Source: Nortel Networks, T-Mobile

Subject: Logistics of SA plenary meetings

Agenda: 12

Introduction

At the SA#20 meeting it was agreed in principle to move to an "3 day" SA meeting running from Monday morning to Wednesday afternoon. We agree with the view that SA meetings now only require 3 meeting days. However, when looking in detail at the practicalities of travelling and the flexibility to exend meetings if necessary we think that the decision on the meeting timing at SA#20 may have been made too quickly.

Discussion

The table below shows the travelling impact for a meeting located at a major air hub in Europe based on normal airline schedules and assuming travel from close to another major hub at point of departure. The meeting is assumed to last three working days, and two options for timing the meeting are shown:
*   Option 1: Start Monday morning (9am) and finish Wednesday afternoon (5pm)
*   Option 2: Start Monday lunch time (1pm) and finish Thursday lunch time (1pm)

	Option 1: Monday morning to Wed afternoon				Option 2: Monday lunch to Thursday lunch			
Travel from	*Outbound Travel*	*Return Travel*	*No. of Nights away*	*No. of weekend days impacted*	*Outbound Travel*	*Return Travel*	*No. of nights away*	*No. of weekend days impacted*
Europe	Dept Sun pm Arr Sun pm	Dept Wed pm Arr Wed pm	3	1	Dept Mon am Arr Mon am	Dept Thur pm Arr Thur pm	3	0
US	Dept Sat pm Arr Sun am	Dept Thr am Arr Thr pm	5	2	Dept Sun pm Arr Mon am	Dept Fri am Arr Fri pm	5	1
Asia	Dept Sun am Arr Sun pm	Dept Thr pm Arr Fri am	5	1	Dept Sun am Arr Sun pm	Dept Thur pm Arr Fri am	5	1

As the table shows, both options will have similar impacts on delegates in terms of the number of nights away from home, but the second option has less impact upon weekends. Similar comments apply for meetings in Asia and the US (see annex).

In addition, option 2 offers other benefits:
- Possibility to extend the plenary meeting without going in to "another day" for special events, joint meetings etc.
- More informal time to discuss issues, update documents etc.
- More buffer-space if discussions at the plenary extend beyond the planned time

The disadvantages of option 2 are:
- Additional time commitment for delegates who also attend the other TSG meetings and stay the weekend at the meeting location
- Additional costs for the hosts in terms of meeting facilities

Conclusion

Based on this analysis, we consider the "option 2" (Monday lunch time to Thursday lunch time) to be the best arrangement for a three-day SA plenary meeting and we recommend this format is adopted. We also encourage the hosting of meetings at locations with good access to major interntional airports.

Annex

Travel impacts for meetings in other locations under the assumptions stated in the introduction.

1) Meetings in the US

| Travel from | Option 1: Monday morning to Wed afternoon | | | | Option 2: Monday lunch to Thursday lunch | | | |
	Outbound Travel	Return Travel	No. of Nights away	No. of weekend days impacted	Outbound Travel	Return Travel	No. of nights away	No. of weekend days impacted
US	Dept Sun pm Arr Sun pm	Dept Wed pm Arr Wed pm	3	1	Dept Mon am Arr Mon am	Dept Thur pm Arr Thur pm	3	0
Asia	Dept Sat pm Arr Sun am	Dept Thr am Arr Thr pm	5	2	Dept Sun pm Arr Mon am	Dept Fri am Arr Fri pm	5	1
Europe	Dept Sun am Arr Sun pm	Dept Thr pm Arr Fri am	5	1	Dept Sun am Arr Sun pm	Dept Thur pm Arr Fri am	5	1

2) Meetings in Asia

| Travel from | Option 1: Monday morning to Wed afternoon | | | | Option 2: Monday lunch to Thursday lunch | | | |
	Outbound Travel	Return Travel	No. of Nights away	No. of weekend days impacted	Outbound Travel	Return Travel	No. of nights away	No. of weekend days impacted
Asia	Dept Sun pm Arr Sun pm	Dept Wed pm Arr Wed pm	3	1	Dept Mon am Arr Mon am	Dept Thur pm Arr Thur pm	3	0
Europe	Dept Sat pm Arr Sun am	Dept Thr am Arr Thr pm	5	2	Dept Sun pm Arr Mon am	Dept Fri am Arr Fri pm	5	1
US	Dept Sun am Arr Sun pm	Dept Thr pm Arr Fri am	5	1	Dept Sun am Arr Sun pm	Dept Thur pm Arr Fri am	5	1