Delegates Corner

Some general information about areas of interest to 3GPP delegates.

Information about TSGs or WGs

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In the Specifications Group section of this site, you will see the Structure of the Technical Specification Groups (TSGs). Each of the four TSGs is made up of several Working Groups (WGs) which deal with specific parts of the TSG's work.

All of the important information and documents relating to each TSG or WG can be found via the homepage for that group.

Teach yourself 3GPP

The first 3GPP methods seminar was held at ETSI headquarters in June 2009. The presentations given there are still relevant and are freely available from the 3GPP web site - (Click here) - Covering the following topics;

3GPP Intro, Basics, Meetings, Rules, Following the work, Preparing meetings, Organizing and chairing meetings, Work Plan, Work items, WID improvement, Spec numbering, Drafting specs, Change Requests, Chairman's Role, Elections, Voting, Electronic meetings, Funding, Legal aspects.

The presentations were filmed - see the movie ....

Who can participate as a delegate?

- Representatives of members of participating Organizational Partners (i.e. Individual Members)
- Representatives of Organizational Partners
- Representatives of Market Representation Partners.
- Representatives of Observers and Guests

How do I connect to the meeting server?

All is revealed here.

Registration and participation

Delegates must register - in advance of the meeting - their intention to participate. Registration is by internet, using the URL given in the meeting invitation. Ensure you register under the correct company or other organization. See below for how to proceed if you change employer or if your employer restructures its business.

Search

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On arrival at the meeting venue, delegates *must* confirm their presence by *signing* the attendance list. Unless you sign the list, you will not be deemed to have participated, and your organization may lose voting rights.

If you have forgotten to register in advance,

> your name will not appear on the participation list (so you will have to add it, and your contact coordinates, manually, *before signing it*);
> you will not receive a delegate badge on arrival;
> you *must* still register on line, even after the meeting has started.

Note that registering for the meeting is quite independent of booking hotel accommodation!

When you register for a meeting, you will have to identify yourself, either by your ETSI On-Line account coordinates or by your name and email address. If you have recently changed employer, or have a new email address, DO NOT CREATE A NEW PERSON RECORD during the registration process, but follow the link to update your existing record first.

By default, you will be registered as representing your employer at the meeting, as long as that employer is a 3GPP Individual Member organization. If you wish to represent any other organization, select it from the appropriate list. When representing an organization other than your employer, at the moment you confirm your registration, an email will be automatically sent to both the TSG/WG Secretary and the official contact person of the represented organization informing them of the fact.

Participant lists – why are they important?

Participation in TSG and WG meetings is recorded by the Support Team based on signatures on the participants list. An Individual Member organization's right to vote in a particular group (TSG or WG) depends on its delegates' participating - and being recorded as participating - in meetings of that group. Your participation in a meeting is confirmed by your signing the attendance sheet during the course of the meeting (and updating any coordinates which may have changed). The official participation record appears in the secretary's report of the meeting, and the Individual Member organization you represent will acquire / maintain the right to vote at that meeting.

If you (or a colleague from the same organization) does not attend a group for three "ordinary" meetings, the IM will lose the right to vote at subsequent meetings.

If you do not sign the participants list, you will be deemed not to have participated in the meeting!

Officials

Each TSG has a Chairman and up to three Vice-Chairmen who are from member organizations, and a secretary who is usually from the 3GPP support team. The arrangements for WGs are similar, but WGs may have a maximum of two Vice-Chairmen. Contact details of the officials can be obtained from the homepage of the individual TSG or WG.

See the Elections section of the site for details of the imminent elections and recent results.

For more information on the election of officials; see the 3GPP Working Procedures.

At the start of every meeting, the chairman shall read out the IPR text. He shall also mention the conditions of LAN and internet usage (cited below).

Change of employer, restructuring of organization, etc

If you change employer, you are of course no longer eligible to represent the old employer, unless it is within the same group of companies. If the new employer is a 3GPP Individual Member (or OP, MRP, etc) you are immediately able to attend meetings representing that new organization.

If a member organization restructures itself, its delegates may find that they are no longer employed by their original organization. However, changes in 3GPP membership normally occur rather later, and the original memberships will persist for some time. Until the new structure becomes reflected in the 3GPP membership, you may continue to attend meetings representing your former organization.

