

# Tasks of Support Team in 3GPP

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ARIB

# Comments on 3GPP Support Team Tasks

- To support ETSI MCC as a core team of 3GPP support team
- To divide MCC tasks between 3GPP and ETSI SMG
- To divide 3GPP support tasks into 3GPP common tasks and ETSI dedicated tasks
- To decrease support team tasks in MCC by transferring some of them to OPs secretariats as OP dedicated works

## **Task Analysis based on MCC Documents**

The following tasks were extracted from documents presented at 3GPP OP#1 and TSG SA#4 meetings.

# Tasks of Support Officers

- To attend meetings
- To prepare
  - *document lists*
  - meeting reports
  - manage work items
  - edit specifications under change controls
- To support relevant chairpersons
- To implement approved change requests
- To provide the resulting new working versions of specifications

# Tasks of Technical Coordinator

- To assist TSG SA in carrying out coordination tasks to ensure that
  - work in all four TSGs is coordinated
  - there is no overlap of work
  - there is no gap between the activities of the TSG
  - the work in each TSG is consistent with requirements of other TSGs
  - the work in programme as a whole is on target
- To collect and maintain the detailed schedule of work items across all TSGs

*Comment: Full time officer may not be required.*

# Tasks of Specification Manager

- To ensure that the exact status of every status of every specifications is known and clearly recorded at all times
- To identify Specification “Release package”
- To manage the 3GPP work programme data base including the 3GPP change request data base

*Comment: OPs secretariat assistance may decrease Specification Manager tasks.*

# Tasks of Support Assistants

- To perform all the back office functions required for the efficient running of MCC

*Comment: Evaluate 3GPP common work*

# Tasks of IT Coordinator

In order to use modern electronic working methods,

- To ensure that IT requirements of MCC are collected and addressed in a coordinated manner
- To ensure that appropriate tools are provided where necessary

*Comment: Full time officer may not be required.*



# Tasks of Head of MCC

- To be responsible for the overall management of day to day operations including the management of financial and human resources

*Comment: Evaluate 3GPP common work*