3GPP TSG-SA Meeting #9
Oahu, HI, USA, 25-28 September 2000

***Document* SP-000361**
e.g. for 3GPP use the format TP-99xxx
or for SMG, use the format P-99-xxx

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**	**006**	Current Version:	3.3.0

GSM (AA.BB) or 3G (AA.BBB) specification number ↑ *↑ CR number as allocated by MCC support team*

For submission to:	TSG-SA #9	for approval	X	strategic		(for SMG use only)
list expected approval meeting # here ↑		for information		non-strategic		

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:** 28 July 2000

Subject: Procedure for Work Items

Work item:

Category: *(only one category shall be marked with an X)*

F	Correction	X	**Release:**	Phase 2	
A	Corresponds to a correction in an earlier release			Release 96	
B	Addition of feature			Release 97	
C	Functional modification of feature			Release 98	
D	Editorial modification			Release 99	X
				Release 00	

Reason for change: To clarify the procedure to be followed during the progress of a Work Item.

Clauses affected: 6.1, 6.4.2, 6.5

Other specs affected:

Other 3G core specifications	☐	→ List of CRs:
Other GSM core specifications	☐	→ List of CRs:
MS test specifications	☐	→ List of CRs:
BSS test specifications	☐	→ List of CRs:
O&M specifications	☐	→ List of CRs:

Other comments: This procedure was discussed in TSG-SA #8 as an outcome of TSG-RAN #8.


help.doc

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

6.1 Creation of a Work Item

When an enhancement of the standard is considered desirable a delegate or delegation may make a proposal by submitting a Work Item Description sheet to the relevant TSG or TSG WG.

- For new services, features or functions, the TSG responsible for Services and System Aspects is the relevant TSG. This TSG shall assign prime and, if necessary, secondary responsible TSGs for the corresponding work items.
- For pure performance enhancements, other TSG WGs may be responsible (the test specifications are normally not seen as independent work items).

The relevant TSG WG should study and refine the WI sheet before passing it on to the TSG for adoption.

No substantial work shall commence in a TSG WG prior to a decision of the responsible TSG.

The actual WI description sheets to be used and guidance on how to apply them shall be distributed by the Support Team.

The TSG shall not approve a WI unless the Work Item Description (WID) sheet has been properly filled in to the degree possible.

To change the scope of a Work Item, an explicit proposal needs to be agreed by the TSG.

The rapporteur of the Work Item is responsible for updating in the Work Item sheet the list of affected specifications and the status of the affected specifications. The responsible WG shall provide the update to TSG plenary. Reporting shall be made by the Chairman of the responsible WG.

The WI sheets shall be put forward for endorsement at each subsequent TSG plenary meeting and serve as the basis for all discussion on each Work Item.

The Support Team shall maintain a database of work items, and make it available on the 3GPP file server.

A work item normally implies the creation of new specification and Change Requests to existing specifications.

6.2 Type of Work Items

Modifications of the standard could in principle be of two different types:

- New services/features/functions that in general affect several specifications and involve several TSG-SGs;
- Pure (technical) enhancements that affect one or small number of specifications and involve a single or a few Groups only.

Modifications of the latter type may be submitted to the TSG Sub-Group(s) and then the TSG directly as a Change Request without prior presentation/agreement of a WI Description sheet. Such CRs shall instead refer to the pseudo Work Item 'Technical Enhancements'. For the other type of modifications, the provisions of subclause 6.3 apply.

6.3 Start and continuation of the work and responsibilities

An early task when elaborating a work item is to identify the tasks related to the WI and to allocate them to the TSGs and TSG Sub-Groups.

In most cases the tasks from a WI can be split immediately into the following areas:

- Service requirements
- System/Architectural requirements and implications

- Protocol specifications

Service requirements:

The responsibility of the service requirements can usually be allocated immediately at the creation/adoption of the WI. Occasionally another Group may be given responsibility for the service requirements. In any case, however, it should be a single group and one that reports directly to the TSG.

System/Architectural requirements and implications:

In addition, the responsibility for system/architectural requirements should be allocated immediately, even though the implications and requirements normally will be seen only after the study on service/system requirements have been initiated. The responsibility for the system/architectural requirements shall be given to a single body to guarantee the consistency of the adopted solution.

The choice of group should not pre-determine the technical choices and in many cases, the responsibility for system and architectural requirement study needs a widening of the competency and a readiness to look at a variety of technical aspects. This can be obtained either by drawing the attraction of the suitable experts (e.g., by setting special meetings or clear meeting dates) or by the organization of joint meetings.

TSG SA shall maintain the overall consistency of the system architecture despite the numerous modifications due to various work items. TSG SA, shall ensure the co-ordination of the development of general architecture concepts and their applications to individual Work Items, and should thus also draw attention and expertise from other Groups.

Protocol specifications:

The responsibility for the elaboration of the protocol specifications cannot, in most cases, be allocated at the early stages since it depends on the technical implementation choices and hence on the results of the study of the service/system requirements as well as on the architectural conclusions.

