

Source: Working Procedures Ad Hoc Group Chairman (Yukio Yoshimura)

Title: Report of WP Ad Hoc Group activities

Agenda item: 7.1

Document for:

Decision	X
Discussion	
Information	

1 Introduction

The Working Procedures Ad Hoc Group met in Beijing on 21 September, coincident with the meetings of TSG CN, RAN and T. The following representatives took part in the meeting:

Yukio Yoshimura	ARIB	Chairman
Yutaka Maeda	ARIB	
Quent Cassen	T1	
Adrian Scrase	ETSI	

Apologies were received from TTA, TTC, and CWTS.

2 Work progress

The Ad Hoc Group completed a thorough review of every Article within the Working Procedures and catalogued those Articles which are known to contain flaws or which had caused uncertainty within the TSGs. After completion of the trawl, discussion took place on proposed amendments to the text of the affected Articles. There are a surprising number of small corrections required. In all cases, revised text was formulated without contention.

3 Guidance required from PCG

There are two areas where the guidance of the PCG is required.

3.1 Work item creation and approval

The creation, adoption, and cessation of work items is described in Articles 39, 40, and 41. For convenience, those articles are reproduced below:

Article 39: Work Item creation

Each proposed new Work Item shall be supported by at least four Individual Members, and their names shall be recorded in the Work Item definition prepared for the TSG approval. One

or more persons shall be named as Rapporteur for the proposed Work Item, and the Rapporteur shall act as the prime contact point on technical matters and for information on progress throughout the drafting phases. The supporting Individual Members are expected to contribute to and progress the new work item throughout the drafting phases.

In addition to the above, TSGs shall approve new Work Items, giving all essential parameters. The proposal shall be entered into the 3GPP work programme, clearly marked as a new entry, for which a unique reference identity shall be allocated.

Article 40: Work Item adoption by PCG

The 3GPP work programme shall be made available to all Individual Members. A new Work Item shall remain flagged as "new" until the end of the month following the month during which the 3GPP work item was entered into the 3GPP work programme. A new Work Item shall be adopted by the PCG unless a substantial objection is received from an Individual Member or Partner during this period. At the end of the period, the "new" flag shall be removed (even if there is an objection) and it is the responsibility of any objecting Individual Member or Partner to discuss their objections with the TSG Chairman. If it is not possible to resolve the objection, it is the responsibility of the Individual Member or Partner to raise the issue with the PCG.

The TSGs shall ensure that the 3GPP Work Item details are maintained at regular intervals.

Article 41: Work Item stopping

Prior to completion of the intended 3GPP output, the responsible TSG may conclude that a Work Item is no longer required. Any Work Item shall automatically be considered by a TSG for stopping, if no progress has been achieved in a given period of time, typically one year. In such cases, the Work Item shall be flagged as "stopped" in the Work Programme. The proposal to stop a Work Item shall be fully justified.

The Work Programme shall be updated accordingly, and shall show the Work Item as "stopped" until the end of the month following the month during which the Work Item was initially flagged.

The Work Item will be stopped by the PCG unless substantial objection is received from an Individual Member during this period. It is the responsibility of any objecting Individual Member to discuss their objections with the TSG Chairman. If it is not possible to resolve the objection, it is the responsibility of the Individual Member to raise the issue with the PCG.

From reading these articles it is apparent that it in now way resembles actual practise. The practise currently being followed is that the TSGs create work items and the PCG plays no adoption role. Either the Working Procedures should be adhered to as currently written or they should be modified to describe the process currently being followed. If the PCG can advise the Working Procedures ad hoc group on which course to follow, the ad hoc group will prepare text accordingly.

3.2 Partnership Project Description

During the creation of 3GPP a compendium of slides were used to record the agreements made by the Partners. These slides served as a useful means to track the steps followed in the creation of the Project and to some extent they become *the* definitive document describing the principles on which the Project is founded. They were approved in Copenhagen on 4 December 1998 as the "Partnership Project Description" and have not been maintained since that date.

In the course of nearly three years the Project has seen many changes and the Partnership Project Description does not now reflect the current situation. There seems to be a choice; either to leave the Partnership Project Description in its original form and not to maintain it, or to make the changes necessary to bring the Partnership Project Description up to date. Both of these options have merit, but the PCG/OP are invited to make a conscious decision on which route to take.

4 Next steps

None of the changes required within the Working Procedures appear to be urgent. The ad hoc group has therefore resisted the temptation to provide a revised version for approval at this meeting. It is also felt that the Working Procedures would be viewed as unstable if changes are made too frequently. It is therefore proposed that a revised version be prepared in the following weeks and that each Organizational Partner be given sufficient time to consult its members on the proposed changes, which can then be brought as a mature draft to the next PCG meeting for approval.

The ad hoc group has planned to hold a short meeting on 14 December in Kyoto (coincident with the TSG meetings) in order to agree on a draft for wider distribution to the SDOs. All Organizational Partners are encouraged to provide a representative to that meeting.