Fort Lauderdale, US
1-4 March 1999

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3GPP   Document   **NP-99081**
Technical Specification Group Core Networks

Meeting #3, Yokohama, 21-23 April 1999

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Title: **Report from PCG meeting #1 Fort Lauderdale 1-4 March '99**

Document for: **Information**

Attention: **Agenda item 4**

Source: PCG Secretary

Title: **Draft** summary minutes, decisions and actions from 1st 3GPP PCG
Meeting, Fort Lauderdale, US, 01-04 March 1999

Agenda item: all

Document for:

Decision	**X**
Discussion	
Information	

1 Opening remarks by hosting Organizational Partner

Dr. Asok Chatterjee opened the 1st PCG meeting and welcomed members on behalf of the sponsoring companies, Bellsouth, Ericsson, Lucent Technologies, Nokia Americas, Omnipoint, Pacific Bell Wireless, Siemens and Nortel Networks. The list of participants is given at **Annex E**.

2 Adoption of the agenda

The agenda was presented, modified and approved as contained in **Annex C.** The timetable was also approved.

3 Introduction of PCG representatives

The PCG representatives introduced themselves in turn. They consisted of three representatives of each Organizational and Market Representation Partner, and the TSG Convenors which had been appointed in December 1998. An Observer was also present from the TIA. The newly appointed Chairman and Vice Chairmen from each TSG were invited at a later stage to join this meeting.

4 Appointment of PCG Chairman and PCG Vice-Chairman

Mr. Karl Heinz Rosenbrock was nominated and appointed by acclamation as Chairman of the PCG for a one year Term of Office. Dr. Asok Chatterjee and Mr. Akio Sasaki were appointed by acclamation as Vice Chairmen.

Decision PCG1/1: Mr. Rosenbrock appointed as Chairman of PCG for a one year Term of Office. Dr Chatterjee and Mr. Sasaki appointed as Vice Chairmen.

5 Review of tasks assigned to PCG (Article 14)

The PCG reviewed the tasks assigned to them under Article 14 of the Working Procedures [3GPP/PCG1(99)4]. It was agreed that the tasks had been adequately covered within this Agenda. It was noted that the task of maintaining the list of external relations with whom the TSGs were authorized to liaise directly was missing from the task list.

Action PCG1/1: Secretary to ensure that the task of maintaining the list of external relations with whom TSGs are authorized to liaise is added to Article 14 of the Working Procedures.

6 Appointment of TSG Chairmen and TSG Vice Chairmen

The list of candidatures for the Chairmanship and Vice Chairmanship of the 3GPP TSGs was reviewed [3GPP/PCG1(99)5]. It was noted from the candidatures received that there was a risk of geographical and company imbalance, and the PCG discussed how best to avoid this. It was agreed that a first round should be held during which the TSG Chairmen should be elected and appointed in turn. A second round should then be held to fill the 1st Vice Chairmen positions and a further round to fill the 2nd Vice Chairmen positions. It was hoped that this method would reduce the risk of any imbalance. It was further agreed that the order in which the decisions should be made would be TSG CN, TSG T, TSG SA and TSG RAN.

The PCG also prepared guidance for the TSGs on the balance which should be sought [3GPP/PCG1(99)13]. The guidance used is given below:

"TSG Chairmen and Vice Chairmen will be elected by their Membership. The proposed candidate shall be appointed unless there are extraordinary reasons that prevent such an appointment, e.g., severe company or geographical imbalance within 3GPP. Chairman and Vice Chairmen should not usually be from the same region, Organizational Partner, or from the same group of companies. Please refer to Articles 14, 22, and 28 of the 3GPP Working Procedures in

this regard.

PCG believes that all declared Candidates for TSG leadership positions are eminently qualified for filling such roles. However, in order to spare PCG from unnecessary intervention in the process and from having concerns about any of the election results, and in addition to the rules outlined in the paragraph above, PCG requests that a couple of common sense principles may be considered by the Individual Members. In principle:

i) Across TSGs, any Individual SDO should not occupy more than 50% of the Chairmanships;

ii) PCG believes that the leadership positions should be spread amongst the Individual Members. Any Individual Member should ideally not hold more than one Chairmanship or one Vice Chairmanship."

