

Source: Working Procedures Group Chairman

Title: Proposed Amendments to the 3GPP Working Procedures

Agenda item: 7

Document for:

Decision	X
Discussion	
Information	

Since the last PCG meeting several issues have arisen that may require changes to the Procedures. The items are listed below:

- 1) Synchronize TSG Chair and Vice-Chair regular elections (every two years) with special elections to fill unexpired terms. Agreed by all via e-mail.
- 2) On a change in affiliation of a TSG/WG Chair/Vice-Chair, require a new letter of support and consensus support of the group for the individual to continue. If there is no consensus hold an election. Agreed at the last PCG meeting.
- 3) Clarify who can vote in TSG/WG and especially in new TSG/WGs.
- 4) Specify what shall be in a meeting notice (eg election, approve specification) versus what should be in a meeting notice.
- 5) Remove the requirement for an IM to specify a Principal and Alternate.
- 6) Approving documents by e-mail.
- 7) Posting meeting key results.

The Procedures group has considered these items and proposed changes to the Procedures for 1)-5) are attached. We have initial agreement (there may be editorial changes) from ETSI, T1, TTA, TTC and ARIB. I have not heard from CWTS. We plan to seek agreement for the attached changes at the Beijing PCG meeting.

Item 6) and 7) are intended for discussion at the Beijing PCG meeting and proposed procedure changes have not yet been considered. The attachment does contain some background information on these items.

Procedures changes for communications with the ITU and the enhanced scope of the 3GPP are not considered at this time since they depend on OP decisions to be made at the Beijing meeting.

Article 22: TSG and WG election of Chairman and Vice Chairman

The TSG Chairman and Vice Chairmen, to be proposed to the PCG for appointment, shall be elected by the Technical Specification Group from amongst the Individual Member representatives. Each TSG shall elect a maximum of two Vice Chairmen.

The Working Group Chairman and Vice Chairmen shall be elected by the Working Group from amongst the Individual Member representatives. Each Working Group shall elect a maximum of two Vice Chairmen.

A candidate for TSG or Working Group election shall provide a letter of support from his Organization and nominations may be made up to the point when an election takes place.

The TSG Chairman and Vice-Chairmen shall be appointed by the PCG on the proposal of the TSG.

The Chairman and the Vice-Chairmen shall be appointed for a two year term of office. The Chairman and Vice-Chairmen may be appointed for one further consecutive term. If no other candidates are available, the Chairman or Vice Chairmen may be appointed for a further term.

Regular TSG elections shall be held every two years in the March time frame in odd numbered years.

Should the office of Chairman or Vice-Chairman, of a TSG, become vacant for reasons other than expiration of term of office, a special election shall be conducted to fill the unexpired term. This special election shall be conducted at a regularly scheduled meeting of the TSG, and shall be announced in writing, at least 21 days in advance of the meeting.

When a special election is held to fill the office of Chairman, the announcement shall also indicate that there will be an election to fill the position of Vice-Chairman in the case where the Vice-Chairman may be elected to the office of Chairman. If at the special election the Vice-Chairman is elected to the office of Chairman, that individual, to be proposed to the PCG for appointment, shall become Chairman immediately, the position of Vice-Chairman shall be assumed vacant, and an election shall be held for the office of Vice-Chairman.

A partial term of office does not count towards the two consecutive term limit.

Chairman and Vice Chairmen should not be from the same region, Organizational Partner, or from the same group of companies, unless no other candidate is available.

Successive Chairmen should not be from the same Organizational Partner, the same region or from the same group of companies, unless no other candidate is available

When a new TSG is established, the Organizational Partners shall appoint a convener for the first two TSG meetings. The initial special election for TSG Chairman and Vice Chairmen shall take place at the second TSG meeting. The elected Chairman and Vice Chairman shall serve until the next regular TSG election. A partial term of office does not count towards the two consecutive term limit.

When a new TSG Working Group is established, the TSG shall appoint a Convener for the first two Working Group meetings. The initial election for Working Group Chairman and Vice Chairmen shall take place at the second Working Group meeting.

If a TSG or Working Group Chairman or Vice-Chairman have a change of company affiliation during their term of office, a new letter of support shall be provided. The decision for the Chair or Vice-Chair to continue in office shall be made by consensus of the affected group. If consensus cannot be achieved, an election shall be held for the office.

At the Working Group level the election is for a two year term. At the TSG level the special election is for the unexpired term. A partial term of office does not count towards the two consecutive term limit. If the incumbent is elected, at the TSG or WG level, it is for the unexpired term and that term does count toward the term limit. If the change of affiliation is that of the Chair, he shall select a Vice-Chair to determine consensus and if necessary to manage the election. If there is an election, the Vice-Chair managing the election should not be a candidate.

