

Telecommunications and Internet Converged Services and Protocols for Advanced Networking (TISPAN); TISPAN working methods



Reference

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Foreword

This Special Report (SR) has been produced by ETSI Technical Committee Telecommunications and Internet converged Services and Protocols for Advanced Networking (TISPAN).

1 Scope

The present document contains the internal rules and procedures of ETSI Technical Committee (TC) TISPAN which are essential for the ensuring efficient work within the group.

The purpose of these rules of procedure is not to change those of ETSI but to enhance the efficiency of the flow of work through the Technical Committee while remaining within the ETSI Technical Working Procedures [1].

2 References

For the purposes of this Special Report (SR), the following references apply:

NOTE: While any hyperlinks included in this clause were valid at the time of publication ETSI cannot guarantee their long term validity.

[1] ETSI Directives (includes the Technical Working Procedures).

NOTE: (<http://portal.etsi.org/Directives/home.asp>)

[2] ITU-T Recommendation I.130: "Method for the characterization of telecommunication services supported by an ISDN and network capabilities of an ISDN".

3 Definitions and abbreviations

3.1 Definitions

For the purposes of the present document, the following terms and definitions apply:

change request: formal proposal presented on a standard form to modify a deliverable

deliverable: generic term standing for ETSI Deliverables, e.g. EN, ES, EG, TS, TR, SR and GS

feature: new or substantially enhanced functionality which represents added value to the existing system

frozen: deliverable status in which only essential corrections are permitted

major version: for version x.y.z of a deliverable, x is called the major version

version: unique identifier in the form x.y.z for a deliverable at a given point in time

working group: official subgroup of a TB reporting to that TB

3.2 Abbreviations

For the purposes of the present document, the following abbreviations apply:

AC	Alternating Current
ADN	Automatic Document Numbering
CR	Change Request
LS	Liaison Statement
O&M	Operation and Maintenance
QoS	Quality of Service
STF	Specialist Task Force
TB	Technical Body
TC	Technical Committee
TISPAN	Telecommunications and Internet converged Services and Protocols for Advanced Networking
ToR	Terms of Reference

TWP	Technical Working Procedures
URL	Uniform Resource Locator
WG	Working Group
WI	Work Item

4 Terms of Reference

TISPAN is responsible for all aspects of standardization for present and future converged networks including the NGN (Next Generation Network).

The latest version of the Terms of Reference (ToR) of TISPAN, as approved by the ETSI Board, are available on the ETSI portal http://portal.etsi.org/tispan/TISPAN_ToR.asp.

The ToR(s) of TISPAN and the Working groups should be reviewed (at least) annually.

5 Membership

5.1 Eligibility

Membership of TISPAN is open to all ETSI full and associate members. Individuals representing non-members and/or other institutions may be invited to attend TISPAN meetings (as observers) for a limited duration (three meetings or 6 months whichever is the shortest) at the discretion of the chairman who will inform the ETSI Secretariat in each case (TWP 1.4).

5.2 Membership

Anyone wishing to become a member of the TISPAN should subscribe to the TISPAN_GEN mailing list which can be found at: on <http://webapp.etsi.org/tbmembershiplist/home.asp> (see also clause 9.6).

5.3 Active membership

The list of active members corresponds to the subscribers of the TISPAN_GEN mailing list.

5.4 Signing off

Persons who no longer wish to be a member of the TISPAN should sign off all of the TISPAN e-mail exploder lists to which they have subscribed.

6 TISPAN structure

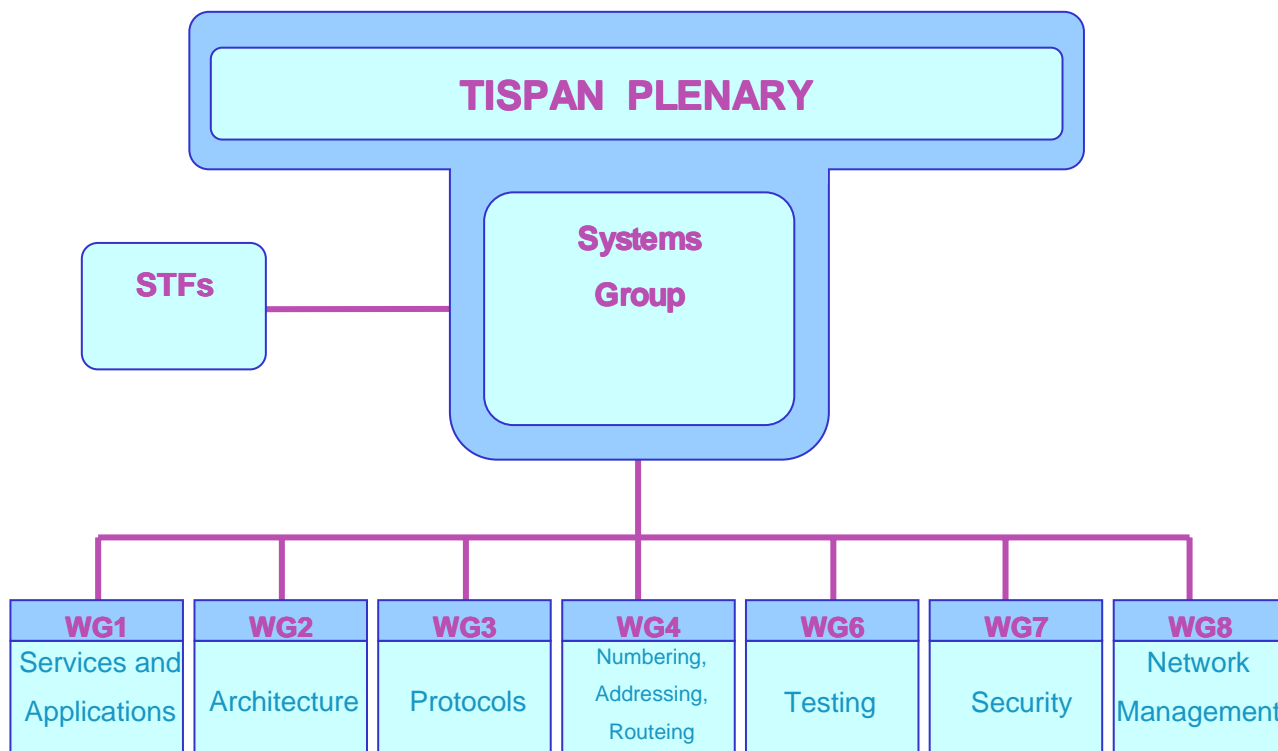


Figure 1: TISPAN NGN structure

The TISPAN has the following groups:

- Plenary.
- System Group.
- Working Groups (1, 2, 3, 4, 5, 6, 7, and 8).
- Special Task Force(s).

6.1 Plenary

The role of the official Plenary is limited to approval of Work Items, deliverable, Liaison Statements and Change Requests, dealing with external relations, and resolving any issues that cannot be resolved in the working-groups.

6.2 Systems group

The role of the Systems group is to discuss overall technical issues, provide overall view of the system, ensure consistency/synchronization between WGs, determine the overall technical direction, define content and date of future releases.

NOTE: QoS is a permanent work area under the systems group.

6.3 Working Groups

The work of TISPAN is divided into the following working groups:

- **WG1:** Competence centre for NGN Services.
- **WG2:** Competence centre for network and system architecture.
- **WG3:** Competence centre protocols definitions.
- **WG4:** Competence centre for Numbering, Naming, Addressing and Routeing.
- **WG5:** Competence centre for NGN Home Networking.
- **WG6:** Competence centre for Testing.
- **WG7:** Competence centre for Security.
- **WG8:** Competence centre for Telecommunications Management.

