**SA WG2 Meeting #139E (e-meeting) S2-2003511June 01 - 12, 2020, Elbonia**

**SA2 #139E e-meeting**

# **Deadlines for SA2#139E e-meeting are as follows:**

|  |  |  |
| --- | --- | --- |
| Docs request | 22 May 2020 (Friday) | 2400 UTC |
| Docs submission | 22 May 2020 (Friday) | 2400 UTC |
| Merge doc submission | 28 May 2020 (Thursday) | 2400 UTC |
| **Phase-1** |  |  |
| Start of Phase-1 | 01 June 2020 (Monday) | 0000 UTC |
| Revisions by | 03 June 2020 (Wednesday) | 1600 UTC |
| Final deadline | 04 June 2020 (Thursday) | 1600 UTC |
| Close of Phase-1 | 05 June 2020 (Friday) | 1600 UTC |
| Upload Approved docs | 08 June 2020 (Monday) | 1600 UTC |
| **Phase-2** |  |  |
| Start of Phase-2 | 08 June 2020 (Monday) | 0000 UTC |
| Revisions by | 10 June 2020 (Wednesday) | 1600 UTC |
| Final deadline | 11 June 2020 (Thursday) | 1600 UTC |
| Close of Phase-2 | 12 June 2020 (Friday) | 1600 UTC |
| Upload Approved docs | 15 June 2020 (Monday) | 1600 UTC |

NOTE: Final Chairman’s Notes will be made available shortly after the close of e-meeting deadline.

# **Agenda:**

## **2.1 Agenda for SA2#139E (Phase-1)**

|  |  |  |
| --- | --- | --- |
| **AI#** | **Topic** | **E-meeting convener** |
| **1.1** | **Opening of the meeting/Phase-1 00:00 UTC on Monday** |  |
| **2** | **Agenda**  | Puneet (1) |
| **3** | **SA2#138E Meeting report** | Puneet (1) |
| **4** | **General**  |  |
| **4.1** | **Common issues and Incoming LSs** | Andy (152) |
| **8** | **Rel-17 SID***(Please do not submit documents directly to this agenda item.)* |  |
| **8.1** | **Study on Enablers for Network Automation for 5G - phase 2 (FS\_eNA\_Ph2)** | Tao (75) |
| **8.2** | **Study on enhanced support of Non-Public Networks (FS\_eNPN)** | Puneet (79) |
| **8.3** | **Study on enhancement of support for Edge Computing in 5GC (FS\_enh\_EC)** | Puneet (79) |
| **8.4** | **Study on Enhancement of Network Slicing Phase 2 (FS\_eNS\_Ph2)** | Tao (59) |
| **9** | **Project Planning and Management** *(Please do not submit documents directly to this agenda item.)* |  |
| **9.1** | **New and Revised Work Items, Cover sheets for completed work items** | Puneet (4) |
| **9.2** | **Review of the Work Plan** Any Rel-17 SID/WID status report | Puneet (1) |
| **9.3** | **Planning future meetings**  | (0) |
| **11.1** | **Close of the Phase-1 16:00 UTC on Friday**  |  |

