3GPP/PCG Meeting#2
Sophia Antipolis,
6-7 July 1999

3GPP/PCG#2(99)8
1 July 1999
page 1 of 3

Source: **T1**

Title: **Administration of 3GPP Support Team**

Agenda item: **9.3**

Document for:

Decision	**X**
Discussion	
Information	

This contribution was presented during the OP Meeting in Seoul where it was agreed that it should be further considered by the PCG.

3GPP Organizational Partners
Meeting#1,
Seoul, Korea
27-28 May 1999

Source:	**T1 (Chuck Bailey)**
Title:	**Proposal for Administration of the 3GPP Support Team**
Agenda item:	**8.2**

Document for:

Decision	**X**
Discussion	
Information	

Administrative and secretariat support for the 3GPP will be supplied by the 3GPP Support Team. The responsibility for management of the 3GPP Support Team will be vested in the 3GPP Project Coordination Group (PCG). This responsibility will include determining the Support Team's budget, assigning specific responsibilities to the Support Team, and reviewing the performance of the Support Team. It is expected that the PCG will approve an annual Support Team's budget, and will review the responsibilities and performance of the Support Team at least annually.

The responsibility for day-to-day operation of the of the Support Team will be assigned to a Support Team Director.

The PCG will establish a Support Team Committee, composed of four to seven members. At least three members will be PCG representatives from Organizational Partners. The Support Team Director shall be a non-voting member of the Support Team Committee.

The Support Team Committee will have the following responsibilities:

a) When the PCG is not in session, respond to questions and provide guidance (and decisions when necessary) concerning the operation or responsibilities of the Support Team that may arise.

b) Bring to the attention of the PCG in a timely manner, for PCG decision, all significant operational questions or policy issues concerning the Support Team.

c) Prepare periodic status reports (at least semi-annually) to the PCG on the operation of the Support Team. These shall include, but not be limited to, income/expense reports and summaries of the Support Team's activities and accomplishments.

d) Prepare an annual proposal for the Support Team's budget and program of activities, to be brought before PCG for approval.

e) Prepare an annual report to the PCG. This report shall include, but not be limited to, a final budget/income/expense report for the previous year and a summary of the Support Team's responsibilities, activities, and accomplishments for the previous year. In the preparation of this report, the Committee may arrange for a financial audit if it determines that one is advisable.

Proposal by the Committee T1 Delegation – May 27, 1999