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| **Telecommunication Standardization Bureau** |  |
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Geneva, 30 January 2012

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| Ref:  Tel:  Fax: | **TSB Circular 255**  +41 22 730 6828 +41 22 730 5853 | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia; |
| E-mail: | [tsbdir@itu.int](mailto:tsbdir@itu.int) | **Copy:**  - To the Chairmen and Vice-Chairmen of ITU-T Study Groups;  - To the Chairmen and Vice-Chairmen of ITU-R WP 5A and ITU-R WP 5D;  - To the Director of the Radiocommunication Bureau;  - To ISO TC 204, ISO TC 22, ARIB, ATIS, CCSA, ETSI, IEEE, ISACC, SAE, TIA, TTC, TTA. |

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| Subject: | **Collaboration on ITS Communication Standards meeting  Troy, Michigan (USA), 3 April 2012** |

Dear Sir/Madam,

It is my pleasure to invite you to the second meeting of the Collaboration on ITS (Intelligent Transport Systems) Communication Standards on Tuesday, 3 April 2012 at SAE Automotive premises in Troy, MI, USA, at the kind invitation of SAE International. This meeting will be collocated with the fourth meeting of the Focus Group on Driver Distraction (4-5 April 2012).

The intent of the Collaboration is to provide a globally recognized forum for the creation of an internationally accepted, globally harmonized set of ITS communication standards of the highest quality in the most expeditious manner possible to enable the rapid deployment of fully interoperable ITS communication-related products and services in the global marketplace.

Participation in the Collaboration is open to:

* representatives of ITU Member States, Sector Members, Associates and Academia, and any individual from a country which is a member of ITU who wishes to contribute to the work,
* any individual from a national, regional or international SDO who wishes to contribute to the work.

In particular, national, regional and international SDOs are encouraged to participate and to apply to join the Collaboration Management.

The Terms of Reference of the Collaboration are reproduced at <http://itu.int/en/ITU-T/extcoop/cits/>. The meeting will address work items listed in **Annex 1**.

The Collaboration meeting will open at 0900 hours on 3 April 2011. No registration fee is required for participating in this meeting.

Discussions will be held in English only.

**Registration:** To enable TSB to make the necessary arrangements concerning the organization of the meeting, please register for **the Collaboration on ITS Communication Standards meeting   
(3 April 2012)** via the on-line form available at <http://www.itu.int/reg/tmisc/3000355>

**Meeting documents:** Participants intending to submit a document for discussion at the meeting should send that document using the template available at <http://itu.int/en/ITU-T/extcoop/cits/> to [tsbcits@itu.int](mailto:tsbcits@itu.int) **before 27 March 2012**. “Late or unannounced” documents will be accepted only with the consensus of the meeting participants, or otherwise deferred to a subsequent meeting.

**Remote Participation:** You can participate remotely at the Collaboration on ITS Communication Standards meeting. As a remote delegate you will be able to hear discussions, see documents and presentations and interact with the remote meeting host. If you wish to participate as a remote delegate, you need to register in advance at <http://itu.int/en/ITU-T/extcoop/cits/>. Remote participation instructions will be made available on the same website.

For your convenience, practical information about the meeting venue and how to reach it is reproduced as **Annex 2**.

**Visa:** We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in USA. The visa must be requested and obtained from the office (embassy or consulate) representing USA in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your visa request as soon as possible.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

Annexes: 2

ANNEX 1  
(to TSB Circular 255)

**Annex 1: Suggested List of Initial Work Items for the Collaboration on ITS Communication Standards**

Possible initial Work Items include:

1. Perform a study of identified ITS application requirements so that needed communication capabilities and performance can be properly defined. This study should identify and use existing sets of ITS application requirements from various global regions and supplement them to reflect recent application developments and direction. Requirements of individual applications or sets of applications should be combined to create communications capability needs and performance boundaries as required to support the full set of expected applications. All defined applications should be considered in the study, with particular attention being given to high priority applications such as:
   1. Road safety applications
   2. Traffic management/mobility applications
   3. The Internet of Things
   4. Applications affecting environmental needs, including those servicing electric/hybrid vehicles

