

Source: 3GPP TSG-CN WG2

Title: Proposed document handling procedure for 3GPP TSG-CN-WG2

1 Introduction

This document presents the proposed document handling procedure for 3GPP TSG-CN-WG2. It represents the agreed view of WG2 on how WG2 documents should be handled.

2 "No paper" or "Low paper"?

Discussions in SMG3 WP'C' and TSG-CN-WG2 have indicated that it is not practical to operate a completely paperless régime; in particular, documents with SDL diagrams require either paper or a large (ca 50cm) display for proper analysis. A 'low paper' régime is therefore proposed, with a limited number of paper copies provided by the host for those documents which are received far enough in advance of the meeting. The objective is to avoid the production of large numbers of paper copies which are never used, but also to avoid the problems caused by not having enough paper copies.

Documents are divided into two categories:

- Those which include SDL diagrams, for which the reasonable expectation is that each delegate will require a paper copy;
- Other documents, for which the reasonable expectation is that 50% of delegates will be prepared to work with an electronic copy.

The number of copies which need to be prepared, and who has to prepare them, are defined in later sections.

3 General principles for document submission

Before a document is submitted for copying, it must have a document number allocated by the 3GPP secretariat. When a document number has been allocated, the contributor is responsible for sending an electronic copy of the document (including the document number!), to the 3GPP secretariat.

Acceptable formats for document files are:

- Adobe Portable Document Format (.pdf), compressed in Zip format;
- Microsoft Word 6/Word 95 format (.doc), compressed in Zip format;
- Rich Text Format (.rtf), compressed in Zip format.

All contributions shall be provided in either zipped .doc format or zipped .rtf format. It is recommended that a separate zipped file containing the document in .pdf format should also be provided.

It was recognised in WG2 that to use Word 6/Word 95 as the only .doc format presents some problems; especially for documents which include revision marked SDL diagrams, the conversion process from Word 6 to Word 97 is not perfect, and makes it difficult to review the document properly. However not all delegates have the use of Word 97, and the problems caused by the process of importing a Word 97 .doc format file into Word 6 are even worse than those caused by importing a Word 6 .doc format file into Word 97. **TSG-CN are asked to recommend a suitable course of action.**

The rules for numbering documents and the files in which they are stored are in the document "3GPP Document numbering and FTP directory structure". Bearing in mind that WG2 will have two subgroups (A and B), documents intended for discussion in only one subgroup shall have a number of the form N2A99301 or N2B99185. A common numeric sequence will be used for WG2 plenary meetings, WG2 subgroup A meetings and WG2 subgroup B meetings, so that if document N2-99104 exists neither document N2A99104 nor N2B99104 can exist. It is the responsibility of the contributor to identify the

WG2 plenary or subgroup for which the document is intended, so that the correct number can be allocated.

The 3GPP secretariat is responsible for putting a soft copy of the document into the appropriate directory on the 3GPP file server. To assist the choice between .doc/.rtf files and .pdf files, there will be separate subdirectories of the meeting directory, one for .doc/.rtf files and one for .pdf files. The 3GPP secretariat will maintain a list of the documents which have been put on to the 3GPP server. A soft copy of this list will be put on to the server, in the same directory as the documents for the meeting;

The contributor should notify the interested parties, via the appropriate mailing list, that the document has been submitted. If the document file is short enough, it can be attached to the mail.

4 Other document preparation tools

WG2 identified that at least one tool (SDT) is in common use for the preparation of GSM specifications, but is not necessarily easily available for delegations from regional standards organisations other than ETSI. ETSI provides sublicences for SDT free of charge to rapporteurs of GSM specifications which include SDL diagrams; 3GPP needs to consider whether it will do likewise for rapporteurs of 3GPP specifications which include SDL diagrams. If member companies have to pay directly for SDT licences, this would be a large financial burden (a single licence for SDT/PC costs over 2 000 pounds sterling), and could well discourage companies from providing rapporteurs.

