

ETSI TR 121 900 V16.4.0 (2021-04)



**Digital cellular telecommunications system (Phase 2+) (GSM);  
Universal Mobile Telecommunications System (UMTS);  
LTE;  
5G;  
Technical Specification Group working methods  
(3GPP TR 21.900 version 16.4.0 Release 16)**



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Reference

RTR/TSGS-0021900vg40

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Keywords

5G,GSM,LTE,UMTS

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# Modal verbs terminology

In the present document "**should**", "**should not**", "**may**", "**need not**", "**will**", "**will not**", "**can**" and "**cannot**" are to be interpreted as described in clause 3.2 of the [ETSI Drafting Rules](#) (Verbal forms for the expression of provisions).

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# Foreword

This Technical Specification has been produced by the 3<sup>rd</sup> Generation Partnership Project (3GPP).

The contents of the present document are subject to continuing work within the TSG and may change following formal TSG approval. Should the TSG modify the contents of the present document, it will be re-released by the TSG with an identifying change of release date and an increase in version number as follows:

Version x.y.z

where:

- x the first digit:
  - 1 presented to TSG for information;
  - 2 presented to TSG for approval;
  - 3 or greater indicates TSG approved document under change control.
- y the second digit is incremented for all changes of substance, i.e. technical enhancements, corrections, updates, etc.
- z the third digit is incremented when editorial only changes have been incorporated in the document.

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# Introduction

In order to ensure correctness and consistency of the specifications (i.e., technical specifications and technical reports) under responsibility of the Technical Specification Groups (TSG) of the 3<sup>rd</sup> Generation Partnership Project (3GPP), clear, manageable and efficient mechanisms are necessary to handle version control, change control, document updating, distribution and management.

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# 1 Scope

This document outlines the working methods to be used by the 3GPP Technical Specification Groups and their Working Groups and their Sub-Groups, and by the 3GPP Support Team in relation to document management, i.e. handling of specifications, updating procedures, Change Request procedures, version control mechanisms, specifications status information etc. It complements the rules and procedures defined for 3GPP. This document does not stipulate the details of the internal working of the TSG Sub-Groups. From the Technical Specification Group point of view, a task and responsibility is given to a Working Group directly answering to the Technical Specification Group. In practice, the work/task may be carried out in a subgroup of that Working Group.

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## 1A References

The following documents contain provisions which, through reference in this text, constitute provisions of the present document.

- References are either specific (identified by date of publication, edition number, version number, etc.) or non-specific.
- For a specific reference, subsequent revisions do not apply.
- For a non-specific reference, the latest version applies. In the case of a reference to a 3GPP document (including a GSM document), a non-specific reference implicitly refers to the latest version of that document *in the same Release as the present document*.

[1] to [7]        void

[8]              3GPP TR 21.900 Release 17: "Technical Specification Group working methods".

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## 2 Definitions and abbreviations

For the purposes of the present document, the terms in 3GPP TR 21.905 [2] apply.

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### 3 to 9 void

## 10 Working methods for the present Release

The provisions for this Release are identical with those for the latest Release of 3GPP TR 21.900 [8].

