

Source: CN Chair
Title: Proposed Guidelines for e-decisions
Agenda item: e-decision info session
Document for: DISCUSSION

Here are the guidelines that have evolved from the e-mail discussions on CN e-decisions (note these discussions concern e-decisions at the TSG-CN level, not WG or SWG). This is what I was planning to talk about on the Thursday session. If we are going to use e-decisions at the plenary level, I think it is important that we have consistent procedures across the TSGs.

Within CN, there has been general support of the concept, but some concern in the area of approving CRs and specifications by e-decisions, especially when doing so would lead to intermediate versions of specification.

The following are guidelines, not rules. I think it is important to allow latitude to the leadership to handle special cases.

1. **TSG-CN E-decisions are real decisions, not recommendations to be ratified by the plenary.**
2. All e-decisions are moderated (in the TSG-CN case, it is Ian Park who will moderate). The moderator has the following responsibilities:
 - Announcing an item to be decided by e-mail and defining the parameters of the discussion
 - Announcing the discussions deadlines
 - Guiding the e-mail discussions and summarizing the status of the discussions when necessary
 - Sending a reminder of the discussion approximately 3 days before the deadline
 - Determining if consensus has been achieved
 - Summarizing the consensus and actions to be taken
 - Producing a summary report of e-decisions for the physical plenary
3. E-decisions where consensus cannot be reached are deferred to the physical plenary. Since consensus is harder to judge for e-decisions, the moderator should err on the side of declaring lack of consensus in cases of controversy.
4. e-decisions can in principal be taken for any decision made by the plenary except those requiring voting. However use of e-decisions for approving CRs and specifications is discouraged when this would lead to intermediate specification versions is discouraged. In general, the use of e-decisions should be based on common sense. Complex and controversial issues are not good candidates for e-decisions.
5. To ensure that delegates are aware of and can follow the e-decisions the following steps are proposed:
 - All TSG-CN e-decision discussions occur on the plenary exploder
 - The mails are archived (http://list.etsi.fr/archives/3gpp_tsg_cn.html)
 - The subject should start with "e-decision:" to allow members to quickly identify relevant mail
 - Delegates should make use of the reply feature to ensure that discussion threads on a topic can be easily followed.
 - A 2 week minimum discussion period for the decisions (can be shortened in exceptional circumstances)
 - A reminder approx 3 days before the deadline
 - A possible moratorium on e-decisions during the peak summer and Christmas holidays (to be decided in advance in plenary)