The identification of new protocols to be specified and/or existing protocols to be enhanced shall be derived from the system/architectural requirements. In general, modifications of existing protocols shall be done by the TSG WG in charge of the protocol in question, whilst the responsibility for development of new protocols shall be allocated by the TSG based on proposals from the TSG WG on system/architecture. Then, whether the actual work is done in the TSG WG itself or in an ad hoc subgroup thereof is at the discretion of that TSG WG.

6.4 Realization of Work Items

6.4.1 Planning and categorization of the deliverables (and control thereof)

Planning:

An initial time plan should be set up at an early point. As a basis, the time plan should include at least the following points:

1. Presentation for principle agreement of the service requirements;
2. Presentation for principle agreement of the architectural/system implications and requirements;
3. Presentation for information of the drafts of all needed deliverables,
4. Presentation for approval of all needed deliverables.

The time plan shall include realistically achievable dates for each step.

The WI Status List shall also contain information about existing and planned permanent and semi-permanent documents related to the WI, e.g. future specifications as well as interim/temporary requirements "specifications", including the responsible Group, the rapporteur, the state of the documents, expected completion dates, etc.

Categorization:

Before the substantial work on a Work Item starts, the WI shall be examined in the light of its technical and commercial dependency with respect to the existing specifications as well as with respect to other Work Items. Aspects that shall be considered and settled at an early stage are:

- Required versus acceptable time scales;
- Whether the WI has an impact on User Equipment or not;
- Whether the WI has an architectural impact or not;
- To which degree the WI needs to specify (and hence how much can be left "open", to speed up the work);
- Whether the WI can be technically and/or commercially combined/grouped with other WIs;

Unless the above aspects are sorted out at the beginning of (or prior to) the work, the risk of getting inefficient and non-optimal specifications increases and the control of the work becomes difficult and unmanageable.

6.4.2 Choice of deliverables

The WI will be realized as new specifications and/or amendments to existing specifications; the exact structure lies with the individual TSG Sub-Groups and the TSG. Typically, a new feature may result in at least three completely new specifications (stages 1, 2 and 3) but may also cause amendments to the major protocol specifications.

All WIs approved by the TSG plenaries should result in the production of a Technical Report under the responsibility of the prime responsible WG. In particular cases, following advice from the responsible WG, the TSG plenary may take the decision of not requesting this report (e.g. because this report would be void).

First the prime responsible WG shall create a TR which summarizes the motivation (i.e. the gains compared to existing specifications), requirements of the solution and the overall concept.

Once the prime responsible WG reaches the stage that other WGs should be involved, it is to inform other WGs to evaluate the impact of the proposed concept on their specifications

The other WGs need to capture the impact on their specifications, either in a TR maintained by that WG or, in the case of minor impact, by providing input to the TR maintained by the prime responsible WG. The rapporteur shall incorporate in the main report the part of the reports from the other WGs.

The TR should include an assessment of backward compatibility to earlier releases of the system.

The TR may be used as a place holder for collating proposed changes to TSs (and other TRs), with a view to raising Change Requests when the analysis is judged to be sufficiently mature.

6.4.3 Contents of deliverables

6.4.3.1 Service requirements

This task, allocated and controlled according to the provisions above, consists in describing in details the aim of the work item, as seen by those for which a service is provided, e.g. end users, operators, service providers, etc.

In many cases it is desirable that, prior to the actual service requirements specification being produced, an initial combined service and system/architectural requirements and considerations document is produced, involving both service oriented and implementation expertise. In particular when an ad hoc task force is charged with performing a study on a certain WI (aspect) such a starting point document should be produced and then used as a basis for the TSG SGs when carrying out the detailed work on service requirements/descriptions and technical realization specifications. Such setting-the-basis documents should generally kept for some time after the actual work on the detailed specifications has progressed to a mature level (mainly for the purpose of easing the understanding and to shorten the interaction and negotiation period between service requirements and system/architectural and technical restrictions).

Such 'setting-the-basis' document can also be used to describe the project management of a work item (to collect all prepared but not yet approved CRs related to the WI in question).

6.4.3.2 Technical realization specifications

These cover both the overall architectural and interface specific detailed specifications. The architectural implications and requirements need to be identified at a very early stage, for the purpose of knowing which parts of the standard (and hence of the system) are affected by a WI, and for the purpose of supporting the identification of cross-WI similarities (and hence more overall efficient solutions).

The overall co-ordination of the architectural/system requirements is with a single group as stated above, whilst the ensuing detailed protocol definitions and specifications may be distributed over several groups (according to their scope).

6.4.3.3 Test specifications

Changes to the core specifications may have impact on the test specifications. The corresponding changes to test specifications should be approved before publication the new core specifications.

6.5 Completion of Work Items

When all CRs for a Work Item have been approved in all WGs, they shall be brought for approval for the next TSG meeting as a single package. Where several Work Items have direct dependency (i.e. one Work Item cannot be realized without completion of another Work Item), they need to be approved as one package.

When all necessary modifications for a given Work Item (or group of Work Items) are completed, and all the corresponding new specifications and Change Requests have been approved and released, then the Work Item may be officially closed.