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| **Telecommunication StandardizationBureau** |  |
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 Geneva, 15 October 2013

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| Ref:Tel:Fax: | **TSB Circular 60**+41 22 730 5858+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: | tsbjcasdn@itu.int | **Copy:**- To the Chairmen and Vice-Chairmen of ITU-T Study Groups;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |

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| Subject: | **New Joint Coordination Activity on Software-Defined Networking (JCA-SDN)** |

Dear Sir/Madam,

1 It is my pleasure to inform you that the Telecommunication Standardization Advisory Group (TSAG) agreed at their June 2013 meeting to the following:

1.1 The establishment of the Joint Coordination Activity on Software-Defined Networking (JCA-SDN), with the Terms of References (ToR) set forth in [Annex 1](#_Terms_of_Reference);

1.2 That the JCA-SDN shall report to TSAG;

Mr Takashi Egawa (NEC, Japan) has been appointed as JCA-SDN Chairman while Ms Ying Cheng (China Unicom, China) has been appointed as JCA-SDN Vice Chair.

2 The role of JCA-SDN is the coordination of the standardization work on SDN and related technical topics within ITU-T, taking into consideration the work of relevant other standards development organizations (SDOs), forums and consortia.

The JCA-SDN will help TSAG in achieving the actions assigned in [WTSA-12 Resolution 77](http://www.itu.int/pub/T-RES-T.77-2012) *(Standardization work in the ITU Telecommunication Standardization Sector for software-defined networking)*; see the ToR in [Annex 1](#_Terms_of_Reference) for more details.

3 The first meeting of JCA-SDN is scheduled to take place on **11 November 2013** in Kampala, Uganda, at the kind invitation of the Uganda Communications Commission (UCC). The draft agenda for the meeting is attached in [Annex 2](#_Draft_Agenda_for) to this Circular.

4 The meeting will be collocated with Study Group 13 (*Future networks including cloud computing, mobile and next generation networks*), 4-15 November 2013, as well as WPs 1, 2 and 3 of Study Group 11 *(Signalling requirements, protocols and test specifications)* meetings,
7-13 November 2013, Kampala, Uganda.

5 A webpage for the JCA-SDN has been set-up. It includes online registration and additional information, please see: <https://itu.int/en/ITU-T/jca/sdn>.

6 The JCA-SDN always tries to accommodate remote participation, please see the webpage for more information.

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

**Annexes: 2**

ANNEX 1
(to TSB Circular 60)

# Joint Coordination Activity on Software-Defined Networking (JCA-SDN)Terms of Reference

### Scope

The role of JCA-SDN is the coordination of the standardization work on SDN and related technical topics within ITU-T, taking into consideration the work of relevant other standards development organizations (SDOs), forums and consortia.

The JCA-SDN will help TSAG in achieving the actions assigned in WTSA‑12 Resolution 77, *Standardization work in ITU-T for software-defined networking*, namely:

"*to examine the matter, consider the input of Study Group 13 and other relevant study groups and take the necessary actions, as appropriate, with a view to deciding on the necessary SDN standardization activities in ITU-T, with the following actions:*

* *identify the relevant study group(s) in which to follow up actions and establish a suitable organizational arrangement on SDN;*
* *coordinate the work on technical issues of SDN across the study groups according to their area of expertise;*
* *promote collaboration with other SDN-related standards bodies and forums;*
* *define a clear strategic vision for SDN standardization and an important active role that ITU-T should play.*"

The JCA-SDN will also help SG 13 in performing its role of lead study group on SDN according to WTSA-12 Resolution 1, clause 2.1.6, namely:

"*This lead study group is responsible for the study of the appropriate core Questions. In addition, in consultation with the relevant study groups and in collaboration, where appropriate, with other standards bodies, the lead study group has the responsibility to define and maintain the overall framework and to coordinate, assign (recognizing the mandates of the study groups) and prioritize the studies to be carried out by the study groups, and to ensure the preparation of consistent, complete and timely Recommendations. The lead study group shall inform TSAG on the progress of the work as defined in the scope of the lead study group activity. Issues which cannot be resolved by the study group should be raised for TSAG to offer advice and proposals for the direction of the work.*"

The JCA operates under the terms of Recommendation ITU-T A.1, clause 2.2.

### Objectives

* The JCA-SDN will coordinate and help plan the work to ensure that the ITU-T SDN standardization is progressed in a well-coordinated manner among relevant study groups, in particular, Study Group 13 on use-cases, requirements and architecture, Study Group 3 on billing, economic and regulatory considerations, Study Group 11 on protocols and interoperability, Study Group 12 on QoS, Study Group 15 on transport aspects, Study Group 16 on multimedia systems and services, and Study Group 17 on security;
* The JCA-SDN will study the SDN-related work programmes (including virtualization of network functions, programmable networks and Network as a Service) in ITU-T study groups, as well as in other SDOs, forums and consortia, for use in its coordination function and will provide information on this work for use by the relevant study groups in planning their work.
* While study groups will interact directly with SDOs for progressing work items under their responsibility, the JCA-SDN will facilitate coordination with other SDOs, consortia and forums working on SDN-related standards;
* In carrying out the JCA-SDN’s internal coordinating role, participants in the JCA-SDN will include representatives of relevant ITU-T study groups and other related ITU groups.

### Administrative support

The ITU-T Telecommunication Standardization Bureau (TSB) will provide secretariat and facilities required by JCA-SDN, within available resource limits.

### Meetings

The JCA-SDN will work electronically using teleconferences and with face-to-face meetings which will normally occur concurrently with study groups involved in JCA‑SDN. Meetings will be held as determined by the JCA-SDN and will be announced to its participants and on the ITU-T website.

### Parent group and progress reports

The JCA-SDN will report its activities to TSAG at its meetings. An executive summary will be sent to TSAG after each JCA-SDN meeting.

Progress reports and proposals will be sent to relevant study groups as necessary, in accordance with Recommendation ITU-T A.1, clause 2.2.7, in particular to Study Group 13 as lead study group on SDN.

### Lifetime

The lifetime of JCA-SDN is until the end of the 2013-2016 study period, or until terminated according to Recommendation ITU-T A.1, clause 2.2.10.

ANNEX 2
(to TSB Circular 60)

# Draft Agenda for the kick-off JCA-SDN meeting(Kampala, Uganda, 11 November 2013)

1 Opening, welcome and meeting objectives

2 Approval of the agenda

3 Meeting documents

4 Joint Coordination Activity (JCA) - working methods

5 Terms of Reference for JCA-SDN

6 SDN Work programme and work items in ITU-T Study Groups

7 SDN Work programme and work items in other SDOs

8 Matters requiring coordination

9 ITU-T Roadmap to SDN standardization, including other SDOs

10 List of contact points and representatives from ITU-T SGs and other SDOs and Forums

11 Next step and outgoing liaison statements

12 Next JCA-SDN meeting

13 AoB

14 Closing

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