Technical Specification Group Services and System Aspects   ***TSGS#5(99)364***
Meeting #5, Kyongju, Korea, 11-13 October 1999

Source: MCC (Adrian Scrase)

Title: Report of Support Team activities

Document for: Decision

Agenda Item: 8

1   Introduction

This report covers the period between TSG#4 and TSG#5. During this period a number of organizational changes have been made which are detailed below. The report also includes some proposals which TSG SA are requested to endorse.

2   The Support Team

2.1   Departures

Since TSG#4, the Mobile Competence Centre has said goodbye to two of its members. Roger Tarazi and Antun Samukic were both well respected member of the team who have now departed.

2.2   Arrivals

Since TSG#4, 7 new experts have joined MCC as follows:

Shinobu Ikeda has been provided by ARIB on a voluntary basis and has now joined the team in Sophia Antipolis. Shinobu will undertake the demanding task of providing support to RAN1.

Ho Cheol Kim has been provided on a voluntary basis by TTA and he will assist in financial and administrative tasks. He too is now located in Sophia Antioplis.

Michael Clayton has (re-)joined the team, having been provided on a voluntarily basis by the GSM Association. Michael will take care of SMG1 and SA1 matters, filling the vacancy left by the departure of Roger Tarazi.

Hans van der Veen has arrived from Ericsson Netherlands, and he will assist TSG RAN and RAN2.

Carolyn Taylor has joined the team from Motorola (US) and will arrive in Sophia Antipolis immediately following this meeting. Carolyn will take care of RAN3.

Monica Hellman has joined the team from Northstream Sweden. Monica will assist in the support of CN. She is joined by **Ban Al Bakri** from Siemens Austria.

David Boswarthick has joined the ETSI Secretariat as a staff member and he will assist in the support of TSG CN as well as CN3.
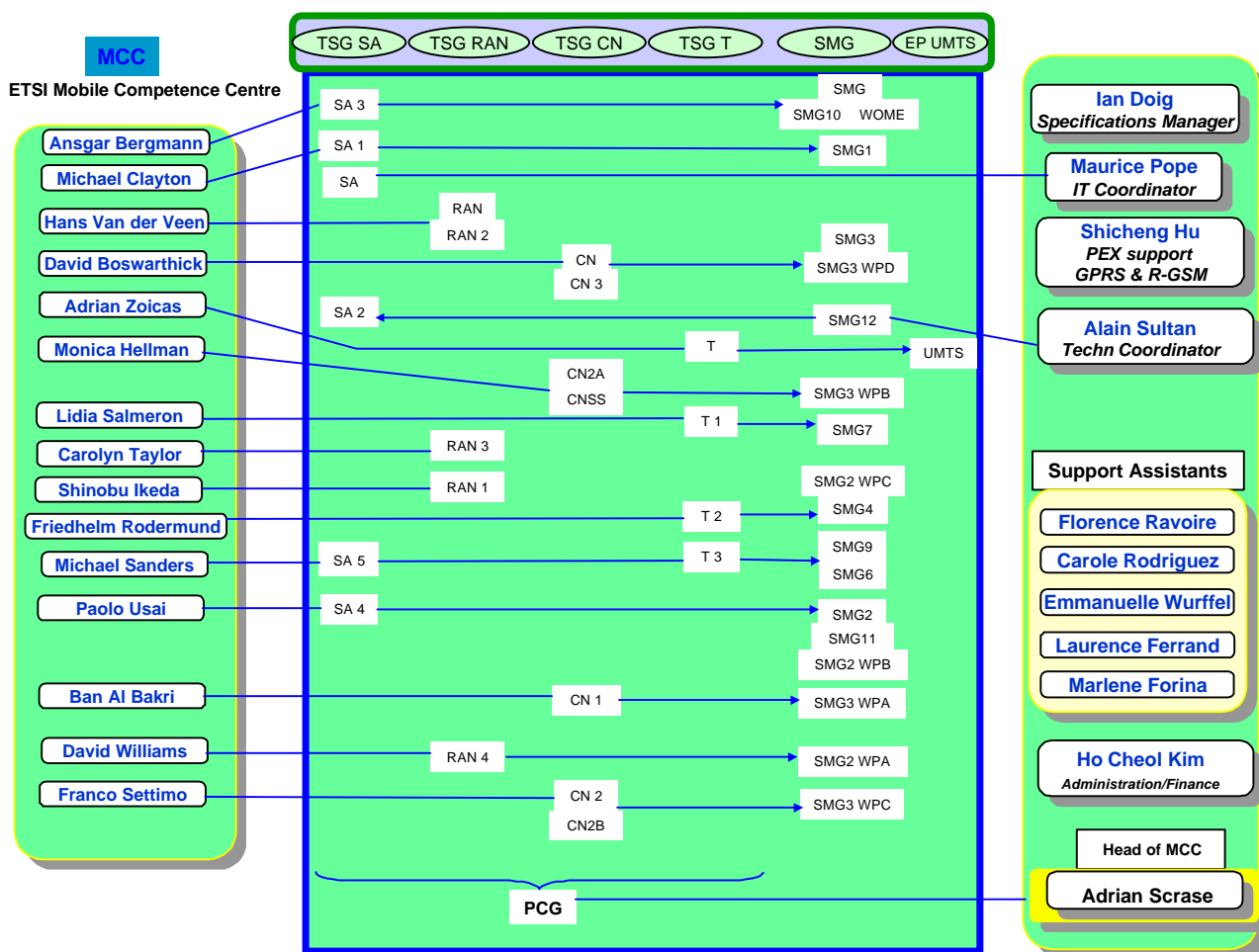
2.3   Organization of the Competence Centre

