How to request new Gerrit repository

Requesting a new Gerrit repository for hosting code is a multi-step process.

1. All new code repo creations require ToC approval. This can be done either by requesting a ToC meeting agenda item to bring a motion to ToC approval or by emailing request to the toc@lists.o-ran-sc.org list for a ToC member email vote.
   a. For any approved project, Gerrit repository creation request is to be made the PTL of the project. For repositories intended for seed code contribution that not covered by any approved projects, the request is to be made by the PTL of the Integration and Testing project.
   b. The request to ToC should include the following information:
      i. Proposed repository name: a repository name may consist of lowercase letters, digits, and special characters / (forward slash) and - (hyphen). In O-RAN SC, we generally follow the convention of naming the repositories hierarchically, where the first segment, separated by /, is a top level (usually project level) grouping. For any repository for hosting code under O-RAN Software License, the repository name must start with **scp/** to clearly signal that the code in this repo belongs to the O-RAN Specification Code Project (SCP).
      ii. What software license that the contributions to be hosted in the request repository are under: Apache 2 or O-RAN Software License.
      iii. A brief description for the contents of the requested repository.
      iv. A list of initial committers, each with the committers' names and the committers' Linux Foundation registered email addresses.
2. (valid as of Sep-2021): After the TOC approval, the PTL can create the new reop using the self-service project/repo creation process: https://docs.releng.linuxfoundation.org/en/latest/project-creation.html
3. (not valid anymore as of Sep-2021) ~~After the ToC approval is received, it is time to open a service ticket on Linux Foundation's web based ticketing portal: (https://jira.linuxfoundation.org/servicedesk/customer/portals). The access to the ticketing system requires Linux Foundation ID login. One request is needed per repository, filed at Linux Foundation Helpdesk under the following link: https://jira.linuxfoundation.org/servicedesk/customer/portal/2/create/102. At the ticket page, fill with the following:~~
   a. ~~Under Project, select "ORAN";~~
   b. ~~Under "Summary", enter the requested repo name.~~
   c. ~~Under "Description", enter a summary of the purpose of the repo, the list of initial committers, and a link to the ToC approval obtained from step 1. ToC vote conducted during ToC meeting can be referenced using a link to the meeting minute; email vote can be presented using a link to the email thread on the groups.io mailing list site. These initial committers will be granted committer right along with the repo creation. No additional committer ticket needed.~~
   d. ~~Clicking on "Create" button to create the ticket.~~
4. ~~Once the ticket is created, the requestor will receive status updates from Linux Foundation ticketing system as the ticket is being processed. Requests for customer input are also notified via emails.~~
5. ~~After the ticket is completed, the repo becomes available on gerrit.o-ran-sc.org site. Each of the initial committers will receive activation emails from Linux Foundation, one email for each repo that he or she has been granted committer right. It is important for the committer to follow the link embedded in each of these emails to activate his/her committer right, one email for one repo.~~