6.4 Specialist Task Force(s) STFs

An STF is a team of experts working together over a pre-defined period to draft an ETSI deliverable under the guidance of the TC.

The task of the STFs is to accelerate the standardization process in areas of strategic importance and in response to urgent market needs. This is further described in the clause 1.10 of the Technical Working Procedures [1].

7 Officials

Information concerning the current TB officials can be found on the TISPAN portal (<http://portal.etsi.org/TISPAN/>).

7.1 TB Chairman/Vice Chairman

The chairman of the TB TISPAN is appointed in accordance with clause 1.3 of the Technical Working Procedures [1].

TB TISPAN shall have at least one vice chairman.

The chairman or, in case of his absence, the vice chairman, conducts the plenary meetings of TISPAN.

7.2 WG Chairman/Vice Chairman

The chairman of TISPAN working groups are appointed by the TB. The chairman or, in case of his absence, the vice chairman, conducts the meetings of the WG.

The Working Groups appoint their own vice-chairmen.

7.3 Liaison officials

The responsibility of a liaison official is to facilitate the exchange of information between TISPAN and a given external body. This includes assuring that TISPAN responds properly to requests for information and co-ordination from external bodies; it also includes providing information to a external bodies according to the relevant decisions of TISPAN.

7.4 ETSI technical officer

The ETSI Secretariat assigns a technical officer for the support of TISPAN. The name and contact information of the technical officer can be found on the ETSI portal.

The responsibilities of the technical officer are defined by the ETSI Secretariat in agreement with the TB Chairman.

8 Meetings

8.1 Frequency

The TISPAN Plenary shall meet at least 3 times a year. Interim meetings can be organized as required at any time outside of these dates as long as the meeting buffer period is respected.

The meeting buffer period is 1 week before and 1 week after a full plenary meeting. During this buffer period it will not be permitted to hold interim Plenary or WG meetings.

TISPAN WGs are free to meet as and when they desire outside of the Plenary meeting as long as they avoid the Plenary meeting buffer period. It is expected that the systems group will meet at least once in between plenary sessions.

8.2 Location, hosting and costs

TISPAN meetings can be held at any location that is convenient and economical. Any TISPAN member may host a meeting at a suitable location.

Whenever meetings are held in public location such as a hotel or conference centre, the costs of meeting rooms and catering may be spread over the participants. The charge per individual shall be the same regardless of whether the individual stays in the hotel or conference centre or elsewhere.

The host of the meeting may provide communications facilities such as wireless internet access, telephone or fax. The provision of such facilities is highly appreciated by the delegates.

The following facilities are needed (in all meeting rooms):

- Video Projector and flip charts or white boards in all meeting rooms.
- Sufficient AC power outlets in the meeting rooms.
- Wireless Internet access.
- Printing facilities.
- A copy machine suitable for small and medium sized documents.

About 150 to 250 delegates typically attend TISPAN meetings.

See <http://portal.etsi.org/handbook/host.asp> for more information on hosting ETSI meetings.

8.3 Meeting invitation and registration

A meeting invitation shall be sent out by to the TISPAN membership list (TISPAN_GEN)_e-mail list at least 30 days before the event. The invitation shall clearly describe the location and the necessary travel arrangements. The invitation for each meeting is also made available in the meeting document area on the docbox which can be accessed from the ETSI portal.

The list of the participants at each meeting shall be provided to the TISPAN support team by the host of the meeting.

8.4 Agenda

The initial draft agenda for TISPAN and working group meetings shall be distributed by the chairman at least 30 days before a meeting.

The draft agenda shall include details of draft ETSI deliverables for approval, officials for appointment, and any other matter where voting may be required. Members may comment upon and propose additional items for the agenda up to the opening of the meeting.

A more detailed revised agenda should be provided at least a week prior to the meeting to give guidance of when each subject may be discussed.

The revised agenda with document numbers allocated for agreement shall be made available at the start of the meeting.

8.5 Decision making

In general, decisions will be taken by consensus. However, in case consensus cannot be reached the Chairman can decide to take a vote in accordance with clause 1.7 of the Technical Working Procedures [1].

8.6 Meeting documentation

8.6.1 Documents

Zipped document format shall be used to efficiently utilize network resources and to reduce download times. However, only one contribution per zip file is allowed. Separate contributions shall have separate document numbers and file names to avoid confusion.

NOTE: A contribution can contain several files zipped into one file (e.g. cover page or figures in separate files).

The responsibility of maintaining the contents of the applicable directories on the ETSI Portal lies with the technical officer or with the chairman of the applicable meeting.

8.6.2 Numbering and submission of contributions

8.6.2.1 Use of ADN

The Automatic Document Numbering (ADN) web-based ETSI application shall be used when submitting contributions to TISPAN meetings. For every TISPAN meeting a document set will be created by the TISPAN support team.

The ADN document tool will be available from the closing date of the previous meeting to two weeks after the date of the meeting concerned. This allows submission of contributions during and after the meetings. Document numbers can be allocated manually by the TISPAN support team after this date.

The hyperlink of the ADN document set of the meeting concerned is available on the ETSI portal and also from the meeting invitation document.

8.6.2.2 Document naming

The normal rules for document numbering can be found in clause 1.5.3 of the Technical Working Procedures [1].

8.6.2.3 Revising documents

Contributions may be revised during the course of a meeting. The level of revision should be indicated in the document name.

Documents shall not normally be revised between meetings. Should a new version of a document be required at subsequent meetings, it shall be allocated a new document number from the ADN range for that meeting.

8.6.2.4 Uploading documents for meetings

The contributions conforming to the above numbering rules shall be uploaded to the ETSI portal. The documents shall be uploaded using the upload tool from the ADN list, or should this not be possible placed to the Inbox of the TISPAN directory area (<http://portal.etsi.org/docbox/tispan/TISPAN/30-Inbox/>). In both cases an announcement shall be sent to the appropriate mail exploder list(s) and the TISPAN support team. Documents shall not be sent as attachments to e-mails.

It is preferable to use links to documents stored on the server where possible to avoid having multiple/large attachments being sent to the email lists.

8.6.3 Meeting deadlines

All contributions shall be submitted before the deadline of the meeting. The default meeting document deadline is **16:00 CET 4 full working days before the beginning of the meeting**.

Documents received after the deadline will be marked as LATE and may or may not be treated in the meeting depending on the discretion of the chairman and TISPAN membership.

8.6.4 Meeting document templates

TISPAN support team will provide template documents for each TISPAN meeting. These templates will be stored in the corresponding meeting directory. Delegates are requested to use the correct templates when making contributions to meetings.

8.7 Output from meetings

8.7.1 Meeting reports

Meeting reports shall be provided and approved at the latest two weeks after the close of the meeting.

8.7.2 Latest drafts

The AGREED output draft for every deliverable shall be made available by the rapporteur at the latest two weeks after the close of the meeting. If an agreed output draft cannot be made available at the end of the meeting, then the rapporteur shall provide a revised draft (for approval) taking into account the agreements at the latest one week after the close of the meeting. The WG members shall be asked to review the draft via the WG list to check whether the rapporteur has implemented correctly the agreements so that an AGREED output draft is available at the latest two weeks after the close of meeting.

The AGREED output drafts are stored in the latest draft folder on the TISPAN portal.

