

# Joint project team on Vehicle Domain Service (JVDS) – ToR

## Purpose

This document provides the Terms of Reference (ToR) for a Joint project team on Vehicle Domain Service (JVDS) established according to Annex A to [Recommendation ITU-T A.23](#) and [ISO Standing Documents](#). This project team will be known as the ITU-T/ISO Joint project team on Vehicle Domain Service (JVDS). The JVDS is established to collaboratively develop technically aligned specifications, also called twin texts, for ITU-T Recommendations | International Standards for vehicle domain service technologies, which are intended to enhance the current V2X communication mechanism.

*NOTE: For the purposes of the JVDS, "twin texts" are understood as Recommendations and International Standards which were jointly developed by ITU-T and ISO experts, and whose texts are technically aligned but not necessarily identical.*

## Parent Bodies

The parent bodies of the JVDS are ITU-T WP2/16 and ISO TC 22/SC 31. The JVDS shall report to its parent bodies. The results, agreements and resolutions of JVDS meetings will be reported to WP2/16 through Q27/16.

## Scope

The scope and goal of the JVDS is the development of one or more ITU-T Recommendations | ISO International Standards for vehicle domain service technologies, which are intended to enhance the current V2X communication mechanisms by enabling the dynamic generation of a local map around the vehicle, to be used by the vehicle ICT systems.

Potential new joint work between ITU-T SG16 and ISO TC 22 beyond the scope of these terms of reference, will require further agreement.

If there is uncertainty as to whether a particular matter is within the scope of the JVDS, the matter shall be considered by the parent bodies before inclusion in the JVDS scope. The two parent bodies shall keep each other informed on any decision via liaison statement exchange.

## Deliverables

The intent of the JVDS is that the resulting ITU-T Recommendation and ISO International Standard be technically aligned and fully interoperable.

The resulting text will be submitted to the parent bodies and higher-level committees for approval, as appropriate, as ITU-T Recommendation and ISO International Standard and will be published as the technically aligned specifications.

Within the JVDS and in communications emanating from it and the parent bodies, the ITU-T Recommendation | ISO International Standard should informally be referred to by an informal name to be selected in a timely fashion by the JVDS with approval of both parent bodies, and formally as determined by the higher-level entities of ITU-T and ISO.

Each parent body that sends an outgoing liaison statement discussing the work of the JVDS will provide a copy of the liaison statement to the management of the other parent body.

## Participation

Those qualified to participate in either parent body, under the corresponding ITU-T or ISO policies, may participate in the JVDS. To the extent permitted by ITU-T or ISO policies, at the time the

authority is invoked, the co-chairs of the JVDS have the authority to invite experts to participate.

## **Management**

The management of the JVDS will consist of two co-chairs each nominated by the parent body.

The parent bodies may decide to change their appointed co-chair at any time.

The co-chairs will agree on a mechanism for chairing the JVDS meetings and on a division of tasks; e.g. each co-chair could chair the JVDS meetings alternatively.

## **Meetings**

JVDS will meet in colocation with the parent bodies meetings (same venues and close dates) when the JVDS meetings are held under the auspices of ITU-T WP2/16 or ISO TC22/SC31/WG8, respectively. The JVDS meeting venues and dates may be arranged to coincide with a meeting of ITU-T SG16 or WP2/16 if there is a plan to formally agree on any documents (e.g. consent). JVDS meetings may coincide with the Rapporteurs meetings of Question 27/16 when there is no plan to formally agree (e.g. Consent) on any documents.

When ITU-T SG16 meets, a corresponding meeting of the JVDS will be conducted under its auspices.

When ISO TC22/SC31/WG8 holds a meeting that is not close in timing to a meeting of ITU-T SG16, a corresponding meeting of the JVDS will be conducted under the auspices of ISO TC22/SC31/WG8.

The work of the JVDS during an associated parent body meeting will be scheduled by the co-chairs as part of the overall meeting schedule of that parent body, and may run concurrently with meetings of subgroups of the parent body. The oversight responsibility for the schedule of the JVDS during these meeting sessions should be coordinated with the hosting parent body. The JVDS shall not meet during plenary sessions of the hosting parent body, and the JVDS meeting shall be concluded before the closing plenary of the hosting parent body.

## **Documents and contributions**

For reasons of expediency, the JPT will maintain a single document registry and an electronic archive that are distinct from those of the parent bodies. The registry and archive will be linked to both the parent body web sites, and the parent bodies may ingest the JVDS documents for their own reference and archival purposes.

Every contribution document to a meeting of the JVDS shall be registered in the document registry and uploaded to the electronic archive several days in advance of the meeting, to ensure that it is available for review by other participants. The co-chairs will announce the precise deadline (which may be distinct from that of the parent bodies) prior to each meeting of the JVDS. Documents that are not uploaded to the electronic distribution archive by the announced deadline are considered late, should be accepted only with the consensus of the meeting participants, and may be given a lower priority of consideration if accepted. This policy will be stated in the invitation announcement that is provided for every meeting to both organizations.

All documents and contributions will be in electronic form.

All input and output documents of the JVDS will be accessible only through a password-protected site accessible to members of the JVDS and the parent bodies.

## **Working methods**

### *General Policies and Procedures*

All group decisions will be made by the consensus of the JVDS as determined by the JVDS co-chairs.

All contributions falling under the terms of reference valid at the time of submission and intended to affect the work of the JVDS shall be conveyed to the JVDS (and may also be considered by the parent bodies). Contributions falling outside such terms of reference shall be submitted to the parent group(s), not directly to the JVDS, and shall be subject to prior review by the parent bodies to establish an agreement on the scope of work to be delegated to the JVDS.

