Guidance for elections during TSG-RAN3#129

# 1. Important links

Note: some links require that you are logged into the 3GPP secure portal using your EOL account.

* Candidates:
	+ RAN3 Vice chair election: <https://portal.3gpp.org/VotingTool/Vote/DetailList/1183>
* Voting list: [Votes](https://portal.3gpp.org/VotingTool/) (then click “voting rights” button)
* 3GPP working procedures: [Working Procedures of 3GPP](https://www.3gpp.org/delegates-corner/3gpp-working-procedures)
* RAN3 email reflector: 3GPP\_TSG\_RAN\_WG3@LIST.ETSI.ORG
* RAN3#129 participants list: [3GPP Portal > Home](https://portal.3gpp.org/Home.aspx#/participantslist?MtgId=60600)

# 2. Schedule

The election in RAN3#129 will run on Wednesday 27th August.

Aug 26th Tue. 23:59 UTC: All vice-chair candidates should be included in the voting tool.

## 2.1 RAN3 Vice Chair Election Timeline (Local time)

Aug 27th Wed 09:00h: Announcement of 1st ballot candidates

Aug 27th Wed 09:00-10:00h: MCC prepares 1st ballot for RAN3 vice chair election.

**Aug 27th Wed 10:00h: Start of the 1st ballot for RAN3 vice chair election.**

**Aug 27th Wed 12:00h: Close of the 1st ballot for RAN3 vice chair election.**
 Announcement of the results of the 1st ballot on the RAN3 reflector.

Aug 27th Wed 12:00-14:00h: Time reserved for candidates to consider their intentions going forward/participating in next ballot.

If a 2nd round of RAN3 vice chair election is necessary:

Aug 27th Wed 14:00h: Announcement of 2nd ballot candidates

Aug 27th Wed 14:00-15:00h: MCC to set up 2nd ballot for RAN3 vice chair.

**Aug 27th Wed 15:00h: Start of 2nd ballot for RAN3 vice chair.**

**Aug 27th Wed 17:00h: Close of the 2nd ballot for RAN3 vice chair election.**

 Announcement of the results of the 2nd ballot on the RAN3 reflector.

# 3. Additional recommendations

## 3.1 RAN3#129 participants

* **Do not miss the registration deadline 11 Aug 07:00h UTC**
	+ Even if it is clear that you cannot take part in the beginning of the RAN3#129 meeting or for the whole RAN3 meeting, it is recommended that you register before the deadline.
* **Do not miss Check-in at least 1 hour before election**
(otherwise you will not be able to take part in the voting)
* Remember that **one person is only allowed to represent one company**, registrations of one person representing multiple companies is considered as fraud and has the consequence that all registrations of this person will be deleted.
* Every official contact of a company is requested to double-check who is registered under its company and report to MCC before 25th August Mon 12:00h if any discrepancy is found.
* For the actual voting: Remember that each company that is allowed to vote (see voting list) can only vote once per ballot, i.e. if your colleague of the same company has voted already for this company, you will not be able to vote anymore. The first vote cast for a company stands.

## 3.2 RAN3 VC Candidates

* Please submit your candidature via the 3GPP voting tool by 18th August Mon. 23:59 UTC\*\*
	+ log in into 3GU with your EOL account
	+ click on the "Voting" tab
	+ select the election for which you want to submit your candidature
	+ click on Details and then on "Submit your candidature for this election"
	+ you will need a letter of support from your company and a CV file
* Please note that the candidature will only be published once MCC has confirmed the candidature (i.e. the letter of support is ok).
* You may find a "withdraw" button in the voting tool; however as this will withdraw the whole candidature completely, it is recommended to only use this button before RAN3 VC election. This button shall not be used to withdraw from a certain ballot. Withdrawal from a given ballot will be administered by MCC as per the outcome of the consideration period ahead of each ballot.