**3GPP TSG SA Meeting #102 SP-231205**

**Edinburgh, Scotland, December 11 – 15, 2023**

**TSG SA #102 meeting**

# **Deadlines for the TSG SA#102 meeting are as follows:**

|  |  |  |
| --- | --- | --- |
| **Registration** | **04 Dec 2022 (Monday)** | **0900 UTC / 0900 local time** |
| **SA2 Rel-19 content definition related SIDs/WIDs request/submission** | 30 Nov 2023 (Thursday) | 2359 UTC |
| **Document number request (except SA2 Rel-19 content definition related SIDs/WIDs)** | 06 Dec 2023 (Wednesday) | 2359 UTC |
| **Document submission (except SA2 Rel-19 content definition related SIDs/WIDs)** | 06 Dec 2023 (Wednesday) | 2359 UTC |
| **Start of meeting** | **11 Dec 2023 (Monday)** | 0900 UTC / 0900 local time |
| **Close of meeting** | **15 Dec 2023 (Friday)** | 1600 UTC / 1600 local time (or earlier) |

**NOTE**: Final Chair’s Notes will be made available shortly after the close of the meeting.

# **Agenda:**

## **Agenda for SA#102**

| **Agenda Item#** | **Description** |
| --- | --- |
| **1** | **Opening of the Meeting**  **Monday, 11 Dec 2023, 0900 local time** |
| *1.1* | Welcome Speech |
| *1.2* | Introduction |
| *1.3* | IPR & Antitrust reminders |
| *1.4* | Approval of Agenda |
| *1.5* | Report from previous TSG SA meetings |
| *1.6* | Reports from TSG SA ad-hoc meetings and workshops |
| **2** | **Liaisons Statements** |
| *2.1* | Incoming LSs - proposed to note |
| *2.2* | Incoming LSs which need an outgoing LS |
| **3** | **Items for early consideration** *(Please contact the SA Chair in advance)* |
| *3.1* | Challenges to working agreements, technical votes *(Should have been previously requested)* |
| *3.2* | Issues highlighted for early treatment in Rel-17 and earlier |
| *3.3* | Issues highlighted for early treatment in Rel-18 |
| *3.4* | Issues highlighted for early treatment in Rel-19 or later |
| **4** | **Reporting from SA Working Groups, other TSGs, and Others** |
| *4.1* | SA WG1 reporting |
| *4.2* | SA WG2 reporting |
| *4.3* | SA WG3 reporting |
| *4.4* | SA WG4 reporting |
| *4.5* | SA WG5 reporting |
| *4.6* | SA WG6 reporting |
| *4.7* | TSG RAN reporting and RAN ITU-R Ad Hoc Matters |
| *4.8* | TSG CT reporting |
| *4.9* | Reports from external bodies (provided by Liaison persons) |
| *4.10* | Other reports |
| **5** | **Cross TSG Coordination** |
| *5.1* | General Cross TSG Coordination |
| *5.2* | Input to Joint RAN/SA/CT meeting |
| **6** | **Work Item Descriptions, Study Item Descriptions, Specifications** |
| ***6.1*** | **New Release 18 Study Item Descriptions** |
| *6.1.1* | SA WG1 New Release 18 Study Item Descriptions |
| *6.1.2* | SA WG2 New Release 18 Study Item Descriptions |
| *6.1.3* | SA WG3 and SA WG3 LI New Release 18 Study Item Descriptions |
| *6.1.4* | SA WG4 New Release 18 Study Item Descriptions |
| *6.1.5* | SA WG5 New Release 18 Study Item Descriptions |
| *6.1.6* | SA WG6 New Release 18 Study Item Descriptions |
| ***6.2*** | **New Release 18 Work Item Descriptions** |
| *6.2.1* | SA WG1 New Release 18 Work Item Descriptions |
| *6.2.2* | SA WG2 New Release 18 Work Item Descriptions |
| *6.2.3* | SA WG3 and SA WG3-LI New Release 18 Work Item Descriptions |
| *6.2.4* | SA WG4 New Release 18 Work Item Descriptions |
| *6.2.5* | SA WG5 New Release 18 Work Item Descriptions |
| *6.2.6* | SA WG6 New Release 18 Work Item Descriptions |
| ***6.3*** | **Revised Release 18 Study Item Descriptions and Work Item Descriptions** |
| *6.3.1* | SA WG1 Revised Release 18 Study Item Descriptions and Work Item Descriptions |
| *6.3.2* | SA WG2 Revised Release 18 Study Item Descriptions and Work Item Descriptions |
| *6.3.3* | SA WG3 and SA WG3-LI Revised Release 18 Study Item Descriptions and Work Item Descriptions |
| *6.3.4* | SA WG4 Revised Release 18 Study Item Descriptions and Work Item Descriptions |
| *6.3.5* | SA WG5 Revised Release 18 Study Item Descriptions and Work Item Descriptions |
| *6.3.6* | SA WG6 Revised Release 18 Study Item Descriptions and Work Item Descriptions |