In interpreting the text above, it was agreed that the term "region" refers to Asia, Europe, and the US.

Decision PCG1/2: Guidance agreed by PCG for use within the TSGs during the election of their Chairmen and Vice Chairmen [3GPP/PCG1(99)13]. 3GPP regions were interpreted as Asia, Europe and the US.

6.1 TSG RAN

The following candidates were elected by TSG RAN and were appointed by the PCG for a two year Term of Office..

Chairman   Yukitsuna FURUYA, (NEC, ARIB)
Vice-Chairman   Francois COURAU, (ALCATEL, ETSI)
Vice-Chairman   Donald ZELMER, (BELL SOUTH, T1)

Decision PCG1/3: Yukitsuna FURUYA, (NEC, ARIB) appointed as TSG RAN Chairman.
Francois COURAU, (ALCATEL, ETSI) appointed as TSG RAN Vice-Chairman
Donald ZELMER, (BELL SOUTH, T1) appointed as TSG RAN Vice-Chairman

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6.2 TSG CN

The following candidates were elected by TSG CN and were appointed by the PCG for a two year Term of Office.

Chairman   Harald DETTNER, (SIEMENS, ETSI)
Vice-Chairman   Masami YABUSAKI, (NTT DoCoMo, TTC)
Vice-Chairman   Stephen HAYES, (ERICSSON, T1)

Decision PCG1/4: Harald DETTNER, (SIEMENS, ETSI) appointed as TSG CN Chairman.
Masami YABUSAKI, (NTT DoCoMo, TTC) appointed as TSG CN Vice-Chairman
Stephen HAYES, (ERICSSON, T1) appointed as TSG CN Vice-Chairman

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6.3 TSG SA

The following candidates were elected by TSG SA and were appointed by the PCG for a two year Term of Office.

Chairman   Niels ANDERSEN, (MOTOROLA, ETSI)
Vice-Chairman   Gary JONES, (OMNIPOINT, T1)
Vice-Chairman   Armin TOEPFER, (MANNESMANN, ETSI)

Decision PCG1/5: Niels ANDERSEN, (MOTOROLA, ETSI) appointed as TSG SA Chairman.

Gary JONES, (OMNIPOINT, T1) appointed as TSG SA Vice-Chairman Armin TOEPFER, (MANNESMANN, ETSI) appointed as TSG SA Vice-Chairman

6.4 TSG T

The following candidates were elected by TSG T and were appointed by the PCG for a two year Term of Office.

Chairman   Sang-Keun PARK, (SAMSUNG, TTA)
Vice-Chairman   Ed EHRLICH, (NOKIA, T1)
Vice-Chairman   Kevin HOLLEY, (BT, ETSI)

Decision PCG1/6: Sang-Keun PARK, (SAMSUNG, ETSI) appointed as TSG T Chairman. Ed EHRLICH, (NOKIA, T1) appointed as TSG T Vice-Chairman Kevin HOLLEY, (BT, ETSI) appointed as TSG T Vice-Chairman

The PCG recorded a vote of thanks to those Individual Members which had nominated eminently suitable candidates but had withdrawn them in order to maintain a geographical and company balance within 3GPP.

7 Co-ordination and management of 3GPP work (including work item approval)

Mr. Doig (3GPP Support Team) presented proposed working methods to be used within 3GPP which had been prepared by the Working Methods Group within SMG (WOME) [3GPP/PCG1(99)09]. These proposed working methods included details of specification and version numbering schemes and the method by which change control could be implemented. PCG adopted these working methods for use within 3GPP.

Decision PCG1/7: Working methods adopted for use within 3GPP [3GPP/PCG1(99)09].

It was agreed that the further maintenance of the working methods document should be entrusted to the 3GPP Support Team, although any changed versions should be presented to the PCG for final approval.

Decision PCG1/8: 3GPP working methods to be maintained by the 3GPP Support Team with modifications being finally approved by the PCG [3GPP/PCG1(99)09].

Mr. Doig (Support Team) also proposed a numbering scheme to be used for the specifications produced within 3GPP [3GPP/PCG1(99)07]. It was noted that the scheme proposed included the description of a UMTS series of specifications whereas the output of 3GPP should ideally be a 3GPP specification series. The brand name to be adopted within each region was a matter for that region. PCG adopted the proposed numbering scheme as a good starting point agreeing that further maintenance should be performed by the 3GPP Support Team with revised schemes being ultimately approved by PCG.