## **2.2 Agenda for SA2#139E (Phase-2)**

|  |  |  |
| --- | --- | --- |
| **AI#** | **Topic** | **E-meeting convener** |
| **1.2** | **Start of Phase-2 00:00 UTC on Monday** |  |
| **4** | **General**  |  |
| **4.2** | **Incoming LSs (new LSs received during phase-1 only)** | Andy |
| **8** | **Rel-17 SID***(Please do not submit documents directly to this agenda item.)* |  |
| **8.5** | **Study on enhanced support of Industrial IoT - TSC/URLLC enhancements (FS\_IIoT)** | Puneet (38) |
| **8.6** | **Study Extended Access Traffic Steering, Switch and Splitting support in the 5G system architecture (FS\_eATSSS)** | Puneet (17) |
| **8.7** | **Study on supporting UAS Connectivity, Identification, and Tracking (FS\_ID\_UAS-SA2)** | Puneet (41) |
| **8.8** | **Study on system enhancement for Proximity based Services in 5GS (FS\_5G\_ProSe)** | Tao (76) |
| **8.9** | **Study on architectural enhancements for 5G multicast-broadcast services (FS\_5MBS)** | Andy (64) |
| **8.10** | **Study on system enablers for multi-USIM devices (FS\_MUSIM)** | Andy (46) |
| **8.11** | **Study on architecture aspects for using satellite access in 5G (FS\_5GSAT\_ARCH)** | Puneet (27) |
| **8.12** | **Study on architecture enhancements for 3GPP support of advanced V2X services - Phase 2 (FS\_eV2XARC\_Ph2)** | Tao (16) |
| **11.2** | **Close of the Phase-2 16:00 UTC on Friday**  |  |

## **2.3 Additional Information**

* 3GU (3GPP Ultimate) will be used for Tdoc # reservations and submission (<https://portal.3gpp.org>).
* Please read introductory material kindly prepared by Maurice at: [S2-150746](http://www.3gpp.org/ftp/tsg_sa/WG2_Arch/TSGS2_108_Los_Cabos/Docs/S2-150746.zip) and by [3GPP](http://www.3gpp.org/FTP/webExtensions/3GU/3GU_instructions_for_delegates/ats-sld-00000.htm).

## **2.4 Adopting a good practice with 3GU**

* Please remember to fill in all relevant fields for each document type when requesting a tdoc number.
* Please take care to select the appropriate agenda item when requesting for a Tdoc number. Please avoid submitting to multiple agenda items.
* Please include all Sources in the Source List field. If this list changes after having requested the tdoc number, please correct them in 3GU before uploading the tdoc.
* If you are requesting a CR, remember to give also the relevant WI Code(s) as well as the Release,
TS / TR number and Category.
* If you are requesting a pCR, please fill in the TS/TR number - as well as the WI Code if it exists.
* If you are requesting a TR or TR Cover sheet, please include the TS / TR number related to it.
* Please do not use types you are not sure about (e.g. draftCR and response are only used by other WGs, we do not use these types in SA WG2; LS In is for MCC use).
* Including all relevant information is a great help for meeting preparation for everyone and, in particular, for your management and support team.

# **E-meeting process:**

1. SA2#139E will be electronic meeting (e-meeting). Participation would be limited to SA2#139E e-meeting registered delegates only.
2. SA2#139E e-meeting will be conducted by e-mail only, i.e. there will be no conference calls (see exception below). All discussions will be public and conducted via the 3GPP\_TSG\_SA\_WG2\_EMEET@LIST.ETSI.ORG mailing list. There is no subscription to this list, people registered to the meeting will be added to the list after the end of the submission deadline - Friday 22 May, 24.00 (UTC). If you intend to participate in SA2#139E then please register for the meeting here - <https://portal.3gpp.org/?tbid=0&SubTB=375#/registration?MtgId=38172>. It is an ad-hoc meeting, so voting rights are not accrued (i.e. the meeting is not considered for the voting/proxy list).
3. Following CC (Chaired by SA2 leadership) may be organized during SA2#139E e-meeting, if needed –