8.7.3 Executive summary reports to Plenary

Executive summary reports shall be provided by each working-group to the TB Plenary meetings. The summary reports shall contain at least the following elements:

- WI issues (e.g. status of existing ones, status of WI proposals).
- Liaison issues (e.g. outgoing LS to be approved on TB level, any LS handling on TB level, status of other LS sent since last plenary).
- Deliverables (e.g. is there something to approve on TB level, status of every deliverable).

Other issues may include:

- Officials (status/moves).
- Meetings held/future (WG and joints).

- Issues to be reported to TB (for info or for resolution).
- CRs for TB approval (grouped by deliverable).

The report should take into account the period between the previous plenary and the forthcoming one, "historical" information should not be presented. The report should concentrate on the current status. The main objective of the TB plenary is to understand the work status and to have time to discuss and resolve issues. This report does not have to be approved by the plenary.

9 Management documents and tools

This clause summarizes and lists the various permanent or semi-permanent tools (and means of documenting). All these documents/tools are within the responsibilities of the ETSI Secretariat.

9.1 WPM

9.1.1 ETSI work programme - work item milestones

By consulting the [ETSI work programme](#) any member may follow the progress of a work item as well as searching the work programme for deliverables.

The major progress steps for a deliverable are given in table 1.

Table 1: Primary milestones during the publication process

Milestone	Description
0a	The new work item has been approved by the technical body (no draft)
1	The rapporteur has just started work on the draft
2	The table of contents and the scope of the draft is now available in TISPAN directory 07-drafts
6	The first complete draft is available in TISPAN directory 07-drafts)
7	The work item has been approved by the working group
8	The work item has been approved by the TISPAN TB
12	The work item has been published as an ETSI deliverable

9.2 Status list of deliverables

This list (database extract) contains information about all the TISPAN deliverables, in terms of deliverable number, title, latest version, rapporteur and other details. The current list shall be made available on the TISPAN portal.

9.3 Change request database

The Change Request database records all CR details to published TISPAN deliverables. The CR database can be found at (http://portal.etsi.org/docbox/tispan/Open/Information/Databases/CR_database/).

9.4 ETSI online tools

These applications are web tools that have been developed by the ETSI secretariat to ease the work in a TB; they are available from the ETSI portal. Most applications are only accessible using an ETSI on-Line (EoL) account.

Below is a non-exhaustive list of these applications.

In the case of difficulties or for further help contact the ETSI HelpDesk (Helpdesk@etsi.org / Tel: +33.(0)4.92.94.49.00).

9.4.1 Contact information

[Contact Information](#): everyone (with an EoL account) can view and modify their personal contact details.

Member Official Contacts can also view and modify their organization's contact details and view a list of people who represent their organization.

9.4.2 TB membership / exploder lists

[TB Membership / Exploder Lists](#): this application allows you to subscribe and unsubscribe to any exploder list.

9.4.3 TB decision support

[TB Decision Support](#): is an Electronic Voting Application for the Technical Bodies.

This application allows the TB Membership to vote on decisions taken at the TB level (e.g. Chairmen, Technical Officers) via this interface. This application may also be used by working groups.

9.4.4 Account request

[Account Request](#): on-line account request for a username and password that you need in order to access most of the ETSI applications and document areas.

9.4.5 Change password

[Change Password](#): on-line password change - if you want to change your password given by ETSI.

9.4.6 Account sponsorship

[Account Sponsorship](#): on-line account creation - this permits an ETSI member to creation an EoL account for new members who do not yet have one.

9.5 WEB and FTP services

9.5.1 Web and portal

Main working areas for TISPAN are TISPAN WEB www.etsi.org/tispan and TISPAN PORTAL <http://portal.etsi.org/tispan>.

The TISPAN homepage contains useful information about the general TISPAN activities. The TISPAN area of the ETSI portal contains links and information specifically related to TISPAN's technical activities.

These pages provide up-to-date information on deliverable work, such as: meeting calendars, meeting minutes, meeting documents and latest deliverables. FTP links to the TISPAN file server areas.

9.5.2 Docbox

The TISPAN directory area on the Portal is maintained by the ETSI Secretariat. This may be accessed via a web browser (<http://portal.etsi.org/docbox/TISPAN/>) or an FTP tool (<ftp://portal.etsi.org/docbox/TISPAN/>).

Access to the ETSI server is granted by giving a unique username and password (EoL account) to each ETSI Member.

FTP software can be downloaded from: <http://portal.etsi.org/download>.

All the documents related to the work of TISPAN are stored on a dedicated area of the server called docbox. This area is divided into an OPEN area that can be browsed with any FTP or web client, and a CLOSED area that is available only to ETSI member possessing an EoL account.

<u>[To Parent Directory]</u>		
17 October 2005	06:59	<dir> 00-Reports
17 May 2004	14:11	<dir> 20-Permanent
13 March 2006	16:37	<dir> 30-Inbox
06 March 2006	13:24	<dir> 40-Liaisons
06 March 2006	07:46	<dir> 50-20051205-Sophia-M09
20 January 2006	08:21	<dir> 50-20060116-Copenhagen_WG4-TP18
09 March 2006	10:02	<dir> 50-20060130-Sophia-F10
13 March 2006	17:08	<dir> 50-20060403-Sophia-IDbis
14 February 2006	09:54	<dir> 50-20060404-Athens_WG7_S&S
13 February 2006	12:12	<dir> 50-20060612-Sophia-F11
07 March 2006	15:25	<dir> 70-Latest-Drafts
24 October 2005	08:26	<dir> 80-Approval
30 November 2005	10:25	<dir> 82-ITU-T-NGNFG-Documents
17 February 2006	12:28	<dir> 83-TISPAN-3GPP-Tracking
27 October 2005	11:52	<dir> 84-NGN-Publications
08 November 2005	13:22	<dir> 99-Archive
17 October 2005	06:40	<dir> MGT
28 June 2005	10:40	<dir> NGN-SG_FMG

Figure 2: TISPAN docbox structure

The TISPAN docbox is structured as follows:

- **00-Reports:** Central area to store all reports from past meetings.
- **20-Permanent:** No longer used.
- **30-Inbox:** Upload area: this is the area where delegates can upload their contribution for a meeting. Files uploaded in the Inbox are regularly checked and moved to the relevant meeting directory. To upload a file in the Inbox one must use his/her ETSI Online UserId and Password.
- **40-Liaisons:** Place to hold all Liaisons in and out of TISPAN.
- **50-yyyymm-loc:** Indicates a meeting directory containing all the documents for a meeting. The directory name is made of the year and month of the meeting, and the location where the meeting takes place.
- **70-Latest drafts:** Contains all of the TISPAN latest draft deliverable that have not yet been TB approved.
- **80-Approval:** Contains all documents (deliverables / WIs / LS) that are placed on approval by correspondence.
- **82-NGN-FG:** Contains the ITU-T NGNFG meeting documents for reference by TISPAN.
- **83-3GPP Track:** Contains the tracking documents that describes the dependencies between TISPAN deliverables and 3GPP core specifications.
- **84-NGN-Publications:** Contains all of the NGN published documents in pdf format.
- **99-Archive:** All meeting documents are archived to this directory at the end of each year.
- **MGT:** Area for the MGT team to share documents.
- **NGN SG_FMG:** No longer used.

9.6 E-mail exploder lists

There are several TISPAN related e-mail exploder lists in use including:

- TISPAN_GEN@etsi.org: the main mailing list used for general matters that concern the TB TISPAN. This is the mailing list to which every newcomer should subscribe. Meeting invitations, documents for approval, official announcements etc. are distributed via this mailing list.