| ***6.4*** | **New Release 19 Study Item Descriptions** |
| *6.4.1* | SA WG1 New Release 19 Study Item Descriptions |
| *6.4.2* | SA WG2 New Release 19 Study Item Descriptions |
| *6.4.3* | SA WG3 and SA WG3-LI New Release 19 Study Item Descriptions |
| *6.4.4* | SA WG4 New Release 19 Study Item Descriptions |
| *6.4.5* | SA WG5 New Release 19 Study Item Descriptions |
| *6.4.6* | SA WG6 New Release 19 Study Item Descriptions |
| ***6.5*** | **New Release 19 Work Item Descriptions** |
| *6.5.1* | SA WG1 New Release 19 Work Item Descriptions |
| *6.5.2* | SA WG2 New Release 19 Work Item Descriptions |
| *6.5.3* | SA WG3 and SA WG3-LI New Release 19 Work Item Descriptions |
| *6.5.4* | SA WG4 New Release 19 Work Item Descriptions |
| *6.5.5* | SA WG5 New Release 19 Work Item Descriptions |
| *6.5.6* | SA WG6 New Release 19 Work Item Descriptions |
| ***6.6*** | **Revised Release 19 Study Item and Work Item Descriptions** |
| *6.6.1* | SA WG1 Revised Release 19 Work Item Descriptions |
| *6.6.2* | SA WG2 Revised Release 19 Work Item Descriptions |
| *6.6.3* | SA WG3 and SA WG3-LI Revised Release 19 Work Item Descriptions |
| *6.6.4* | SA WG4 Revised Release 19 Work Item Descriptions |
| *6.6.5* | SA WG5 Revised Release 19 Work Item Descriptions |
| *6.6.6* | SA WG6 Revised Release 19 Work Item Descriptions |
| ***6.7*** | **Specifications for Information** |
| *6.7.1* | SA WG1 Specifications for Information |
| *6.7.2* | SA WG2 Specifications for Information |
| *6.7.3* | SA WG3 and SA WG3-LI Specifications for Information |
| *6.7.4* | SA WG4 Specifications for Information |
| *6.7.5* | SA WG5 Specifications for Information |
| *6.7.6* | SA WG6 Specifications for Information |
| ***6.8*** | **Specifications for Approval / for Information and Approval** |
| *6.8.1* | SA WG1 Specifications for Approval / for Information and Approval |
| *6.8.2* | SA WG2 Specifications for Approval / for Information and Approval |
| *6.8.3* | SA WG3 and SA WG3-LI Specifications for Approval / for Information and Approval |
| *6.8.4* | SA WG4 Specifications for Approval / for Information and Approval |
| *6.8.5* | SA WG5 Specifications for Approval / for Information and Approval |
| *6.8.6* | SA WG6 Specifications for Approval / for Information and Approval |
| **7** | **Release Planning** |
| *7.1* | General Release Planning issues |
| *7.2* | Issues related to Release 18 and earlier planning (nothing expected here) |
| *7.3* | Release 19 Planning (schedule, prioritization, etc.) |
| *7.4* | Release 20 and later Planning (including 6G workplan/timeline discussion) |
| **8** | **Rel-8 CRs** |
| **9** | **Rel-9 CRs** |
| **10** | **Rel-10 CRs** |
| **11** | **Rel-11 CRs** |
| **12** | **Rel-12 CRs** |
| **13** | **Rel-13 CRs** |
| **14** | **Rel-14 CRs** |
| **15** | **Rel-15 CRs** |
| **16** | **Rel-16 CRs** |
| **17** | **Rel-17 CRs** |
| **18** | **Rel-18 CRs** |
| *18.1* | SA WG1 Rel-18 CRs |
| *18.2* | SA WG2 Rel-18 CRs |
| *18.3* | SA WG3 and SA WG3-LI Rel-18 CRs |
| *18.4* | SA WG4 Rel-18 CRs |
| *18.5* | SA WG5 Rel-18 CRs |
| *18.6* | SA WG6 Rel-18 CRs |
| **19** | **Rel-19 CRs** |
| *19.1* | SA WG1 Rel-19 CRs |
| *19.2* | SA WG2 Rel-19 CRs |
| *19.3* | SA WG3 and SA WG3-LI Rel-19 CRs |
| *19.4* | SA WG4 Rel-19 CRs |
| *19.5* | SA WG5 Rel-19 CRs |
| *19.6* | SA WG6 Rel-19 CRs |
| **20** | **CR’s related to Study Items** |
| **21** | **Project Management & TSG SA owned specifications** |
| *21.1* | General project management issues |
| *21.2* | E-Meeting Procedures (TSG SA, SA WGs) |
| *21.3* | Review of the work plan |
| *21.4* | Specification Status |
| *21.5* | Work Item Summaries for TR 21.91x |
| *21.6* | Improvements to working methods & CRs against 3GPP TSG SA owned Specifications |
| *21.7* | MCC Status Report |
| *21.8* | Future Meeting Schedule |
| **22** | **Any Other Business** |
| **23** | **Close of Meeting**  **Friday, 15 Dec 2023, 1600 local time (or earlier)** |