**CC#1**: 01 June 2020 (Monday) 1300 - 1500 UTC (Subjected to change)

**CC#2**: 05 June 2020 (Friday) 1300 - 1500 UTC

**CC#3**: 08 June 2020 (Monday) 1300 - 1500 UTC

**CC#4**: 12 June 2020 (Friday) 1300 - 1500 UTC

* Objective of these conference calls would be to find way forward on any controversial topics. They won't be used to discuss/process documents.
* These CC during e-meeting will have approval power.
* No recording of CC is allowed, similar to 3GPP rules for the F2F meeting.
* For CC#2 and CC#4 there will be flexibility to generate new revisions (e.g. if small change can remove certain objection).
1. Only tdocs requested and submitted via 3GU before the "Tdocs submission" deadline will be considered during the e-meeting. At this deadline 3GU closes and no further tdocs can be requested or submitted.
2. Companies are encouraged to use SA2 DISCUSSION list to provide comments after submission deadline. It is better to provide consolidated comments. Author may take those comments into consideration and provide a revision (addressing those comments) at start of the e-meeting.
3. Tdoc numbers for mirror CRs should be requested and documents submitted by the "Tdocs submission" deadline. Revisions of mirror CRs should not be produced until the CR to the earliest release is Approved. New Tdoc numbers will be allocated to the approved revisions at the Final deadline. 24 hours grace period after Final deadline will be provided to the authors to upload/email final approved documents (along with any mirrors CRs, if applicable).
4. Any comments or revisions prior to the start of e-meeting will not be considered.
5. If the Technical Document (TDoc) is not available by "Docs submission" deadline, it will be marked as WITHDRAWN.
6. If there are no comments/objections on a document for approval by the "Revision by" deadline, it is APPROVED at that time.
7. Revisions may be proposed until the "Revision by" deadline. Comments in the email will not be automatically considered under revisions, so please provide revision document with your changes.
8. If there are no comments/objections on a certain revision by the "Final" deadline, it is APPROVED at the final deadline.
9. Any revision of the document can be approved as long as there are no objections. Having concerns/issues is not implicitly considered as an "objection". Therefore, please phrase any potential objections clearly. Providing a revision is not implicitly considered as an "objection" to the older revision(s). Please explicitly state if you have an "objection" to a specific revision and/or if there is another (older) revision that you can "accept".
10. Please clearly indicate **"[SA2#139E, AI#, S2-20xxxxx] <TDoc Title>"** in the e-mail subject line, when distributing the documents or commenting on the documents for the e-mail approval. Everything between the quotation marks shall be shown as e-mail subject, including the squared brackets. Don't add any other info like the revision number to the e-mail subject.
	* + E-mail without the tag "[SA2#139E, AI#, S2-20xxxxx]" will NOT be considered as part of the email approval.
		+ Please DO NOT make changes to the subject line of ongoing e-mails to avoid breaking an e-mail thread.
		+ Email servers from some companies include new tags in the email subject e.g. "[External]" or other characters. This breaks email thread. Please try to avoid inserting unwanted tags in the email subject.
		+ Please don't forget to indicate Agenda Item number "AI#" according to the Agenda Items in the table below.
11. **Information on Email "Comment for notes START/END" tag for automated Chairman's Note generation**:
	* + Each email SHALL start with START/END tag as shown below

**Tag Format:**

**Comment for notes <<START>>**

YourName (YourCompanyName) <Comment for Chairman's Notes>

**<<END>>**

<comments to the document >

**Example**:

**Comment for notes <<START>>**

Michael (ABC Company) provides r01

**<<END>>**

Please find r01 here <hyperlink to document>. This includes changes XYZ on top of original version.