Decision PCG1/9: Specification numbering scheme adopted for use within 3GPP with further maintenance entrusted to the 3GPP Support Team [3GPP/PCG1(99)09].

7.1 Role and tasks of PCG

Consideration was given to the role of the PCG in terms of maintaining the 3GPP Working Procedures. It was noted that the formal role rested with the Organizational Partners but it was felt that this task could be delegated to the PCG, with mature revisions being proposed to the Organizational Partners for final approval. The PCG agreed to establish an ad hoc group to undertake the maintenance of the 3GPP Working Procedures under the leadership of Mr. Woinsky. He would be assisted by Mr. Scrase and Mr. Yoshimura together with other interested PCG representatives.

Decision PCG1/10:	PCG ad hoc group created for the maintenance of 3GPP Working Procedures under the leadership of Mr. Woinsky.

It had already been noted that one task incumbent on the PCG was to maintain a list of those external organizations with whom each TSG is authorized to liaise directly. TSG Chairman were requested to bring to the attention of the PCG details of those organizations with whom their TSG wishes to liaise.

Action PCG1/2:	TSG Chairmen to bring to the attention of PCG details of those organizations with which their TSG wishes to liaise directly.

The PCG recognized that TSGs may wish to discuss the scope and structure of 3GPP as well as the voting principles currently being deployed. However, it was stressed that these matters lie outside of the remit of the PCG and that any resulting proposals should be referred to the Organizational Partners in the first instance.

7.2   Role and tasks of TSG SA

Mr Harrison presented proposed methods to be used by TSG SA for performing the co-ordination of work within 3GPP [3GPP/PCG1(99)06]. The proposed methods had not yet been discussed within TSG SA but prior discussion within PCG was agreed as useful. The PCG discussed the balance required between the role to be performed by TSG SA and that to be performed by the PCG. The benefits of delegating more of the co-ordination role to TSG SA was considered but this had to be balanced with the risk of overloading TSG SA. At a later stage of the meeting a revised proposal was received from TSG SA [3GPP/PCG1(99)16]. This revised proposal was further revised and the final version, which will be used as a the basis for the technical co-ordination role in TSG SA, was approved [3GPP/PCG1(99)16rev 1]. It was agreed that the final version should be sent to all TSG exploder lists. A key principle within the agreed co-ordination method was that TSG SA would not meet at the same time as other TSGs when it is performing the co-ordination role. This precaution would ensure that all Individual Members are able to contribute to this task

Action PCG1/3:	TSG Chairmen to ensure that the technical co-ordination methods to be employed by TSG SA are distributed to all TSG exploder lists.

The PCG noted the proposal that 3GPP workshops could be used as an informal way of co-ordinating the work within 3GPP and could serve as a useful way of keeping Individual Members informed of work progress and developments. This should be seen as separate and distinct from the ad hoc meeting of the full membership referred to in Article 14 of the Working Procedures which was envisaged more for the resolution of major problems rather than for providing routine information to the membership.

7.3   Role of the 3GPP Support Team

The role to be performed by the Support Team is contained within the agreed co-ordination process prepared by TSG SA [3GPP/PCG1(99)16rev 1] (see also section 8 of this report).

7.4   Role of MRPs in 3GPP

The role to be performed by the Market Representation Partners with 3GPP was discussed and reference made to Article 7 of the Working Procedures. The representatives from the UMTS Forum and GS Association offered their commitment to support the 3GPP activities and agreed to provide detailed input to the TSG meetings. It was noted that the works already published by the UMTS Forum would be of interest to the TSGs and that copies should be made available to them. These works covered subjects such as the UMTS vision, market assessment, economic analysis, supporting technical progress, supporting regulation progress, and spectrum requirements [see http://www.umtsforum.org for more information].

The Chairman reported on the progress made with the GSM Association and the prospect of them becoming a Market Representation Partner in 3GPP. The importance of them becoming as an MRP within 3GPP was agreed by the PCG.

