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For some time, MCC has been working on a guide aimed at TSG and WG chairmen (and vice-chairmen). I am pleased to say the Guide is now more or less complete. Its goal is to present in handy form a distillation of both the rules (taken from the 3GPP Working Procedures) and advice gleaned from past experience. It should be particularly useful to the newly-elected official, but will be of general interest to those considering standing for such a prestigious office and indeed to the humble, common-or-garden delegate in order to appreciate the onerous burden borne by their long-suffering chairmen.

I offer you the Guide in its current form; your comments are actively sought. And when we judge that the feedback has dried up, we will make the Guide available to officials, probably in mini-CD-ROM form, and of course on the 3GPP web site.

My thanks to **Karen Hughes** for having done all the hard work behind the Guide.

3GPP Officials Survival Guide

September 2004

Welcome

This 3GPP Officials Survival Guide aims to do exactly what it says - help you survive your term of office as an elected official of the Third Generation Partnership Project. You may even find that, by the time your term of office is up, you are enjoying yourself so much you wish to continue...

This guide has been prepared using input from the Support Team (supplied by the Mobile Competence Centre (MCC) of ETSI), and from 3GPP Officials past and present. It aims to answer your questions, provide help, useful hints and guidance to help you carry out your duties and make your life as Chairman and/or Vice Chairman as efficient and painless as possible. It is not intended to be a replacement for the [official 3GPP Working Procedures](#) but an enhancement to them. 😊

The guide is written primarily for the benefit of TSG and WG chairmen, but it is equally of interest to vice-chairmen.

In order that we may benefit from the experience of each new generation of 3GPP officials, do not hesitate to make your comments known to us. E-mail them to <mailto:3gppcontact@etsi.org>.

1 Appointment of Officials

1.1 Rules

1.1.1 TSG officials

Each 3GPP TSG must elect a chairman and up to two vice-chairmen – collectively, the "elected officials".

3GPP TSG officials are elected for a 2 year term of office. The elections are held every two years during the March TSG meeting in odd numbered years (e.g. TSG#11, Palm Springs - March 2001 and TSG#19, Birmingham - March 2003).

Once TSG officials have been elected by the TSG they are then appointed by the Project Coordination Group (PCG) at the PCG meeting following the election. If a PCG meeting is not scheduled for the near future, the appointment may be agreed by email. The PCG has a duty to ensure reasonable regional balance of officials drawn from the several Organizational Partners. Thus, exceptionally, the PCG may decline to endorse the proposals of the TSG.

TSG officials may be re-elected and re-appointed for a second consecutive term; and after this term of office, if no other candidates are available, they may be appointed for a further term.

If the office of chairman or vice-chairman becomes vacant before the 2 year term of office expires, a special election should be held at a regular meeting of the TSG. Like all elections, it should be announced at least 21 days before the meeting is scheduled to take place. The official elected at this special election will hold office only until the regular TSG election is scheduled (not for a full two years). This partial term of office does not count towards the two consecutive terms limit.

1.2.1 Working Group officials

Each 3GPP Working Group must elect a Chairman and up to two Vice Chairmen.

Working Group officials are also elected for a 2 year term of office. These elections are held every two years. For example, CN WG4 held elections on 11th February 2003, and so their next elections will be held early in 2005.

Working Group officials are elected by the Working Group and do not need to be appointed by the TSG or the PCG. The WG should of course inform the TSG of the election results.

1.2 Procedures

You can rely on MCC to bring the need to hold an election to the notice of the TSG or WG, and to gather and publicize the candidatures. Also to produce the ballot forms and the voting lists. However, the running of the election itself is **your** responsibility!

The election should be scheduled early enough in the meeting to allow sufficient time for the several rounds of voting which may be needed, and you should familiarize yourself with the contents of articles 22 and 29 of the [3GPP Working Procedures](#).

If you, the current chairman, are standing for the position of chairman for a second term, you should hand over the meeting to one of your vice chairman for the duration of the agenda item covering that election. If it should happen that both your vice chairmen are also standing for the position of chairman, you should ask for a neutral volunteer from the body of delegates to chair the meeting during the election. All this will be noted in the meeting report drafted by your Secretary.