## Annex A: Change history

Change history					
TSG SA#	Version	CR	Tdoc SA	New Version	Subject/Comment
SP-04	3.0.0	001	SP-99288	3.1.0	Alignment with TSG SA decisions made at TSG#3. Deletion of Strategic/non strategic CR references. Change of PT to Support Team, editorial corrections.
		002	SP-99289		Harmonisation of the use of software for 3GPP documents in order to minimise the errors due to software conversion problems and to allow efficient interchange of electronic files for electronic working.
SP-05	3.1.0	003	SP-99428	3.2.0	Addition of new text related to electronic working practices.
SP-08	3.2.0	005	SP-000279	3.3.0	Clarification and editorial corrections to provisions covering the management of specifications and Work Items.
SP-09	3.3.0	007 r1	SP-000402		3.4.0
		008 r2	SP-000492	Clarification of CR categories.	
		010	SP-000461	Clarification of CR categories for a frozen 3GPP release.	
		editorial		Change of "Release 2000" into "Release 4", addition of "Release 5".	
SP-10	3.4.0	011 r1	SP-000693	3.5.0	Release numbers appearing in CR cover sheets
	3.4.0	012 r1	SP-000693		Clarification of the "freezing" of specifications
	3.4.0	013 r2	SP-000693		Release mechanisms
SP-11	3.5.0	014 r1	SP-010178	3.6.0	Inclusion of GSM spec numbering scheme
	3.6.0	-	-	4.0.0	Upgrade to Rel-4.
SP-16	4.0.0	-	-	5.0.0	Upgrade to Rel-5.
2002-09-17	5.0.0	-	-	5.0.1	Editorial correction to front cover (change title to read Release 5 instead of Release 4)
SP-21	5.0.1	015	SP-030499	6.0.0	Addition of stage 1-2-3 specification structure description
SP-22	6.0.0	019	SP-030575	6.1.0	Corrects references
SP-23	6.1.0	-	-	6.1.1	Corrects Release shown on cover page
SP-24	6.1.1	020	SP-040310	6.2.0	Release planning: target date setting
		-	-		Editorial: Correction of second clause 6.0.2 to 6.0.3.
SP-25	6.2.0	021 r3	SP-040705	6.3.0	Introduction of "Early Implementation" process
		024	SP-040706		Improved tracking of Work Item status
SP-26	6.3.0	025	SP-040824	7.0.0	Editorial clarification of version numbering system, upgrade to Rel-7
SP-28	7.0.0			7.0.1	Editorial corrections to harmonize use of capitalization plus a typographical error
SP-29	7.0.1	028	SP-050537	7.1.0	Introduction of the concept of "study item"
SP-32	7.1.0	029	SP-060403	7.2.0	Inclusion of "study item" in definition of "work item"
		030			Change "short" to "long" WG abbreviations
		031 r1			Correct references to obsolete TSG.
		032			Registration of code points with external bodies
SP-37	7.2.0	034 r2	SP-070703	8.0.0	Alignment of working methods with alignment CR practice agreed in TSG SA #36
SP-38	8.0.0	035	SP-070900	8.1.0	Addition of 36.-series to Specs series table
	8.1.0			8.1.1	Correct typo in previous entry in history table
SP-39	8.1.1	036 r2	SP-080079	8.2.0	Clarification of version nomenclature
SP-42	8.2.0	037 r3	SP-080897	8.3.0	Determination of freeze dates for stages of a Release. (Correction recommended by OP ad hoc group on improvements.)
		038 r1	SP-080721		Cross-TSG work coordination. (Correction recommended by OP ad hoc group on improvements.)
		039 r2			Introduction of concept of "exception sheets" for late-running work items
SP-46	8.3.0			9.0.0	Upgrade without technical change to Rel-9
SP-51	9.0.0			10.0.0	Upgrade without technical change to Rel-10
SP-54	10.0.0	045	SP-110802	11.0.0	The use of Category A CRs
	11.0.0			11.0.1	2013-06: Corrects cased of letter "i" shown against value 18 in table 5.
SP-65	11.0.1	047	SP-140445	11.1.0	Correction to implementation of CR0045
		043r2	SP-140446		Encourage allocation of CR number at first sight
	11.1.0			12.0.0	Upgrade to Release 12 without technical change
SP-70	12.0.0	048r1	SP-150825	13.0.0	TDoc types and status values
SP-70	13.0.0			13.0.1	Correction of minor editorial issues



Change history							
Date	Meeting	TDoc	CR	Rev	Cat	Subject/Comment	New version
2016-12	SA#74	SP-160967	0052	2	F	Withdrawal of specifications and functionality	13.1.0
2017-03	SA#75					Addition of missing spec series to table 1. Upgrade without further technical change on freezing Release 14.	14.0.0
2017-06	SA#80	SP-180617	0054	2	F	Clarifying secondary responsibility	14.1.0
2017-06	SA#80					Upgrade unchanged on freeze of Rel-15	15.0.0
2018-09	SA#81	SP-180848	0056		F	Spec filenames for version element having a value > 35	15.1.0
2018-10						Correction of typo: version number in history table	15.1.1
2018-12	SA#82					Upgrade without technical change to Release 16 at the request of TSG SA	16.0.0
2019-03	SA#83	SP-190021	0059		C	Update of procedures relating to the storage of OpenAPI specification documents	16.1.0
2019-03	SA#83	SP-190270	0057	8	C	Update of procedures relating to work items	16.1.0
2019-03	SA#83	SP-190272	0049	5	F	Alignment for alignment CRs	16.1.0
2019-09	SA#85					Editorial correction of CR rev number in previous line	16.2.0
2019-09	SA#85	SP-190916	0061	2	F	Update of the TS version number in the OpenApi 'externalDocs' object	16.2.0
2020-03	SA#87-e	SP-200130	0063		F	OpenAPI specification file storage	16.3.0
2021-03	SA#91e	SP-210193	0067		F	Migration from ETSI forge to 3GPP forge	16.4.0
2021-03	SA#91e	SP-210048	0066		F	Eliminate contents of Rel-16 and substitute with pointer to Rel-17	16.4.0

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# History

<b>Document history</b>		
V16.3.0	November 2020	Publication
V16.4.0	April 2021	Publication