**3GPP TSG-RAN WG4 Meeting # 101-e R4-211XXXX**

**Electronic Meeting, 01 – 12 November, 2021**

**Agenda item:** xx.xx.xx

**Source:** Moderator (company name)

**Title:** Email discussion summary for [101-e][x] …

**Document for:** Information

# Introduction

*Briefly introduce background, the scope of this email discussion (e.g. list of treated agenda items) and provide some guidelines for email discussion if necessary.*

*List of candidate target of email discussion for 1st round and 2nd round*

* 1st round: TBA
* 2nd round: TBA

# Topic #1: Title

*Main technical topic overview. The structure can be done based on sub-agenda basis.*

## Companies’ contributions summary

|  |  |  |
| --- | --- | --- |
| **T-doc number** | **Company** | **Proposals / Observations** |
| R4-211xxxx | Company A | Proposal 1:Observation 1: |

## Open issues summary

*Before e-Meeting, moderators shall summarize list of open issues, candidate options and possible WF (if applicable) based on companies’ contributions.*

### Sub-topic 1-1

*Sub-topic description:*

*Open issues and candidate options before e-meeting:*

**Issue 1-1: TBA**

* Proposals
	+ Option 1: TBA
	+ Option 2: TBA
* Recommended WF
	+ TBA

### Sub-topic 1-2

*Sub-topic description*

*Open issues and candidate options before e-meeting:*

**Issue 1-2: TBA**

* Proposals
	+ Option 1: TBA
	+ Option 2: TBA
* Recommended WF
	+ TBA

## Companies views’ collection for 1st round

### Open issues

*One of the two formats, i.e. either example 1 or 2 can be used by moderators.*

**Example 1**

|  |  |
| --- | --- |
| **Company** | **Comments** |
| XXX | Sub topic 1-1: Sub topic 1-2:….Others: |

**Example 2**

Sub topic 1-1

|  |  |
| --- | --- |
| **Company** | **Comments** |
| XXX |  |

Sub topic 1-2

|  |  |
| --- | --- |
| **Company** | **Comments** |
| XXX |  |

### CRs/TPs comments collection

*For close-to-finalize WIs and maintenance work, comments collections can be arranged for TPs and CRs. For ongoing WIs, suggest to focus on open issues discussion on 1st round.*

|  |  |
| --- | --- |
| **CR/TP number** | **Comments collection** |
| XXX | Company A |
| Company B |
|  |
| YYY | Company A |
| Company B |
|  |

## Summary for 1st round

### Open issues

*Moderator tries to summarize discussion status for 1st round, list all the identified open issues and tentative agreements or candidate options and suggestion for 2nd round i.e. WF assignment.*

|  |  |
| --- | --- |
|  | **Status summary**  |
| **Sub-topic #1** | *Tentative agreements:**Candidate options:**Recommendations for 2nd round:* |

### CRs/TPs

*Moderator tries to summarize discussion status for 1st round and provides recommendation on CRs/TPs Status update*

*Note: The tdoc decisions shall be provided in Section 3 and this table is optional in case moderators would like to provide additional information.*

|  |  |
| --- | --- |
| **CR/TP number** | **CRs/TPs Status update recommendation**  |
| XXX | *Based on 1st round of comments collection, moderator can recommend the next steps such as “agreeable”, “to be revised”* |

## Discussion on 2nd round (if applicable)

# Topic #2: Title

*Main technical topic overview. The structure can be done based on sub-agenda basis.*

## Companies’ contributions summary

|  |  |  |
| --- | --- | --- |
| **T-doc number** | **Company** | **Proposals / Observations** |
| R4-211xxxx | Company A | Proposal 1:Observation 1: |

## Open issues summary

*Before e-Meeting, moderators shall summarize list of open issues, candidate options and possible WF (if applicable) based on companies’ contributions.*

