

Doc For	PCG	TSG SA	TSG CN	TSG RAN	TSG T
Decision	X	X	X	X	X
Discussion					
Information					

Source: AT&T (T1)

Subject: **Deadline for submitting contributions for decisions in meetings**

Introduction

It appears that in past 3GPP meetings, the temporary practice was to have a very late deadline to allow members the maximum time to develop ideas and proposals. The SDO partner members of 3GPP are each used to different working practices in setting deadlines for submitting contributions. These deadlines are needed in order that the participants have opportunities to review these contributions with their peers before they start traveling to the meeting. Some international travel needs to start more than one day before the meeting.

The requirements for a more reasonable deadline need to be understood and a suitable practice needs to be implemented to address these requirements. This contribution discusses these needs and proposes a solution as a part of the working practices.

Proposal

This proposal is to set up the following working practices as agreed upon rules.

- (1) The deadline for submitting contributions is 5 working days** in advance of the start of the meeting, according to the local time of the location where the meeting is to be held.
- (2) The contributions need to become available on the 3GPP Website within 24 hours after the deadline for submittal.
- (3) After the deadline, revisions to contributions are still accepted if the base document to which the revisions are based have already been properly submitted on or before the deadline. This includes revisions to a document that takes place during a meeting.
- (4) After the deadline, new contributions will not be accepted for decision purposes at that meeting. Yet, if time permits, discussions may be made on these contributions after they are distributed to the participants in the medium accessible by the individuals. The decisions will be postponed.

** or a period to be agreed upon in the individual TSGs.

Objectives of the proposal

This deadline gives opportunities for members to review the contributions with their peers before the meetings. It also gives opportunities for members to decide on how many and which resources they will allocate for these meetings. Yet, the proposal does not preclude modifications to contributions and technical proposals during the meeting. The proposal also does not intend to preclude the talents of the participants in making new proposals at any time, as long as the meeting is also considerate of other members who need time to review such contributions. Therefore, discussions are allowed for late and new contributions.