 SA WG3#100bis-e

This will be an all-electronic meeting with no face-to-face participation.

The meeting will start at 2020-10-12- 08:00 UTC and finish at 2020-10-16 15:00 UTC.

Most business will be conducted by email on the list 3gpp\_tsg\_sa\_wg3@list.etsi.org and conference calls may be held to address specific topics. To join these sessions you will receive joining instructions by email.

You are requested to register in the 3GU Portal in order to participate in the e-meeting: <https://portal.3gpp.org/Home.aspx#/meeting?MtgId=38764>

Submission deadline: 2nd of October 15:00 UTC

Agenda with tdoc allocation: 6th of October 11:00 UTC

Rapporteurs grouping of contributions: 8th of October 11:00 UTC

Start of e-meeting: 12th of October 08:00 UTC

1st challenge deadline: 13th of October 11:00 UTC

2nd challenge deadline: 14th of October 11:00 UTC

Objections latest by: 14th of October 16:00 UTC

3rd challenge deadline: 15th of October 11:00 UTC

Last revision: 15th of October 17:00 UTC

Last challenge deadline: 16th of October 11:00 UTC

End of Week 1 of e-meeting: 16th of October 15:00 UTC

Reservation and upload of agreed documents: 19th of October 15:00 UTC

# Submission

Tdoc submission will follow the regular SA3 process, i.e. it will be handled via the 3GU portal in the same way as for a regular face to face meetings. The initial input will be scanned untill Tuesday, 6th of October, 11:00 UTC by the SA3 leadership, and the following Tdocs **will be withdrawn**:

* Tdocs applicable to areas not in the agenda of the meeting.
* Late Tdocs.

# e-Meeting

## Preparation

Following the Agenda with tdoc allocation deadline, rapporteurs are requested to group the contributions by topics and propose such groups latest by the rapporteur grouping deadline (above). The identified group names will be added to the email subject line to help narrowing down the discussion even further. If no groups are identified by the rapporteur, then there is no need to provide or to use such group names.

## 4Start

The electronic meeting will be kicked off by the chairman with an e-mail to the SA3 exploder.

## Email discussions

The process is similar to email approval. Comments can be made on the e-mail reflector using the following "**[SA3#100bis-e][AI#,<Group name>][S3-20wxyz] <exact Tdoc title>**" in the e-mail subject line. Everything between the quotation marks shall be shown as e-mail subject, including the squared brackets. For example:

[SA3#100bis-e][4.2, meaning of life][S3-204242] Answer to the ultimate Question of Life, The Universe, and …

When there are no group names:

[SA3#100bis-e][4.2][S3-204242] Answer to the ultimate Question of Life, The Universe, and Everything

Observe that authors are not required to start any email thread for their contributions in order to receive comments. Contributions on which there are no email threads are automatically approved by the last challenge deadline (see clause 2)

Please do not add any other information like the revision number to the e-mail subject. E-mail without the correct tag will **not** be considered as part of the email approval. Please **do not** make changes to the subject line of ongoing e-mails to avoid breaking an e-mail thread. Please don’t forget to indicate the Agenda Item number “AI#” according to the agenda document.

Rapporteurs are requested to follow and coordinate the email discussions and record objections. Rapporteurs will be asked to report the status of the discussions.

During the meeting and for any direct requests to the SA3 leadership please use the following prefix in the subject line of your email:

**[SA3#100bis-e][admin]** …

## Revisions

Revisions are discussed on the same thread as the original document and are to be uploaded to the Drafts folder ftp://www.3gpp.org/tsg\_sa/WG3\_Security/TSGS3\_100bis\_e/Inbox/Drafts using the following file name convention: "**draft\_S3-20wxyz-r#**" where S3-20wxyz is the revised Tdoc and r# is the revision number, e.g. "r1", "r2", "r3".

Delegates are encouraged to not revise papers too rapidly after getting comments, but rather acknowledge and collect comments and revise the paper when they find it relevant and convenient for the meeting, e.g. by indicating a time for the next revision.

For mergers, start or use the thread of the baseline document. It is expected that the authors of merged contributions acknowledge the merge by explicitly closing any email threads for their merged contributions. Even in case there is no email thread, the author is expected to send an email for the contribution to indicate that it is being merged (and where) and to close the thread.

For LSes on which there are no reply proposals, the SA3 leadership will initiate the discussion. During the discussions, reply proposals to such LSes must be uploaded as revisions of original LS in the Drafts folder. New tdoc numbers will be allocated in the end once there is concensus.

## Decision taking

For each agenda item, the rapporteur shall keep track of the discussions pertaining to documents in the agenda and announce the final status **at the latest one hour after the last challenge deadline**.

If there are no comments/objections on a document by the last challenge deadline, it is approved at that time. Therefore, it is important that delegates explicitly state any objection on a document before this deadline. Observe that there are no means for block objections. Any objection must be raised in the target contribution thread.