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## **2.2 Additional Information**

* 3GU (3GPP Ultimate) will be used for Technical Document (Tdoc) # reservations and submission (<https://portal.3gpp.org>).
* Please read the introductory material kindly prepared by Maurice at: [S2-150746](http://www.3gpp.org/ftp/tsg_sa/WG2_Arch/TSGS2_108_Los_Cabos/Docs/S2-150746.zip) and by [3GPP](http://www.3gpp.org/FTP/webExtensions/3GU/3GU_instructions_for_delegates/ats-sld-00000.htm).

## **2.3 Adopting a good practice with 3GU**

* Please remember to fill in all relevant fields for each document type when requesting a Tdoc number.
* Please take care to select the appropriate agenda item when requesting a Tdoc number. Please avoid submitting to multiple agenda items.
* Please include all Sources in the Source List field. If this list changes after having requested the Tdoc number, please correct them in 3GU before uploading the Tdoc.
* If you are requesting a CR, remember to give also the relevant WI Code(s) as well as the Release, TS / TR number, and Category.
* If you are requesting a pCR, please fill in the TS/TR number - as well as the WI Code if it exists.
* If you are requesting a TR or TR Cover sheet, please include the TS / TR number related to it.
* Please do not use types you are not sure about (e.g., draftCR and response are only used by some WGs; LS In is for MCC use).
* Including all relevant information is a great help for meeting preparation for everyone and, in particular, for your management and support team.

