**Revised Terms of Reference for the JCA-AHF
(approved by TSAG July 2016)
(Study period 2013 – 2016)**

**Scope**

The Joint Coordination Activity on Accessibility and Human Factors (JCA-AHF) was formed to increase awareness, to provide advice concerning the accessibility of ITU facilities and services, to assist study groups in the identification of standardization opportunities and solutions that improve the accessibility and human factors aspects of their work.

The scope of the JCA-AHF also includes the coordination of the inclusion of accessibility features mainstreaming accessibility into standardization work within ITU-T and to communicate awareness of accessibility requirements and ongoing work to the respective study groups. The JCA-AHF mandate also includes monitoring of and coordinating the communication with other standards development organizations and forums, which are also working on including accessibility in standardization work. The JCA-AHF mandate is to aide and promote awareness and to create the possibility of new work that is needed when indicated from consultations with persons with disabilities and to prevent duplication of effort.

The JCA-AHF encourages and promotes the self-representation by persons with disabilities in the standardization process so as to ensure their experiences, views and opinions are taken into account in all the work of study groups, as mandated in Resolution 70 (Rev. Dubai, 2012) of World Telecommunication Standardization Assembly (WTSA)*.*

“The mandate and the work carried by the JCA-AHF, and in particular ITU Telecommunication Standardization Sector (ITU-T) actions is to increase cooperation with other United Nations organizations and activities, as well as all United Nations specialized agencies, in order to raise awareness about ICT accessibility in the framework of standardization and ITU-T actions aimed at upholding JCA-AHF” as stated in the *recognizing c)* of the Resolution 70 (Rev. Dubai, 2012) of WTSA.

The JCA-AHF along with relevant ITU-T study groups, coordinates the work on Accessibility and Human Factors, in accordance with Resolution 70 (Rev. Dubai, 2012) of WTSA*.*

The JCA-AHF shall continue to give high priority to work of the relevant accessibility and human factors questions, in accordance with the accessibility guidelines, as shown in the Guide for ITU-T study groups, i.e. “Considering end-user needs in developing Recommendations”.

The JCA-AHF shall, whenever possible, facilitate the implementation of new software, services and proposals that enable all persons with disabilities, including persons with age-related disabilities, to effectively use telecommunication/ICT services; and shall encourage the use of ITU-T Technical Papers, “FSTP-TACL - Telecommunications Accessibility Checklist (2006)” for standards writers, “FSTP-ACC-RemPart - Guidelines for supporting remote participation in meetings for all (2015)”, and “FSTP-AM - Guidelines for accessible meetings (2015)”, as well as ITU-T F.790 (2007) “Telecommunication accessibility guidelines for older persons and persons with disabilities” and ITU-T F.791(2015) “Accessibility terms and definitions”. The JCA-AHF shall stress the importance of implementing universal design from the beginning, in the creation of accessible telecommunication/ICT services, products and terminals and creation of accessibility guidelines, in accordance with the UNCRPD.

The JCA-AHF mandate continues to allow the JCA-AHF to encourage active participation of all Study Groups in the JCA-AHF; to invite Study Group Chairmen of all ITU Sectors to give a reminder to meeting participants to take appropriate account of Resolution 70 (Rev. Dubai, 2012) of WTSA and PP 175 (Rev. Busan, 2014) along with the Technical Papers and Accessibility Recommendations listed above; to assign a liaison representative to each ITU Study Group, and/or appropriate Working Parties; and to invite participation of the General Secretariat to the JCA-AHF. These liaisons will be made responsible to communicate accessibility queries and any current work applicable to accessibility for Persons with Disabilities to the JCA-AHF, as reconfirmed in the *resolves 1)* of Resolution 70 (Rev. Dubai, 2012) of WTSA.

In accordance with Resolution 70 (Rev. Dubai, 2012) of WTSA and PP 175 (Rev. Busan, 2014), the JCA-AHF should also communicate the ITU-T standardization work with regard to accessibility and human factors and perform these tasks by actively participating in accessibility-related studies in ITU-T, ITU-R and ITU-D, as reconfirmed in the *invites 3)* of Resolution 70 (Rev. Dubai, 2012) of WTSA and in *recalling* of PP 175 (Rev. Busan, 2014).

The JCA operates under the terms of Recommendation ITU-T A.1, clause 2.2.

**Administrative support**

ITU-T Telecommunications Standardization Bureau (TSB) will provide secretariat and facilities required by JCA-AHF.

**Meetings**

The JCA will hold at least two meetings a year and produce liaisons as appropriate to relevant groups on the work as well as reports of those meetings.

Those meetings will include and invite all relevant ITU wide groups including questions that pertain to accessibility and human factors including but not limited to ITU-T Q4/2, Q26/16, ITU-D Q7/1, the ITU Inter Sectoral Coordination Task Force (ISC-TF), Study Group liaisons representatives and those ITU departments working on events, improving and creating other electronic means including web pages, to aid the participation of persons with disability and discuss the improvements or lack of relevant accessibility techniques to aid full participation of persons with disabilities in those events, facilities and services, including the access to the ITU buildings.

The JCA-AHF will work electronically using teleconferences that are captioned and with face-to-face meetings that will provide sign language on request as well as interpretation, (as in accordance with the work in ITU-D) on request.

The meetings should, and whenever possible, be coordinated with relevant ITU-T, ITU-D and ITU-R Study Groups when applicable, in conjunction with other Standards Development Organizations, organizations dealing with Persons with Disabilities and United Nations organizations, when applicable and relevant, as mentioned in the *recognizing c)* of Resolution 70 (Rev. Dubai, 2012) of WTSA.

**Parent group and progress reports**

The JCA-AHFwill report its activities to TSAG as its parent group and relevant study groups at their meetings. The JCA-AHF will copy all JCA-AHF reports to the Director of the TSB to facilitate the writing of the report to the ITU Council on the implementation of this resolution, as required by the *instructs* *the Director of the Telecommunication Standardization Bureau* of Resolution 70 (Rev. Dubai, 2012) of WTSA.

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