

Agenda Item: 14

Source: Convenor

Title: Suggested arrangements for Meetings in 1999

Document for: Discussion/approval

TSG SA WG-1 must plan its meeting schedule for 1999 and seek hosts for its meetings. This document proposes to hold one meeting of WG1 between each TSG SA meeting. If pressure of work demands, extra meetings can be held, but as far as possible these should be by email rather than physical. If necessary, ad-hoc or sub groups may be formed to work on specific topics and these will report into plenary WG-1. It is proposed that in order to simplify travel and to co-ordinate with other groups, all the following meetings start at 1400 and close at 1300 hours.

Meeting #1 is already planned for 1-5 February at Sophia Antipolis, France.

It would be desirable to hold a second meeting fairly soon afterwards to stabilise the work on services for Release 99, which needs to be agreed early, to give clear guidance on requirements to all other groups within 3GPP. It would seem desirable to minimise travel, especially for those who have interest in GSM as well as third generation. It is also late to be seeking hosts for a large meeting at short notice. It is therefore proposed that **meeting #2** be the same week and location as the already arranged meeting of ETSI/SMG1, replacing the planned UMTS part of that meeting, whose work is now transferred into 3GPP SA WG-1. This meeting is proposed as 9-12 March in Edinburgh, Scotland.

A suggested date for **meeting #3** would be 6-9 July in Quebec, Canada, already offered for SMG1. This would be T1P1 territory and would move us out of Europe!

The originally planned date for SMG1 in November is no longer valid since SMG plenary (and possibly TSG SA?) has been moved to that date. A later date is therefore suggested, possibly 30 November to 3 December. A host for **meeting #4** will be required!