The election should be held at a reasonable time of day to allow as many individual members' votes as possible to be cast. You should also allow sufficient time for each round of balloting, bearing in mind that some delegates may need to refer back to their home companies if there are late candidatures.

You can rely on your Secretary to provide:

- a list of eligible individual members whose delegates are entitled to vote; and
- a list of eligible individual members which are entitled to vote by proxy

and he and any other Support Team members present will help you resolve any difficulties on this score. Be warned, elections do not always go smoothly! In the past, we have had to deny votes to representatives of individual members which have forfeited their 3GPP membership by failing to pay fees due to OPs; we have had delegates insisting that their company has a vote, even though it does not appear on the list of eligible members; we have had eligible members with several delegates each wishing to vote; we have had delegates wishing to cast a vote on behalf of a sister company or subsidiary company which does not appear on the list; we have had delegates of companies that have just been taken over by other companies wanting to vote on behalf of both companies, and delegates of companies which have merged with others and changed names wishing to vote on behalf of the new company. The scope for unforeseen problems is almost limitless, and each requires a bespoke solution! But rest assured that MCC personnel will be on hand to give advice.

However, at the end of the day, it is you, the Chairman, who are responsible for conducting votes within your TSG or WG.

Normally, a newly elected official will take up his position at the end of the current meeting. The old team remain in post during the meeting at which the election takes place, and indeed, may still function until the start of the next meeting. If there is space on the top table, it is considered polite for the newly elected officials to be offered a place there for the remainder of the current meeting, but they are not expected to shoulder any duties at this stage.

Any question over the timing of handover of duties from old to new official should be agreed between the parties. Preferably over a beer.

2 Duties & responsibilities

The TSG Chairman is responsible for the overall management of the technical work within the TSG and its Working Groups. The Chairman has an overall responsibility to ensure that the activities of the TSG follow the [3GPP Working Procedures](#) and the TSG working procedures defined in [3GPP TR 21.900](#).

Of course you are not alone and you may

- delegate tasks to your vice-chairmen;
- use the Support Team as much as you need to;
- ask for volunteers from amongst the body of delegates.

In order to advance the work of your group, you should maximise the use of the electronic means and applications available and encourage a minimum number of meetings.

The chairman of any group does not simply chair meetings, there are other duties which you should bear in mind.

2.1 Impartiality

One of the most important things to remember is that all 3GPP officials must maintain strict impartiality and act in the interest of 3GPP. Try to avoid being your company's sole representative at meetings you are chairing. If this is unavoidable, make it clear to the meeting when you are acting as chairman and when you are acting as your company's representative. For particularly controversial topics where you cannot remain disinterested, you may find it prudent to hand over chairmanship of the meeting to one of your vice chairman while you argue your company's case.

2.2 During the meetings

- Make the call for declaration of IPRs at the start of the meeting, using the agreed words (see annex to this section of the guide).
- Ensure all documents are handled / treated in the meeting.
- Make clear conclusions and final decisions on each document.
- Look for consensus on discussions taking place in the group and resolve contentious issues; allow time for corridor / bar / restaurant meetings off-line if you think this will help reach consensus.
- Lead the discussions politically and technically.

2.3 Presenting WG status reports to the plenary

Each WG Chairman must present to the TSG plenary a summary of the work being carried out and decisions made since the last plenary meeting. The basic contents that should be included are:

Administration

- who are the officials - including any election results
- the meetings which have been held - including those of sub-groups; include any important telephone conferences
- which organization hosted the meetings and where
- future meetings planned
- external liaisons - who have the group liaised with and the topics concerned
- proposed changes in the ToR or working procedures of the group

Change Requests

- agreed CRs classed by topic
- a table containing an explanation of each CR pack and the reason for each change

WIDs

- proposed new WIs
- existing WIs whose description is proposed to be materially changed

TRs/TSS

- for information
- for approval at the Plenary
- status of each TR / TS under development (if this is not obvious from the status report of the governing work item)

Contentious issues

- any sticky issues on which the group has been unable to reach agreement
- any other information that the group would like to report to the Plenary

Finally, Mr Chairman, remember that your vice chairmen are there to help you: you do not need to shoulder the entire burden of the group. Also, your Secretary is not (just) a mindless, note-taking automaton, but a sentient being and a professional standardizer; rely on him, he is worth his weight in gold.