# **Draft time allocation for SA#102**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Monday**  **(11-Dec-23)** | **Tuesday**  **(12-Dec-23)** | **Wednesday**  **(13-Dec-23)** | **Thursday**  **(14-Dec-23)** | **Friday**  **(15-Dec-23)** |
| **Early Session**  *(If needed)* |  | 0800: AI/ML Drafting  0830: Dual steer Drafting |  |  | **08:00 – 09:00**: RAN, CT and IETF report |
| **Q1**  **09:00 - 10:30** | 1 opening  2 incoming LS’s  3 early items / discussions  4 reporting (SA1, SA2) | 1-7 revisions, outgoing LS’s  6 WID/SID/Specs  7 Release planning | 1-7 revisions, outgoing LS’s  6 WID/SID/Specs  7 Release planning | 1-7 revisions, outgoing LS’s  6 WID/SID/Specs  7 Release planning | 1-18 revisions, outgoing LS’s  21 Project Management  22 Any Other Business  23 Closing of Meeting |
| **10:30 - 11:00** | ***Morning Coffee Break*** | ***Morning Coffee Break*** | ***Morning Coffee Break*** | ***Morning Coffee Break*** | ***Morning Coffee Break*** |
| **Q2**  **11:00 - 12:30** | As above | As above | As above | As above | As Above |
| **12:30 - 14:00** | ***Lunch*** | ***Lunch*** | ***Lunch*** | ***Lunch*** | ***Lunch*** |
| **Q3**  **14:00 - 15:30** | 3 early items / discussions  4 reporting  5 cross-TSG coordination  6 WID/SID/Specs  7 Release planning | **14:00 – 15:00**  Joint RAN/SA/CT on 6G timeline.  Joint RAN/SA/CT on Rel-19 co-ordination. | 1-7 revisions, outgoing LS’s  6 WID/SID/Specs  7 Release planning | 8-19 block approval of CRs  1-7 revisions, outgoing LS’s  1-7 more discussions | As Above  Closing latest 16:00 |
| **15:30 - 16:00** | ***Afternoon Coffee Break*** | ***Afternoon Coffee Break*** | ***Afternoon Coffee Break*** | ***Afternoon Coffee Break*** | ***Afternoon Coffee Break*** |
| **Q4**  **16:00 - 18:00** | As above | 1-7 revisions, outgoing LS’s  4 reporting (SA3 – SA6)  6 WID/SID/Specs  7 Release planning | As above | 1-18 revisions, outgoing LS’s  7 Release planning |  |
| **Later Session**  *(If needed)* |  |  |  |  |  |

**NOTE: Times on the agenda are estimates. The schedule may change during the meeting.**

# **Room allocation**

Main meeting room (300): TBD

# **SA meeting process:**

1. The SA#102 meeting is F2F ordinary meeting.
2. Attendance at SA#102 will count towards maintaining voting rights.
3. To register/check-in for SA#102, delegates must follow the steps below:

* **STEP 1**: Register before the deadline of 04-Dec-2023, 0900 UTC, by clicking on the registration link provided: <https://portal.3gpp.org/Home.aspx#/meeting?MtgId=60012>. Once registered, delegates will receive a confirmation email with a sign-in token. Note that registrations after this deadline will still be processed, but timely receipt of meeting-related information is not guaranteed for late registrants.
* **STEP 2**: Check-in between the start (11-Dec-2023, 0900 local time) and the close (15-Dec-2023, 1600 local time) of the meeting using the token received in the registration confirmation email. Please note that registration alone does not accrue voting rights. To accrue voting rights during SA#102, delegates must also check in by clicking on the link provided in the registration confirmation email and entering the token received.
* Delegates who do not check in during the meeting will not accrue voting rights and will be assumed to have not attended the meeting.

1. Drafting sessions, chaired by SA leadership or moderators, may be organized during the SA#102 meeting. Timing and details will be announced during the meeting.
2. Only Technical Documents (TDocs) requested and submitted via 3GU before the TDocs submission deadline will be considered during the meeting. The 3GU system closes at this deadline, and no further TDocs can be requested or submitted.
3. If a Technical Document (TDoc) is not available by the document submission deadline, it will be marked as LATE and have lower priority, possibly not getting handled.
4. The [3GPP\_TSG\_SA@LIST.ETSI.ORG](mailto:3GPP_TSG_SA@LIST.ETSI.ORG) mailing list will be used for any email exchanges during the SA#102 meeting. Delegates are requested to subscribe to this mailing list.
5. Please use a clear email subject line (e.g., "[SA#102, AI#, SP-23xxxxx] <TDoc Title>") when distributing or commenting on documents over the SA list.
6. The 3GPP TOHRU system will be used for remote participants. Delegates should format their affiliation/name on TOHRU as "<Company Name> - <Delegate Name>, (Remote)".

* TOHRU Link: <https://tohru.3gpp.org/>
* TOHRU Meeting Name for SA main room: SA\_Main

# **Guidance for remote participation:**

1. Please see <https://www.3gpp.org/ftp/Op/OP_F2F/F2f_003_DM/Docs/OPf220026.zip>.