

Source: **Convener**

Title: **Proposed ToR and Agenda for the kick-off meeting of
the Future Evolution Ad Hoc meeting**

Document for: **Approval**

Agenda Item: **8.9**

1. Introduction

This document proposes the draft ToR and agenda for the coming kick-off meeting for the future evolution ad-hoc meeting. In addition, possible kick-off meeting logistics are depicted for the reference.

2. Proposed ToR for the kick-off meeting

Elaborate proposal to TSG-SA#17 for the following;

1. ToR for the long term future evolution work
2. Organization of the work
3. Potential deliverables and time schedule

3. Proposed agenda for the kick-off meeting

1. Opening of the meeting
2. Approval of the agenda
3. Elaboration of proposal for ToR for future evolution work
4. Organization of work
5. Identification of related work in outside bodies, e.g. ITU and the relevant to the future evolution work
6. Preliminary identification of deliverable
7. Time schedule
8. A.O.B.

4. Meeting logistics

The consensus has been made to allocate half-day meeting time for the kick-off meeting of future evolution ad-hoc meeting during TSG#17 period. Considering the members' meeting coverage (e.g. traveling plan, hotel booking, meeting rooms availability and etc.), several options for the schedule of the kick-off meeting were discussed , but the final decision was postponed to SA plenary (agenda 8.9):

Option1 Using Monday evening (17:30~) for the meeting

Option2 Using Monday morning

Option3 Using Sunday afternoon or evening

etc...

It is proposed to consider above options to the SA#17 meeting.