With these recent arrivals, all TSGs should now receive a level of support commensurate with their requirements. The new recruits require a period of training before they are fully proficient but by full immersion in the area assigned to them it is hoped that they will come up to full speed in a short time.

MCC has been organised into four teams corresponding to the four TSG. These teams each have a "godfather" who takes particular care to ensure that the support as a whole to each TSG is approached in a

co-ordinated manner. The godfathers also provide a single point of contact for each area which assists in the overall management of MCC. Recognising the need for administrative assistance, each team has also been assigned an assistant (or "godmother") to aid their daily work.

The figure given below shows the allocation of resources to each entity with 3GPP.

Last review: 1999-09-01

3   Workload

Since the last meeting of the TSGs in Miami the support team has provided technical expert Secretary and document handling support to approximately 60 3GPP TSG Working Group (WG) meetings. The support work includes document handling, reporting, Tdoc handling, preparation of Working Group specifications, editing of approved specifications under WG responsibility, WG Change Requests (CRs), WG Liaisons, meeting reports, cross WG co-ordination etc.

The production of new versions of the specifications has been problematic during this reporting period due to work overload. It is hoped that now MCC is at full strength the production of new versions will be better managed. All WG Chairmen are reminded **PLEASE, PLEASE, PLEASE**, avoid holding meetings which require support, immediately prior to or immediately following TSG meetings. This is the period when the support team is expected to produce and check WG approved CRs and then implement them after TSG approval, producing clean updated versions. This is in accordance with the priority guidelines already agreed by the TSGs.

Since the beginning of 1999 until the start of TSG#5, MCC has handled the following:

    1647   GSM CRs implemented from SMG (657 at SMG#28, 990 at SMG#29)
    120   3G CRs implemented from 3GPP
    35   new GSM specs handled
    294   "new" 3G specs handled

Although MCC is now fully resourced the workload during meetings continues to be a problem. In order to maintain the deadline of completing release 99 by December, some meetings have been unreasonable long with working sessions continuing until very late into the evening. The MCC work does not end when the day's session closes and on too many occasions they return to the office completely exhausted. Similar comments have also been received from meeting delegates. TSG SA are asked to consider agreeing voluntary guidelines on the length of the working day, for the safeguard of all involved. As a starting point, it is believed that a ten hour working day with one hour for lunch should be sufficient to complete the work without undue wear and tear on the MCC staff and meeting delegates.

Action 1:   TSG SA are requested to consider agreeing voluntary guidelines on the length of the working day during 3GPP meetings.

4   Budget

The Organizational Partners have now agreed the principles for 1999 and 2000 funding for 3GPP. In terms of 1999, it is predicted that MCC will finish the year within budget.

4 requests had been received from TSG SA for additional funding for specific standardization tasks as follows:

Task description	Resource estimate (kEuro)
Encryption algorithm (PCG#2(99)7)	330
AMR characterization (PCG#2(99)13)	55
USIM testing (PCG#2(99)16)	156
TTCN (PCG#2(99)17)	1014
Total	**1555**

Funding for the encryption algorithm has been agreed by the Organizational Partners and this work has already commenced.

Discussions continue on the funding of the remaining three items but not all of the Partners have signalled their agreement to contribute to this work. The activities cannot proceed until funding has been agreed but in any event it is unlikely that the activities would start anyway until year 2000.

5   Promoting 3GPP activities

Promotion and publicity of 3GPP activities is being assisted by the provision of marketing resource by ETSI. This resource, which consists of approximately half-time of an officer from ETSI's Marketing and Distribution Department, is being employed to raise the profile of the Project.

Much of the publicity material will be web-based, and will include a regular updating of the 3GPP web pages with news items. Members of the Project, and especially TSG and WG Chairmen, are encouraged to provide the MCC with material for inclusion on these news pages: the publicity will also serve to promote the activities of the individual groups. In addition, paper-based newsletters and magazines will be produced for special events building on existing regular publications from ETSI such as SMG News.

Action 2:   TSG and WG Chairmen to provide news material for publication on the 3GPP web site.

The Marketing Officer is also handling requests for the endorsement of conferences by 3GPP - this is seen as another way of bringing the Project to the attention of the industry at large.

6   Working methods

Considerable experience has been gained on working methods within 3GPP, especially concerning TSG and WG meeting organization. The use of LANs (both wired and wireless) has moved from an experimental

phase into an operational phase and the popularity of this method of document distribution during meetings is increasing. However, there remains a number of obstacles which prevent a more rapid rise in the use of this method, particularly for delegates using the Windows NT platform. The use of CD ROM will continue as the principle method of document distribution for some time. The use of Flash Memory cards has not been fully discounted but early results do not seem to be encouraging.

