

**Source:** ITU Ad Hoc Contact Person  
**Title:** Guidelines for the activity of ITU Ad Hoc  
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*This contribution contains the guidelines for the activity of ITU Ad Hoc approved at the last plenary of 3GPP TSG RAN, revised according to the decision of PCG (the last two bullet points have been added).*

- The task of ITU Ad Hoc is to act as a focus to ensure a proper flow of information and contributions between 3GPP and ITU-R TG 8/1.
- All contributions developed by ITU Ad Hoc should be submitted for approval to TSG RAN or circulated through the TSG RAN reflector for approval by correspondence (the ITU Ad Hoc contact person will indicate, on a case by case basis, the response cut off date); this will ensure the support off all TSG RAN members.
- All contributions developed by ITU Ad Hoc should be submitted to ITU-R TG 8/1 by Individual Members with the footnote: "This contribution was developed in 3GPP TSG RAN";
- All the technical discussion has to take place inside the relevant WGs which are responsible for the development of Technical Specifications and Technical Reports;
- ITU Ad Hoc should exploit as much as possible the use of electronic working methods;
- The initial focus of the ITU Ad Hoc will be the March meeting of TG 8/1; if necessary, it will extend its activity until the end of 1999 when ITU-R TG 8/1 will approved the RSPC Series of Recommendations.
- If there are matters related to the work of other TSG's then the ITU Ad Hoc will liaise, as appropriate, with these TSG's.
- The contact person of the ITU Ad Hoc is appointed by TSG RAN and will act as chairman, managing the group as appropriate.
- If necessary, contributions developed in ITU Ad Hoc can be submitted to ITU-T using the same procedure adopted for the submission to ITU-R TG 8/1. In addition, these contributions have to be sent for information to ETSI SPS as well.
- All contributions developed by ITU Ad Hoc should be submitted to the other TSGs for comments.