

Source: MCC (Adrian Scrase)
Title: Report of Support Team activities
Document for: Decision
Agenda Item: 9

1 Introduction

This report covers the period between TSG#7 and TSG#8. During this period a number of organizational changes have been made which are detailed below. The report also includes two actions which TSG SA are requested to discharge.

2 The Support Team

2.1 MCC Departures

Two Assistants have departed from MCC since TSG#7. **Carole Rodriguez** has taken another opportunity within the ETSI Secretariat and **Laurence Ferrand** has left ETSI and will relocate to another region of France to follow her partner. They are both well known to the 3GPP community since they have supported many of the TSG meetings. We wish them well for the future.

2.2 MCC Arrivals

2 new Assistants have joined MCC as follows:

Karen Hughes has worked in ETSI for a number of years having been located in the Standards Making Support Department. She has now transferred to MCC to fill the vacancy made by Laurence Ferrand and brings with her considerable experience in the creation and maintenance of web pages.

Susanna Kooistra has worked in ETSI for 9 years and was also located in the Standards Making Support Department. She has also worked in the former Departments responsible for the drafting and approval of ETSI deliverables. With her broad experience she too will be a real asset for MCC.

2.3 MCC Vacancies

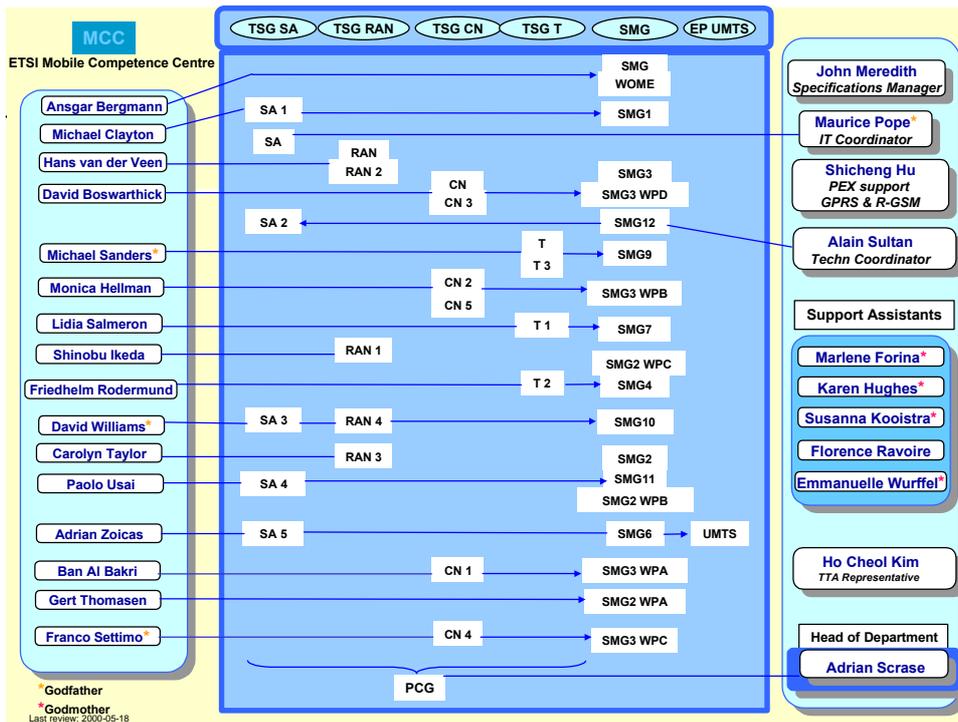
David Williams has announced his departure from MCC which will take place at the end of July. This leaves a vacancy in the RAN area which needs to be filled quickly. This vacancy has been announced some weeks ago and a Call for Candidates is posted on the 3GPP web site with a closing date set for the end of June.

Franco Settimo has very recently announced that he will depart from MCC. This will create a vacancy in the CN area and a Call for Experts will be issued in the next few days. Individual members are earnestly requested to look within their own organizations to identify suitable candidates to fill this position.

