# RAN4#100-e meeting arrangements proposed updates

The three main points are listed below:

 #1RAN4#100-e meeting arrangement & guidelines. The changes compared to previous meetings are highlighted below.

- Add one slide for RAN4 Vice chair election.

- For Rel-15/16 maintenance, please request Tdoc numbers for both Cat-F draft CR and Cat-A draft CRs, submit Cat-F draft CR before meeting and upload Cat-A draft CR(s) after Cat-F draft CR is endorsed. After meeting, session Chairs will ask some delegates to merge the endorsed draft CRs into on or a limited number of formal CRs per specification, which may cover one or multiple WIs and will be formally agreed during post meeting email approval.

- The intention is to help MCC and avoid the delay of specification delivery after RAN plenary.

- Encourage experts to use WORD format rather than PPT format for draft and formal WF to facilitate the modification and tracking the changes.

- For CRs discussion, please provide your comments and suggested changes directly in the revised CRs with change marks, and also put your comment briefly in at least 1st round summary.

- For big CR, please use title starting with “Big CRs…” or “Draft big CRs” when you reserve Tdoc numbers.

 For timeline, make some improvements mainly for second round

- Final checking window: During final checking window, the final drafts are expected to be stable and agreeable without or with less modifications. It gives company final checking the outcome to avoid making agreement on the fly.

- Put 2nd round comments deadline before sharing 2nd round final draft Tdoc.

 #2 Update of RAN4 meeting improvements

- Main updates are due to that we finalize Rel-16 performance part.

- #3 Update of template for email discussion summary.

- Add table to collect contact delegate from companies.