8 Management of the 3GPP Support Team

The Chairman explained that a support team already existed within ETSI for the support of SMG which had been in operation for many years. It was proposed that this team should be expanded to support the work within 3GPP, ETSI SMG and ETSI EP UMTS. A total of approximately 20 persons are currently employed within the team.

8.1 Support requirement from TSG Chairmen

8.1.1 TSG SA

TSG SA had already indicted that they required resources to assist in performing the technical co-ordination work and for performing the role of Secretary for the TSG. In addition, the five working groups established required support which should ideally be given by the same person who supports the related SMG working group to maximize efficiency. The resources requested for the working groups during 1999 are as follows:

TSG SA WG1   1 man year for WG1 and SMG1
TSG SA WG2   1 man year for WG2 and SMG12
TSG SA WG3   1/2 a man year for WG3 and SMG10
TSG SA WG4   1 man year for WG4 and SMG11
TSG SA WG5   1/3 of a man year for WG5

8.1.2 TSG CN

TSG CN had also considered their support requirements for 1999 [3GPP/PCG1(99)21]. Their requirements were recorded as follows:

TSG CN   1 man year for TSG CN and SMG3 (ideally the same person)
TSG CN WG1   1 man year for WG1 and WPA
TSG CN WG2   1 man year for WG2 and SWGA/WPC & WPC subgroup A
TSG-CN WG2 SWGB/ WPC subgroup B   1 man year
TSG-CN WG3/ WPD   1 man year

8.1.3 TSG T

TSG T had identified their support requirements for their Working Groups as follows, in addition to the support required for the TSG [3GPP/PCG1(99)20].

TSG T WG1   1 man year for WG1 and SMG7
TSG T WG2   1 man year for WG2 and SMG4
TSG T WG2   1 man year for WG3 and SMG9

8.1.4 RAN

The support requirements had not been discussed in TSG RAN during this meeting but it was expected that each working group would require an element of support. Mr. Andersen stressed that SMG2 had been supported by voluntary resources for some time but that the ambitious time frame for this new phase of work in 3GPP meant that more permanent support was essential. It was expected that the work load within TSG RAN would rise sharply throughout the year.

Subsequent to this meeting the support requirements for TSG RAN for 1999 were identified as follows:

TSG RAN   1/2 man year
TSG RAN WG1   1/2 man year for meeting support, 1/3 man year for Specification updating.
TSG RAN WG21/2 Year Man for meeting support and 1/3 for Specrication updating.
TSG RAN WG3   1/2 Year Man for meeting support and 1/3 for Specification updating.
TSG RAN WG4   1/2 Year Man for meeting support and 1/3 for Specification updating.

8.1.5   Summary

The Chairman concluded that considerable resource requirements had been identified by the TSGs but details of the work to be performed were still missing. It was recognized that more detail was required on the type of experts required to perform these support functions such that experts with appropriate profiles could be recruited. TSG Chairmen were asked to specify more precisely the support they require.

Action PCG1/4:	TSG Chairmen to provide details of their support requirements and the profile of the experts required to provide such support.

8.2   Identification of available support resources

The Chairman reported that ETSI had made available considerable resource for the support of 3GPP activities during 1999. However, PCG should consider whether the "permanent nucleus" approach should be pursued or whether the direct use of voluntary resources within each TSG should be encouraged. It was noted that these two options represented the two extremes and that a good combination of both types of resource should be found.

Mr. Sasaki reported that ARIB was prepared to provide one expert to join the support team. Similar proposals were also received from TTC, TTA and T1 although it was recognized that a clearer description of the financial requirements was needed before firm commitments could be secured.

The Chairman requested the Partners to consider by 11 March what resources they could make available for the support team which the Secretary would summarize and communicate to PCG via the email exploder.

Action PCG1/5:	Partners to inform the PCG Secretary by 11 March of the resources that they could provide for the 3GPP support team details.

8.3   Formation of 3GPP support team and practical arrangements

This matter was not discussed during this meeting.

9   Reports from TSG Chairmen and matters arising

A contribution had been submitted to all TSGs which proposed the adoption of a deadline for submitting documents for decision to TSGs [3GPP/PCG1(99)10]. It was agreed to refer this proposal to the ad hoc group which had been created for the maintenance of the Working Procedures.

Action PCG1/6:	Working Procedures ad hoc group to consider document 3GPP/PCG1(99)10 concerning the deadline for contributions to TSG meetings.