2.4 Organization of MCC

Putting aside the two resignations recently received, MCC is currently fully staffed. All TSGs and their WGs are receiving dedicated support and there are no demands outstanding.

The figure given below shows the allocation of resources to each entity with 3GPP. This chart is regularly maintained and the latest version may always be obtained from the 3GPP website. Individual members may also wish to visit the MCC Gallery on the web site where photographs and profiles can be found for each team member. The chart has not yet been updated to take account of the creation of TC MSG and "newSMG". This will be done in next few days.



2.5 New entities

It is expected that a new TSG, "TSG GERAN", will be created by the Organizational Partners in July. This new TSG will of course be supported by MCC.

A new entity currently called "newSMG9" has been created to undertake work on the generic IC Card platform and this too will be supported by MCC.

A further entity called "TC MSG" has been created following the closure of TC SMG to look after European Regulatory requirements. This new group will be supported by MCC.

The additional tasks described above will result in some changes within MCC which will be visible through the organizational chart in the coming weeks.

3 3GPP Specific Tasks

3.1 MCC Task 160

The scope of the MCC task 160 is to develop conformance ATs for UE based on TS 34.123-1 for R99. The ATs will cover the requirements of idle mode and a minimum set of services including voice and emergency call, fax, CS data and SMS. The expected delivery includes a document 34.123-3 and ATs in both MP and GR forms.

The calls for experts for the task 160 was sent out on 11 Feb. 2000 with a cut-off date for applications set as 30 March 2000.

By the cut off date, 11 applications had been received from which 6 were selected. The spread of applicants is given in the following table.

3GPP OP	Number of candidates received from OP for task 160	Number of specialists selected for task 160
ARIB	1	1
CWTS	1	1
ETSI	5	3

T1	2	1
Non 3G partners	2	0
Total	11	6

The following experts were selected:

Specialist Name	Company	3G Partners	Work packages	Allocated man months
Roy Fu	Motorola	T1	RRC/ Cell selection, measurement report, L2/ BMC	4.5
Erich Weber	R&S	ETSI	L3/ MM, SMS (NAS)	4
Thomas Wacker	SIGOS	ETSI	RRC /Elementary	4
Virginie Bardaux	FScom	ETSI	L3 / CC, CC interworking, Struc. Proc. (NAS)	4
Jeremy Gold	Anritsu	ARIB	L2 / MAC, RLC	4.5
Neng Wang	ECNU	CWTS	RRC/ RB, HO, lower tester control	4.5

The formalities concerning residence and work permits have now been completed and the task has now commenced.

It should be noted that in the case of all MCC Specific Tasks the primary criteria for the selection of experts is their ability to perform the work. However, care is also taken to ensure balance between the representation of the Organizational Partners.

3.2 MCC Task 161

The scope of the MCC task 161 is to develop the UE test description for the packet-switched services in 34.123-1 for R99.

The calls for experts for the task 161 was sent out on 11 Feb. 2000 with a cut-off date for applications set as 30 March 2000.

By the cut off date, 7 applications had been received from which 4 were selected. The spread of applicants is given in the following table.

3GPP OP	Number of candidates received from OP for task 161	Number of specialists selected for task 161
CWTS	1	1
ETSI	3	2
T1	1	1
Non 3G partners	2	0
Total	7	4

The following experts were selected:

Name of specialist	Company	3G Partners	Work packages	Allocated man months
Roy Fu	Motorola	T1	L2 /RLC	2.2
Joerg Stolle	Cetecom	ETSI	L3/ PDCP, L2/BMC	2.3
Thomas Wacker	SIGOS	ETSI	L3 /RRC	2.3
Neng Wang	ECNU	CWTS	L3 /HO, CC interworking	2.2

The formalities concerning residence and work permits have now been completed and the task has now commenced.

