**Draft Terms of Reference of the
joint Rapporteurs group on Cloud Computing Management**

1. Purpose

This document provides the Terms of Reference for the joint Rapporteurs group on Cloud Computing Management between relevant Questions of SG 2 and SG13.

Name and composition

This group will be known as the ITU-T Q5/2, Q7/2 and Q19/13 joint Rapporteurs group on Cloud Computing Management (JRG-CCM).

1. Parent Bodies

The parent bodies of the joint Rapporteurs group on Cloud Computing Management are ITU-T WP2/2 and ITU-T WP2/13. The joint Rapporteurs group will report to its parent bodies.

1. Scope and Goals

The scope and goal of the project is the development of Cloud Computing Management draft Recommendations based on the common understanding from both SG2 and SG13 perspectives. This work will be based on the three following documents:

* Draft new Recommendation ITU-T Y.3500, Cloud Computing Definitions, from ITU-T Q17/13;
* Draft new Recommendation ITU-T Y.3502, Cloud Computing Reference Architecture, from ITU-T Q.18/13;
* Recommendation ITU-T Y.3520, Cloud computing framework for end to end resource management, from ITU-T Q.19/13.
1. Deliverables

The joint Rapporteurs group will deliver draft Recommendations to the applicable parent bodies for initiation of the relevant approval process. The joint Rapporteurs group can advise the parent bodies as to which Recommendation series seems most appropriate (e.g. M-series, Y-series), or suggest dual numbering of the draft Recommendation. The approval process will be handed as usual, by the Study Group normally responsible for the relevant document series. Where dual numbering is agreed, each affected Study Group will handle their respective approval process as usual.

1. Participation

Those qualified to participate in either parent body may participate in the joint Rapporteurs group. Individual experts’ participation follows the rules of WTSA-12 Resolution 1, clause 2.3.1.

A list of participants will be maintained for reference purposes and reported to the parent groups as an attachment to the report of each meeting.

1. Meetings

JRG-CCM may meet physically or electronically.

During meetings of parent bodies

As appropriate, joint Rapporteurs group meeting venues and dates should be arranged to coincide with meetings of the parent bodies when the meetings are held under the auspices of SG2 or SG13. The work of the joint Rapporteurs group during an associated parent body meeting will be scheduled by the Rapporteurs as part of the overall meeting schedule of that parent body. Separate sessions for participating Questions to run their regular business (other than that one of JRG) will be arranged on the overall meeting schedule.

Interim meetings

Interim meetings of the joint Rapporteurs group, i.e. when not collocated with a parent body, should be timed and located so as to minimize travel difficulties for participants.

Remote virtual meetings may be held as needed.

The procedures for arranging interim joint Rapporteurs group meetings are the same as for scheduling normal Rapporteurs meetings (see [Rec.](http://www.itu.int/rec/T-REC-A.1/en) ITU-T A.1, section 2.3.3). If either parent Study Group authorizes an interim meeting of their relevant Questions within the joint Rapporteurs group, the members of the corresponding Questions of the other Study Group should be invited to join the meeting.

1. Management

The Joint Rapporteurs group will have one Rapporteur appointed by SG2 and one Rapporteur appointed by SG13. Rapporteurs for the joint Rapporteurs group need not be serving as Question Rapporteurs, but should be active in their respective Questions.

1. Documents and Contributions

The procedures for submitting documents are the same as for submissions to normal Study Group, Working Party, or Rapporteur meetings as applicable (see [Rec.](http://www.itu.int/rec/T-REC-A.1/en) ITU-T A.1, section 2.3.3).

1. Liaison with other groups

The Joint Rapporteurs group can receive and send liaison statements as normal for a Question/Rapporteur meeting. The source of outgoing liaisons is JRG-CCM (i.e., Qs 5/2,7/2 and 19/13).

1. Work Plan
* The joint Rapporteurs group, upon formation, will decide what should be the list of initial documents that the work will be deriving from.
* The first task of the joint Rapporteurs group is to develop a common understanding of the cloud computing management environment, and the way this fits into the overall standardization efforts.
* A next step will be agreement on a common set of overall requirements.
* To avoid misunderstanding and confusion, a common terminology about Cloud Computing Management should be referred by both sides. (e.g., cloud datacenter, cloud Operations Support Systems and Business Support Systems - OSS/BSS.)
* To mutually develop a draft Recommendation on cloud computing management architecture taking into account the Y.3502 cloud computing reference architecture.
1. Documentation repository

JRG will have its dedicated informal FTP area or SharePoint site to convene its work.

Lifetime

The JRG will continue until the end of the current ITU-T Study Period (2013-2016). The scope and the purpose of JRG should be revisited at the first meeting of a parent body in the next study period (2017 - 2020) for the purpose of its extension in which case the approval by each study group is needed.

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