If you change employer or there is any other modification to your contact coordinates, you should immediately take steps to update your Person record held by 3GPP. If you have an ETSI-On-Line (EOL) account, you should update your own coordinates by visiting this page and correcting your own record. If your email address has changed, you should take particular care to tick the check box to force all exploder lists managed by 3GPP to be updated to reflect that new address. If you do not have an EOL account, you should send an email to 3GPP Contact with full details of your new coordinates, and MCC will update the record for you.

When a company restructures, or is involved in a take-over or merger, the company may itself inform the appropriate OP(s) of the change and in due course the OPs will inform 3GPP. In this case, 3GPP will make appropriate changes to all affected employees of the organizations concerned, and delegates need take no explicit action (other than to check that their new coordinates are correctly recorded).

Documents area

Each TSG or WG has a specific documents area allocated on the 3GPP ftp server. This is where you will find the all meeting documents including invitations, agenda, reports, contributions and Change Requests relating to that group. Delegates are advised to download and read all documents prior to the meeting.

During the meeting, new documents are made available on the local meeting server. The secretary may copy them to the main public server from time to time during the meeting if time permits. After the end of the meeting, the secretary will ensure that the public server is brought up to date with all documents created during the meeting.

Downloading meeting documents individually using HTTP is very time-consuming, and delegates are strongly encouraged to use FTP. Some organizations configure employees' PCs to inhibit the use of FTP: delegates may wish to ask their IT department to relax this restriction to enable more efficient meeting participation.

Archeological note: Written contributions are referred to as TDocs (or tdocs). This is an abbreviation of "temporary document" and in the long-ago era of all-paper meetings, signified that such documents' lifespan was limited to the meeting at which they were presented. Following the meeting, TDocs were destroyed. If any information presented in a TDoc was to have continuing validity afterwards, it had to be captured in a "permanent document" or in the meeting report. For this reason, it was not legitimate for a publishable deliverable (TS or TR in 3GPP context) to use a TDoc as a reference. 3GPP has always operated 100% electronic (0% paper) as far as contribution documents are concerned. Documents are not deleted following the meeting, but are retained on the public server indefinitely. Nevertheless, the term "TDoc" persists. But 3GPP has no concept of "permanent documents".

Contributing

Any 3GPP Individual Member or OP or MRP may make a contribution to a 3GPP meeting. Each meeting invitation will contain details of how to register and provide contributions for that meeting. See the Meetings pages for more details.

Organizations which have been granted temporary Guest or Observer status are not allowed to make technical contributions.

Organizations which are not Individual Members of 3GPP (or are not OPs or MRPs) must not appear as the "source" of a technical contribution other than those clearly identified as Liaison Statements. There is no restriction on organizations with which 3GPP may exchange Liaison Statements other than outgoing LSs to the ITU, as identified in the 3GPP Working Procedures.

Location

Most 3GPP meetings are held in countries / regions in which 3GPP Individual Members are based (Europe, North America, Asia.) Meeting locations tend to reflect the geographical diversity of the TSG and WG participants. Meetings may occasionally be hosted outside these regions by agreement of the delegates and, if necessary, the PCG.

Hosting

Any 3GPP Individual Member or group thereof may host a meeting. For more information on hosting requirements see here....

Invitation

Invitations for 3GPP meetings and the necessary logistical information are to be distributed at least 21 days before the meeting to the TSG or WG membership list via e-mail, and also posted on the 3GPP website.

You may also consult the homepage for individual TSG or WGs where you will find the archives of past meetings, and information relating to any future meetings for that group.

Document Numbering

Each TSG or WG meeting has a structured numbering scheme for its documents. Delegates wishing to make contributions must first obtain a document number either from the secretary or automatically via an on-line application (see below)..

Automatic Document Numbering (ADN)

Some groups use an on-line tool for allocating document numbers. This will be clearly stated in the meeting invitation.

Meeting Document Templates

Several templates exist for submitting contributions to meetings. These can be found on the respective meeting folder on the ftp server, based on generic templates available in the information directory

- Skeleton of Technical Specification and Technical Report documents
- TS/TR presentation to TSG cover sheet
- Change Request (CR) cover sheet
- Liaison Statement (LS)
- Work Item Description (WID)
- Work Item status report
- Work Item exception sheet
- 3GPP presentation
- Proxy vote form
- Visa application letter template
- Configuring WiFi access (presentation)

Drafting Technical Specifications and Technical Reports

Use the skeleton documents provided (via the section above).