3 Meetings

3.1 Organizing the Meeting

3.1.1 Meeting dates

The dates for future meetings should always be agreed at the TSG or WG meeting and should be reflected in the minutes, or provided as a Tdoc at each meeting.

TSG meetings are usually planned up to 2 years in advance and WG meetings should be arranged as early as possible and certainly more than 6 months in advance. Last minute changes to dates or locations are not appreciated by the attending members as they will have organized their time and travel around the date already agreed.

Care should be taken when setting the dates to ensure that the meeting(s) will not clash with any other event or meeting of interest to the group. A full list of 3GPP meetings is available from the 3GPP website at this address:

<http://www.3gpp.org/Meetings/meetings.htm>

The detailed list of all 3GPP meetings may be found [here>>>](#). Where a meeting is concentrating on a particular issue or topic, this will usually be specified in the meeting title (e.g. 3GPPSA3-GAA_MBMS)

3.1.2 Host

As soon as the date of the meeting has been set, it is time to look for a meeting host. The best way of finding a host is by asking.

While the meeting dates are being discussed, you should ask if there are any volunteers to host the meeting. If none is forthcoming, , ask the secretary to check availability of rooms in ETSI. Remember that the Support Team's travelling costs are minimized if you use ETSI as a venue.

3.1.3 Location

Time for a joke...

What are the three most important factors to be taken into consideration when buying real estate?

- Location,
- Location, and
- Location.

Choosing a location for your meeting is just as important. Article 30 of the [3GPP Working Procedures](#) says simply that "Meeting locations should reflect the geographical diversity of the TSG and WG delegates".

It is suggested however that meeting locations should take the following objectives into consideration:

- Maximize participation by delegates from all partnership regions
- Be located within the geographic regions of the partnership

- Be easily reachable at a reasonable travel cost from all partnership regions*
- Provide a good business case for the selected location**

*Any trip that risks being refused by member companies because of cost could be viewed as unreasonable. You should try, where possible, to get a general consensus.

** A good business case may be that holding the meeting in a given location complies with the previously identified criteria, and from a business perspective, is especially favourable to the majority of participants from a given region (reduced travel time and costs), while not imposing unusual hardship on delegates from other regions. It may be a good idea to avoid holding meetings in regions where there are no delegates.

3.2 Meeting Cancellation

Cancelling a meeting should only be done as a very last resort, as the cost involved may be considerable –not just in monetary terms but also in the damage to the reputation of 3GPP and the goodwill of the host(s). You may only cancel a meeting providing there is general agreement within the group that the meeting would not be productive. A working group chairman must obtain the consent of the corresponding TSG chairman before cancelling a WG meeting.

Ideally, the host should agree with the cancellation.

Remember that many delegates use cheap flights which are often unchangeable and non-refundable.

In order to prevent the situation from arising you should be aware of many factors:

- the number of contributions,
- the number of participants and
- external factors which include things such as: civil unrest in the host country and health risks such as the recent SARS epidemic.

If you do need to cancel a meeting, it should be done as early as possible so that the host loses as little money as possible and that the meeting can be re-scheduled.

In the case where there are many delegations that cannot participate in a meeting, but the meeting is still held, you should work with the secretary to ensure those affected parties have a chance to provide input into the decisions. For example, distribution on the group's e-mail exploder of interim reports (daily or more frequent) will allow discussion and resolution of potentially controversial decisions as early as possible. Virtual participation by telephone or videoconference should be made possible.

3.3 Attendance

There is no official quorum for any meeting unless a vote is to be held (see *clause 4 on Voting*). It is therefore up to you to use your best judgement if you

feel that there is insufficient attendance to make decisions based on consensus.

