**3GPP TSG SA meeting #90e SP-201120**

**Electronic Meeting, December 08 - 14, 2020**

Title: [draft] LS on Use of Inclusive Language in 3GPP

Response to:

Release: Release 17

Work Item:

Source: SA

To: SA1, SA2, SA3, SA4, SA5, SA6, RAN1, RAN2, RAN3, RAN4, RAN5, CT1, CT3, CT4, CT6

Cc: RAN, CT

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**Attachments:** SP-201002\_rev4

**1. Overall Description:**

TSG SA# 90-e has endorsed the proposal (see SP-201042) to use more inclusive and neutral language in all 3GPP specifications.

TSG SA#90-e has also approved a CR that introduces an Annex into the 3GPP TR 21.801 "Specification drafting rules" that lists all non-inclusive terminology to be replaced. Please see attached SP-201002\_rev4.

**2. General Guidance:**

Besides the detailed guidance in the Actions below, the following more general guidelines should be followed.

In general 3GPP should strive for more inclusive and neutral language, even if the related terminology is not explicitly listed below. Some examples can be found here: <https://en.wikipedia.org/wiki/Gender-neutral_language>.

If delegates feel offended by certain additional terminology in 3GPP specs or by other means of how 3GPP conducts its work, then the delegate should contact the chair and/or MCC of the group. The leadership together with MCC will discuss such requests and will also check with other stakeholders in the industry, how to progress them. Besides that, there will be no formal process on how to put additional terms on the list.

3GPP delegates and groups shall avoid use of language or pronunciation of 3GPP defined abbreviations in a way that may cause offense in all standards, verbal and written communications.  For abbreviations where such mispronunciation has become common place in wider industry usage, it may be necessary for 3GPP to consider replacing such abbreviations with alternatives that cannot be used in such a way as to cause offense. For example, the abbreviation GPSI should be pronounced in single letters, i.e. G-P-S-I.

**3. Actions:**

To SA1, SA2, SA3, SA4, SA5, SA6, RAN1, RAN2, RAN3, RAN4, RAN5, CT1, CT3, CT4, CT6

**ACTION:**

Please take the above decision into account and take the following actions:

1. Strictly avoid the use of non-inclusive terms in all-new 3GPP documents (including TS, TR, SID, WID, LS).
2. Replace the non-inclusive terms used in all relevant 3GPP specifications per the updated 3GPP drafting rules.
3. WG Chairs are requested to follow the following process for non-inclusive term replacement in the existing 3GPP specifications –
	1. The changes shall be applied to 3GPP Technical Specifications and 3GPP Technical Reports.
	2. The changes shall in a first step be applied from Rel-17 onwards.
	3. The changes shall only be done if they are of a purely editorial nature and do not lead to any backward incompatibility.
	4. WG chairs shall request rapporteurs and MCC to check their specs as to whether the non-inclusive terminology is used therein.
	5. The MCC of a WG together with the specification rapporteurs should come up with related CRs to the affected specifications. The CRs should be issued under TEI17 and the CR title should start with “Inclusive language review”. If terms are used in multiple specifications (possibly in different working groups), then the related rapporteurs and MCCs should coordinate to align the replacement terms.
4. Related CRs against already existing Rel-17 specifications should be submitted for approval at plenary (after WG agreement) in separate CR packs at the March 2021 TSGs meetings.
5. Rel-17 specifications which are created after March 2021 should be updated per the updated 3GPP drafting rules at their creation in separate CR packs.

**3. Date of Next TSG SA Meetings:**

TSG-SA#91-e March 18-29, 2021 electronic meeting

TSG-SA#92-e June 15-21, 2021 electronic meeting