document, when launching a new round.
* **To create the final Tdoc**, update the Tdoc number at the top of your document (will require a new Variant to do this!),export the file as a PDF, zip it and submit it as a Tdoc as usual.
* If you need to convert it to Word (use one of the methods described here: <https://nwmwiki.etsi.org/docs/08-3gpp-workflows.html#export-a-document>), copy the contents into a Tdoc template/add the Tdoc header and adjust formatting (if needed), and submit the Tdoc as usual.

5. Advice for delegates

* **Instructions for delegates on how to use NWM are available at:**

<https://nwmwiki.etsi.org/docs/08-3gpp-workflows.html#delegate-actions>

* **Search in NWM for the document title** (same as e-mail thread subject) communicated by the Moderator.
* **Add the discussion summary documents you are following to your Workspace in NWM**. This ensures you can find them easily and they will always open at the latest version.
* **Open documents are not dynamically refreshed**: to see new posts in a Feedback Form, either refresh the form, refresh the browser, or close & open the document again.
* When you post your feedback, there is no automatic notification to the moderators or to other delegates.
* **Please avoid sending RAN4 reflector emails indicating that you have added a feedback comment.**
* **Your feedback post will be labelled as coming from the organisation you are associated with in your 3GU profile.** If this is not the organisation you are representing at the meeting, and the name of your corporate group is not easily recognisable from your organisation’s name, you should enter the correct organisation name in square brackets at the start of your comment.
* If there is a need to refer to another comment in your post, please cite the number of this comment.
* If you wish to revise your comment or cancel it, please post a new one, referring back to the comment you wish to change. Existing comments cannot be directly edited.
NOTE: Normally this case has to be avoided i.e. a feeback form should have one and not multiple comments per company.
* NWM allows to format your comments in bold (e.g. for cited text) or to underline or strikethrough text (e.g. to propose a change).

6. Getting help

* A comprehensive **user guide** is available at <https://nwmwiki.etsi.org/docs>
* **Specific help for this 3GPP RAN4** workflow is at:
<https://nwmwiki.etsi.org/docs/08-3gpp-workflows.html>
* **Mini-release** information is at:
[https://nwmwiki.etsi.org/docs/99-release-notes.html#nwm-3-january-2022](https://nwmwiki.etsi.org/docs/99-release-notes.html%22%20%5Cl%20%22nwm-3-january-2022)
* Help is provided for both moderators and delegates
* **Contact the ETSI staff** (ultan.mulligan@etsi.or or Sebastian.mueller@etsi.org) in case of difficulty.

7. Reminder: Don’t forget to logout and login again

* Please logout and login again, and do not forget to do a hard refresh in order to empty your browser cache
<https://nwmwiki.etsi.org/docs/01-quickstart.html#how-to-hard-refresh>