3.3 MCC Task 162

The purpose of task 162 is to develop the interface tests for terminal / USIM and the conformance tests for the USIM.

The calls for experts for the task 162 was sent out on 11 Feb. 2000 with a cut-off date for applications set as 30 March 2000.

By the cut off date, 7 applications had been received from which 4 were selected. The spread of applicants is given in the following table.

3GPP OP	Number of candidates received from OP for task 162	Number of specialists selected for task 162
ARIB	1	1
CWTS	1	0
ETSI	5	5
Total	7	6

The following experts were selected:

Name of specialist	Company	3G Partners	Work packages	Allocated man months
Jean-Francois Pistaux & Ramin Afchar	Cetecom	ETSI	USIM terminal test	4
Torsten Maeser	ORGA Kartensysteme	ETSI	USIM terminal test	2
Taichi Kaneko	Dai Nippon Printing	ARIB	USIM conformance test	2
Sunny Kusnadi	Gieseke & Devrient Asia	ETSI	USIM conformance test	2
Simon Knight	Aspects Software	ETSI	USIM conformance test	2

The formalities concerning residence and work permits have now been completed and the task has now commenced.

3.4 AMR Codec Characterization for 3G

Funding has been made available for verifying the performance of the AMR codec for the 3GPP system. This task has not yet started but it is expected to be completed by the year end.

4 Workload

The MCC workload remains high and shows an increasing trend. The number of contributions submitted to meetings is rising together with the number of Change Requests (CRs). This does place stress on the MCC staff, who continue to provide service to the best of their ability, but during peak load times this can be difficult.

Since the beginning of 2000 until the start of SMG#32/TSG#8, MCC has handled the following:

537	GSM CRs implemented from SMG
1173	3G CRs implemented from 3GPP
1287	active 2G specifications
325	active 3G specifications

Since the beginning of the year MCC has also supported:

116	3GPP meetings
33	SMG meetings

This has led to:

134	European travels
37	Intercontinental travels

TSG SA has already agreed that meetings of 3GPP WGs should not be held the week before and the week after TSG meetings. Despite this agreement little progress has been made and a number of Working Groups continue to follow this practice with upwards of five 3GPP meetings were held during the week before TSG#8. It is impossible for MCC to co-ordinate their activities and to provide an acceptable level of service unless these weeks are kept clear. TSG SA is requested to once again endorse the principle and stress the importance of keeping these weeks clear.

Action 1: TSG SA is requested, once again, to endorse the principle that the Workings Groups shall not meet during the week before and the week after any TSG meetings.

5 Budget

5.1 Year 2000

The Organizational Partners have now established an Funding and Finance Group which meets periodically throughout the year to consider MCC income and expenditure. A meeting of this group took place in Dusseldorf on 18 June where the year 2000 accounts were reviewed. During the meeting it was confirmed that MCC is currently operating within the prescribed budget with the projection that this will also be true for the year end.

The funding for specific tasks already agreed by TSG SA is confirmed and most of these tasks have now commenced.

An additional request has been received for the funding of an Authentication Algorithm for 3G and this funding has now been approved (subject to approval of the Terms of Reference by TSG SA).

At the time of writing there are no outstanding Specific Tasks for which funding has been requested.

5.2 Year 2001

A proposal for a year 2001 Budget is already in preparation and this is expected to be approved at the July meeting of the Organizational Partners. It is important to have an early indication of the budgetary requirements for next year and the TSGs should come forward with their proposals for any Specific Tasks that they anticipate will be required. The TSGs should also report any change in the support requirements for year 2001.

Action 2: All TSGs are requested to indicate any change in their support requirements for year 2001 and any anticipated requests for funded tasks.

6 3GPP web site

Commercially available software is now being used to monitor the traffic on the 3GPP web site. This result in some very comprehensive statistics and monthly reports will soon be made available on the site for your perusal.

