# E-meeting email discussions

Email discussions during this RAN2 e-meeting will be handled as follows:

**Organizational**

* **Defining, opening and closing of email discussions** is done by Session Chair. This can be done at Web Conference or by email in the session chair organizational email thread labelled **[AT1xx-e][x00]**.
* **Email discussion details** arefound in session chair notes. These include scope, handled input document(s), expected output (documents), deadline, rapporteur etc. Session chair may also set intermediate deadlines or "checkpoints" for email discussions, at which times the scope etc of the email discussion may be modified by the session chair.
* **Deadlines** for email discussions, if not further specified/explained, refer to deadline for comments. Rapporteurs are normally given additional time to provide summary document, which may also have a separate deadline.
* **Identification of email discussions** (either pre-meeting, at-meeting or post-meeting)is done by subject with the format: ***[Pre1xx-e][WI ind] disc\_name*** (pre-meeting)or ***[AT1xx-e][xyz][WI ind] disc\_name*** (at-meeting) or ***[Post1xx-e][xyz][WI ind] disc\_name (company)*** where
	+ **[AT1xx-e]/[Pre1xx-e]** Mandatory label, fixed text string, used to discriminate at meeting email discussion vs post meeting email discussions, and other meetings emails etc. Best effort preparations, e,g, best effort review of summaries (no decisions) before meeting start can instead use.
	+ **[xyz]** A mandatory three-digit numerical (i.e. 000-999) label that uniquely identifies a discussion. Each session chair has a numerical range for discussions, which can be used to identify the session chair notes in which discussion details are found. NOTE: This does not need to be used for preparation discussions labeled **[Pre1xx-e].**
	+ **[WI ind]** Optional label, present for WI related discussions, selection among the following fixed text strings: NR15, LTE15, NR TEI, LTE TEI, DCCA, IIOT, IAB, URLLC, POS, POW, 2STEP, NRU, V2X, NBIOT, eMTC, RACS, SRVCC, CLI, EMIMO, PRN, MOB (for both LTE and NR), NR MOB (only for NR), LTE MOB (only for LTE) <additions/changes by session chair>
	+ **disc\_name** Optional free text, descriptive.
	+ **company** indicates the rapporter for the discussion
* **ASN.1 review email discussions** for management of RIL issues and the ASN.1 review files span multiple meetings and those use labeling: **[LTE Rel-1x] 36331 ASN1 \***, and **[NR Rel-1x] 38331 ASN1 \***

**Role of rapporteur in email discussions**

* **Email discussion rapporteur** facilitates the progress and is appointed by the Session Chair when the discussion is announced. Email discussions may also be managed directly by the session chair.
* **Rapporteur should attempt to formulate possible consensus** reachedin the discussion based on company comments and ensure the discussion stays within the boundaries of the email discussion scope. If consensus is not possible, rapporteur should indicate the blocking points in discussion and the extent and nature of (dis)agreement over those.
* **Proposals for the discussion outcome** are announced in an email discussion, in a referenced draft document or in email body text (Proposals, proposed decisions, proposed agreements etc. are all considered the same). Proposals are then discussed and modified, cancelled etc as regulated by email discussion rapporteur and/or session chair.
	+ **Related proposals** and/or easily agreed proposal (i.e. those for which good consensus exists) should be grouped together, and the formatting of proposals should make it clear what needs to be discussed online.

**Participation in email discussions**

* **Comments should respect the deadlines** provided for the discussion. Comments send early and comments with technical reasoning are always encouraged.
* **Avoid making "upload" announcements in RAN2 reflector** (i.e. emails that just state "our comments are added to the discussion document" without any other content): Those can create unnecessary email load abnd rapporteur will anyway check the uploaded comments.
* **Avoid adding ”extra information” to thread names** in the Subject to enable email sorting and filtering
	+ E.g. delegates responding should check that their email clients do not add any of the following to the thread name: 1) Non-English characters, 2) [External], 3) Extra Re: (e.g. Re: Re: Re: Topic) to keep or 4) Any other “extra” characters.

**Decisions in email discussions**

* **Decisions may be taken in an Email discussion,** both technical and non-technical decisions.
	+ **Silence is interpreted as agreement.** E-meeting participants are expected to pay close attention to email discussions and expected to comment promptly if they disagree.
	+ **The shortest duration** of an email discussion is normally 24h, but more typically 36h, 48h etc.
	+ **Grace time** (i.e. the time after which all are expected to have seen an input) is 24h. However, **Exclusion decisions** can be made by session chair without grace time, e.g. “we don’t treat this topic/document further at this meeting”.
* **Proposals can be agreed** when everyone has had a chance to see the last version of the proposals and there are no remaining objections, e.g. if there are no comments during the email grace time 24h.
	+ **The Session Chair declares official agreements of discussion over email or in online session.**
	+ The Session Chair can also declare that a proposal is taken into account as an agreement even before official agreement (e.g. before grace time expiry), e.g. for making of a CRs or as baseline for other discussion, e.g. if time is short and Session Chair think final agreement is likely. In the end, the final agreement (after grace time) applies.
* **Decisions should have the same format as agreements in session chair notes** of regular meetings. They can be copy pasted as such from email text or document text into session chair notes, or could be captured in a tdoc with a tdoc number that is then fully agreed. For most discussions it is recommended to use an agreement tdoc that allows copying the exact (proposed) agreements to session chair notes.
	+ **CRs** are typically agreed without any "agreements Tdoc".
	+ **“Agreements Tdoc” number** may be assigned once the discussion converges to a point where (some or final) conclusions can be made. This document should explain the topic discussed and indicate the agreements. The document will then be noted in the minutes as “agreed”.