With the increased use of electronic distribution methods the time will come when paper should be abandoned. TSG SA is requested to consider whether the distribution of paper documents during TSG meetings should now stop. This will of course reduce the burden for future meeting hosts. (Paper copies could still be provided on a truly exceptional basis)

Action 3: **TSG SA to consider abandoning the use of paper for TSG meetings, with Tdoc distribution taking place by CD ROM and LAN (where provided).**

7 Specifications

7.1 Transfer of Specifications

Following the approval of TD SP-99267 on 2G and 3G specification handling by TSG#4 and further endorsement by SMG#29 (see note 1) PCG#2 and the ETSI Board, the support team have progressed the transfer of Specifications.

> Note 1: SMG#29 TD P-99-546 made some clarification modifications to TD SP-99267, including a bullet point stating GSM R99 needs to be clearly identified

Both 3GPP and ETSI SMG have requested that the Specification sets for 3G R99 and GSM R99 be clearly identified. To this end the support team have produced a draft specification **3G TS 21.101** identifying the basic content and the specifications of 3G R99, an equivalent specification for GSM R99, **GSM 01.01** is available for information (TD SP-99366). The specifications listed in 3G TS 21.101 have been based on the original list given in TD SP-99267 and information from the TSG WGs and Chairmen.
TD SP-99365 contains 3G TS 21.101, which should be discussed separately.

During this reporting period approximately 60 2G GSM specifications have been transferred from ETSI SMG to become 3GPP 3G specifications. These Specifications have been renumbered accordingly, new front covers, Forewords and History's have been added and ETSI IPR and copyright removed.
The specifications transferred have been based on the latest version available following SMG#29. Note that the latest GSM specification version number is recorded in the transferred specification history.

All GSM Specifications transferred with a version >2.x.y have been produced as version 3.0.0 to ensure an accurate and complete change history is recorded.

All further changes to these specifications should require TSG approved Change Requests. All of the transferred specifications will require editorial CRs to correct GSM specific terminology in some areas. Some TSG WGs have already started this work and the editorial CRs produced by these WGs should already be available at TSG#5.

The Specifications Latest draft directory area was established shortly after TSG#4 at
http://www.3gpp.org/specs this directory contains the latest drafts of new specifications under WG control (e.g. < V3.0.0).
Note that 2G specifications transferred from ETSI SMG to become V3.0.0 3GPP 3G specifications have also been made available in this directory.

7.2 CRs implemented following TSG#4.

Unfortunately CRs approved to Specifications already transferred at TSG#4 were not produced.
SMG#29 approved CRs to the R97/R98 GSM versions, however the equivalent CRs were not produced for the 3G equivalent specifications at TSG#4.

During the period covered by this report, the support team has identified the missed CRs and e-mail approval has been sought and given by the appropriate TSGs for the CRs. As a consequence, new versions of some specifications were delayed and an updated CR data base was not available. This exceptional

procedure was employed to ensure a consistent set of specifications was available prior to TSG#5.

The support team will endeavour to make a complete list of CRs presented to each TSG available after this TSG SA meeting. A CR list should also be available to TSG RAN, CN and T, which will list only the CRs to specifications under their responsibility.

At this time the "June_99" directory contains a complete set of the approved specifications as given in the June 99 status list (see note 2). The Editors and Rapporteurs of the specifications under WG control are once again requested to forward the versions of the Specifications and Reports given in the TSG SA "October 99" status list following this meeting to the support team.

> Note 2: Where a specification is modified (e.g. incorrect or incomplete implementation of a CR) following its availability on the 3G server the last digit of the version number and history is updated, hence the "status list" may show a version 3.1.0 however, version 3.1.1 is the corrected version available.

8 Other activities

The 3GPP Web site has now been updated, suggestions for improvement or additional information to be added should be sent to MCC.

A consistent 3G Work Package Description form is still urgently required and it is hoped that one can be produced in consultation with SA2 soon.

9 Areas of concern

The main area of concern during this period was that of missed CRs, where a CR had been approved for an earlier release of a Specification but was also applicable to the other Releases and the later 3G version. This type of omission is very difficult to trace following approval of CRs and can lead to the situation where an older release has a corrective CR implemented and the later release of the specification does not.

Action 4: The TSGs are asked to remind all concerned in the production of CRs to check the CR applicability to all Releases of the specification.

10 Thanks!

MCC would like to thank both Nokia and Motorola who have kindly donated consignments of GSM mobile terminals. These terminals are now being used by the MCC crew and will be of considerable benefit.

11 Outlook for remainder of 1999

There remains a considerable amount of work to be completed before the year end. This will require the full commitment of MCC and the co-operation of all involved parties. MCC welcomes feedback from it's customers and any helpful suggestions for improvement would be gratefully received. Comments should be sent to adrian.scrase@etsi.fr

As previously stated it is expected that MCC will close the year within budget.