Agenda Item: 5.2

Source: Nortel Networks

Title: Notion of Work Package

Document for:

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1.   Introduction

This contribution proposes to allow, for items which are identified by WG3, to create a Work Package whose objective is to work on the identitied item outside of WG3 . The proposal could be applicable to other WGs also.

2.   Objective of the proposed working procedure

TSG RAN WG3 has some very tight schedule, with the aim to have a complete and stable set of specifications available at the end of 1999, but also the need to agree on key areas in spring.

Also, members of 3GPP are coming from many parts of the world, which means that travelling requirements should be kept under a reasonable level.

Therefore, a flexible organisation is necessary for issues which would take too long in the plenary WG3. Also, work by e-mail or conference calls should be encouraged on items where only a small number of experts need to progress the issue.

3.   Description of a Work Package

A Work Package corresponds to some work that need to be carried for the progress of the specification work.

A Work Package can be either relatively focused (e.g. transport technology), or of a broader scope (e.g. Handover procedures, network synchronisation).

A Work Package has a clearly identified scope, with the identification of the expected results (Change Request on a specification, Technical Report, or more simply an input paper).

A work package can be created at any time by WG3, and a rapporteur is appointed by WG3. The rapporteur is responsible for the reporting of the progress on the WP in WG3. Work packages can be split into smaller entities, merged, or terminated by WG3, depending on what is the most appropriate way to progress in WG3.

As a practice, WP should be utilised when an item has been firstly studied in WG3, but when it becomes evident that progress in the plenary WG3 will take too long or is not justified. Still, it is important that a first handling is made in WG3 so that companies can identify whether they want to be active for the WP and the experts that they should need to devote to the WP.

The duration and handling of a WP depends on the importance of the task to be carried on:
- a WP may last only a few days, and be carried in evening or parallel sessions of WG3 (WG3 could for example stop one afternoon).

- a WP may last only between two WG3 meetings, and be conducted either via e-mail or in ad-hoc meetings.
- a WP may last several months, and be conducted either by e-mail, ad-hoc meetings, etc, in which case reporting will be made at each occurring WG3.

The meetings and organisation of the WP will have to be organised in a co-ordinated manner, with enough pre-meeting notice for example for ad-hoc sessions, conference call, etc. This is managed by the WP rapporteur. The WP rapporteur can typically also act as chairman for ad-hoc sessions.

In order to allow e-mail work or adhoc groups work, and also a quick resolving of the key problems, it is encouraged that WP should be focused on issues where the involved people is less than the WG3 meeting. Otherwise, the issue can be handled directly in WG3.

4. Conclusion

A proposal has been made for a flexible means to further sub-divide the work in WG3 into Work Packages. This allows to have work carried more rapidly on identified issues. In fact, this was implicitly used in december when e-mail discussions were carried on, and the results have all been concluded in a positive manner.

It is proposed that Work Packages be agreed by WG3 as a working procedure that can be utilised by WG3 when it is identified as necessary.