- TISPANsupport@etsi.org: list used to contact ETSI Secretariat support team for TISPAN. May be used for enquiries, and general questions and administrative issues.
- TISPAN_IMS@etsi.org: joint 3GPP-TISPAN open list.
- TISPAN_EMTEL@etsi.org: list for TISPAN project EMTEL on Emergency communications.
- TISPAN_F-MMS@etsi.org: list for TISPAN project FMMS.
- TISPAN_WG1@etsi.org: dedicated email list for TISPAN WG1.
- TISPAN_WG2@etsi.org: dedicated email list for TISPAN WG2.
- TISPAN_WG3@etsi.org: dedicated email list for TISPAN WG3.
- TISPAN_WG4@etsi.org: dedicated email list for TISPAN WG4.
- TISPAN_WG5@etsi.org: dedicated email list for TISPAN WG5.
- TISPAN_WG6@etsi.org: dedicated email list for TISPAN WG6.
- TISPAN_WG7@etsi.org: dedicated email list for TISPAN WG7.
- TISPAN_WG8@etsi.org: dedicated email list for TISPAN WG8.

Control over subscriptions is exercised by the ETSI Secretariat and the TB chairman. In addition, the ETSI technical officer will act as back-up for the email list owners.

General instructions on how to use ETSI mailing lists can be found at the following URL:
<http://portal.etsi.org/userguides/listserv/home.asp>.

9.6.1 Joining a list

For managing subscriptions to any list hosted by ETSI, it is recommended to use the TB Membership Lists web based application on <http://webapp.etsi.org/tbmembership/list/home.asp>.

An alternative subscription procedure is as follows.

- a) A subscribe request should be sent in the body part (not in the subject field) of a message to the list server (LISTSERV@LIST.ETSI.ORG):
 SUBSCRIBE listname (firstname surname).
- b) The mailing list manager may check that it can reach the e-mail address by sending a confirmation request which contains a line with the word "OK" followed by a code, e.g. "sbc4na". That line should be put in the body (not in the subject field) of a message and be sent back LISTSERV@LIST.ETSI.ORG.
- c) The confirmed subscription request will be sent to a list owner who will decide if the request will be approved or not. The list server will confirm the new subscription by sending a file with information on the list and some helpful hints.

9.6.2 Leaving a list

For cancelling a subscription it is essential to sign off to avoid unsuccessful mailing attempts by the exploder manager.

For signing off, it is recommended to use the TB Membership Lists web based application on <http://webapp.etsi.org/tbmembership/list/home.asp>.

Alternatively, the following message should be sent to LISTSERV@LIST.ETSI.ORG:

SIGNOFF listname

EXAMPLE: SIGNOFF TISPAN_NGN

10 E-mail decisions

TISPAN and its working groups may use the E-mail decision procedures for decisions they are entitled to take, (e.g. on deliverables, CRs, Liaison statements, etc.). Each group may set its rules for making e-mail decisions, however, it is required that:

- the rules are clearly defined and documented;
- a delegate having participated in plenary meetings is able to identify that he has possibly missed an e-mail relevant to e-mail decision.

10.1 E-mail drafting phase

An e-mail drafting session can be launched, either on a dedicated exploder list as a cybermeeting or as an informal discussion between interested delegates. Objectives can extend from debating an existing contribution, a Liaison Statement or a Change Request to progressing the service requirements of a specific Work Item and involving one or more Working Groups.

In case of "cybermeeting", the chairman of the discussions shall issue an un-ambiguous guideline including:

- 1) the objectives and agenda of the meeting;
- 2) input document(s) to be clearly specified;
- 3) start date and end date of the debate;
- 4) afterwards, summary of results of the "cybermeeting".

The end-goal being to reach an "agreement" on the issue, either at the next meeting or via an e-mail approval procedure.

10.2 Declaration of E-mail decision

Authority for an e-mail decision to take place should usually be agreed at a plenary meeting. If this is not possible, there shall be a clear notification (i.e. status report) indicating that there will be an e-mail decision. This notification shall be sent on the main mailing lists indicating the mailing list where the discussion will take place (TISPAN_GEN, a WG or SWG list). Target and timeframe shall be clearly indicated. A permanent Chairman (usually the meeting chairman or vice chairman) shall be nominated, who will be responsible for managing the e-mail decision procedure, including initiation, monitoring and announcing when it is complete.

10.3 E-mail decision status reporting

During the e-mail decision period, there shall be a clear message stating what the status of each open item is. It is recommended to have a weekly summary of the status of all items, from the previous plenary listing:

- The name of the open item.
- The name of the responsible delegate.
- Time left for comments before the deadline and expiration date.
- Current work versions of documents: Tdoc number, CR number, Revision number.
- Status (Debate ongoing, Agreed, Postponed, Rejected, etc.).

10.4 Decision final announcement

When a decision is made (Agreed, rejected, postponed, etc.) a clear notification on what has been agreed shall be sent on the main mailing lists of the relevant groups.

10.5 Timing

Approvals by correspondence should be managed by the ETSI Secretariat. The commenting and approval period for the different cases shall be as follows.

- Deliverables: 30 days (in accordance with clause 1.7.1.2 of the Technical Working Procedures [1]).
- CRs to published deliverables: 2 weeks.
- Liaison Statements: 2 weeks.
- New work items: 2 weeks.

10.6 General

- in exceptional cases when the procedure cannot be followed a clear notice from chairman is required;
- e-mails on mailing lists shall contain a subject with meaningful keywords, e.g. document xxx on Charging and/or 03018CR012r4;
- if there are no comments during the allowed period, agreement is granted automatically;
- status reports to higher level body meetings, should be e-mailed to the mailing list one week before the meeting. This allows delegates a final possibility to review the progress in the last period.

11 Liaison statement handling

11.1 Outgoing liaisons

The text of an outgoing liaison statement shall be presented as a stand-alone document to a meeting. It is the responsibility of the Chairman of the source working group to ensure that an outgoing liaison statement is approved by the members of that group.

The document should clearly state that it is in fact a liaison, and should also indicate the source (normally TISPAN or one of its WGs) and the destination (group or, occasionally, an individual person). The document should also clearly state the action if any required of the recipient, and a target date by which a response is desired.

When TISPAN or a WG agrees a liaison statement - often this occurs in the closing plenary session of a meeting, the Chairman should ensure that a correctly completed and clean version of the file is supplied to the TISPAN support team regardless of its original form, the liaison is easiest to handle if it is a stand-alone file (possibly with other files as attachments).

The TISPAN support team will take the following action:

- The liaison statement will be lodged on the ETSI portal in the directory of the appropriate source group (TB or WG) in the subdirectory .../04-liaisons/out/to_ xxx where xxx represents the identity of the destination body. The original filename will normally be retained, and the liaison will normally be in zipped form, with the zip file containing any attachments which are cited in the liaison. Sometimes, however, it may be necessary to change the filename inside the zip file - for example, to make it clear which is the liaison statement itself and which are attachments which accompany it.
- The same file will be sent to the destination body as follows:
 - In the case of a body within ETSI, it will be sent to the Technical Officer of that body with a request to forward it to the target body.
 - In the case of a body outside ETSI, it will be sent to the chairman or other designated contact point for the body.

In the case of an internal liaison between TISPAN groups, this step will of course be omitted, and the procedures below relating to incoming liaisons will be followed.