3.3.1 Who may attend

The following groups may attend TSG and WG meetings:

- Representatives of Individual Members
- Representatives of Organizational Partners
- Representatives of Market Representation Partners
- Representatives of Observers and Guests

It may be useful to print out the list of Individual Members before each meeting. This list may be found at this address:

<http://webapp.etsi.org/3gppmembership/>.

Guest organizations may be represented at any TSG or WG meeting; however their delegates may not take part in any decision making process (e.g. votes) and they may not hold any leadership role. They may actively take part in discussions, receive and contribute documents. Guest membership is only granted for a short period of time. It is granted to an organization only once and therefore may not be renewed or prolonged. The length of time for a guest membership is usually enough time to enable the member to attend two TSGs. Therefore if an organization joined as a guest member in January, its membership would run out at the end of June: if it joined at the beginning of March, it would also run out at the end of June.

Information for applying for guest membership can be found at

<http://www.3gpp.org/membership/membership.htm>

As a "one-off", you may invite an individual who does not belong to any of the above categories to a meeting. You should introduce this person at the beginning of the meeting, justifying his attendance, so that delegates are aware of his presence.

3.3.2 Who may not attend

Who may not attend a 3GPP meeting? Persons not representing a Member is the succinct answer.

Membership of an OP does not give automatic membership of 3GPP. All organizations wishing to participate in 3GPP meetings must explicitly apply for membership.

If a non member turns up at a 3GPP meeting, it is up to you, the chairman, to decide whether or not he may remain. Your secretary is on hand to offer advice.

3.4 Attendees List

The Support Team maintains an official list of all those who have attended each TSG and WG meeting. It is important that the list is complete and correct, as **this is the list used to determine voting rights**. The list is generated from the list of pre-registered participants before the meeting, updated to reflect those who *actually* attended. Your secretary will normally circulate the list in paper form during the meeting, asking delegates to verify

their presence by ticking their names and correcting any inaccurate coordinates.

As delegates should register for meetings on-line, it is possible for you to check in advance which organizations will be represented at the meeting. You may find it useful to take your own copy of this list to the meeting so that you know whom to expect.

After the meeting, the Support Team will update the central database with the actual list of attendees, and this list will be included in the meeting report.

3.5 Chairing the meeting

Ensuring the smooth running of a meeting is one of the most important jobs for any chairman. Below you will find a few hints and tips on what factors can help a meeting run smoothly. You should remember that Time is your most valuable resource and you should make sure you use it wisely.

3.5.1 The Agenda

A good agenda is essential to a well-run meeting. You must establish a draft agenda and circulate it on your group's e-mail exploder *at least* 30 days before the meeting is due to take place. The Agenda should be clear and complete. Nearer the start of the meeting, it is useful to include the document numbers which correspond to each agenda item, as this will enable the delegates to find the correct document more easily. It also ensures that all documents are considered and nothing gets lost. Obviously, such a document will need to be updated throughout the course of the meeting. It is also useful to establish a schedule of agenda items, allocating each item to one of the four time slots in the day or even to a precise hour. This will ensure that the delegates are aware of when they are most likely to be needed in the meeting. Where meetings are collocated any proposed joint meetings should also be mentioned on the agenda and in the schedule. Once the agenda has been finalized, adhere to it! You may choose to handle late documents at the end of the meeting (for example, under Any Other Business) or during an evening session – or even to postpone them to the next meeting if they are not urgent in nature. Of course, strict adherence to the planned schedule may not be possible. You should constantly check the running of the meeting for timing, and you need to have the courage to guillotine overrunning topics which you judge have used more time than they warrant or which look unlikely to reach a conclusion. Again, you may decide that these discussions are best continued outside normal meeting hours (e.g. in an evening session, possibly chaired by the work item rapporteur or by one of your vice chairmen).

