

**Subject: Guidelines on holding Joint ad hoc Meetings**

**Purpose: For Endorsement**

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### **Introduction and Scope**

At the TSG T#14 meeting in Kyoto, it was pointed out that we are holding more and more joint and ad hoc meetings between the SWGs of TSG T and other bodies. It was felt that there was a danger that they may be ineffective, if they are not properly prepared and the results are not recorded and distributed to all who need them.

This document sets out a set of guidelines that should be used by TSG T and its SWGs when calling and running such meetings. It is strongly recommended that these guidelines be followed to ensure that the open policy of 3GPP is maintained and that the work involved can be as effective as possible.

### **Preparations**

The following preparations should be done before the meeting can take place :

1. It shall be clearly defined which Group is the Leader Group for subjects involved in a Joint Meeting
2. A clear need for a Joint Meeting justifying the time and travel shall be established by the Leader group in consultation with the participating groups.
3. A chairman shall be appointed
4. A clear agenda for the meeting shall be prepared by the Chairman
5. An invitation, along with the agenda, shall be sent to the e-mail reflectors of each working group involved, at least 2 weeks before the meeting is to take place.
6. The location/venue shall be such that it is as convenient as possible for most delegates to attend. Single isolated meetings should be avoided if possible. This is to reduce, as far as possible, the costs and travel overheads for delegates.
7. A means of collecting and accessing input documents shall be provided from the time the invitation is announced. It is suggested that documents be sent to the Chairman and that he circulates them on all appropriate e-mail reflectors.
8. Any changes to the location, time or agenda should be avoided if possible, however if it proves to be necessary, it shall be the chairman's/rapporteur's responsibility to try and inform all delegates as quickly and effectively as possible.

### **Conducting the Meeting**

The meeting should be conducted in the normal '3GPP formal' way as far as possible. The chairman/rapporteur will however ensure the following minimum requirements are met.

1. The meeting will take place at the published time and venue.
2. The meeting shall follow the published agenda
3. Any previous minutes/actions shall be reviewed
4. A set of minutes shall be recorded and will include a record of all delegates present and any agreed actions

5. All input documents shall be recorded and assigned a mutually agreed numbering format
6. Delegates shall be reminded that under the terms and conditions of participating in 3GPP meetings, they should consider declaring any relevant IPR issues.

**Follow up Actions**

1. The chairman will be responsible for publishing the minutes to all Groups involved. This will typically involve sending the minutes and any approved documents to the e-mail reflectors of all groups involved.
2. The chairman will ensure that a rapporteur is available for each of the working groups involved, i.e. feedback always goes back to the parent groups.