Special attention needs to be given to the requirements of

a Developing Countries

b Megacities

1. Perform a gap analysis and quality assessment of current ITS communications standards and create an action plan to address identified needs. Gap analysis should compare the ITS communication standards that already exist or are in work with the standards that would be required with a ‘best practices’ communications standards scenario. If overlaps are found, the best elements of duplicative standards should be used in the study and the overlap should be clearly noted in the outcome of the study. The quality assessment should examine each existing standard to determine if it is clear, complete, incorporates all the necessary ingredients and is harmonized with its complementary standards to create a complete communications solution based on the requirements of Item ‎1. Throughout this study, the use of IPv6 should be assumed in all situations where it is viable.
2. Converge, harmonize, and incorporate appropriate published and emerging ITS communication standards (regardless of their SDO source) into proper ITU Recommendations.
3. Create a complete, coherent and effective package of security frameworks and standards for use within ITS communications. This task should identify all existing and ongoing work in this area, leverage it to the greatest possible degree, and assure that modern communication security practices are embedded in the final product.
4. Develop standards to govern the interaction of drivers with communication devices brought into vehicles (such as smart phones). The standards should require carry‑in devices to determine if they are in a vehicle. If the carry‑in device interacts with equipment in the vehicle, the standards should require the carry‑in device to follow vehicle driver distraction rules. If the carry‑in does not interact with equipment in the vehicle, the standards should require the carry‑in device to not allow use of the carry‑in device by the driver while the vehicle is moving.
5. Investigate regulatory actions necessary to facilitate the deployment of ITS communication products and services based on the ITS communication standards being developed
6. Review mobility network services and ITS communications for their application as a ‘last resort’ supplement to other communication systems for emergency and disaster handling.

ANNEX 2  
(to TSB Circular 255)

**Practical Information**

1. **Contact person at SAE Automotive**

Name: Ms Micheline Brussow, SAE International  
E-Mail: [mbrussow@sae.org](mailto:mbrussow@sae.org)   
Tel: +1 248 273 2459  
Fax: +1 248 273 2494

1. **Directions to SAE Automotive Headquarters**

755 W. Big Beaver, Suite 1600, Troy MI 48084  
Telephone number: 248/273-2455  
Fax number: 248/273-2494.

[Map of Troy, Michigan](http://www.sae.org/about/contact/map1.htm)

**From North**  
Take I-75 South to Exit 69, Big Beaver West. As you exit I-75 onto Big Beaver, stay in the left lane. Make a U-turn at the first possible/legal turn around island. Move to the right lane immediately. Turn right onto Troy Center Drive and make the first left turn into the PNC Center parking lot. Parking is free. PNC Center is the tallest building in the area. It is located on the southwest corner of the I-75/Big Beaver intersection.

**From the Detroit Metro Airport**  
From the Detroit Metro Airport, take I-94 East to I-75 North to Exit 69, Big Beaver West. As you exit I-75 onto Big Beaver, stay in the left lane. Make a U-turn at the first possible/legal turn around island. Move to the right lane immediately. Turn right onto Troy Center Drive and make the first left turn into the PNC Center parking lot. Parking is free. PNC Center is the tallest building in the area. It is located on the southwest corner of the I-75/Big Beaver intersection.

**From East**  
Take I-696 West to I-75 North to Exit 69, Big Beaver West. As you exit I-75 onto Big Beaver, stay in the left lane. Make a U-turn at the first possible/legal turn around island. Move to the right lane immediately. Turn right onto Troy Center Drive and make the first left turn into the PNC Center parking lot. Parking is free. PNC Center is the tallest building in the area. It is located on the southwest corner of the I-75/Big Beaver intersection.

**From West**  
Take I-696 East to I-75 North to Exit 69, Big Beaver West. As you exit I-75 onto Big Beaver, stay in the left lane. Make a U-turn at the first possible/legal turn around island. Move to the right lane immediately. Turn right onto Troy Center Drive and make the first left turn into the PNC Center parking lot. Parking is free. PNC Center is the tallest building in the area. It is located on the southwest corner of the I-75/Big Beaver intersection.

**Transportation to and from airport**

Click on the link below and then click on "ground transportation" for car rental, metro car service, and metro cab service: <http://www.metroairport.com/>

**3. SAE International Corporate Rates (rev 1/10/11)**

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| **HOTEL** | **LOCATION** | **PHONE #** |  |
| **Drury Inn** | 575 W. Big Beaver  Troy, MI 48084  (approximately ¼ mile from SAE) | 1-248/528-3330  Fax: 1-248/528-3330 | **SAE Corporate Rate 2011**  $88.99 Double  $98.99 King  Complimentary hot breakfast daily  Complimentary appetizers and three free cocktails each evening  Free internet  Free shuttle service (5 mile radius)  NOTE: **Must use** 1-800-DRURYINN (378-7946) and request the SAE International Corporate ID #305431 rate. |
| **Embassy Suites** | 850 Tower Drive  Troy, MI 48098  (approximately 3.4 miles from SAE) | 1-248-879-7500 | **SAE Corporate Rate 2011**  $119 king suite  Free internet  Complimentary cooked to order breakfast  Complimentary manager’s reception 5:30 to 7:30 pm  Complimentary local shuttle  Online reservations: [www.detroittroy.embassysuites.com](http://www.detroittroy.embassysuites.com) and enter corporate ID #0560029381 |

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