# Rules for SA1#90e (e-meeting)

## **General info**

SA1#90e is an Electronic Meeting as defined in 3GPP Working Procedures Annex F.4.2.

SA1#90e has the same power of decision as a regular meeting, e.g. agree or note documents.

Discussions are moderated by the chairman and the vice-chairmen, as explained below.

## **Before the meeting**

**Deadlines:**

* + Registration deadline: **Friday,** 8 May 2020, 23:00 UTC
	+ **Tdoc number** and **CR number** requests: **Friday,** 8 May 2020, 23:00 UTC
	+ Document **submission**: **Friday,** 8 May 2020, 23:00 UTC

The pre-meeting tdocs submission follows the usual approach, i.e. using 3GU with the deadlines above (as usual, exceptions are possible, at Chairman's appreciation, in particular for answers to LSs).

**Registration:**

Registration is mandatory for participating at SA1#90e and has to be done before Friday 8th May. It follows the classical meeting registration process, i.e. through the 3GPP portal.

**Only the people who registered to SA1#90e will have access to the reflector associated to the meeting (see below) and will receive an invitation to join the online sessions (via GoToMeeting, see below).**

Registration does not count toward voting rights.

## **During the meeting**

Both e-mail discussions and Online sessions will take place during SA1#90e, as explained below.

**Discussion by e-mail:**

Discussions related to SA1#90e will take place on a dedicated reflector:

3GPP\_TSG\_SA1\_eMeet@list.etsi.org

This list is referred to as "SA1\_eMeet list" below.

Unlike most 3GPP lists, the membership in the “SA1\_eMeet list" will be created by MCC **only**, from those who will have registered to SA1#90e by May 8th (individual attempts to register to this list via a request to "listserv" will be ignored).

This mailing list will be operating from May 15th until May 25th. All the mails received in *SA1\_eMeet* list will be processed and archived by MCC as any other mailing list.

SA1#90e e-meeting will start on Sunday 17th May 23:00 UTC and will end on Monday 25th May 23:00 UCT.

1. Prior to Sunday 17th 23:00 UTC: the SA1 chairman will send a series of e-mails. There will be one e-mail per topic, with the following subject: ***[tdoc] Topic***. Each e-mail will also tell which SA1 leader (chair or a vice-chair) will be chairing the discussion. These e-mails will trigger the discussions on each topic. All related discussions must be sent as "Reply" to these emails to the SA1\_eMeet list.
2. From Sunday 17th 23:00 UTC until Friday 22th 23:00 UTC: Discussions and potential revisions of the electronic meeting contributions.
3. By Friday 22th 23:00 UTC: the final version of the contribution shall be made available by the contributor [if the contribution has not been noted or already agreed during an online session (see below about online sessions)].
4. From Sunday 24th 23:00 UTC until Monday 25th 23:00 UTC: objections to the final versions shall be sent to the SA1\_eMeet list. If no objection is received, the document(s) will be approved and will get an official SA1 number. If any objection is received, the document(s) will be noted.
5. On Tuesday 26th May, the SA1 chairman will publish the final agenda with the agreed and noted documents on the "normal" SA1 reflector. All agreed documents will be processed as required.

No work or action will be taken into account between Friday 22th 23:00 UTC and Sunday 24th 23:00 UTC.

**Online sessions:**

From **Monday 18th to Friday 22nd**, there will be a **daily session of two hours from 12:30 to 14:30 UTC**. These sessions will be carried out over the tool GoToMeeting. The chairman will publish an update agenda that will contain all the decisions taken during the online sessions. Minutes will be taken by the SA1 secretary during these online sessions.

Invitations to join the GoToMeeting sessions will be sent ONLY to the people who will have registered by May 8th to the SA1#90e meeting. When registering in GoToMeeting, please use as username: *[your company name] + your full name* (e.g.: "[KPN] Jose Almodovar").

The content of each session will be announced at least 20h in advance. The SA1 chairman will chair these sessions as a normal session at a physical meeting. These online sessions will follow the "classical" meeting procedure, i.e. documents will be presented and discussed under the chairman's moderation. During these online sessions, documents can be agreed, revised or noted, and this status will apply be for the full SA1#90e meeting, i.e. no further discussions on these contributions by e-mail.

Note that the time allocated to present and comment a document will be shorter than at a physical meeting, and the chairman will be strict into enforcing them.

To request for the floor during the online sessions and for queue control, the tool TOHRU will be used:

https://tohru.raisingthefloor.org/

Meeting identity: 3GPP\_SA1\_90e. When registering in TOHRU, please use the same username as for GoToMeeting, i.e. : *[your company name] + your full name* (e.g.: "[KPN] Jose Almodovar"). As an alternative, for companies having privacy issue, it is allowed to use only the first name in TOHRU (e.g. "Jose"), while keeping the full name in GoToMeeting.

**Practical handling of tdocs:**

1. Only the author of the original document can provide revisions of his/her document ("Author's Revision"). Other delegates shall provide their comments as text in the body of an e-mail, following the discussions guidelines, and/or using "Company's Proposal", as explained below.
2. Documents shall not be sent as e-mail attachment – attachments will be removed by the system anyway. Providing in the e-mail a hyperlink to the document is strongly encouraged.
3. Instead, documents shall be uploaded to the 3GPP server, at :
ftp://ftp.3gpp.org/tsg\_sa/WG1\_Serv/TSGS1\_90e\_ElectronicMeeting/Inbox
Informal documents (temporary draft, etc.) can be stored at:
ftp://ftp.3gpp.org/tsg\_sa/WG1\_Serv/TSGS1\_90e\_ElectronicMeeting/Inbox/Drafts
To upload documents, an FTP client is needed, such as FileZilla.
Upload is authorized with an EOL account. The EOL account credentials are the ones to log in to 3GU. Deletion and overwrite is not permitted (only by MCC).
4. Each time a new revision is uploaded, its author shall send an e-mail to the SA1 reflector using "Reply" to the corresponding discussion, as specified above, to tell which file has just been uploaded and explain in a couple of sentences what this new revision is about.
5. "Author's Revision" versus "Company's Proposal"
	1. "Author's Revision" is to be provided by the original author only. Only Author's Revision increments the revision number. Example: If revised, "S1-202017.zip" shall be revised as "S1-202017r1.zip", then "S1-202017r2.zip", etc.
	2. "Company's Proposal" is when a company comments on an Author's Revision using revision marks. Company's Proposal shall not change the revision number. E.g. if Nokia wants to use a Company's Proposal to comment on S1-202017r3 from LG, Nokia shall do that in a file called "S1-202017r3\_Nokia.zip" and place it in the "Drafts" subfolder. If vivo wants to comment on the Nokia version "S1-202017r3\_Nokia.zip", the file name becomes "S1-202017r3\_Nokia\_vivo.zip”. Etc. Then it is up to LG to issue "S1-202017r4.zip", taking into account Nokia's, vivo's and all other companies' comments.
6. Both types of documents above (Author's Revision and Company's Proposal) shall be placed in the "Drafts" subfolder. The "Inbox" folder is for document with a proper SA1 number, i.e. without "r".
7. When the electronic meeting is completed, all final revisions of approved documents will get a proper SA1 tdoc number. All other revisions (intermediate revisions, not approved versions, etc.) will be placed by MCC in a dedicated folder.

## **After the meeting**

Post-meeting actions covered by the last bullets in the different sub-sections of "During the meeting". On Tuesday 26th May, the SA1 chairman will publish the final agenda with the agreed and noted documents on the "normal" SA1 reflector. All agreed documents will be processed as required.