The statistics show that during the month of May 2000, the 3GPP web site received **6,5 Million hits**. 1,5 Million of these hits were to the *http* site and the remainder to the *ftp* site. (As a matter of interest there were 4 Million hits to the ETSI web site during that same period).

These statistics show the importance of the web site not only as a tool for those working in 3GPP but also as a showcase to the outside world. MCC will look more closely at the statistics to identify the pages most commonly hit and use the information to improve the efficiency of the site. It is expected that the 3GPP site will have a fresh look by the end of the year and user comments are always welcomed as to what improvements could be made.

A number of "official" mirror sites have been established to improve efficiency and to reduce the loading on the machines located in the ETSI headquarters. The statistics show that several "unofficial" mirror sites have also been established.

The ETSI Secretariat is considering whether to create an ETSI Portal specifically designed for those actively involved in the technical bodies and MCC will consider whether a similar Portal could be created for the 3GPP site.

7 Working methods

7.1 LANs and RLANs

Considerable experience has been gained on working methods within 3GPP, especially concerning TSG and WG meeting organization. The use of LANs has moved from an experimental phase into an operational phase and the popularity of this method of document distribution during meetings is increasing. However, the time and cost involved for installing the meeting LAN is considerable, especially in the case of the joint TSG meetings. Lucent Technologies have kindly supplied MCC with a consignment of Radio LAN cards which comply with the IEEE 802.11b standard. These cards are being used for the first time during TSG#8 to see whether this could provide a suitable basis for future meetings. The immediate results gained during the CN/T/RAN meetings are very promising, and it is hoped that equally good results will be obtained during the SA meeting. There are some reports that 802.11 is not well suited for a multi vendor environment. I would be grateful to receive 802.11 equipment from any of the 3GPP Individual members who have products so that some interoperability tests may be performed. If the experiment proves successful then delegates will be encouraged to obtain suitable cards for their own use.

Stop Press: Nokia have kindly indicated that they will provide a consignment of 802.11b compliant cards.

7.2 On-line meeting registration.

An on-line meeting registration tool has been developed and will be used for the first time for TSG#9. This tool allows delegates to register for a meeting via a web interface and will reduce significantly the administrative overhead that this entails. The details of known delegates will be stored meaning that after the first use of the tool subsequent registrations will be quick and easy. Details on the use of the tool will be sent with the invitation to TSG#9. Following the TSG#9 meeting the tool will be made available for all 3GPP meetings.

8 Specifications

A number of contributions have been submitted to TSG SA by MCC which give information on the status of 3GPP specifications as follows:

SP-000189	Specifications status list
SP-000187	Transfer of GSM specifications to 3GPP
SP-000325	New homes for old specifications
SP-000182	List of release 99 specifications 21.101
SP-000188	List of release 00 specifications 21.102

9 Chairman's Satisfaction Survey

A satisfaction survey has been conducted among the Chairmen and Vice Chairmen of the TSGs and their Working Groups. A total of 48 questionnaires were despatched and a return rate of 48% was received. Although the return rate is rather disappointing, those that did reply indicated a good level of satisfaction which led to an overall rating of 8,1 out of 10. Those that are interested in the questions asked and a summary of the responses received should visit the 3GPP web site where the comprehensive results are

available. Perhaps of most importance is that the survey has led to 8 improvement actions which MCC will undertake. A survey will be conducted at yearly intervals to monitor customer satisfaction.

10 Outlook for remainder of 2000

MCC has developed into a committed team. Building a good team is one matter but keeping that team is quite another. It is expected that further departures from MCC will occur before the year end and recruiting suitable replacements without interrupting the support services will be a challenging task.

The workload still shows an increasing trend, whichever way you wish to measure it, and maintaining service levels will also be challenging. This will require the full commitment of MCC and the co-operation of all involved parties

It is expected that MCC will close the year within budget.

MCC welcomes feedback from it's customers and any helpful suggestions for improvement would be gratefully received. Comments should be sent to adrian.scrase@etsi.fr