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

The meeting will start at 2020-03-02- 09:00 UTC and finish at 2020-03-06 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.

Additional instructions provided by the SA3 Chairman:

## Start

The electronic meeting will be kicked off by the chairman by an e-mail to the SA3 exploder.

## Email discussions

The process is similar to email approval. Comments can be made on the e-mail reflector using the following "**[SA3#98e][AI#][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#98e][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 revision deadline (see clause 4.3)

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.

## Revisions

Revisions are discussed on the same thread as the original document and are to be uploaded to the Drafts folder [ftp/tsg\_sa/WG3\_Security/TSGS3\_98e/Inbox/Drafts](https://www.3gpp.org/ftp/tsg_sa/WG3_Security/TSGS3_98e/Inbox/Drafts/) using the following file name convention: "**draft\_S3-20wxyz-r#**" where S3-20wxyz is the revised Tdoc and r# is the revision number, e.g. "r1", "r2", "r3".

Delegates are encouraged to not revise papers too rapidly after getting comments, but rather acknowledge and collect comments and revise the paper when they find it relevant and convenient for the meeting, e.g. by indicating a time for the next revision.

For mergers, start or use the thread of the baseline document.

For LSes on which there are no reply proposals, the SA3 leadership will initiate the discussion. During the discussions, reply proposals to such LSes must be uploaded as revisions of original LS in the Drafts folder. New tdoc numbers will be allocated in the end once there is concensus.

Documents can be "noted", "postponed", "withdrawn", "not pursued" (by the chair or the author) and "revised" (by the author) at any time during the electronic meeting.

## Decision taking

For each agenda item, the rapporteur shall keep track of the discussions pertaining to documents in the agenda and announce the final status **at the latest one hour after the last comment deadline**.

If there are no comments/objections on a document by the last revision deadline, it is approved at that time. Therefore, it is important that delegates explicitly state any objection on a document before the last revision deadline and on a revision before the last comment deadline.

For the final status email please indicate "**[SA3#98e][AI#] Final status**" in the e-mail subject line. For example:

[SA3#98e][4.2] Final status

Following the final announcement by the rapporteur, the delegates are invited to upload the final approved revisions of their documents through the 3GU portal. More precisely, once a document is approved, the delegate needs to revise the original in 3GU. If there have been any changes to the original, the delegate must revise the original and then upload the last revision with the new Tdoc number.

In case the rapporteur is not available, the SA3 leadership will send out the final status email.

## New documents

Since approved/agreed revisions will be uploaded through the 3GU portal, there is no need to allocate new Tdoc numbers during the e-meeting except in the following cases:

* New LSes
* Notes for conference calls (if needed)

Upon the obtention of a new number, the delegates must immediately trigger an email thread as described in clause 4.2.

* Exception sheets (only rapporteurs)
* Cover sheets (only rapporteurs)
* New CRs for converting living documents/DraftCRs (only rapporteurs)
* Draft specifications (only rapporteurs)

The last four types of documents, if any, will be subject to a short email approval after the closure of the e-meeting.

Mirko Cano Soveri

3GPP SA3 technical officer