3) Clarify who can vote in the TSG and WG.

CHANGES TO ARTICLES 26, AND 35 AND DEFINITIONS;

ADD TO DEFINITIONS

A TSG or WG voting member is an Individual Member in good standing who is on the "voting membership list" as defined in Article 35.

Article 26: TSG and WG voting during a meeting

The following procedures apply for voting during a TSG or WG meeting:

- before voting, a clear definition of the issues shall be provided by the Chairman;
- Voting Members shall only be entitled to one vote;
- if an Voting Member has more than one representative present, only one representative may vote;

- each Voting Member may only cast the vote once;
- each Voting Member may carry proxy votes for up to five other Voting Members. All proxy votes shall be accompanied by a letter of authority from the authorising Voting Member. Proxies will not be taken into account when determining the quorum;
- the quorum required for voting during a TSG or WG meeting shall be 30% of the total number of Voting Member companies on the TSG or WG voting membership list;
- the result of the vote shall be recorded in the meeting report, and disseminated to everybody on the TSG or WG active participants list.
-

Article 35: TSG and WG Participant and Membership List

Each TSG and WG shall maintain a list of active participants and voting Individual Members (company or agency). To qualify for either list it is necessary to attend TSG or WG meetings. Participants who are absent from three consecutive meetings of a TSG or WG without justification shall be removed from the active participants list. An Individual Member which is absent from three consecutive meetings of the TSG or WG without justification shall be removed from the voting membership list. In either case, those removed shall be re-instated after attending one meeting. The right to vote is reinstated at the next (second) meeting attended.

When a new TSG or WG is formed an Individual Member is added to the voting membership list at the first meeting that they are represented, and can vote at the second meeting where they are represented. Exceptionally, if inadequate notice (less than 21 days) is given for the first meeting of the new group, an Individual Member may be added to the voting membership list and vote at the groups second meeting (the election meeting) even if they were not represented at the groups first meeting. Only an Individual Member who was represented at the groups first meeting may provide a proxy for the second meeting.

The active participants list shall be used for document distribution. The voting membership list shall be used to establish quorum and for determining those eligible to take part in a vote.

Any group that wants to call an electronic meeting (audio, video, document distribution by posting or e-mail, etc) may do so, although this works best with smaller groups. Therefore, all electronic meetings are allowed and count towards attendance. However, if a meeting is designated as face-to-face, provision of bridge and speakerphone capabilities for those requesting it would be at the discretion of the host. Also, in this case for those only participating by speakerphone they would not be counted toward quorum, attendance or allowed to vote (TSG, WG).

- 4) Specify what shall be in a meeting notice.

CHANGES TO ARTICLE 32

Article 32: TSG and WG meeting agenda

The draft agenda for a TSG or WG meeting shall be disseminated by the responsible Chairman to all on the TSG or WG membership and participant list at least 21 days before a meeting. The draft agenda should indicate subject matters where voting may be required. The draft agenda shall indicate elections to be held (including known candidates), and votes to approve Technical Specifications or Technical Reports.

- 5) Remove Principal and Alternate?

CHANGE TO ARTICLE 35 SHOWN ABOVE

- 6) Approving documents by e-mail.

The TSGs, WGs and SWGs are evidently approving documents by e-mail without uniform rules. There is a methodology document (21.900) that discusses e-mail approval and among other things specify a two week interval, but all the groups don't seem to be following this.

There is a question of consistency with the Procedures. From Article 25 and 36 TSGs, WGs, and SWGs, work by consensus. TSGs and WGs can vote and this can be done at a meeting or by correspondence (eg e-mail). Article 27 describes voting by correspondence and the voting period is 30 days.

If the e-mail decisions are a consensus building tool, then they are consistent with the Procedures. If the e-mail decisions are a vote then they are inconsistent with the Procedures. We obviously must consider the e-mail decisions as a consensus building tool. It is then up to the Chairman to determine if there is a consensus, based upon the e-mail results and other inputs.

We should have consistent rules on this issue, particularly on timing. This issue should be discussed at the Beijing PCG meeting.

- 7) Posting meeting key results.

Because of the large number of 3GPP meetings (TSG, WG, SWG, Ad Hoc) it is difficult for many companies to track results and with limited resources to decide what areas to cover. One action that would help is if within two weeks of ANY meeting, the Chairman posts on the web a brief description of key decisions made at his meeting and expected follow-up. (This is not a detailed meeting report)

Note that currently, under Article 48, the only meeting report required is from the PCG and TSG and there is no specified time limit. Under Article 27, the results of TSG or WG votes by correspondence should be disseminated to the TSG or WG participants list.

This matter should be discussed at the Beijing PCG meeting.

Mel

|