### Sub-topic 2-1

*Sub-topic description:*

*Open issues and candidate options before e-meeting:*

**Issue 2-1: TBA**

* Proposals
	+ Option 1: TBA
	+ Option 2: TBA
* Recommended WF
	+ TBA

### Sub-topic 2-2

*Sub-topic description*

*Open issues and candidate options before e-meeting:*

**Issue 2-2: TBA**

* Proposals
	+ Option 1: TBA
	+ Option 2: TBA
* Recommended WF
	+ TBA

## Companies views’ collection for 1st round

### Open issues

**Example 1**

|  |  |
| --- | --- |
| **Company** | **Comments** |
| XXX | Sub topic 1-1: Sub topic 1-2:….Others: |

**Example 2**

Sub topic 1-1

|  |  |
| --- | --- |
| **Company** | **Comments** |
| XXX |  |

Sub topic 1-2

|  |  |
| --- | --- |
| **Company** | **Comments** |
| XXX |  |

### CRs/TPs comments collection

*Major close to finalize WIs and Rel-15 maintenance, comments collections can be arranged for TPs and CRs. For Rel-16 on-going WIs, suggest to focus on open issues discussion on 1st round.*

|  |  |
| --- | --- |
| **CR/TP number** | **Comments collection** |
| XXX | Company A |
| Company B |
|  |
| YYY | Company A |
| Company B |
|  |

## Summary for 1st round

### Open issues

*Moderator tries to summarize discussion status for 1st round, list all the identified open issues and tentative agreements or candidate options and suggestion for 2nd round i.e. WF assignment.*

|  |  |
| --- | --- |
|  | **Status summary**  |
| **Sub-topic#1** | *Tentative agreements:**Candidate options:**Recommendations for 2nd round:* |

### CRs/TPs

*Moderator tries to summarize discussion status for 1st round and provided recommendation on CRs/TPs Status update suggestion*

|  |  |
| --- | --- |
| **CR/TP number** | **CRs/TPs Status update recommendation**  |
| XXX | *Based on 1st round of comments collection, moderator can recommend the next steps such as “agreeable”, “to be revised”* |

## Discussion on 2nd round (if applicable)

*Moderator can provide summary of 2nd round here. Note that recommended decisions on tdocs should be provided in the section titled ”Recommendations for Tdocs”.*

# Recommendations for Tdocs

## 1st round

**New tdocs**

|  |  |  |
| --- | --- | --- |
| **Title** | **Source** | **Comments** |
| WF on … | YYY |  |
| LS on … | ZZZ | To: RAN\_X; Cc: RAN\_Y |
|  |  |  |

**Existing tdocs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tdoc number** | **Title** | **Source** | **Recommendation**  | **Comments** |
| R4-211xxxx | CR on … | XXX | Agreeable, Revised, Merged, Postponed, Not Pursued |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Notes:

1. Please include the summary of recommendations for all tdocs across all sub-topics incl. existing and new tdocs.
2. For the Recommendation column please include one of the following:
	1. CRs/TPs: Agreeable, Revised, Merged, Postponed, Not Pursued
	2. Other documents: Agreeable, Revised, Noted
3. For new LS documents, please include information on To/Cc WGs in the comments column
4. Do not include hyper-links in the documents

## 2nd round

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tdoc number** | **Title** | **Source** | **Recommendation**  | **Comments** |
| R4-211xxxx | CR on … | XXX | Agreeable, Revised, Merged, Postponed, Not Pursued |  |
| R4-211xxxx | WF on … | YYY | Agreeable, Revised, Noted |  |
| R4-211xxxx | LS on … | ZZZ | Agreeable, Revised, Noted |  |
|  |  |  |  |  |

Notes:

1. Please include the summary of recommendations for all tdocs across all sub-topics.
2. For the Recommendation column please include one of the following:
	1. CRs/TPs: Agreeable, Revised, Merged, Postponed, Not Pursued
	2. Other documents: Agreeable, Revised, Noted
3. Do not include hyper-links in the documents

# Annex

Contact information

|  |  |  |
| --- | --- | --- |
| **Company** | **Name** | **Email address** |
|  |  |  |

Note:

1. Please add your contact information in above table once you make comments on this email thread.
2. If multiple delegates from the same company make comments on single email thread, please add you name as suffix after company name when make comments i.e. Company A (XX, XX)