**E-meeting Guidelines – PLEASE READ CAREFULLY:**

**General Guidelines:**

* The delegates participating in the e-meeting **MUST REGISTER** on the 3GPP portal.
* The delegates are **EXPECTED** to be checking their emails regularly during the e-meeting period.
* For efficient handling of the email discussions, it is recommend that the content within each Tdoc is kept limited or standalone in nature e.g. only one procedure/solution, avoid dependency on other Tdocs, etc.
* To avoid load on the email servers, it is strongly recommended **NOT** to share attachments over the email reflector but instead place any documents that must be shared in the DRAFTs folder under the respective meeting folder on the 3GPP portal, and share only the URL.

**Email discussions:**

* The email discussions for each Tdoc **MUST** be initiated by the author of the Tdoc with SUBJECT “**[SA6#62\_adhoc-e][WID-acronym\_Tdoc#] Tdoc <Title>**” e.g. **[SA6#62\_adhoc-e][FS\_XRApp\_S6a240012] Conclusions for KI2**. The author may summarize the contribution at the time of the initial email within the body of the email. The following is the list of **ALL email subject formats** for email discussion**.**
  + “**[SA6#62\_adhoc-e][Admin] Subject**” -> Administrative communication from SA6 Leadership
  + “**[SA6#62\_adhoc-e][WID\_Tdoc#] Tdoc Title**” -> [SIDs / WIDs – AI 8.X, AI 9.X]
  + “**[SA6#62\_adhoc-e][WorkPlan\_Tdoc#] Tdoc Title**” -> [Work plan – AI 11]
  + “**[SA6#62\_adhoc-e][OutgoingLS\_Tdoc#] Tdoc Title**” -> [AI 4.2 – Outgoing LSs]
  + “**[SA6#62\_adhoc-e][IncomingLS\_Tdoc#] Tdoc Title**” -> [AI 4.1 – Incoming LSs]
* Delegates who wish to provide comments may do so by replying to the email thread initiated by the author or by replying to the ongoing email discussion on the same subject. It is strongly recommended that specific comments are provided to the author either in the body of the email or by providing feedback with track changes/annotated comments within the document and placing them in the appropriate DRAFTs folder.
* Threads for incoming LSs will be created by the SA6-chair.
* Email subject will be used for tracking purposes, and therefore when replying to emails, delegates **MUST NOT CHANGE THE SUBJECT** line. The subject lines **SHALL** be changed only by the author/Chair as required e.g. to reflect the correct Tdoc or a revision of the Tdoc.
* Rapporteurs are requested to intervene when necessary e.g. if certain changes are overlapping across multiple Tdocs.
* Delegates are requested to act in the same way as in regular meetings and provide all their comments in the initial email.
* **Documents without any comments by 18:00 UTC on Friday July 12th will be marked Agreed/Approved as appropriate.**
* After sufficient email discussion and perceived consensus, the author may create DRAFT versions of the revisions as and when required during the email discussion period, however, with a revised SUBJECT “**[SA6#62\_adhoc-e][WID\_Tdoc#\_Rev#] Tdoc Title**” e.g. **[SA6#62\_adhoc-e][FS\_XRApp\_S6a240012\_Rev1] Conclusions for KI2**, and seek further comments. This step **DOES NOT** require a new Tdoc.

**Final review period:**

* After the end of email discussion period, if the author wishes to submit the Tdoc for final approval, they must obtain a revised Tdoc from 3GU portal, upload and initiate an email on the reflector with SUBJECT “**[SA6#62\_adhoc-e][FINAL\_WID\_Tdoc\_was\_Tdoc] Tdoc Title**” e.g. **[SA6#62\_adhoc-e][FINAL\_FS\_XRAPP\_S6a240123\_was\_S6a240012] Conclusions for KI2**.
* **All the Tdocs must go through the final approval period** if the author wishes to seek for approval/agreement, unless the document is concluded due to no comments received by Friday July 12th as indicated above. The Tdocs that are not submitted for the final approval period will automatically be postponed/noted/withdrawn.

**Final dispositions/Closing call(s):**

* During the formal closing call(s), dispositions will be reviewed for all Tdocs. The Tdocs that have not received any comments/concerns/objections, will be automatically marked agreed/approved. For Tdocs that have received comments, concerns or objections during the final approval period including any final text proposals to overcome the concerns, we will attempt to resolve them during the closing calls, with very limited technical discussion. If there are objections (especially for large pCRs/CRs), it is strongly encouraged that objecting companies clearly indicate if there are parts of the pCR/CR that are acceptable, thereby allowing partial content to be still approved/agreed. The draft revisions to FINAL Tdocs incorporating the text proposals must be made available in the closing call folder before **9:00 UTC** on the day of the closing calls. The filename of such Tdocs shall be in the format: <<**FINAL Tdoc#>>\_revX\_Title**

**BRIDGE DETAILS:**

Please join the 3GPP e-meeting online sessions from your computer, tablet or smartphone via:   
<https://www.gotomeet.me/3GPPSA6>  
(details also on 3GU meeting calendar)

**Access Code: 223-589-837**

**You can also dial in using your phone:**

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