If it is the intention that a liaison statement be discussed at a particular meeting of the destination body, it is the responsibility of the source body to ensure that the matter is placed on the agenda, that the liaison is presented as a contribution to the meeting, and that, if required someone competent to explain the contents is present at the meeting during the appropriate agenda item.

11.2 Incoming liaisons

The Chairman of (or another individual acting on behalf of) the source body is expected to send the file of the liaison to the TISPAN support team.

The TISPAN support team will take the following action:

- The file will be sent to the destination body (TISPAN or one of its WGs) via the (plenary) exploder list. It will not be sent explicitly to the chairman or other official of the body. The e-mail message will normally indicate:
 - that the message contains a liaison statement;
 - from which body the liaison emanates.

The message will normally not indicate the title of the liaison, nor the subject matter, nor the action expected, nor the deadline date. This information should be contained in the liaison statement itself.

The TISPAN support team will not normally offer a liaison statement to a meeting of the destination body. It is the responsibility of the Chairman of that body to include the topic in the meeting agenda, if appropriate. (Of course, the TISPAN support team will convert the liaison to a meeting document on explicit request from the Chairman.) It may be the case that the liaison can be responded to out of the context of a meeting - for example by a return liaison established during an exchange of e-mails on the appropriate exploder list; and this approach may be expedient in view of the response deadline date requested. Again, the chairman of the destination body should determine this, if necessary in consultation with the members of that body.

Thus it is the responsibility of each Chairman to ensure that all incoming liaisons to his body are handled appropriately, either by e-mail or by discussion at a meeting, and that an appropriate response is returned to the originating body.

12 TISPAN deliverables

12.1 General

Where appropriate, the three-stage methodology defined in ITU-T Recommendation I.130 [2] should be employed:

- Stage 1: is an overall service description from the user's standpoint.
- Stage 2: is an overall description of the organization of the network functions to map service requirements into network capabilities.
- Stage 3: is the definition of switching and signalling capabilities needed to support services defined in stage 1.

In addition, it is often appropriate to perform a feasibility study prior to formal specification work. This is sometimes referred to as "stage 0".

Furthermore, it will often be appropriate to follow stage 3 with the production of test deliverables - a stage 4.

TISPAN produces mainly TSs (ETSI Technical Specification) and TRs (ETSI Technical Report), which are voluntary documents, approved by the TISPAN members and published by ETSI immediately after plenary approval, as opposed to EGs and ENs which go through a longer approval process amongst the whole of the ETSI membership.

When drafting a TR or TS a rapporteur must use the skeleton http://portal.etsi.org/edithelp/drafting_tools.asp provided by the ETSI Secretariat and apply the ETSI Drafting Rules <http://portal.etsi.org/edithelp/guides.asp>. It is however possible to create ENs and ESs as required, and these may be created from the basis of a TR or TS that is maintained to allow changes, and is then converted to a EN or ES for additional stability.

TISPAN drafts are stored on the ETSI portal in the directory <http://portal.etsi.org/docbox/tispan/TISPAN/70-NGN-Latest-Drafts/>. The rapporteurs must ensure that their latest drafts are always available in the appropriate folder.

12.2 Deliverable numbering

12.2.1 ETSI deliverable types

ETSI Guide, (EG): an ETSI deliverable, containing only informative elements, approved for publication by application of the Technical Body approval AND the Membership Approval Procedure.

ETSI Standard, (ES): an ETSI deliverable, containing normative provisions, approved for publication by application of the Technical Body approval AND the Membership Approval Procedure.

ETSI Technical Specification, (TS): an ETSI deliverable, containing normative provisions, approved for publication by application of the Technical Body approval procedure.

ETSI Technical Report, (TR): an ETSI deliverable, containing mainly informative elements, approved for publication by application of the Technical Body approval procedure.

European Standard (telecommunications series), (EN): an ETSI deliverable containing normative provisions, approved for publication in a process involving the National Standards Organizations and/or ETSI National Delegations with implications concerning standstill and national transposition.

Harmonized Standard: an EN (telecommunications series) the drafting of which has been entrusted to ETSI by a mandate from the European Commission under European Directive 98/48/EC (latest amendment to Directive 83/189/EEC) and has been drafted taking into account the applicable essential requirements of the "New Approach" Directive and whose reference has subsequently been announced in the Official Journal of the European Communities.

Special Report, (SR): an ETSI deliverable, **containing only informative elements** made publicly available for reference purposes.

12.2.2 TISPAN deliverable numbering

All ETSI deliverables follow the following numbering principles:

ETSI DD x8y zzz-p-s va.b.c e.g. ETSI TR 181 300 V1.1.1

Where:

- **ETSI** is a prefix for all deliverables types in order to ensure a clear identification;
- **DD** identifies the deliverable type;
- **x** stands for the deliverable type:
 - 0 for SR;
 - 1 for TS/TR;
 - 2 for EG/ES and;
 - 3 for EN.

- **8** refers to the TISPAN;
- **y** stands for the working area:
 - 1 = Services;
 - 2 = Architecture;
 - 3 = Protocols;
 - 4 = [Naming, Addressing and Routeing](#);
 - 5 = QoS;
 - 6 = Testing;
 - 7 = Security; and
 - 8 = Network Management.
- **zzz** stands for the chronological number from 000 to 999;
- **p** stands part number (if it exists);
- **s** stands sub-part number (if it exists);
- **v** stands for the version number where:
 - **a** stands for Release number: 1 for Release 1, 2 for Release 2, 3 for Release 3 and so on;
 - **b** stands for the Technical version, incremented every time a technical change is introduced;
 - **c** stands for the Editorial version, incremented every time a purely editorial change is introduced.

12.3 Creation of deliverables

A new deliverable shall be created in a Group. At creation, a rapporteur shall be appointed. The rapporteur shall produce an initial draft, version 0.0.0, and subsequent revised versions (version 0.1.0, possibly 0.1.1, 0.1.2 and so on, then version 0.2.0 etc.). Details of the role of the rapporteur are described in clause 12.4.

The rules for drafting deliverables, and the software tools to be used are describes in the ETSI drafting rules <http://portal.etsi.org/editihelp/guides.asp>.

Versions 0.1.0, 0.2.0, 0.3.0 etc. should be presented to the responsible Group. Versions 0.i.1, 0.i.2 etc. may be internal to the drafting group.

Further drafts may be produced, with appropriate increments in the "technical" / "editorial" fields of the version number. Every new draft with an incremented "technical" version field shall be presented to the responsible Group. Although two or more Groups may have an interest in contributing to the development of a deliverable, ultimate responsibility for a deliverable is with in a single (responsible) Group. The responsible Group shall ensure that all other Groups which might have an interest are given the opportunity to participate in the drafting.

The TISPAN support team is responsible for allocating deliverable numbers. As soon as title, scope and some other information on the deliverable is stable, the TISPAN support team shall assign a deliverable number and shall enter the deliverable into the Status List of Deliverables.

Once the responsible Group considers that the draft is sufficiently stable that it is desirable to place it under change control, the latest version shall be presented for approval at the plenary.

If the plenary does not approve the draft, further drafts may be produced by the responsible Group.

If the plenary does approve the draft, the approved version (with no technical changes) shall be converted to version x.0.0 where "x" corresponds to the Release identity.

The deliverable is now under change control. Further changes shall be made by means of formal Change Requests, to be approved by the plenary.