9.1   TSG RAN

Mr. Sasaki gave a verbal report on the work of TSG RAN (the full report can be found in TSGR#2(99)174.) An ambitious time schedule had been set for the RAN work which had resulted in a demanding meeting schedule. This was seen as necessary to meet the December deadline. A proposal had been made for the method to be used to ensure a proper information flow between 3GPP and ITU-R TG8/1 [3GPP/PCG1(99)22]. The proposal was debated during this PCG meeting but it was not possible to agree text with the limited time available [3GPP/PCG1(99)22r1]. It was agreed to further discuss the proposal off line.

A liaison statement had also been received from the Chairmen of ITU-T SGs 4, 7 and 11 concerning the collaboration between the ITU and 3GPP and this statement had been debated within TSG RAN and other TSGs [3GPP/PCG1(99)14]. The elements of a response were agreed which the Secretary was requested to forward to the ITU.

Action PCG1/7:	Secretary to prepare a response to the liaison statement received from the ITU-T concerning collaboration with 3GPP.

A contribution had been received from RAN WG4 concerning the IPR text to be used on 3GPP specifications [3GPP/PCG1(99)8]. It was noted that each Organizational Partner should provide a list of IPR declarations that they receive which are relevant to 3GPP work and that the PCG should keep a register of these declarations (see Article 55 of the Working Procedures). The Secretary was requested to reply to the liaison statement.

Action PCG1/8:	Secretary to reply to the liaison statement received from RAN WG4 [3GPP/PCG1(99)8].

The PCG noted the status report from SMG2 and in particular the section concerning harmonization and convergence of CDMA based RTTs [3GPP/PCG1(99)15].

9.2   TSG CN

Mr. Hayes gave a verbal presentation of the results achieved with TSG CN (the full report is available as NP-99070). The Release 99 work items had been accepted by TSG CN having been transferred from SMG including the responsibility for the maintenance of previous versions. The matter of external relations had been raised by TSG CN and in particular the need for them to liaise directly with the WAP Forum. It was noted that PCG should maintain a list of bodies with which each TSG is authorized to liaise and PCG agreed to include the WAP Forum as the first entry.

Decision PCG1/11:	TSG CN authorized to liaise directly with the WAP Forum.

Action PCG1/9:	Secretary to create a PCG list of bodies with which TSGs are authorized to liaise.

9.3   TSG SA

A brief verbal report of the activities of TSG SA was given by Mr. Harrison (the full meeting report can be found as TSGSA_02repV005A). A discussion had taken place on the voting process used within 3GPP and some views expressed that a weighted voting scheme would be more appropriate. It was noted that this matter would be discussed by the Organizational Partners in May. The TSG SA meeting had been expanded at one point to include participants from other TSGs for the purposes of performing the technical co-ordination role.

11 specifications for service requirements had been adopted and placed under change control and a number of work items had been accepted for transfer from SMG. The Adaptive Multi-rate Codec had been agreed as a mandatory feature for the 3rd Generation.

A discussion had take place on the name which should be used for this 3rd generation system. It was noted that each Partner could adopt a separate name to be used in each region, or the name "3GPP" could be adopted, but consideration was also given to finding a common agreed product name. TSG SA would continue to debate the name and would bring any proposals to the PCG for further consideration.

TSG SA had also discussed the proposal to study service interworking with ANSI-41 core networks to enable services to be transported across the two core networks. It was noted that this would require close co-operation with 3GPP2 and that such an activity, while important, could be considered as being outside of the agreed 3GPP scope. Moreover, it was recognized that activities alongs these lines were already taking place within the different regions. It was agreed that the matter should be further discussed via the PCG exploder on the basis of a proposed work item. The matter could be further discussed during the meeting of the Organizational Partners to take place in May if required.

9.4 TSG T

Dr. Park gave a brief verbal summary of the events that had taken place within the TSG T meeting (the full meeting report is available as TSGT#2(99)060). Notable results included the agreement that a hardware removable SIM had been adopted as a mandatory requirement and the approval of new work items to cover terminal testing for both the FDD and TDD modes. The Terms of Reference for TSG T had been revised and these would be passed to the Organizational Partners for approval [3GPP/PCG1(99)19].

