Technical Specification Group Services and System Aspects   ***TSGS#6(99)512***
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Title: **Electronic Working within TSGs and Working Groups**

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Following a number of very successful electronic-based meetings, 3GPP has now gained some experience with electronic working during meetings. It is an appropriate time to take stock and identify the direction we should be taking for future meetings.

1. Use of Distributed Paper

It has been agreed that paper is not necessary for the TSG level meetings. All delegates have indicated their willingness to use electronic methods in the meetings. TSG working groups could now look to moving away from paper based document distribution.

2. Use of Floppy Disks

Floppy disks can be a useful means for document distribution in small meetings, especially where the number of delegates is small and the size of documents is also small. This is a suitable method for ad-hoc document distribution

3. Use of CD Roms

CD roms are a handy distribution mechanism, but they place quite a heavy workload on the CD rom production team for the larger meetings and the additional workload is sometimes not justified for the smaller meetings where both LAN and floppy disk facilities are available. It is therefore recommended that CD Roms are only used for the larger meetings in the volumes needed for smooth running of the meeting. It also makes sense to divide the seating into "LAN seats" and "CD Rom seats" to enable a more rapid CD rom distribution and to enable LAN connections for all the people who can make use of them.

4. Use of LANs

Hosts are encouraged to provide LANs in the meeting rooms as this provides the fastest and easiest way to distribute documents from the author to the secretariat and on to the delegates. LANs enable delegates to stay in the meeting whilst developing and sending round additional contributions, and private text-based discussions are easily held enabling more rapid standards development. LAN-based working is not straightforward for the organisers (including the host, the suppliers of equipment and the server support team). It can be assumed that all delegates bring their own LAN cards and patch cables. It is recommended that the following guidelines are used when setting up a LAN for a 3GPP meeting:

i) **DO NOT ASK DELEGATES TO CHANGE WINDOWS NT DOMAIN –** there have been several computers which have been rendered unusable until return to the home office because of this, one was caused by a slip of the mouse when trying to change something else. It is best to avoid any changes to computers if at all possible. The only necessary change is to ensure that the user has set DHCP for IP address allocation ("automatic IP address allocation").

ii) PROVIDE A SERVER WHICH HAS NO LIMIT TO THE NUMBER OF CONNECTIONS – Some Windows NT configurations have a limit to the number of simultaneous connections – this is a configuration option.

iii) CALL THE SERVER "SERVER" (or xSERVER where x refers to one of several simultaneous meetings using the same LAN). Set up the Server with a memorable IP address in a private address range (e.g. 10.10.10.10) and set up the DHCP server to give out IP addresses in the same range – e.g. 10.10.10.20 to 10.10.10.254 with subnet mask 255.255.0.0.

iv) PROVIDE 3 SHARED AREAS – CALLED SERVER (for documents), INBOX (for new documents with write access to all delegates), and SECRETARY (for secretariat use with full access but password protected). SECRETARY should be the top-level directory under which sits the SERVER directory. INBOX should be under the SERVER directory which enables delegates to read from the INBOX without setting up a separate access. In the case of the use of NT server, it will be necessary to set up a separate user called SECRETARY. Tell the SECRETARY users to log in as SECRETARY and in the same domain as the server. **IT IS NOT NECESSARY TO GET THESE USERS TO RECONFIGURE THEIR MACHINE'S DOMAIN NAME** as long as they select the right domain when logging into Windows Networking.

v) Encourage users to connect to the server by selecting START then RUN then \\server – they can also use MAP network drive, or browsing the network, but browsing the network is unreliable and not likely to work at the very time when you need a document urgently.

vi)   Discourage users from opening documents directly on the server as this prevents them from being moved around as needed on the server by the secretariat.

vii)   Provide a printer connected to the server machine and shared as printer. Provide the printer setup files on the network under "tools" under "server".

viii)   IRC server – it has been established that this is more useful than Microsoft Netmeeting because it allows several different discussions to go on in parallel in different windows. Providing an IRC server on the server machine is straightforward – there is a freeware IRC server available on the Internet called IRCD which has been used effectively in previous meetings. Users can use their own client or one can be provided under the tools directory. Microsoft Chat is a suitable IRC client which is supplied with Internet Explorer 5. Tell the users the IP address of the server (good reason for using 10.10.10.10 as the server IP address).

ix)   Microsoft Netmeeting – this is less useful than IRC but some people prefer it. On the server it is necessary to select "host meeting". Version 3 is better than version 2 because version 3 does not cause a window to pop up every time a user enters or leaves the meeting (although this still happens on the "host" machine). Also with Version 3 you can prevent users from starting the Whiteboard which can cause LAN bandwidth problems if there are large numbers of users. Tell the users the IP address of the server (good reason for using 10.10.10.10 as the server IP address).

x)   If users start to get problems with IP address conflicts it is better to change the range of IP addresses given out by the server. Ban the address causing a conflict and change the range. For example, if you are using 10.10.10.20 to 10.10.10.254 with subnet mask 255.255.0.0 and there is a problem with 10.10.10.75 then ban 10.10.10.75, change the range to 10.10.11.20 to 10.10.11.254 and then ask the user with the problem to renew their IP address.