12.4 Role of the rapporteur

The role of the rapporteur is to:

- Serve as Editor (following the guidance of the WG) until the deliverable is placed under change control.
- Deliver a clean deliverable to the TISPAN support team for editorial clean-up before submission for plenary approval to come under change control.

and, in co-operation with TISPAN support team, to:

- Review all CRs to the deliverable prior to agreement in the Working Group. This includes identifying and resolving clashes.
- Oversee the technical quality of the deliverable.
- Explain the deliverable to any other group (both inside or outside of the TB), where appropriate.
- Serve as focal point for technical questions.

12.5 Characteristics of a deliverable

- The deliverable has a prime responsible WG.
- The deliverable may have one or more secondary responsible WGs.
- The deliverable shall have a rapporteur: a delegate from a member company (or, in exceptional cases, a TISPAN support team expert); the delegate should participate regularly in the prime responsible WG meetings.

12.6 Handling of deliverables

12.6.1 "Freezing" of deliverables

A Technical Committee may decide that a deliverable is sufficiently stable that it may be considered "frozen". That is, only CRs for essential corrections of errors shall be considered.

NOTE: At the same time, a new major version may be developed for inclusion of new features.

Normally, all deliverables of a Release will be frozen when the Technical Committees decide that the functionality of the Release is stable, i.e. that all new features to be included in the Release have been defined and that all new or modified functionality required to implement those features has been incorporated into the deliverables. At this point, the Release as a whole shall be declared to be "frozen", and its constituent deliverables shall likewise be "frozen". Thereafter, only essential corrections (CR categories A or F) shall be permitted.

12.6.2 "Closing" of deliverables

A Technical Committee may decide that a deliverable will no longer be maintained. That is, no further Change Requests should be considered. The deliverable remains available, but no further Change Requests should be produced, even corrective ones to align with the equivalent deliverable of a subsequent Release.

NOTE: At the same time, higher major versions of the deliverable may be under development.

12.6.3 "Withdrawing" of deliverables

A Technical Committee may decide to withdraw a deliverable which is obsolete if its remaining availability would confuse implementors (for example, if it contained provisions which were contradictory to provisions of other, later, deliverables).

Before withdrawing a deliverable, the Technical Committee shall ensure that no references are made to it from any other deliverable (and raise appropriate Change Requests to eliminate any such references discovered).

12.7 Availability and distribution of deliverables

The TISPAN support team shall make all approved versions of all deliverables available as soon as possible after their approval (or after approval of CRs thereto) on the file server.

The TISPAN support team and/or rapporteur should also endeavour to make earlier drafts available on the server, even prior to approval.

A clear and unambiguous directory structure shall be adopted, and a guide to that structure provided on the server. A "status list" shall also be provided, showing the latest version of each Release of each deliverable.

12.8 File naming conventions

Deliverables shall be maintained in the form of computer-based files. The file name shall be of the form:

- aabbbvxyz.eee

where:

- aa and bbb have the same significance as in the deliverable number;
- x, y and z have the same significance as in the version number;
- eee is the de facto standard filename extension corresponding to the software tool used to create the file (normally "doc" for Microsoft Word[®]).

For multi-part deliverables, the filename shall be extended to:

- aabbb-nvxyz.eee

where:

- n is the part number.

To save storage space and to speed up uploading and downloading, source files shall be saved compressed in industry standard "Zip" [®] format. The filename of the zipped file shall be the same as that of the contained source file, and it shall bear the file extension ".zip".

If a deliverable consists of multiple source files, for example, when a very long document is divided into several smaller files for ease of editing and manipulation, each file should be named with the above convention, but appending a file identifier in the form:

- aabbbvxyz(m).eee

where:

- m is the file number.

Draft versions of deliverables may be made available in the responsible Groups' directories. Such versions shall be clearly distinguishable from "official" versions by substituting "d" for the "v" version before the version code. Thus:

- aabbbdxyz.eee

Table 2: Characters used in filenames to represent numeric values

Value	Character	Remarks
0	0	Only for use in version number fields. Part numbers and file numbers start at 1.
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	
7	7	
8	8	
9	9	
10	a	
11	b	
12	c	
13	d	
14	e	
15	f	
16	g	
17	h	
18	i	
19	j	
20	k	
21	l	
22	m	
23	n	
24	o	
25	p	
26	q	
27	r	
28	s	
29	t	
30	u	
31	v	
32	w	
33	x	
34	y	
35	z	Higher values for further study if necessary.

13 TISPAN release mechanism

13.1 Release principles

Deliverables are grouped into "Releases". A telecommunications system can be constructed based on the set of all deliverables which comprise a given Release. A Release differs from the previous Release by having added functionality introduced as a result of ongoing standardization work within the Groups.

Deliverables pertaining to a given Release shall be distinguished by the first field of the version number ("x" in x.y.z).

It is important that the release structure provides a sound basis for implementations and equipment interoperation. Key principles important to ensure this are:

- A Release shall consist of a well-defined, stable and internally consistent set of functions.
- A Release shall be documented in a maintained, consistent stream of deliverables.
- Essential corrections to a stable or frozen release shall be included in the applicable Release.
- New or changed functionality shall be included in a new (rather than retrospectively in an old) Release.

These principles will ensure successful interoperability amongst different instantiations of systems.

13.2 Release mechanisms

13.2.1 Corrections to Releases

Each release should be consistent and able to be implemented to ensure interworking. This implies that essential corrections become normative parts of the Release as soon as possible. If essential changes to "old" functionality are made to a new release, similar corresponding changes shall be made to correct the same error in the deliverables pertaining to all previous, non-closed, Releases. This is illustrated in figure 3.

13.2.2 New features

New functionality shall be included in the latest, non-frozen, Release. New functionality shall not be included in previous, frozen, Releases. To do so would cause incompatibility amongst instantiations of those Releases. This is illustrated in figure 3.

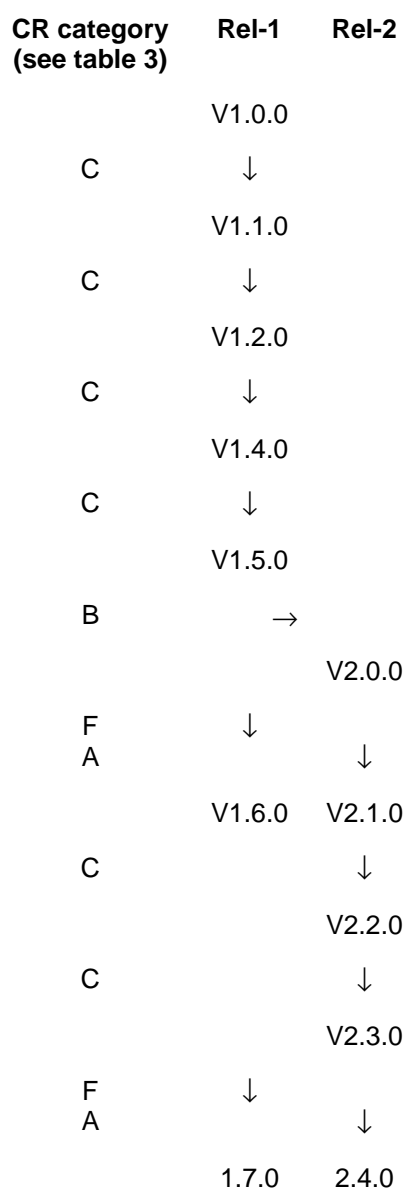


Figure 3: Introduction and development of new features to the latest Release; and corrections to multiple Releases (example)

13.2.3 Release naming

TISPAN releases are not necessarily annual, and shall be referred to as Release 1, Release 2, etc., according to the major field of the version number.