Action PCG1/10: Secretary to submit proposed revised terms of reference for TSG-T to the Organizational Partners for approval [3GPP/PCG1(99)19].

9.5 Summary

The PCG discussed the nature of the reports that had been received from the TSGs noting that there had been little time for preparing written reports. For the future, the TSGs were requested to submit written reports to the PCG which focussed only on critical issues and those areas where a decision was requested. The Secretary agreed to produce a template to be used for TSG reporting to PCG.

Action PCG1/11: Secretary to prepare a template for TSG reporting to PCG.

10 Public relations and promotions material

10.1 Logo for 3GPP

The Chairman reported that work was ongoing for the preparation of a 3GPP logo and that the PCG would be informed by email of the progress made.

10.2 Promotional material and newsletter

The Chairman reported that consideration was being given to the use of promotional material for 3GPP which would be discussed further at the next meeting.

10.3 Consideration of press release

A draft press release had been prepared outside of the meeting and this draft was further refined taking into account the reports received from each TSG [3GPP/PCG1(99)17]. The Secretary was requested to compile a final press release taking into account any additional inputs received by email.

Action PCG1/12: Secretary to compile a press release to cover the events of this meeting taking into account any last minute contributions received from PCG members.

11 Future meeting schedule

The future meeting schedule of PCG was agreed as follows:

PCG#2   6-7 July 1999, Sophia Antioplis, France

PCG#3   20-21 December 1999, Sophia Antipolis, France

12 Any other Business

Mr Lathia had made available to this meeting a report which had been prepared by the UMTS IPR Working Group which discussed methods for ensuring the availability of patents [3GPP/PCG1(99)11]. TSG Chairmen were encouraged to make this report available within their TSGs.

PCG discussed the access to the 3GPP web site and whether this should remain open as at present or whether the access should be restricted. It was agreed that access to the website should remain open but that the email exploders should be restricted to 3GPP Individual members only.

Decision PCG1/12:	Access to the 3GPP web site to remain open. Access to the 3GPP email exploders to be restricted to 3GPP Individual Members only.

It was noted that the 3GPP web site had already been mirrored in Asia to improve access times and that further mirroring of the site should be considered.

13   Closure of meeting

The Chairman thanked the hosts for their hospitality, the participants, Convenors, newly elected Chairmen and Vice-Chairmen, support team and translators. There being no further business the meeting was closed.

Annex A   List of decisions

N°.	DECISION
D-PCG1/1	Mr. Rosenbrock appointed as Chairman of PCG for a one year Term of Office. Dr Chatterjee and Mr. Sasaki appointed as Vice Chairmen.
D-PCG1/2	Guidance agreed by PCG for use within the TSGs during the election of their Chairmen and Vice Chairmen [3GPP/PCG1(99)13]. 3GPP regions were interpreted as Asia, Europe and the US.
D-PCG1/3	Yukitsuna FURUYA, (NEC, ARIB) appointed as TSG RAN Chairman. Francois COURAU, (ALCATEL, ETSI) appointed as TSG RAN Vice-Chairman. Donald ZELMER, (BELL SOUTH, T1) appointed as TSG RAN Vice-Chairman
D-PCG1/4	Harald DETTNER, (SIEMENS, ETSI) appointed as TSG CN Chairman. Masami YABUSAKI, (NTT DoCoMo, TTC) appointed as TSG CN Vice-Chairman. Stephen HAYES, (ERICSSON, T1) appointed as TSG CN Vice-Chairman
D-PCG1/5	Niels ANDERSEN, (MOTOROLA, ETSI) appointed as TSG SA Chairman. Gary JONES, (OMNIPOINT, T1) appointed as TSG SA Vice-Chairman. Armin TOEPFER, (MANNESMANN, ETSI) appointed as TSG SA Vice-Chairman
D-PCG1/6	Sang-Keun PARK, (SAMSUNG, ETSI) appointed as TSG T Chairman. Ed EHRLICH, (NOKIA, T1) appointed as TSG T Vice-Chairman. Kevin HOLLEY, (BT, ETSI) appointed as TSG T Vice-Chairman.
D-PCG1/7	Working methods adopted for use within 3GPP [3GPP/PCG1(99)09].
D-PCG1/8	3GPP working methods to be maintained by the 3GPP Support Team with modifications being finally approved by the PCG [3GPP/PCG1(99)09].
D-PCG1/9	Specification numbering scheme adopted for use within 3GPP with further maintenance entrusted to the 3GPP Support Team [3GPP/PCG1(99)09].
D-PCG1/10	PCG ad hoc group created for the maintenance of 3GPP Working Procedures under the leadership of Mr. Woinsky.
D-PCG1/11	TSG CN authorized to liaise directly with the WAP Forum.
D-PCG1/12	Access to the 3GPP web site to remain open. Access to the 3GPP email exploders to be restricted to 3GPP Individual Members only.