* + - These are <<START>>/<<END>> tags. Please note "<<" and ">>" are part of tags. Macro searches for these tags. Please DO NOT change anything related to tags. Each email SHALL to have these tags.
		- This text will be automatically captured in the Chairman's Notes. This text should be very brief i.e. limited to 1 or 2 small sentences and SHALL include YourName (YourCompanyName). Please DO NOT put hyperlink to revision document in this part.
		- This text will NOT be captured in the Chairman's Notes. This text should contain your normal comments/question to document. This should include hyperlink to new revision, if provided.
		- Emails without "Comment for notes <<START>>/<<END>>" tags will be discarded.
1. **Information on 3GU upload/FTP server**:
	* + SA2#139E e-meeting folder can be accessed at <https://www.3gpp.org/ftp/tsg_sa/WG2_Arch/TSGS2_139e_Electronic> or ftp://ftp.3gpp.org/tsg\_sa/WG2\_Arch/TSGS2\_139e\_Electronic/.
		+ Delegates will need to **log in** (using EOL account) to add files, anonymous access will allow download only.
		+ Please DO NOT attach documents to you e-mails but upload them to the meetings folder on the 3GPP server (see below for more details on e-meeting folders). If you have problems uploading your documents, please send them to SA2 leadership (not whole SA2 list).
2. **Folders for sharing documents and File naming convention**:
	* + **Inbox** (<https://www.3gpp.org/ftp/tsg_sa/WG2_Arch/TSGS2_139e_Electronic/Inbox>)
			- **Purpose**: To upload final approved documents with new tdoc#. After e-meeting FINAL deadline, all approved revisions will be assigned new tdoc# by the e-meeting conveners.
			- **File Naming Convention**: For Example - **S2-20xxxxx.zip**.
			- **File Format**: Files shall be in ZIP format.
			- **Rules**: Strict file naming convention shall be followed in this folder. Documents not adhering to the file naming convention will be discarded.
		+ **Draft** (<https://www.3gpp.org/ftp/tsg_sa/WG2_Arch/TSGS2_139e_Electronic/Inbox/Drafts>)
			- **Purpose**: To share any draft document prior to start of the e-meeting.
			- **File Naming Convention**: None but using "Draft\_" prefix to a filename is recommended.
			- **File Format**: Any.
			- **Rules**: Please don't upload revisions in this folder during e-meeting. Any revisions shared in draft folder prior to e-meeting shall be provided again in the revisions folder at start of the e-meeting using appropriate file naming convention.
		+ **Revisions** (<https://www.3gpp.org/ftp/tsg_sa/WG2_Arch/TSGS2_139e_Electronic/Inbox/Revisions>)
			- **Purpose**: To share revisions during e-meeting.
			- **File Naming Convention**: Please use "r01", "r02", etc suffix for revision (not "R01", not "rev1", not "r1", not "R1"). For Example - **S2-20xxxxxr01.zip, S2-20xxxxxr02.zip, S2-20xxxxxr03.zip** etc.

Revisions shall start from r01 and should be increment by 1. Please check for latest revision number before uploading your document as there may be clashes.

* + - * **File Format**: Files shall be in ZIP format.
			* **Rules**: Strict file naming convention shall be followed in this folder. Documents not adhering to the file naming convention will be discarded. Revisions will not be accepted before the start of the e-meeting.
		- **Chairmans\_Notes** (<https://www.3gpp.org/ftp/tsg_sa/WG2_Arch/TSGS2_139e_Electronic/Inbox/Chairmans_Notes>)
			* **Purpose**: To share Chairman's Notes.
			* **File Naming Convention**: ChairmansNotes\_<convener\_name>\_<timestamp/status>.doc. For Example – ChairmansNotes\_Puneet\_02-21-0900.doc, ChairmansNotes\_Puneet\_02-27-0900\_FINAL.doc etc.
			* **File Format**: MS Doc.
			* **Rules**: File naming convention shall be followed in this folder. This folder shall only be used by SA2 leadership.
1. **Information on Uploading Approved Documents**:
	* + SA2 leadership will allocate new tdoc numbers to approved documents at (or shortly after) FINAL deadline.
		+ Authors needs to upload/email final approved documents (along with any mirrors CRs, if applicable) in INBOX (<https://www.3gpp.org/ftp/tsg_sa/WG2_Arch/TSGS2_139e_Electronic/Inbox>) by Document Upload Deadline.
		+ If an approved document has no revision (i.e. original document), then it will NOT get a new tdoc number. Please do not upload original document again in INBOX as they are already available in DOC folder.
		+ If an approved document has revision but original document is approved, then it will NOT get a new tdoc number. Please do not upload original document again in INBOX as they are already available in DOC folder.
		+ Revisions will not get new tdoc number. All revisions will be maintained on the 3GPP server.