3GPP TSG-T (Terminals) Meeting #20 ***TP-030146***
Hämeenlinna, Finland
4 - 6 June, 2003

Agenda Item: **9**

Source: **Ed Ehrlich, Kevin Holley (TSG-T Vice Chairs)**

Title: **TSG-T Use of Automatic Document Numbering (ADN) and Distribution**

Document for: **Action**

Business conditions have deeply affected our industry over the past few years resulting in widespread lay-offs and other measures to cut costs. As a result, it should be no surprise that the 3GPP MCC is also being impacted as it relies on its Organizational Partners and their Individual Members for funding.

As noted in the report of the most recent PCG/OP meeting the MCC budget has been reduced over 20% in 2003 compared to 2002. In addition, the PCG/OP meeting adopted recommendations intended to reduce MCC costs by;

1.) Limiting MCC WG support for multiple WG meeting between TSG plenaries,
2.) Consolidating WGs and/or restructuring TSG/WGs and
3.) Producing new guidelines/procedures to determine release stability before freezing a subsequent release (thus reducing the time spent on implementing so-called mirror CRs).

Such measures may significantly impact TSG-T and its WGs. Other measures that were considered were rejected on the basis of not being effective or practical.

Since the PCG/OP meeting there have been discussions about the effectiveness of the 3GPP's manual document processing system and in particular the time spent by the MCC in providing document numbers, collecting and uploading contributions to the 3GPP server, distributing some contributions and producing a document log for each meeting. Obviously, the more documents handled by a TSG/WG per meeting the greater this load.

Many of these functions can be automated thus saving time for more important MCC tasks and responsibilities.

As it turns out ETSI already has an ADN system available for use by the 3GPP. Although this has been used quite a bit by SA1, to date this system hasn't been extensively utilized by the majority of 3GPP. If such a system can effectively save MCC time then it would be a useful cost saving measure, which should be utilized before other more drastic measures are adopted.

Off loading the collecting and uploading of contributions could significantly reduce the overall amount of MCC time expended in this process. However, it appears the existing system provides document numbering but it does not automate uploading of contributions to the server. As an interim measure, it may be possible to create "Inboxes" on the 3GPP server for this purpose.

In addition, the existing ADN system does not automate the numbering of CRs.

Proposal

TSG-T and its WGs should examine the possibility of adopting the existing ETSI ADN to determine its effectiveness. If such a system proves to be usable by the membership and valuable in saving MCC time, the experience gained by using the existing system could form the basis of proposal for improvements to increase its effectiveness.