Follow the guidance of the on-line rapporteurs' tutorial.

Follow the drafting rules (all of them!) given in 3GPP TR 21.801.

Also follow the procedural rules given in the 3GPP Working Procedures and the TSG procedures in 3GPP TR 21.900.

Use common sense. If that fails, ask your group's Support Team Project Manager.

Responsible behaviour

Delegates are reminded that they share the meeting IT resources with their fellow delegates. You should not abuse the service by using bandwidth-hogging applications such as movie downloads, streaming video, web-based gaming, etc during the meeting. Use the internet service in your hotel rooms for this!

Delegates must respect the law of the hosting country, and should not visit prohibited internet sites.

In cases of persistent abuse of the internet bandwidth, MCC may restrict individual's use of the service.

In particular, the PCG has laid down the following network usage conditions:

1. Users shall not use the network to engage in illegal activities. This includes activities such as copyright violation, hacking, espionage or any other activity that may be prohibited by local laws.

2. Users shall not engage in non-work related activities that are consume excessive bandwidth or cause significant degradation of the performance of the network.

Since the network is a shared resource, users should exercise some basic etiquette when using the 3GPP network at a meeting. It is understood that high bandwidth applications such as downloading large files or video streaming might be required for business purposes, but delegates should be strongly discouraged in performing these activities for personal use. Downloading a movie or doing something in an interactive environment for personal use essentially wastes bandwidth that others need to make the meeting effective. The meeting chairman should remind end users that the network is a shared resource; the more one user grabs, the less there is for another. Email and its attachments already take up significant bandwidth (certain email programs are not very bandwidth efficient). In case of need the chair can ask the delegates to restrict IT usage to things that are essential for the meeting itself.

1. DON'T place your WiFi device in ad-hoc mode
2. DON'T set up a personal hotspot in the meeting room
3. DO try 802.11a if your WiFi device supports it
4. DON'T manually allocate an IP address
5. DON'T be a bandwidth hog by streaming video, playing online games, or downloading huge files
6. DON'T use packet probing software which clogs the local network (e.g., packet sniffers or port scanners)

Feedback

Delegates are encouraged to provide feedback on their 3GPP meeting experience via a short web-based survey. The URL of the survey will be made known to participants.

Centralized editing tools

Certain TSs contain formal SDL diagrams, MSC diagrams, and tests using TTCN. These require specialist tools to edit (see 3GPP TR 21.801 annex H.5 and annex I. These tools are expensive to purchase or license, so ETSI graciously makes a centralized instance of the tools available for the use of 3GPP delegates.

In order to use such tools, refer to the guideline document, then contact ETSI Helpdesk to obtain a personal account.

Page updated:

2015-10-20: New template for LSs (JMM).
2014-06-03: additional PowerPoint skeleton added, 16:9 aspect ratio (JMM).
2014-05-21: Hyperlink to 3GPP PowerPoint presentation updated (JMM).

CT	72	Busan	13-14 Jun 2016	Release 13	LTE
RAN	72	Busan	13-16 Jun 2016	Release 12	Carrier Aggregation Explained
SA	72	Busan	15-17 Jun 2016	Release 11	HetNet/Small Cells
GERAN	71	Goteborg	22-26 Aug 2016	Release 10	NAS
CT	73	New Orleans	19-20 Sep 2016	Release 9	The Evolved Packet Core
RAN	73	New Orleans	19-22 Sep 2016	Release 8	HSPA
SA	73	New Orleans	21-23 Sep 2016	Release 7	UMTS
GERAN	72	US	14-18 Nov 2016	Release 6	W-CDMA
CT	74	Vienna	05-06 Dec 2016	Release 5	GPRS & EDGE
RAN	74	Vienna	05-08 Dec 2016	Release 4	
SA	74	Vienna	07-09 Dec 2016	Release 1999	
GERAN	73	EU	13-17 Feb 2017		©3GPP 2016
CT	75	Dubrovnik	06-07 Mar 2017		
RAN	75	Dubrovnik	06-09 Mar 2017		
SA	75	Dubrovnik	08-10 Mar 2017		