3.5.2 Tdocs

Tdocs should be placed on the 3GPP file server in advance of the meeting. This enables delegates to read them and to prepare replies or discussions on them. You can rely on your secretary to do this. Your secretary will also ensure that these are transferred to the local file server at the meeting venue

prior to the start of the meeting. Encourage your delegates to prepare their documents in good time, and even set a deadline for availability.

It is a good idea to produce a version of the agenda showing the Tdocs to be addressed under each item (see clause 3.5.1 above). You will need to update this list as and when delegates arrive with late documents, and when further documents are produced during the course of the meeting itself. Maintain a table of Tdocs and mark each one as it is addressed, with a column showing the result of the discussions on it – for example, "approved", "noted", "revised by Tdoc xxx", etc. This table can be included in the meeting report.

If this sounds like a lot of work, don't panic: your vice-chairmen and secretary can help you with these tasks.

4 Voting

4.1 The voting lists

One of the reasons that it is so important to ensure that the list of attendees at any 3GPP meeting is complete and correct is that this is the information used to create each TSG/WG voting list. This list is prepared by the Support Team using data extracted from the central database which is updated as soon as each meeting has ended. The list should indicate which member organizations may vote by proxy as well as those who must be physically present in order to vote.

The basic rule is that in order for an organization to appear on the voting list it must;

- be an individual member of 3GPP and
- have attended one of the previous 3 meetings of the group concerned,
or
- be an individual member of 3GPP and
- have attended two of the previous 6 meetings without missing 3 in a row

The [Working Procedures](#) state that : *...An individual Member which is absent from three consecutive meetings of the TSG or WG shall be removed from the voting membership list. Those removed shall be restored after being represented at one meeting, but the right to vote is reinstated at the next (second) meeting at which the Individual Member is represented.* [Article 35] Participation in any all-electronic meetings (audio, video, document distribution by posting or e-mail, etc) will count as attendance at a meeting. However, if a meeting is designated as face-to-face, those only participating by speakerphone would not count towards attendance for the purposes of the voting list.

4.2 Voting for officials

4.2.1 Candidates

To ensure that enough working time is allocated to 3GPP officials, any candidate standing for the position of Chairman or vice-chairman, must submit a letter of support from the Individual Member that he represents. This letter of support will be given a Tdoc number and placed on the agenda of the meeting where the election is due to take place.

Any official who changes the Individual Member that he originally represented (e.g., job change, merger or acquisition) during his term of office must provide a new letter of support. This second letter of support will be made available via the 3GPP website and should also be provided as a Tdoc for the next meeting of the group.

If the change of company affiliation is due to a move to another company, then the decision to continue in office should be made by consensus of the TSG or WG. If consensus cannot be achieved, an election has to be held for the office.

According to the [3GPP Working Procedures](#), nominations may be made up to the point when an election is held but candidates are asked to respect if possible the deadline given in the call for candidates. The call for candidates is usually sent out 2 months before the election and the deadline is set as one week before the meeting. This will give the group a good idea of whether or not a vote will be necessary and gives the Support Team time to prepare the necessary paperwork.

In order to ensure that the elections run smoothly, the Support Team carries out the following tasks:

- A call for candidates is sent to the 3GPP Leader's list as well as the relevant TSG and WG lists.
- Web pages are prepared and maintained showing the candidatures received.
- A voting list is created according to the criteria given in clause 4.1 above.
- A proxy list is prepared showing those Individual Members who have the right to vote by proxy according to the criteria given in clause 4.1 above.
- A ballot slip is prepared. This slip is provided to the voting representative of each Individual Member on the voting list who is present and who wishes to vote.
- A signing sheet is also prepared. This is to be signed by each voting representative when his ballot slip is given out.

4.3 Technical voting

Before conducting a vote on a technical issue, you need to decide exactly what the issue is and to present it to the TSG or WG in a sufficiently clear manner so that a yes/no decision is possible.

You should consider how much information to provide (enough to allow delegates to make a clear decision, but not too much so that the matter becomes confused).

It helps if contributions on which decisions will be based are made available in good time before each meeting, so that delegates have time to consult and decide. However, the group may decide informally on whether and how to deal with late contributions.