On regular basis, the SA3 leadership may take preliminary decisions (approved/agreed) on certain documents. Such preliminary decisions will be sent on the reflector using the following email-subject line "**[SA3#100bis-e][AI#] Preliminary decisions**". They will as well be included in the daily chairman notes. These decisions can be challenged until the following day's challenge deadline at 11:00 UTC. Unchallenged decisions will become effective. Challenged decision will then be reverted until a new preliminary decision is taken or consensus is reached before the last challenge deadline.

For the final status email please indicate "**[SA3#100bis-e][AI#] Final status**" in the e-mail subject line. For example:

[SA3#100bis-e][4.2] Final status

Following the final announcement by the rapporteur, the delegates are invited to upload the final approved revisions of their documents through the 3GU portal. More precisely, if a revised document is approved, the delegate needs to revise the original in 3GU. The delegate must upload the last agreed revision with the new Tdoc number. More information on how to revise documents in 3GU is available here: [https://www.3gpp.org/specifications-groups/3gu-help#h5-2-2-new-tdoc-based-on-an-existing-tdoc](https://protect2.fireeye.com/v1/url?k=ff544ad2-a1f4e41f-ff540a49-86073b36ea28-bcc20247f5623885&q=1&e=d5da0ca1-21e4-4e08-b3df-eea386293578&u=https%3A%2F%2Fwww.3gpp.org%2Fspecifications-groups%2F3gu-help%23h5-2-2-new-tdoc-based-on-an-existing-tdoc).

In case the rapporteur is not available, the SA3 leadership will send out the final status email.

Documents can be "noted", "postponed", "withdrawn", "not pursued", (by the chair and the author) and "revised" (by the author) at any time during the electronic meeting.

## New documents

Since approved/agreed revisions will be uploaded through the 3GU portal, there is no need to allocate new Tdoc numbers during the e-meeting except in the following cases:

* New LSes
* Notes for conference calls (if needed)

Upon the obtention of a new number, the delegates must immediately trigger an email thread as described in clause 4.3.

* Exception sheets (only rapporteurs)
* Cover sheets (only rapporteurs)
* New CRs for converting living documents/DraftCRs (only rapporteurs)
* Draft specifications and reports (only rapporteurs)

Whenever needed, the meeting will be followed by a short email approval to handle any new documents.

## Conference calls

There will be several scheduled conference calls during this meeting. These conference calls will be mainly used to cover any topics that could benefit from live discussions. Any decisions taken during a conference call will be tentative until the following day's challenge deadline.

For conference calls we will use the GoToMeeting (GTM) tool. Please put your company name or abbrevation before your first name so that in GTM control panel attendee list it would be easy for the chairman to identify which company requests the floor, and also order the attendee list by the company.

We will use the [TOHRU](https://www.3gpp.org/tohru/) tool for hand raising. The SA3 leadership will provide a meeting ID for TOHRU sessions. You will be asked to provide your name and affiliation and for that, please use the same convention as for the GTM tool.

Delegates and rapporteurs are free to announce additional conference calls during the e-meeting preferably not colliding with the ones organized by the SA3 leadership. Delegates are free to use their companies' systems or may ask for MCC's support. The SA3 leadership can assist with chairing these meetings whenever possible.

Here are the invitations for the conference calls:

SA3#100Bis-e conference call #1
Mon, Oct 12, 2020 3:00 PM - 5:00 PM (CEST)

**Please join my meeting from your computer, tablet or smartphone.**
<https://www.gotomeet.me/ETSISTQ/sa3100bis-e-conference-call-1>

SA3#100Bis-e conference call #2
Tue, Oct 13, 2020 3:00 PM - 5:00 PM (CEST)

**Please join my meeting from your computer, tablet or smartphone.**
<https://www.gotomeet.me/ETSISTQ/sa3100bis-e-conference-call-2>

SA3#100Bis-e conference call #3
Wed, Oct 14, 2020 3:00 PM - 5:00 PM (CEST)

**Please join my meeting from your computer, tablet or smartphone.**
<https://www.gotomeet.me/ETSISTQ/sa3100bis-e-conference-call-3>

SA3#100Bis-e conference call #4
Thu, Oct 15, 2020 3:00 PM - 5:00 PM (CEST)

**Please join my meeting from your computer, tablet or smartphone.**
<https://www.gotomeet.me/ETSISTQ/sa3100bis-e-conference-call-4>

The agenda for the calls will be using the following living document: <https://www.3gpp.org/ftp/TSG_SA/WG3_Security/TSGS3_100Bis-e/Inbox/Drafts/draft_S3-20wxyz_process_and_agenda_SA3_100bis_e_v1.pptx>

## Closure

The electronic meeting will be closed by the chairman by an e-mail to the SA3 exploder.

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MCC Technical Officer