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|  | | **Document RAG/38-E** |
| **20 January 2022** |
| **English only** |
| TSAG | | |
| LiaiSon statement on consideration for accessible meetings | | |

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| Summary The attached document presents a liaison statement from TSAG on Consideration for accessible meetings. Action required RAG is invited to consider and comment the attached liaison statement. |

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| **TSAG** | |
| **Original: English** | |
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| **LIAISON STATEMENT** | | | | | | |
| **Source:** | | | Telecommunication Standardization Advisory Group | | | |
| **Title:** | | | LS on Consideration for accessible meetings | | | |
| **LIAISON STATEMENT** | | | | | | |
| **For action to:** | | | | All ITU-T Study Groups; All ITU-R Study Groups; All ITU-D Study Groups | | |
| **For comment to:** | | | |  | | |
| **For information to:** | | | | Inter-Sector Coordination Group (ISCG) on accessibility issues | | |
| **Approval:** | | | | TSAG (E-meeting, 17 January 2022) | | |
| **Deadline:** | | | | N/A | | |
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| **Contact:** | | Andrea Saks Chairman of JCA-AHF | | | | Tel: +44 1242 820 800 Fax: +44 1242 821 171 E-mail: [andrea@andreasaks.onmicrosoft.com](mailto:andrea@andreasaks.onmicrosoft.com) |

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| **Keywords:** | E-meetings; virtual meetings; governance; management; |
| **Abstract:** | This Liaison Statement encourages all Study Groups of ITU to consider using ITU-T documents on accessibility when they organize events related to accessibility, as well as to appoint liaison representatives to ITU-T JCA-AHF. |

TSAG is the parent group of the ITU-T Joint Coordination Activity for Accessibility and Human Factors ([JCA-AHF](https://www.itu.int/en/ITU-T/jca/ahf/Pages/default.aspx)). TSAG agreed at its meeting in January 2022 the request from JCA-AHF to send this Liaison Statement to help ensure accessibility of ITU meetings. The following suggestions were made by the JCA-AHF Chairman to the Chairmen of all ITU Study Groups, as described in the JCA-AHF Terms of Reference which is available in the Annex of this document:

1. To encourage the use of the following ITU-T Technical Papers when organizing meetings related to accessibility:

* [FSTP-ACC-RemPart](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-TUT-FSTP-2015-ACC) "Guidelines for supporting remote participation in meetings for all";
* [FSTP-AM](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-TUT-FSTP-2015-AM) "Guidelines for accessible meetings".

It is reminded that one of the first steps for accessible meetings is the awareness of meeting participants’ needs and requirements, such as captioning and remote sign language interpretation. Section 6.2 of FSTP-AM "Guidelines for accessible meetings" describes:

* *There should be a sufficient space on all registration forms to record access requirements or specific needs. Annex A contains an example of questions that can be included in the registration form.*
* *The registration form should be provided in an accessible format.*

*[…]*

1. In addition to the aforementioned ITU-T Technical Papers, to encourage the use of the following documents when developing standards:

* [FSTP-TACL](http://www.itu.int/pub/publications.aspx?lang=en&parent=T-TUT-FSTP-2006-TACL) "Telecommunications accessibility checklist" for standards writers";
* [ITU-T F.790](https://www.itu.int/rec/T-REC-F.790-200701-I) "Telecommunication accessibility guidelines for older persons and persons with disabilities"
* [ITU-T F.791](https://www.itu.int/rec/T-REC-F.791-201808-I) "Accessibility terms and definitions"

1. To invite the Chairmen of all Study Groups of ITU-T, ITU-R and ITU-D to appoint liaison representatives to JCA-AHF.

We look forward to continuing collaboration with all groups of ITU to make ITU meetings accessible for persons with disabilities and those with specific needs.

**Annex: 1**

* JCA-AHF Terms of Reference

**Annex**  
**Revised Terms of Reference for the JCA-AHF   
(Approved by TSAG May 2017)  
(Study period 2017 – 2020)**

## Scope

The Joint Coordination Activity on Accessibility and Human Factors (JCA-AHF) coordinates activities related to accessibility and human factors in order to avoid duplication of work, and to ensure that the needs of persons with disabilities and persons with specific needs are taken into account, in accordance with [PP Resolution 175 (Rev. Dubai, 2018)](https://www.itu.int/en/council/Documents/basic-texts/RES-175-E.pdf) of ITU Plenipotentiary Conference and .[Resolution 70 (Rev. Hammamet, 2016)](http://www.itu.int/pub/T-RES-T.70-2016) of World Telecommunication Standardization Assembly (WTSA).

The JCA-AHF work includes:

a) increase awareness and help standard writers to mainstream accessibility features in telecommunication/ICT accessibility standards for the inclusion of persons with disabilities and persons with specific needs, including age-related disabilities, those with illiteracy, women, children, and indigenous people;

b) assist study groups in the identification of standardization opportunities and solutions that improve the accessibility and human factors aspects of their work;

c) communicate, cooperate and collaborate on accessibility-related activities with;

i. all study groups of ITU-T, ITU-D and ITU-R as well as all relevant ITU groups;

ii. external organizations including other United Nations organizations, ISO, IEC, SDOs, industry groups, academia, and disability organizations;

d) encourage and promote 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 all ITU study groups;

e) provide advice to improve, and ensure the accessibility of ITU facilities and services, including, but not limited to, electronic means and ITU buildings as a whole, to facilitate full participation of persons with disabilities in ITU events.

The JCA-AHF shall encourage the use of ITU-T Technical Papers, [FSTP-TACL](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-TUT-FSTP-2006-TACL) *"Telecommunications accessibility checklist" for standards writers"*, [FSTP-ACC-RemPart](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-TUT-FSTP-2015-ACC) *"Guidelines for supporting remote participation in meetings for all"*, and [FSTP-AM](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-TUT-FSTP-2015-AM) *"Guidelines for accessible meetings"*, as well as Recommendations [ITU-T F.790](https://www.itu.int/rec/T-REC-F.790-200701-I) *"Telecommunication accessibility guidelines for older persons and persons with disabilities"* and [ITU-T F.791](https://www.itu.int/rec/T-REC-F.791-201808-I) *"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 encourages active participation of all ITU Study Groups in the JCA-AHF; to invite the Study Group Chairmen to give a reminder to meeting participants to take appropriate account of the above-mentioned Resolutions, Technical Papers and Accessibility Recommendations; to assign a liaison representative to each ITU Study Group/Sector, and/or appropriate Working Parties. These liaisons should be made responsible to communicate accessibility queries and any current work applicable to accessibility for Persons with Disabilities to the JCA-AHF.

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. The JCA-AHF will work electronically using teleconferences that are captioned, and by face-to-face meetings with sign language interpretation on request. The meetings will invite all relevant ITU wide groups, and should be coordinated with such groups when applicable, to facilitate the participation of persons with disabilities.

## Parent group and progress reports

The JCA-AHF will 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 all accessibility-related resolutions.

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