You should phrase the proposal in a positive manner (the outcome of a vote may be quite different depending on the way in which the proposal is phrased!), e.g.

- Do you approve of proposal X?

rather than

- Do you reject proposal X?

4.3.1 Examples of appropriate questions

- Can the TSG approve the Specification?

- Can the liaison be approved?
- Can the new WI be approved?
- Can the existing WI be stopped?

4.3.2 Making a choice

In some situations the group may be faced with a decision between two (or more) choices. If the issue is to choose option A or B, the question should be split into two questions.

First:

- shall the TSG take option A as the way forward?

If this initial vote is negative then the Chairman may offer the second question:

- shall the TSG take option B as the way forward?

It is obviously necessary that you make clear to the delegates that there are two (or more) options, and that they will be voted on in a given order. (It is up to you to decide which order to present the questions!)

4.4 The voting process

In all cases, before voting, you must clearly define the issues. The following points must also be borne in mind (they are prescribed by the [3GPP Working Procedures](#)):

- **Voting Members are only entitled to one vote**

This means that, even if an Individual Member company has several delegates at the TSG/WG, only one if them is permitted to vote on behalf of that Member. They should decide amongst themselves who it will be. It should also be remembered that if, for example, an Individual Member company is a subsidiary or a member of some other organisation or company which is itself an Individual Member of 3GPP, only one person may only vote on behalf of one of these entities (the entity which is actually the member).

- **Weighted voting**

There is no concept of "weighted voting" in 3GPP – the vote of every Individual Member company has an equal weight.

- **Casting the vote**

Each vote may be cast only once (this means that, once a vote has been cast, the voting organization is not permitted to change its mind).

- **Proxy votes**

Each Voting Member may carry proxy votes for up to five other Voting Members. All proxy votes must be accompanied by a letter of authority from the authorizing Voting Member. Proxies are not to be taken into account when determining the quorum.

- **Quorum**

The quorum required for voting during a TSG or WG meeting is 30% of the total number of Voting Member companies on the TSG or WG voting list. (See also clause 4.8 below.)

- **A positive result**

A vote will be considered positive (i.e. successful) if 71% of the votes cast are in favour. For the purposes of determining this 71%, abstentions and failures to vote are not taken into account (for instance, a meeting has 50 delegates entitled to vote. 27 vote yes, 8 vote no, 10 vote "abstain" and 5 do not vote at all or spoil their vote. For the purposes of defining the 71%, only the 27 yes and the 8 no votes are taken into account. 27 plus 8 equals 35: 27 out of 35 is 77% so the vote was successful. Nevertheless, a wise chairman, faced with so many abstentions may wish to consider whether the group as a whole really supports the proposal).

The result of the vote must be recorded in the meeting report.

4.5 Voting by correspondence

If the group decides to vote by correspondence, the same rules should apply along with the following:

- you must provide a clear definition of the issues to be voted on, and this information must be disseminated to all on the TSG or WG voting list;
- the group must be given a minimum period of 30 days in which to vote;
- there are no quorum requirements (thus, even if only one or two votes are cast, this is a valid result. However, in such a situation a wise Chairman would probably take the issue back to the next meeting of the group for further consideration);
- the result of the vote must be disseminated to the TSG or WG.

4.6 Avoiding problems downstream

In order to avoid problems and possible conflict at a later date, you should ensure that all the above criteria are respected. Your secretary is there to help!

4.7 Voting - carried out incorrectly

If this situation arises, you must negotiate with those concerned and correct the problem offline. If this proves impossible then the vote must be cancelled and rescheduled for the next meeting.

4.8 Voting - number of delegates

If a vote is taking place, it is possible that there may be an insufficient number of delegates to make a quorum. In this case, the vote must be postponed to another meeting - possibly a specially convened one, or must be conducted by e-mail.