13.2.4 Introduction of features into Releases

Development of the system deliverables shall be controlled by means of a work plan covering the inclusion of new features (functionality). Target dates for completion of Work Items shall be estimated by the responsible Groups. Milestones may be defined to monitor the progress of Work Items. Based on the estimated completion of the desired features, a target date for freezing of the deliverables pertaining to the next Release can, and shall, be calculated. Feature development should be based around *approximately* annual Releases.

Thus the TISPAN work plan shall indicate (a) the estimated freeze date of forthcoming Releases and (b) the functional content of each such Release. The TISPAN work plan shall show all projected work, regardless of Release; this will ease long term planning and the packaging of features into Releases. Completed Work Items shall be removed from the plan once the Release of which they form a part has been frozen.

Technical coordination should set target dates for the freezing of each individual stage on all currently worked-upon releases (i.e. non-frozen), Typically at time of freezing of stage n in Release x the target date of stage $n+1$ of Release x should be set.

The freezing date for a particular stage of a Release should insofar as is possible be adhered to, even if, due to delays, it is not possible to include all the features originally intended. Features which cannot be completed in time should be held over to the next Release. It will normally be the case that test deliverables and O&M deliverables will not necessarily be completed until some time after the base deliverables; this shall not impede the freezing of the Release as a whole. However, if it becomes evident that, due to delays in a number of important features, a new Release would contain little new functionality, it may be preferable to delay the freezing of the stage of a Release to allow more of the originally intended features to be included.

The project plan shall clearly show the progress of each Work Item. When all component Work Items of a feature have been completed, the TISPAN plenary shall declare the feature to be frozen. The only further development permitted from that point onwards shall be:

- the essential correction of errors;
- the completion of the test and O&M deliverables; and
- unavoidable adjustments required to cater for interworking with other features in the same Release.

13.3 Release control

13.3.1 Creation of a new Release version of a deliverable

A given deliverable may simultaneously exist in several versions, each corresponding to a different Release.

In principle, a Release of the deliverable can be identified as consisting of all those deliverables with a "major" version field of a given value.

13.3.1.1 With no technical changes compared to the previous Release

A given Release consists of a set of deliverables having a common "major" version field; therefore, for the set of deliverables to be complete, a new deliverable needs to be produced even if its provisions are identical with those of the previous Release's version. The creation of such a deliverable shall be delayed until the latest possible moment - that is, until TISPAN is on the point of declaring a given Release to be complete, having determined that no technical changes are needed in the deliverable compared with the previous Release.

The creation of the new version under these circumstances shall be via the responsible groups taking a decision to upgrade to the next Release of the deliverable.

This implies that all Groups need to conduct a rigorous review of all deliverables for which they are responsible to determine which are to be propagated to the next Release and which are not.

13.3.1.2 When introducing technical changes

A new version of a deliverable, corresponding to a new Release, shall be prepared when a technical change needs to be introduced to satisfy a requirement of a feature of that new Release. This shall be accomplished by the raising of a Change Request in the usual way, with the version number of the resulting deliverable indicating the new Release. The CR shall bear the identity of the new Release.

13.3.1.3 Deliverables not propagated to next Release

Deliverables which are not propagated from Release N-1 to Release N in one of the above two methods shall be deemed not to form part of Release N. Under these circumstances, the responsible Group shall undertake a review of all other deliverables of Release N to eliminate references to the deliverable concerned.

13.3.2 Mirror Change Requests

When a Group produces a Change Request correcting an error in an earlier Release of a deliverable, it shall check whether the same change also needs to be made to later Releases of the deliverable. Changes which are corrective or clarifying in nature will generally be applicable to such other versions.

Where it is determined that several Releases are affected, an (independently numbered) Change Request shall be created for *each such affected version* of the deliverable. Such CRs are termed "mirror Change Requests". The principal CR and its related mirror CRs should be grouped together for the purpose of presentation to the plenary (unless some other grouping is more logical).

The plenary shall approve (or postpone or reject) a CR to a given Release together with the corresponding mirror CRs to later Releases. This will provide consistency between Releases.

14 TISPAN Change Request mechanism

14.1 Change Request regime

Once a deliverable has been approved by the plenary and published by ETSI, it shall be considered to be under change control. Any technical or editorial change which may be identified for inclusion in the deliverable from this point on shall be accomplished by means of a Change Request (CR).

A CR may be raised by any individual and brought to the attention of the responsible Working Group. If the change is approved by the WG, a unique (for that deliverable) reference number to the CR shall be allocated by the WG chairman or TISPAN support team, and its details shall be entered into a CR database maintained by the TISPAN support team and made available on the appropriate file server. CR numbers shall not be re-used, even if a CR is ultimately rejected by the plenary. The TISPAN support team shall collate all CRs approved by the WGs of that Technical Committee and shall bring them to the plenary for approval. For deliverables which are directly under the control of a TB or an individual project, the CR shall be allocated a number and brought directly to the attention of the TB by the source of the CR.

CRs that have been approved in the WG will be presented for approval at the TB via a 2 week email approval procedure.

Following approval at Plenary level, the rapporteur responsible for the deliverable shall edit the original deliverable to incorporate the changes of all Change Requests approved by the Technical Committee. The new version of the deliverable shall then be made available on the appropriate file server.

A Change Request shall relate to a specific version of a deliverable. A CR may be revised by the responsible Group; thus care shall be taken that the latest revision of a CR is presented for approval and subsequently implemented.

The plenary should approve, reject or postpone a CR in its entirety (after revision, if necessary). That is, the modifications proposed by the CR should either be accepted without change, or unconditionally rejected. For ease of management, a single Change Request should therefore pertain to a single technical topic only. Each topic can thus be cleanly accepted or rejected by the plenary.

Where two or more CRs pertain to the same (version of a) deliverable, the responsible Group shall check for potential interaction amongst those CRs to ensure that, if all are approved by the plenary, each is able to be implemented without contradicting any other.

The meeting secretary shall record the plenary decisions on each CR in the meeting report.

14.2 Change Request forms

To ensure an appropriate and consistent way of presenting and documenting Change Requests, there exist standardized front covers (forms) for CRs as well as rules on how to accurately identify the modified parts of the deliverable.

The purpose of the CR form itself is to provide the relevant management information of the proposed changes, e.g. such as:

- Target deliverable with its version number (i.e. the original version to which CR is drafted).
- Source (company) of the CR.
- Reason for the proposed change and consequences if not accepted.
- Category of proposed change (i.e. correction, Change Request corresponding to an earlier release Change Request, addition of feature, functional modification of feature, or editorial modification).
- Cross-phase compatibility aspects.

A CR to a major version of a deliverable which is not yet frozen can fall into any of the categories quoted below.

