

CHANGE REQUEST			Please see embedded help file at the bottom of this page for instructions on how to fill in this form correctly.
21.900	CR	003	Current Version: 3.1.0
GSM (AA.BB) or 3G (AA.BBB) specification number ↑		↑ CR number as allocated by MCC support team	
For submission to: SA#5 <small>list expected approval meeting # here ↑</small>	for approval for information <input checked="" type="checkbox"/>	strategic <input type="checkbox"/>	(for SMG use only)
		non-strategic <input type="checkbox"/>	

Form: CR cover sheet, version 2 for 3GPP and SMG The latest version of this form is available from: <ftp://ftp.3gpp.org/Information/CR-Form-v2.doc>

Proposed change affects: (U)SIM ME UTRAN / Radio Core Network
(at least one should be marked with an X)

Source: MCC **Date:** 10 Oct 1999

Subject: WEB, FTP and Email tools / methods

Work item: _____

Category:	F Correction <input type="checkbox"/> A Corresponds to a correction in an earlier release <input type="checkbox"/> B Addition of feature <input checked="" type="checkbox"/> C Functional modification of feature <input type="checkbox"/> D Editorial modification <input type="checkbox"/>	Release:	Phase 2 <input type="checkbox"/> Release 96 <input type="checkbox"/> Release 97 <input type="checkbox"/> Release 98 <input type="checkbox"/> Release 99 <input checked="" type="checkbox"/> Release 00 <input type="checkbox"/>
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(only one category shall be marked with an X)

Reason for change: Addition of new text related to electronic working practices.

Clauses affected: 4.6.4, 7.6-8.6

Other specs affected:	Other 3G core specifications <input type="checkbox"/> → List of CRs: Other GSM core specifications <input type="checkbox"/> → List of CRs: MS test specifications <input type="checkbox"/> → List of CRs: BSS test specifications <input type="checkbox"/> → List of CRs: O&M specifications <input type="checkbox"/> → List of CRs:	
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Other comments: _____



<----- double-click here for help and instructions on how to create a CR.

4.6.4 Handling of the Change Requests

Entry to the TSG WG:

A proposed CR should be brought to the relevant TSG WG or, if applicable, to the prime responsible TSG WG SG in charge of the specification concerned and discussed there, before presentation to the TSG. If possible it should be distributed, by the source, as soon as possible and prior to the coming TSG SG / TSG WG meeting to [the relevant email reflector \(with a clear indication of the subject\)](#) ~~at least the rapporteur (if not the source) and the Support Team but preferably to as many 'key delegates' as possible~~, for the purpose of shortening discussions in meetings and to try at an as early stage as possible to come to a widely acceptable solution. Comments from secondary responsible TSGs (if any) have to be sought and comments have to be taken into account before presentation to the TSG for approval.

To ease the work of the TSG SG and of the Support Team , a proposed CR should be presented in a form suitable for TSG WG agreement and TSG approval. If a CR is not immediately accepted it is the responsibility of the originator to update the CR taking into account comments and other guidelines from the relevant groups, including change of reference version if needed, and to re-present it to the TSG SG.

Note: It is also highly important that the originator of the CR provides the Support Team with an electronic copy (in Word 8?, for further study) since the contents is supposed to be incorporated into the specification, by the Support Team , and re-typing of CRs is clearly a waste of resources and a possible source of errors.

7.6 WEB and FTP services

The 3GPP (<http://www.3gpp.org>) web pages provide up-to-date information on specification work, such as: meeting calendars, meeting minutes, meeting documents and latest specifications. FTP links to file server areas of each TSG and WG can be found via the 3GPP web pages.

7.7 E-mail reflectors

TSGs, WGs and SWGs have their own e-mail lists. There are also several additional lists per topic. Further information can be found on 3GPP web pages.

8 Email decisions

WGs may apply e-mail decision procedures for decisions they are entitled to take, as defined by superior bodies (e.g. on specifications, CRs, Liaison statements, etc). Each WG may set its rules for making e-mail decisions, however, it is required that:

- the rules are clearly defined and documented;
- a delegate having participated in plenary meetings is able to identify that he has possibly missed an e-mail relevant to e-mail decision.

Clauses 8.1-8.6 describe an e-mail decision procedure example.

8.1 Email drafting phase

An e-mail drafting session can be launched, either on a dedicated exploder list as a cybermeeting or as an informal discussion between interested delegates. Objectives can extend from debating an existing contribution, a Liaison Statement or a Change Request to progressing the service requirements of a specific Work Item and involving one or more Working Groups.

In case of "cybermeeting", the chairman of the discussions shall issue an un-ambiguous guideline including:

1. The objectives and agenda of the meeting.
2. Input document(s) to be clearly specified.
3. Start date and end date of the debates.
4. Afterwards, summary of results of the "cybermeeting".

The end-goal being to reach an "agreement" on the deliverable, either at the next meeting or via an e-mail approval procedure.

8.2 E-mail decision declaration

Authority for an e-mail decision to take place should usually be agreed at plenary meeting. If this is not possible, there shall be a clear notification (i.e. status report) indicating that there will be an e-mail decision. This notification shall be sent on the main mailing lists indicating the mailing list where the discussion will take place (TSG, WG or SWG list). Target and timeframe shall be clearly indicated. A permanent Chairman (i.e. WG chairman or vice chairman) shall be nominated, who will be responsible for managing the e-mail decision procedure, including initiation, monitoring and announcing when it is complete.

8.3 Status reporting

During the e-mail decision period, there shall be a clear message stating what the status of each open item is. It is recommended to have a weekly summary of the status of all items, from the previous plenary listing:

- The name of the open item,

- The name of the responsible delegate,
- Time left for comments before the deadline & expiration date,
- Current work versions of documents: Tdoc number, CR number, Revision number,
- Status (Debate ongoing, Agreed, Postponed, Rejected, ...).

8.4 Decision announcement

When a decision is made (Agreed, rejected, postponed, ...) a clear notification on what has been agreed shall be sent on the main mailing lists of the relevant groups.

8.5 Timing

E-mail decision procedure should start latest 3 weeks before relevant plenary:

- The e-mail decision period is two weeks (one status report required),
- The procedure shall be completed one week before the relevant TSG, WG or SWG plenary, due to practical arrangements.

8.6 General

- In exceptional cases when the procedure cannot be followed a clear notice from chairman is required,
- E-mails on mailing lists shall contain a subject with meaningful keywords, e.g. S1 Tdoc xxx on Charging and/or 22xxx-CR012r4,
- If there are no comments during the allowed period, agreement is granted automatically,
- Status reports to higher level body meetings, should be e-mailed to the mailing list one week before the meeting. This allows delegates a final possibility to review the progress in the last period.