Indian Friends of 3GPP (IF3) Rules and Working Procedures

Foreword

These Rules and Working Procedures of the Indian Friends of 3GPP (IF3) are effective from 16-10-2017.

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Article 1: Purpose

The Indian Friends of 3GPP, otherwise known as "IF3", has been formed to collectively host 3GPP meetings of relevance to India, within India and to do so in a manner that is cost effective, efficient, and which meets with the expectations of the 3GPP community.

By seeking to arrange and fund meetings in accessible locations with the support of the active members of 3GPP in India, "Indian Friends of 3GPP" has been created to reduce the financial and administrative burdens on individual companies, thereby enabling more organisations to contribute and ensuring a broader representation.

The Indian Friends of 3GPP is not a legal entity but is a collaborative activity among its member organisations. The Cellular Operators Association of India (COAI), a Market Representation Partner (MRP) of 3GPP, will house the secretariat of this collaboration activity.

Article 2: IF3 Members

IF3 membership is open to all companies/organisations which are registered in India, participating in 3GPP meetings, and are interested in collaboratively hosting 3GPP meetings in India.

Membership is on annual basis effective from the 1st day of April till the last day of March the following year.

Members may join IF3 at any time during the year.

Article 3: IF3 Member Obligations and contributions

Members are required to pay the minimum membership contribution every year. The minimum contribution value will be finalized through consensus and notified by the 31st of January each year.

There is no maximum limit for contributions. IF3 Members are encouraged to pay a membership contribution that commensurate with the size of their company.

All membership contributions shall be paid by the 1st of July in each year.

Member companies who do not pay their contribution by this date are considered to have withdrawn from IF3 for that year.

Article 4: IF3 Member's rights

Members of IF3 shall have one vote each in an Assembly of IF3 Members.

Members of IF3 shall have the right to have their company logos associated with any invitation to a meeting hosted by IF3.

A member may, at its own discretion, resign from IF3. No refunds for membership however will be made in such cases.

Article 5: IF3 Members Assembly

Each member of IF3 shall designate one or two representatives of the company in the IF3. Irrespective of the number of representatives, each IF3 member will have only one vote.

The role of the assembly is to oversee the IF3 activities, coordinate with 3GPP in bringing relevant meetings to India, plan for a meeting calendar and in enrolling more members. The committee gets to review the financial needs of IF3, and accordingly plan for hosting meetings of relevance to 3GPP

The Assembly shall, every year, nominate from amongst its members a Convenor, Secretary and Treasurer in creating a Committee to carry out the administrative duties as well as liaison activities with 3GPP and COAI. Amongst other functions, their duties are as follows:

    i.   The convener holds responsibility to liaise with external entities, and in enrolling new members

ii. The treasurer manages the accounts, audits the statement, and prepares a financial plan

iii. The secretary manages the program, and plans for meetings, in addition to preparing the annual statement

The Committee will have periodic meetings to review the work.

The Committee may co-opt and delegate responsibilities to other delegates within the membership

The Committee will strive to work on consensus. When consensus is not possible, then the issue need to be brought up to the Assembly of IF3 members, in which the views expressed by at least 51% of members will be treated as agreed

An Assembly of IF3 Members shall be held at least once a year. Face to face meetings, tele conference, video conference and emails are agreed modes of communication for decision making.

The purpose of the Assembly shall be to agree the budget for the year, plan meetings for the following year and determine the minimum contribution from Members.

The Assembly of IF3 Members is solely responsible for deciding the rules of IF3 and for deciding on the dissolution of IF3.

The quorum for the IF3 Assembly shall be 50%.

Article 6:   IF3 Funding

Funding of the Indian Friends of 3GPP will be determined based on the activity planned for each year, to be shared equally between the Members. The minimum contribution for the first year will be 5000 EUR (in the form of its INR equivalent)

IF3 can also seek sponsorship from companies interested in 3GPP work (both members and non-members), for hosting special meetings, workshops, etc. that would add value to 3GPP based market interest in India

At the end of each year, any surplus will be carried forward to the following year as reserve.

The Friends will agree, before the end of each calendar year, on funding commitments required for the activity to continue in the following year.

In case of cost overruns from planned meetings in a financial year, IF3 will request for additional contributions from members.

The COAI manages the Secretariat of IF3. They are responsible for managing the finances (raising invoices, receiving input contribution, paying for events, book keeping of expenses, etc.), and will assist the Committee identified by the IF3 Assembly in delivering IF3 related activities. The finances shall be maintained under separate heads, and be available for IF3 members to audit

Article 7:   Event Management

The Committee identified by the IF3 Assembly and COAI will collaborate in providing event management support for 3GPP meetings planned to be held in India. These decisions shall be periodically reported to the Members Assembly.

While an event in general relates to a 3GPP technical group meeting, they can also host special meetings of interest to 3GPP community, workshops and seminars related to 3GPP technology, etc. The events can be co-branded as hosted by IF3 and COAI

COAI will facilitate this activity in the form of coordinating the infrastructure required for hosting the meetings, obtaining necessary Govt. clearances and managing visa facilitation for foreign delegates, etc.

COAI will also assist IF3 in enrolling more members to this activity, in response to their larger role to 3GPP as MRP.