Table 3: Categories of Change Requests

Category	Meaning	Remarks
A	Corresponds to a correction to an earlier Release	May be used only if a category F CR has been approved for an earlier release. "Earlier release" means either an earlier major version of the same deliverable or a major version of the equivalent deliverable from which the deliverable was created. If a change to an earlier release affects a section which has a counterpart in a later release, then the corresponding category A CR to the later version(s) shall be presented for approval at the same meeting.
B	Addition of feature	The new feature is to be added to the Release; the reference is <i>not</i> to the Deliverable itself. This will normally correspond to an identified Work Item. This category shall not be used for a frozen Release.
C	Functional modification of feature	Any functional modification shall correspond to an identified Work Item. However backward compatibility shall be ensured. This category shall not be used for a frozen Release.
D	Editorial modification	Editorial modifications shall have no impact on an implementation. An editorial modification CR to a frozen Release shall not be permitted.
E	(not used)	
F	Correction	Used: 1 to correct an error in the deliverable (i.e. a clear instruction in the deliverable which leads to incorrect operation of the system); or 2 to correct an ambiguity in the deliverable which could lead to different implementations which cannot inter-operate; or 3 to add a part of a functionality agreed for the Release found to be missing in the deliverable; or 4 to remedy the incorrect implementation of a previously approved CR; or 5 to correct a misalignment between the deliverables (stage 1, stage 2 and stage 3) for a feature or service. Corrections can lead to functional modification, but these shall be considered as category F.

The Change Request form, with embedded instructions for use, is available from the ETSI portal (http://portal.etsi.org/docbox/tispan/Open/Information/Databases/CR_database/).

The CR database is available from the appropriate file server (http://portal.etsi.org/docbox/tispan/Open/Information/Databases/CR_database/).

As the degree of acceptability for modifications differs between major versions of deliverables which are not yet frozen and versions which are already frozen (see clause 12.6.1), CRs differ on the allowed/possible categories. A CR to a frozen major version of a deliverable can only be a correction (category A or category F, defined in table 3). If it is category F, it shall fit into one of the following classifications:

- Essential correction, i.e. where a frequently occurring (successful or unsuccessful) case is not handled properly because there is some error or significant ambiguity in the deliverable.
- A CR to remedy the incorrect implementation of a previously approved CR.
- A CR which is supported by consensus in the meeting.

When a CR is presented for approval, the classification into which it falls shall be identified. If this cannot be done then the CR shall be automatically rejected.

The CR form bears a field to indicate the Release number to which the CR pertains. This field shall show the Release of the intended *resulting* deliverable, that is, the Release of the deliverable *after* implementation of the CR. The Release shown on the CR form is not related to the Release of the feature to which the change relates, but to the Release of the deliverable being changed.

14.3 Contents of Change Requests

Although the CR form shall indicate the details of change, each CR shall have attached the pages of the deliverable that are affected by the CR, using the latest version of the major version. These pages shall have the proposed modifications clearly marked, by means of the word processor's "revision mode".

In case there are more than one independent CR to the same part of the deliverable, neither of them should contain the proposed modifications from the other(s), however any potential interaction between the modifications should of course be resolved before presentation.

14.4 Handling of the Change Requests

14.4.1 Entry to the WG

A proposed CR should be brought to the relevant Working Group primarily responsible for the deliverable concerned and discussed there, before presentation to the plenary. If possible it should be distributed, by the source, as soon as possible and prior to the coming Working Group meeting to the relevant e-mail reflector (with a clear indication of the subject), for the purpose of shortening discussions in meetings and to try at as early a stage as possible to come to a widely acceptable solution. Comments from secondarily responsible Groups (if any) shall have been sought and comments shall have been taken into account before presentation to the plenary for approval.

To ease the work of the Group and of the TISPAN support team, a proposed CR should be presented in a form suitable for WG agreement and plenary approval. If a CR is not immediately accepted the originator shall update the CR taking into account comments and other guidelines from the relevant groups, including change of reference version if needed, and to re-present it to the Group.

All CRs shall be presented in electronic form.

14.4.2 CR identification

During the course of its development, a CR may be modified, and the CR's progress shall be indicated by allocation of a revision number: rev. 1, 2, and so on. A given revision of a CR is uniquely defined by:

- the deliverable to which it belongs; and
- an alphanumeric string (the CR number); and
- the revision number (default, i.e. the value if no number is given, is 0, i.e. the original, unrevised, CR).

The CR number shall be allocated by the WG chairman or TISPAN support team only once the CR has been approved at WG level.

For a given Deliverable, CR numbers shall be unique and shall never be reused. Numbers used for rejected CRs shall not be reused. If a CR is rejected, and the responsible Group considers it useful to bring a modification of the CR to a subsequent Plenary for approval, the new CR shall be allocated a new number. That is, it shall not be presented as a revision of the same CR number previously rejected.

14.4.3 Impact on other deliverables and joint CRs

If the content of the CR is such that, in isolation, it makes the whole set of approved Deliverables inconsistent, corresponding CRs shall also be considered and produced. This should be carried out by the originator of the CR (and his colleagues in other Groups) in advance. The TISPAN support team is co-responsible for identifying and communicating cross-Technical Committee and cross-WG impacts.

In principle, a CR shall not be forwarded to the plenary unless the potential impact on other deliverables has been thoroughly examined and concluded, either resulting in a "No impact" statement or in a full and consistent set of corresponding CRs to all affected deliverables. Such sets of CRs should be combined into a single document, by the TISPAN support team, before submission to all responsible Technical Committees and called "Joint CRs". An approval by all primarily responsible TCs is necessary.

If some of the corresponding CRs are to be considered by other Groups, the TISPAN support team shall be responsible for monitoring the result in those Groups and for submitting the full set, when available, to the plenary. This might mean that in some cases the CRs agreed in the WG are not presented to the immediately following the meeting due to outstanding CRs from other Groups.

Other "consequential" CRs, needed for reasons other than direct consistency, may be drafted, presented and agreed independently. This covers typically additions to test deliverables and O&M deliverables. If a CR causes an inconsistency with an existing/approved test or O&M deliverable, the corresponding CRs should be presented together with the core deliverable CR.

14.4.4 Handling of the CR in the plenary

When the WG has approved a CR and comments from secondarily responsible WGs have been taken into account, the TISPAN support team shall ensure that it is correctly formatted and assembled, and shall submit the CR to the plenary for formal approval.

The TISPAN support team shall make available to the membership summary lists of all CRs presented for decision. This list shall be updated to show the decision reached for each and every CR.

14.4.5 Decisions on CRs, and results

The plenary shall consider and conclude on each CR independently, except for Joint CRs, which are handled and concluded together; the verdict on each CR shall be one of the following:

Table 4: Plenary decision possibilities on CRs

Verdict	Meaning
Approved	Contents to be incorporated in the deliverable.
Postponed	Concept of CR seems acceptable in principle but further refinements are necessary. CR is sent back to the Working Group for revision and possible re-submission at a later meeting.
Rejected	CR not acceptable. Further discussions on the subject, if any, shall take place within the responsible Group.

14.4.6 Control and notification of CR decisions

At the end of each plenary meeting, the TISPAN support team shall issue lists containing the detailed result of the CRs presented at the meeting, including information about the consequential new version numbers of the concerned deliverables. These lists shall form an annex to the meeting report (and hence are part of a permanent document). These lists, being the evidence of which deliverables have changed and how, are important management tools for both TISPAN delegates and the TISPAN support team since it takes some time before the new versions of the deliverables can be compiled and released.

14.5 Updating and release of new versions of the deliverables

If there is at least one Approved CR to a given deliverable, a new version number of the deliverable shall be allocated and the rapporteur shall produce and issue a new version of the deliverable.

14.6 Other changes to deliverables

The TISPAN support team may update a deliverable to correct purely editorial deficiencies brought to its attention. In this case, only the "editorial" field (third digit) of the version number shall be incremented. Such changes should be avoided if possible: normally, they should be held over for inclusion next time a technical change is made to the deliverable. All such changes shall be clearly explained in the "change history" of the deliverable.

History

Document history		
V1.1.1	March 2007	Publication