5 Legal matters

The Third Generation Partnership Project is not a legal entity but is a collaborative activity between the following Organizational Partners:

- ARIB - (Japan)
- ATIS - (North America)
- CCSA -(China)
- ETSI - (Europe)
- TTA - (Korea)
- TTC - (Japan)

5.1 Intellectual Property Rights (IPR)

The 3GPP Organizational Partners have agreed that their IPR policies should be respected and that their respective members should be encouraged to declare their willingness to grant licenses on fair, reasonable and non-discriminatory terms. Article 55 of the [3GPP Working Procedures](#) requests that each Individual Member declare "at the earliest opportunity, any IPR which they believe to be essential, or potentially essential, to any work ongoing within 3GPP".

So what does this mean for you as chairman of a 3GPP TSG or WG?

At the very beginning of each 3GPP meeting you must make a formal call for IPR.

The call for IPRs should take the form:

I draw your attention to your obligations under the 3GPP Partner Organizations' IPR policies. Every Individual Member organization is obliged to declare to the Partner Organization or Organizations of which it is a member any IPR owned by the Individual Member or any other organization which is or is likely to become essential to the work of 3GPP.

The secretary will record the announcement in the meeting report using the following text:

The attention of the delegates to the meeting of this Technical Specification Group was drawn to the fact that 3GPP Individual Members have the obligation under the IPR Policies of their respective Organizational Partners to inform their respective Organizational Partners of Essential IPRs they become aware of.

The delegates were asked to take note that they were thereby invited:

- to investigate whether their organization or any other organization owns IPRs which were, or were likely to become Essential in respect of the work of 3GPP.
- to notify their respective Organizational Partners of all potential IPRs, e.g., for ETSI, by means of the IPR Statement and the Licensing declaration forms (<http://webapp.etsi.org/lpr/>).

Note that delegates need not inform you or other delegates about essential IPRs; the obligation is to make the declaration to the appropriate OP. However, if a delegate informs you that his company (or one known to him) has a potentially Essential IPR, you should be aware that the owner of an Essential IPR does not have to disclose anything other than its existence and identity, e.g. in the case of a patent, its number or that of the application.

The holder of an Essential patent should never be asked to disclose the commercial terms under which licenses for the Essential patent may be made available,.

It is obvious that the delegates present in TSG or WG meetings cannot be expected to know details of all IPRs owned by their organizations. However you should remind them that they may contact the patent experts in their company and you should encourage them to make their IPR information statement and licensing declaration at an early stage in order to avoid undue delay to the work of the group.

5.1.1 What is the purpose of the IPR Policy?

The Policy is intended to ensure that IPRs are identified in sufficient time to avoid wasting effort on the elaboration of a specification which could be blocked by an IPR whose owner was not prepared to issue licences on the appropriate terms.

If an IPR is discovered which will necessarily be infringed by use of a particular specification, (i.e. the IPR is Essential), and the owner of that IPR refuses to grant licenses, which is his right, then the following possibilities exist, either:

- The Organizational Partner will negotiate with the IPR owner in order to persuade it to grant the licence; or
- If the IPR owner continues to refuse the licence, 3GPP must modify the specification, or as a last resort, withdraw the specification.

All 3GPP IPR declarations may be found on the 3GPP website at this address: <http://www.3gpp.org/legal/legal.htm>

5.1.2 Will the 3GPP Support Team do IPR searches for me?

Short answer: No. Not even for chairmen!

The Support Team personnel cannot do IPR searches through the databases maintained by its OPs, neither can they tell you which IPRs, if any, are involved in any particular area of technology, or are needed to implement a particular spec. Nor can they broker licences with IPR holders. If your company is designing 3GPP equipment, it is up to your company to identify any Essential IPRs and to negotiate licences directly with the IPR holders.

5.2 Use of 3GPP logo

The 3GPP Organizational Partners have agreed that the Project's name and logo may be made available on request for use by manufacturers and service providers to declare that their products are based on the Project's specifications.

This however does **not** involve or imply any **certification** by the 3GPP community of the claims by manufacturers or service providers to compliance with the specifications. It is intended simply and only to provide a basis of reference for users, network operators and other manufacturers and service providers.

