Guidance for elections during TSG-RAN4#98-bis-e

# 1. Important links

* Candidates:
	+ 3GPP web page: <https://www.3gpp.org/news-events/elections/2161>
	(manually updated on a regular basis)
	+ 3GU:
		- RAN4 chair election: <https://portal.3gpp.org/VotingTool/Vote/DetailList/1025>
* Voting list
3gpp website.
* <https://www.3gpp.org/ftp/webExtensions/elections/RAN/RAN4/Election_April_2021/votingList_mtg-RAN4-98-bis-e.htm>
* Note: This list is prepared manually by the old voting rights calculator tool but shall provide the same contents as the realtime 3GU voting rights calculator (in case you spot any discrepancies please inform MCC) that you can get when you do the following:
	+ log in into 3GU with your EOL account
	+ click on the "Voting" tab
	+ select "3GPP RAN4" in the field "Working group"
	+ select "3GPPRAN4#98-bis-e" in the field "Select a Meeting"
	+ click on the green "Voting rights" button in the upper right corner
* 3GPP working procedures: <https://www.3gpp.org/ftp/Information/Working_Procedures>
* RAN4 email reflector: 3GPP\_TSG\_RAN\_WG4@list.etsi.org
* RAN4#98-bis-e participants list: <https://portal.3gpp.org/Home.aspx#/participantslist?MtgId=39330>
(requires that you are logged in into 3GU with your EOL account)

# 2. Schedule

RAN4#98-bis-e will run from Tuesday 13 April, 2021 18:00 UTC start of 1st ballot for RAN4 Chair election until latest of Thursday 15 April, 2021 18:00 UTC where it would be the start of 3rd and final ballot for RAN4 Chair election (if needed) Friday, 16 April 12:00h UTC would be the end of 3rd and final ballot for RAN4 chair elections. Annoucement of results on the RAN4 reflector.

9 April Fri 22:00h UTC: Mandatory meeting registration deadline for RAN4 #98-bis-e.
 No exceptions.

13 April Tues: All chair candidates should be included in the voting tool.

13 April Tue 16:00h UTC: Deadline for Official Contacts of companies to indicate to MCC if they found any discrepancies in meeting registrations.

 (Note: MCC will revoke check-ins with proven discrepancies before scheduling the ballot.)
 Final Deadline for all RAN4 chair candidates to announce themselves

(i.e. name, letter of support and CV must be uploaded by then).

13 April Tue 17:00h UTC: Announcement of 1st ballot candidates on the RAN4 reflector.

13 April Tue 17-18:00h UTC: MCC prepares 1st ballot for RAN4 chair elections.

14 April Tue 18:00h UTC: Start of the 1st ballot for RAN4 chair elections.

14 April Wed 12:00h UTC: Close of the 1st ballot for RAN4 chair elections.
 Announcement of the results of the 1st ballot on the RAN4 reflector.

14 April Wed 12:30-16:30 UTC: Time reserved for candidates to consider their intentions going forward

14 April Wed 17:00h UTC: Announcement of 2nd ballot candidates on the RAN4 reflector (if needed).

14 April Wed 17-18:00h UTC: MCC to set up 2nd ballot for RAN4 chair.

14 April Wed 18:00h UTC: Start of 2nd ballot for RAN4 chair (if needed).

15 April Thu 12:00h UTC: Close of the 2nd ballot for RAN4 chair elections.

 Announcement of the results of the 2nd ballot on the RAN4 reflector (if needed).

15 April Thu 12:30-16:30h UTC: Consideration period.

15 April Thu 17:00h UTC: Announcement of 3rd ballot candidates on the RAN4 reflector (if needed).

15 April Thu 17-18:00h UTC: MCC to set up 3rd ballot for RAN4 chair.

15 April Thu 18:00h: Start of 3rd and final ballot for RAN4 chair (if needed).

16 April Fri 12:00h UTC: Close of the 3rd and final ballot for RAN4 chair elections.

 Announcement of results over RAN4 reflector.

# 3. Additional recommendations

* RAN4#98-bis-e participants:
	+ **Do not miss the registration deadline 9 April 22:00h UTC**
	(otherwise you will not be able to take part in the meeting and in the voting)
		- This registration deadline applies for the entirety of RAN4#98-bis-e, i.e. both for elections and the regular meeting proceedings.
		- **After the registration deadline has passed there are no changes possible to your registration!**
		- In the hours after the registration deadline MCC will check in every participant who registered in time.
		- Even if it is clear that you cannot take part in the beginning of the RAN4-98-bis-e meeting or for the whole RAN4 meeting, it is necessary that you register before the deadline.
	+ 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 13 April Tue 16:00h UTC 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.
* Candidates for chair:
	+ Please submit your candidature via the 3GPP voting tool by 13 April Tue

		- 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 13 April. 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.