SMG have also specified the use of Micrografx Designer for the preparation of diagrams other than SDL diagrams. 3GPP needs to consider whether to standardise on a tool for the preparation of diagrams other than SDL diagrams, and if so what the tool should be.

5 Agenda and meeting reports

As indicated in the document "3GPP Document numbering and FTP directory structure", there will be separate subdirectories in each meeting directory for the agenda and meeting report. However the agenda and meeting report will have numbers in the normal document number series for the working group.

6 Producing paper copies

The number of paper copies which have to be produced, and who should produce them, depend on when the document is submitted.

The host for each meeting will set a deadline (a suggested date for this is about 5 clear working days before the start of the meeting) for the submission of documents to be copied by the host. Documents received before this deadline will be copied (both paper and electronic copies) for distribution to delegates at the meeting. Delegates will then have the opportunity to retrieve documents from the 3GPP file server to review them before the meeting. It is reasonable for the host to assume that the number of paper copies required will be 25% of the number of delegates; for documents containing SDL, the other 75% of delegates will bring their own paper copies, and for documents not containing SDL, the other 75% of delegates will bring their own copies, whether paper or electronic.

The 3GPP secretariat will set a second deadline (a suggested date for this is about 2 clear working days before the start of the meeting) for the submission of documents to be put on to the 3GPP file server. Documents received before this deadline will be available for most delegates to retrieve documents from the 3GPP file server to review them before the meeting, but the host will not be expected to make paper copies, so the contributor must provide enough paper copies. Not all delegates who require them will be willing and able to retrieve and print paper copies, so the contributor should provide paper copies for 50% of delegates for documents which do not contain SDL, and 75% of delegates for documents which contain SDL. The contributor should find out from the host how many delegates have registered for the meeting, to calculate how many paper copies are required.

The contributor of any document which is not submitted before the second deadline must provide both paper and electronic copies for distribution at the meeting. The number of paper copies required will be 50% of the number of delegates for documents which do not contain SDL, and 100% of the number of delegates for documents which contain SDL.

7 Producing electronic copies

For documents which are received before the first deadline, the host will produce 4 sets of floppy disks containing the zipped document files, for circulation at the meeting. At the discretion of the host, files received up to the second deadline may also be included in these sets. The host should make known to the delegates the deadline for accepting files to be included in the sets to be prepared by the host.

For files which are not submitted in time for the host to include them in the sets prepared by the host, the contributor should provide 4 floppy disks carrying the file(s) for the contribution(s).

8 Contributions prepared during the meeting

It is to be expected that contributions will be prepared during the meeting; revisions of a document may be required as a result of discussion, and output liaison statements may be required to send information to, or request information from, other bodies. The principles outlined above will determine the number of paper copies required. Electronic copies will be distributed on floppy disks. Electronic copies will be accumulated in batches for distribution at suitable intervals during the meeting; each floppy disk used for distribution during the meeting must be clearly labelled to show the part of the meeting for which it contains document files, and the document files which it contains.

9 Priority of treatment

To reflect the fact that delegates need time to review documents before they are discussed, in order to have an informed discussion, those documents which have been received first will be treated first within a given agenda item.

Any delegate may ask for a contribution to be postponed if the contribution was not submitted until the start of the meeting and it contains material on which the delegate needs to consult with his or her colleagues. It is for the chairman to decide whether such a request should be granted.

10 Conclusion

TSG-CN are invited to consider these document handling proposals and to endorse them for common application in all working groups of TSG-CN.

TSG-CN are also asked to provide guidance on whether to standardise the use of Word 97 .doc format or to standardise the use of Word 6/Word 95 .doc format, bearing in mind that the implication of requiring the use of Word 97 .doc format is that all companies have to provide Word 97 for their 3GPP delegates to use.

TSG-CN are also asked to provide guidance on which tools should be used to prepare non-textual information for inclusion in 3GPP specifications.