

**Terms of Reference of the
Collaborative Team for
Cloud Computing Reference Architecture
(CT-CCRA)**

Purpose

This document provides the Terms of Reference for a Collaborative Team (CT) established according to ITU-T Recommendation A.23, Annex A | ISO/IEC JTC 1 Standing Document 3. This team will be known as the ITU-T/ISO/IEC CT on Cloud Computing for Reference Architecture. The short name will be CT-CCRA. The CT on Cloud Computing Reference Architecture is established to collaboratively develop a common text for an ITU-T Recommendation | ISO/IEC International Standard on cloud computing reference architecture.

Potential new joint work beyond the scope of these terms of reference will require further agreement.

Parent Bodies

The parent bodies of the CT on Cloud Computing Reference Architecture are ITU-T WP6/13 and ISO/IEC JTC 1/SC 38/WG3. In the following, ISO/IEC JTC 1/SC 38/WG3 is also referred to as WG3. ITU-T WP6/13 is referred to as WP6. The CT shall report to its parent bodies.

Scope and Goals

The scope and goal of the project is the development of Cloud Computing Reference Architecture based on the three documents:

- Draft new Recommendation Y.CCRA *Cloud Computing Reference Architecture* from ITU-T Q.27/13.
- Section 6.1 of draft new Recommendation Y.CCEco – *Cloud computing: ecosystem, use cases, and general requirements*, - Actors and Roles of a Cloud ecosystem - from ITU-T Q.26/13.
- ISO/IEC WD 17789 – Cloud Computing Reference Architecture (latest text in N0680) from WG3.

The form of the output for standardization publication of the resulting activities is common text in a form of new standard (ITU-T Recommendation | ISO/IEC International Standard).

Deliverables and Naming

Within the CT and in communications emanating from it and the parent bodies, the documents under development should informally be referred to by informal names to be selected in a timely fashion by the CT with consent of the parent bodies, and formally as determined by the higher-level entities of ITU-T and ISO/IEC.

Each parent body that sends an outgoing liaison statement discussing the work of the CT will provide a copy of the liaison statement to the management of the other parent body. Such outgoing liaison statements should primarily emanate from the parent body hosting a corresponding meeting of the CT.

WP6 proposes the working title CCRA.

Participation

Those qualified to participate in either parent body may participate in the CT. The Co-Conveners of the CT have the authority to invite experts to participate as permitted by ITU-T or ISO/IEC policies.

Meetings

CT meeting venues and dates will be arranged to coincide with meetings of the parent bodies when the meetings are held under the auspices of WP6 or WG3.

CT meetings shall be colocated and sequential with Collaborative Team on Cloud Computing Overview and Vocabulary under the same parent bodies.

The work of the CT during an associated parent body meeting will be scheduled by the conveners as part of the overall meeting schedule of that parent body. The CT shall not meet during plenary sessions of the hosting parent body, and the CT meeting shall be concluded before the closing plenary of the hosting parent body.

Remote meetings may be held as needed, with the consent of the CT, as determined by the co-conveners, at least 4 weeks in advance.

Advance registration to attend a meeting is required in order to ensure adequate resources are available.

Management

The management of the CT will consist of two co-conveners:

- Jamil Chawki (WP6)
- Representative of (WG3) to be appointed by WG3.

The parent bodies must agree to any changes to the respective member of the management team.

Documents and Contributions

Co-conveners are to prepare meeting draft agenda and notices six weeks prior to each meeting and four weeks for remote meetings.

For reasons of expediency, the CT will maintain a single electronic document registry, archiving, distribution list and remote meeting system that are distinct from those of the parent bodies. The IT facilities used will be from ITU, namely the ftp3 site set up for this CT. The document will be password protected. This protection is different from that one from ITU/TIES; SG13/WP6 co-conveners to publish the instructions for use of that system.

Every contribution document to a meeting of the CT should be registered in the document registry and uploaded to the electronic archive a minimum of 12 calendar days in advance of the meeting, to ensure that it is available for review by other participants. The conveners will announce the precise deadline (which may be distinct from that of the parent bodies) prior to each meeting of the CT, per "ITU/ISO Collaboration Guide". 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 will 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 organisations.

All documents and contributions will be in electronic form. Format to be decided.

In order to facilitate cross-organisational communication, all input and output documents of the CT will be electronically restricted to the participants of the CT and the parents bodies.

Working Methods

Document handling

The CT will maintain a single master draft of the common text under development that will be maintained by the two co-editors. Each co-editor is nominated by the respective parent body.

The current proposed Co-Editors are: Laura Kuiper from WG3 and Olivier Le Grand from WP6.

The CT document archive will contain the text to be submitted to the parent bodies for approval.

Common Patent Policy

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(s). 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 CT Co-Conveners after the conclusion of each meeting and will be submitted to the parent bodies and posted to the CT electronic archive.

The report should include:

- Dates and venue
- Conveners of the meeting
- Attendance list with affiliation
- Agenda of the meeting
- List of numbered documents considered with source
- Summary of results and an outline of any outstanding issues or resolutions
- Future activity plans

The meeting report shall be submitted to the parent bodies no later than 5 days following the end of the meeting.

Tentative meeting plan

Date	Hosting
24-28 September 2012, Stockholm	ISO/IEC JTC 1/SC38 (proposed collaborative team inaugural meeting will be held for 2-3 days during this week. For the first meeting, the contact points for WP6 will be WG3's Seungyun Lee, Anders Kingstedt, Don Deutsch and Marisa Peacock.) Co-conveners are to prepare draft agenda by August 1 st , 2012
15 th – 20 th October 2012, Seattle	ITU-T SG13/WP6: Continuation of the September 2012 Collaborative Team meeting will be held for 2-3 days during this week. Note: given this is a continuation of the previous meeting, the submission deadline is that of the September meeting.
18 February – 1 March 2013, Geneva	ITU-T SG13 WP6
8-12 April 2013, Madrid	ISO/IEC JTC1/SC 38
Tentatively June 2013, Geneva	ITU-T SG13 WP6 (TBC)
September 2013, TBD	ISO/IEC JTC 1 SC 38 [2]
4-15 November 2013, Geneva	ITU-T SG13 WP6 (in case it is needed)
ITU-T Consent/Commencement of JTC 1 FDIS [1]	

[1]: For SG13: The « last call » could be delayed until the completion of JTC1 FDIS.

[2]: Target date for the FINAL DRAFT to be ready for submission to the parent bodies (SG13/WP6 and SC38/WG3) for their respective approval process to commence.