The JVDS may establish "ad hoc groups" to coordinate activities to perform specific tasks between meetings of the JVDS. Ad hoc group chairs will be appointed by the JVDS co-chairs with the consensus of the experts. Each ad hoc group shall submit a report of its activities as an input to the next meeting of the JVDS. An ad hoc group may meet between meetings of the JVDS, if the plan for such a meeting has been approved by the JVDS.

#### *Working relationship between the JVDS and the parent bodies*

As the goal of the JVDS is to create one or more technically aligned specifications, the consensus on the content of the draft Recommendations | International Standards will be determined within the JVDS.

The output of the JVDS will undergo the approval process of each parent body.

Should the approval process produce a differing outcome in each parent body, the parent bodies may resolve the situation directly or, preferably, delegate the harmonization to the JVDS. In the event of a joint meeting involving the JVDS and one or more parent bodies (or subgroups thereof), agreements shall be subject to each parent body having the opportunity to discuss the outcome of the meeting and follow their own approval process.

To facilitate communication to the JVDS, a parent body wishing to provide input to the work of the JVDS should provide that input in written form to be recorded in the electronic archive of the JVDS or in the JVDS meeting reports.

Any input to the JVDS from a parent body shall be considered, taking into consideration the impact upon the requirements and concerns of the other parent body. When requested, the JVDS shall report the action taken to the requesting parent body.

The JVDS can produce output liaison statements that should be distributed to the appropriate destinations as soon as possible after the JVDS meeting. In addition, between JVDS meetings, JVDS co-chairs may propose to send liaison statements which should be approved by JVDS by correspondence. Copies of all liaison statements should also be sent to the management of the parent bodies for information and to TSB and ISO secretariat for processing.

#### *Work programme of JVDS*

The JVDS will maintain a single master draft for each of the standards under its development (general requirements, use case definitions, message and sequences, security, network protocol, data link layer and physical layer requirements and conformance testing specifications), each under the control of a single chief editor nominated by the JVDS co-chairs, with the consensus of the experts. The JVDS document archive will contain the text to be submitted to the parent bodies for approval.

#### **Patent and copyright issues**

The ITU-T/ITU-R/ISO/IEC common patent policy shall apply. Contributions proposing normative technical content shall contain a non-binding informal notice of whether the submitter may have patent rights that would be necessary for implementation of the resulting standard. The notice shall indicate the category of anticipated licensing terms according to the ITU-T/ITU-R/ISO/IEC patent statement and licensing declaration form.

This obligation is supplemental to, and does not replace, any existing obligations of parties to submit formal IPR declarations to ITU-T/ITU-R/ISO/IEC.

## **Meeting reports**

A meeting report will be provided by the JVDS co-chairs after the conclusion of each meeting and posted in the JVDS document repository. It will be also submitted to the parent body secretariats for posting in their respective repositories.

The report should include:

- Dates and venue of the JVDS meeting
- Chair of the meeting
- Attendance list with affiliation
- Agenda of the meeting
- List of documents considered with source
- Summary of results and an outline of any outstanding issues or resolutions
- Any output liaison statements
- Future activity plans

**ANNEX**  
**INITIAL CONSIDERATIONS ABOUT PRACTICAL WORKING METHODS**  
**(Informative)**

**Introduction**

The JVDS may decide their own detailed working methods. Their documentation, as well as meetings registrations, could be managed by ISO, ITU-T or an external entity as agreed by JVDS.

In the case that JVDS agreed to use ITU-T document and registration facilities, then ISO experts of WG8 will need to subscribe for an ITU account (free) and ITU-T SG16 secretariat will assign to ISO representatives the same privileges of other SG16 members for participation in JVDS meetings in an equal footing.

**Registration of meetings**

- Experts registration should be open to ISO and ITU-T members.

**Meeting documents**

- Meeting documents should be accessible by ISO TC22/SC31/WG8 and ITU-T SG16 members.
- The management of JVDS will be able to post documents in JVDS document repository. (Members Contributions to JVDS could be submitted directly by the JVDS members if the tool selected to manage documents allows direct document submission).
- All JVDS participants and members of the parent bodies are able to read JVDS documents.
- Only one kind of document (DOC) will be used by JVDS with a sequential number.

**Example of work item progress**

In the case of an hypothetical forthcoming meeting of JVDS in October 2019, the management of the JVDS must ensure that:

- A new proposal for an ongoing work item should be submitted as JVDS input documents as contribution. The same proposal should have been circulated as committee draft (e.g. ISO CD 23239-1) between ISO members for 8 weeks previous to the JVDS meeting (e.g. 22<sup>nd</sup> July to 13<sup>th</sup> September).
  - The comments received from ISO members will be submitted for discussion at the forthcoming JVDS meeting (e.g. 14<sup>th</sup> -15<sup>th</sup> October) for preparation of DIS ballot. During the JVDS meeting, also ITU Contributions to propose updates to the committee draft will be discussed.
  - A new proposal for a new work item should be submitted to JVDS as input documents (contribution). If JVDS agrees to start the new work items, this agreement should be confirmed by both parent bodies according to their procedures and the results of the parent bodies decision will be submitted as soon as possible to the following JVDS meeting. Only if both parent bodies have a positive feedback the new work item development can start in JVDS.
  - This is an example on how the two bodies can collaborate to ensure that the processes of each of them are followed.
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