**Process to update the 3GPP Work Plan v.3**

*(version March 14th 2023, written by Alain Sultan, Work Plan Manager)*

The latest version of the Work Plan is available at: <https://ftp.3gpp.org/Information/WORK_PLAN>

The Work Plan team is composed of Alain Sultan (for SA and global matters), DongWook Kim (for CT matters) and Achraf Khsiba and Joern Krause (for RAN matters), e-mail addresses: [first\_name].[last\_name]@etsi.org

There are 2 main streams of Work Plan updates: "regular pre/post TSG updates" and "handling of corrections"

**A. Regular pre/post TSG updates**

Before TSG: the WP team uses as inputs the WG chairs’ reports to the TSG (for SA and CT) and the Status Reports (for RAN). For CT and SA, the WG-agreed WIDs (as per the TSG tdoc list) are also included (but not the company's proposals). This is the version that is used at TSG for the Work Plan review. Note that the pre-TSG version is a kind of "draft" since it anticipates the TSG decisions.

After TSG: a global clean-up is made to align the Work Plan to the TSG decisions. E.g. the WG-agreed WIDs not approved by CT and SA are removed, and all the new WIDs are added (all in RAN, and company-proposed ones in CT and SA).

For specific updates (IETF updates, etc.), updates shall be sent to Alain Sultan.

**B. Handling of corrections**

With tens of thousands of values, the Work Plan also requires a regular process for error corrections.

For error correction to the Work Plan, please send an e-mail to Alain, copy DongWook, Joern and Achraf:

1. Use as subject: “**[WP\_date] correction request**”, where WP\_date is the filename that you want to correct - it has to be the latest version. E.g.: “Work\_plan\_3gpp\_230110 correction request”
2. **Tell explicitly in the first lines of your e-mail the changes, using whenever possible the UID as a key reference**. Do not hesitate to combine several requests in a same e-mail. E.g. of requests:
	1. For UID 870023, please change the completion date from March 2020 to June 2021
	2. For UID 800001, please change from “Rel-17” to “Rel-16”
	3. For UID 850020, the WID was revised from CT-191234 to CT-200025 and this is not shown, please correct
	4. Missing a line for the WID in SP-201056 agreed at SA#88.
3. (well, actually “2bis)”) Please DO NOT just forward whatever e-mail about previous discussions you had with people in your group. It is confusing and time consuming to have to read sometimes 100s of lines of text to finally guess what you are expecting to be corrected.
4. If your update is (really) important and urgent and requires a new version of the Work Plan to be created (which takes several hours), add “**URGENT**” in your e-mail. E.g. “Work\_plan\_3gpp\_230110 URGENT correction request”. Otherwise, by default, all requests for corrections are stored in a dedicated folder and processed for the next pre-TSG version.
5. Name differently other requests, e.g.: "Work\_plan\_3gpp\_230110 other correction request".
6. If you fear that an earlier request might have been missed, just add "resent", e.g.: “Work\_plan\_3gpp\_230110 correction request resent”. This way, it can be distinguished from new request.