Further information and an application form may be found on the 3GPP website at this address:

http://www.3gpp.org/legal/logo_Appli.htm

5.3 Copyright authorizations

Until transposed into regional standards by the individual OPs, copyright of the 3GPP specifications and reports is owned jointly by the OPs. Requests to use extracts from any of these documents for any purpose (such as books, articles, teaching material...) require authorization. A form for this purpose, plus a list of existing copyright authorizations, is available on the 3GPP website at this address:

<http://www.3gpp.org/legal/copyright.htm>

6 Support from MCC

The Support Team is always willing to help in any (or, almost any) way possible - all you have to do is ask!

6.1 During a meeting

Your secretary will:

- prepare the document list,
- update the list of attendees,
- help keep track of the documents on the Agenda,
- upload documents to the server (mobilan and 3GPP ftp),
- report back on implementation of agreed actions,
- prepare the meeting report.

6.2 The Work Plan

The Support Team will update and maintain a work plan for each work item indicating;

- implicated specifications;
- modified specifications;
- new specifications;
- relevant standardization groups;
- meeting schedules and milestones.

6.3 Change Requests

Your secretary will implement all change requests to specifications and reports under the control of your group which have been approved at TSG level.

6.4 Liaison Statements

A LS database is maintained by the Support Team. This has enabled the handling of LSs to be centralized. All incoming and outgoing LSs are available via the [3GPP website](#) so that anyone may have access to them. The Support Team takes care of distributing the Liaison Statements to the relevant groups.

6.5 3 GPP website

The [3GPP website](#) is maintained by the Support Team and updated on a daily basis. Much of the information on the site is extracted directly from the databases (CR, Specs, LS, etc...) and presented in a more user friendly way. The 3GPP website has approximately 250,000 hits per month.

7 Murphy's Law!

If anything can go wrong - it will!

When researching this section of the guide, it became apparent that most of the 3GPP officials we contacted felt that there were very few issues which could not be solved by calling for a coffee break. This may sound simplistic but the truth of the matter is that a coffee break can gain some time for anything from offline discussions, fixing something which has stopped working, preparing for a presentation, to finalizing a late input to the meeting.

7.1 Difficulty reaching consensus

If during the meeting there is a heated discussion on a technical / political issue and the group is unable to reach an agreement it is your duty as Chairman to try to resolve this situation. You should take the following steps:

- Call for a coffee break and gently ask those involved to try to sort the problem out amongst themselves so that a decision may be taken when the meeting resumes;
- Postpone the issues until tomorrow or later in the meeting;
- Postpone the issues until the next meeting;
- Call for a show of hands;
- Announce a formal vote for the next meeting;
- In the case of a working group, take the issue to the plenary meeting;
- In the case of a TSG, take the issue to the PCG.

7.2 LAN problems / server crash

If this situation occurs then you should call for a coffee break so that whoever has supplied the equipment may be contacted. This is usually either the Support Team or the host, who should be on hand to help. If the problem cannot be corrected then a longer pause should be taken to enable the secretary to place the documents on CD-ROMs or diskettes and distribute them throughout the room.

7.3 Late documents

Set deadlines for receiving input contributions for your meetings. Documents which are received late can be handled as lower priority and the delegates should be informed of this. You could warn delegates that if the meeting is running late then these documents may not be discussed at this meeting.

7.4 Meetings running late

Meeting rooms are usually booked from 9:00 - 18:00. Check with the meeting host to ensure that you have the option to use the rooms for longer in case your meeting runs late or in case you wish to start earlier. It is good practice to

establish a timetable for your meeting: it will not only help you to stay on track, it will also assist delegates in knowing when key topics are being discussed. In order to avoid lengthy discussions causing delays you should make sure that contentious issues are discussed over email before coming to the meeting.

By the close of the meeting on the penultimate day, you should know if you are running late. If this is the case then make a plan for the last day. Push certain documents of lower importance to email discussion or postpone them to the next meeting. Prioritization will normally be self-evident, but obviously documents dealing with current Release issues will be of higher priority than those for Releases still in the future.