**TSG SA Meeting #SP-96 SP-220709r3**

**7 - 10 June 2022, Budapest, Hungary**

**Source: Moderator**

**Title: Release 19 Process Items**

**Document for: Endorsement**

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**1. Introduction**

This document collects a list of issues observed from previous release planning exercises, to be used as a basis to define potential solutions for consideration at SA#97e.

**2. High-level objectives**

Outline process for Rel-19 content definition and completion for SA, taking into account the following:

A. To have a coherent view of the release content

I. multi-sector industry

B. To provide tools for WGs to manage WG work (over)load, for WG to use if needed

I. within a release

II. across releases

III. upon transition from one release to the next

C. To improve inter-WG alignment and cross-TSG dependencies

**3. Issues identified**

1. Scope-related

a. Lack of (coherent) SA view on release content definition

b. All proposed SI/WI treated 'equally' without any categorisation of the functionality introduced, e.g. new services, service enhancements

c. Time spent in WG on items that end up deprioritized or work tasks that get down-scoped

d. SA Release planning does not include Stage 3 considerations

i. Time spent in WG on Stage 2 items that do not end up in Stage 3

e. Items spanning multiple releases

i. Unclear handling of items with very large scope which need to be partitioned into smaller items to be worked on over a number of releases

ii. Unclear handling of leftover items which are either not finished or partially finished in Rel-X, whether they are moved to the next Release, and if so, whether they get any preferential treatment in the next Release

2. Timeline / timing-related

a. Issues with cross-TSG co-ordination

i. Discrepancy of SA stage 2 and RAN timelines:

ii. Insufficient time for Stage 3 groups after Stage 2 work completion

iii. A degree of disconnect between SA and CT due to timing of CT plenary meeting with respect to SA plenary meeting

b. Insufficient time for inter-WG co-ordination

i. time taken for inter-WG co-ordination could delay completion of the work

ii. Insufficient time for SA3, SA4 and SA5 work after SA2 work completion

iii. No clear start/end times for SA3, SA4 and SA5

iv. No clear "Stage 2 content" available after e.g. content prioritization/decision, as at this time SA3, SA4 and SA5 have not agreed all their Stage 2 items

v. Missing SA1 check-points with SA WGs (not just SA2)

c. (e.g. due to exceptions) old-R-R

d. Unclear handling at the end of old-Release and at the start of new-Release

i. New-Release takes up time from old-Release, as SA WG(2) works on old-Release and new-Release contents definition in parallel just before the new-Release starts

ii. At the start of new-Release, SA2 technical work on new-Release is blocked until full package approval of new-Release aligning with the RAN timeline

e. Timing of decisions on release content vs release timeline

3. WG Capacity-related

a. large number of SI/WI not possible to be handled in practice

b. constraints of TU budgeting

c. limit number of TEI items

4. Other aspects

a. Differences between F2F and e-meeting

b. Time spent in WG on discussing Rapporteurship

c. Identify WGs that are overloaded

i. If prioritisation is needed, whether to do a prioritisation exercise at WG level or SA level

**4. Initial list of potential solutions**

a. SA prioritisation process

i. process timeline in relation with Release timeline

ii. whether one process can be used for all WGs

iii. determine WG capacity based on TU budget and maximum number of SI/WI and TEI

iv. consider Stage 3 capacity

b. Release Themes

i. purpose of 'theme'

ii. whether / how 'themes' can be used in prioritisation process

iii. process / timeline to determine 'theme'

iv. categorise release contents into a number of buckets e.g. New Service Requirements, New System Requirements, Inter-WG alignment, and Existing Feature enhancement.

**5. Other Considerations**

When could a new process need to be implemented? Could a phased approach be considered?