Annex B   List of Actions

N°.	RESPONSIBLE	ACTION
A-PCG1/1	Secretary	To ensure that the task of maintaining the list of external relations with whom TSGs are authorized to liaise is added to Article 14 of the Working Procedures.
A-PCG1/2	TSG Chairmen	To bring to the attention of PCG details of those organizations with which their TSG wishes to liaise directly.
A-PCG1/3	TSG Chairmen	To ensure that the technical co-ordination methods to be employed by TSG SA are distributed to all TSG exploder lists.
A-PCG1/4	TSG Chairmen	To provide details of their support requirements and the profile of the experts required to provide such support.
A-PCG1/5	Partners	To inform the PCG Secretary by 11 March of the resources that they could provide for the 3GPP support team details.
A-PCG1/6	Mr Woinsky	Working Procedures ad hoc group to consider document 3GPP/PCG1(99)10 concerning the deadline for contributions to TSG meetings.
A-PCG1/7	Secretary	To prepare a response to the liaison statement received from the ITU-T concerning collaboration with 3GPP.
A-PCG1/8	Secretary	To reply to the liaison statement received from RAN WG4 [3GPP/PCG1(99)8].
A-PCG1/9	Secretary	To create a PCG list of bodies with which TSGs are authorized to liaise.
A-PCG1/10	Secretary	To submit proposed revised terms of reference for TSG-T to the Organizational Partners for approval [3GPP/PCG1(99)19].
A-PCG1/11	Secretary	To prepare a template for TSG reporting to PCG.
A-PCG1/12	Secretary	To compile a press release to cover the events of this meeting taking into account any last minute contributions received from PCG members.

Annex C   Adopted agenda

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Annex D   List of documents

Document n°	Title	Source	Agenda Item
1 rev.1	Draft agenda	ETSI	2
2	List of Participants	Secretary	all
3	List of documents	Secretary	2
4	Tasks assigned to PCG	Secretary	5
5	Candidatures received for 3GPP positions	Secretary	6
6	Proposals for managing the TSG Project Co-ordination Role	Fred Harrison, TSG-S Convenor	7
7	Structure of the of UMTS specification series	ETSI SMG	7
8	Liaison statement on IPR statement in 3GPP specifications	TSG RAN WG4	9.1
9	Proposed Working Methods for 3GPP Technical Specification Groups	SMG Group on Working Methods (WOME)	7
10	Deadline for submitting contributions for decisions in meetings	AT&T (T1)	9
11	Third Generation Mobile Communications: The way forward for IPR	ETSI	12
12	Project Team Support for WG's of 3GPP TSG's	TSG SA WG2 Architecture Aspect	8.1
13	Appointment of TSG Leadership at Fort Lauderdale	PCG	6
14	Liaison statement to PCG	Chairmen of ITU-T Study Groups 11, 4 and 7	9.1
15	Status report of UMTS activities within SMG2	ETSI SMG2	9.1
16r1	Proposals for managing the TSG Project Co-ordination Role	TSG SA	7
17	Draft press release	PCG	10.3
18	LS regarding the technical co-ordination between the 3GPP TSGs	TSG-T	9.4
19	Proposal for revised ToT for TSG-Terminals	TSG-T	9.4
20	Project Team Support for WGs of 3GPP TSGs	TSG-T	8.1
21	Proposed Project Team Support Requirements	TSG-CN Convenor	8.1
22 rev.1	Proposal for possible liaison procedure with ITU-T	TSG RAN ITU Ad Hoc Contact Person	9.2

Annex E   List of Participants

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Bernd **EYLERT**	**UMTS Forum**
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