ISO/TMBG/JTFEC
Joint Task Force on Effective Collaboration between ISO, IEC and ITU

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Convenorship:

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Joint Task Force on Effective Collaboration ISO/IEC/ITU

Convenor: Mrs. Amanda RICHARDSON
Secretary (ISO/CS): Mr. Henry CUSCHIERI

November 27-28, 2017

Groupe AFNOR
11, rue Francis de Pressensé -
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DRAFT MEETING REPORT

1. **Roll call of delegates**

The Secretary conducted a roll-call of delegates. The attendance report is attached as Annex A.

2. **Adoption of the agenda**

The agenda, presented in document N11, was reviewed and accepted without change.

3. **Review of report of meeting held September 29, 2017**

The report of the September 29 Webex meeting (document N4) was presented and approved.

4. **Convenor's remarks**

In her opening remarks, Mrs. Richardson welcomed participants and thanked AFNOR for hosting the meeting. She noted that this Task Force is an opportunity to better understand each of the three organizations. She encouraged participants to have an honest, open but constructive discussion.

Mrs. Richardson also highlighted that this Task Force is a short-term, task-oriented project, stressing that it is not the role of the Task Force to look into any specific technical or national coordination issues. The ultimate goal is to consider and recommend processes to improve coordination across the three organizations in the future.

5. **Presentation: ISO, IEC and ITU technical management structures**

On behalf of ITU, Mr. Euchner presented an overview of ITU-T, focusing on key topics (see document N10), followed by an overview of the ITU-T Telecommunication Standardization Advisory Group (TSAG) shown in document N6. Mr. Sheldon presented an overview of the IEC Standardization Management Board (SMB), contained in contribution N8, and Mrs. Clivio gave a presentation on the ISO Technical Management Board (TMB), contained in contribution N7.

Questions raised by the group during the presentations yielded the following points:

<u>ITU-T</u>

- ITU-T is contribution driven. It's program of work is determined by the will of its members.

- Decisions are made based on consensus, not voting. Consensus is not defined, and is subject to the declaration of the Chair.
- Consortia are competition for all formal SDOs working in the technology sector.
- Focus Groups are short-term incubator groups that are open to all (not membership-based).
- The average time for the development of an ITU-T recommendation is two years.
- For some key topic areas (e.g., IoT/Smart Cities), multiple groups exist ("Joint Coordination Activity" + Focus Group + Study Group). Each of these groups has a different function.
- The decision to create a Study Group is made at the World Telecommunications Standardization Assembly (WTSA) which meets every four years, and by ITU-T TSAG in periods between the Assemblies. These two groups also have the authority to stop technical work.
- Study Group meetings are all face-to-face. On average, Study Groups meet once every nine months.
- Participation in TSAG is open to all ITU-T members.
- TSAG is the contribution-driven parent body for all ITU-T Study Groups.
- TSAG contains a Rapporteur Group (subgroup) on Strengthening Cooperation/Collaboration.

<u>IEC</u>

- In addition to the Standardization Management Board, the IEC also operates the Market Strategy Board (technology-watch / think-tank approach) and the Conformity Assessment Board.
- The SMB has 15 members appointed by the IEC Council for a three-year term (renewable once). SMB representatives typically come from industry stakeholders. The alternate is typically an employee of a National Committee.
- The SMB is a Board. Members of the SMB are responsible for taking decisions for the entire IEC community and are not there to represent their National Committee.
- The SMB is the parent body for all IEC Technical Committees. Technical Committees are created by SMB decision.
- The SMB contains a Chairman's Advisory Group (CAG).
- The SMB meets three times per year. The meetings are open only to SMB members and alternates (except for the SMB meeting that takes place in conjunction with the IEC General Meeting, which is open to observers).
- As part of its Systems Activities, IEC has established Standardization Evaluation Groups (SEGs) which are open to all (not membership-based).
- The SMB has set up a Hot Topics Study Group.
- Steps have been taken to improve and refine the clarity of proposals for new work as part of an incubation process. For example, the topic of wearable smart devices required an incubation period as it was too new/unknown when proposed.

<u>ISO</u>

- The TMB has 15 members appointed by the ISO Council. TMB representatives are ISO Member Body staff.
- The TMB is the parent body of all ISO Technical Committees. Based on need, the TMB will establish Strategic Advisory Groups (SAGs) on particular topics. SAGs are open to TMB members. The TMB will also establish Coordinating Committees (CC's). CC's are open to the Chairs (or designees) of the ISO committees requiring coordination.
- The TMB meets three times per year. The meetings are open only to TMB members.
- The TMB is a Board. Members of the TMB are responsible for taking decisions for the entire ISO community and are not there to represent their Member Body.

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Points raised during general discussion

- How do the three organizations address duplication?
- How do organizations know what subject areas the other organizations are looking into? This needs to be reviewed carefully, and from the user's perspective, given that the user is who this Task Force is ultimately serving. We should consider how all three organizations, from the very beginning, get to the point where they ask "What are the other organizations doing about this subject area?"
- How do organizations stop (or combine) their activities, if needed. "Smart Cities" is an example, that may cause confusion to the user as work is underway in multiple venues in each of the organizations.
- Lists of approved new work items are shared between the three organizations. These could help if reviewed carefully.
- When the TMB and SMB approve new Technical Committees within their respective organizations, the secretaries exchange details as a courtesy, and to raise awareness of any potential interest.

The convenor thanked the presenters and the members of the Task Force for the fruitful discussion.

6. Principles for collaboration and cooperation

Mrs. Richardson asked participants to consider why cooperation and collaboration are important, with a view to establishing a set of guiding principles. She warned that as long as coordination is not optimized, stakeholder may be tempted to play one organization off the others, which serves no constructive purpose.

Furthermore, she counseled the Task Force to be mindful that overlaps cannot always be avoided, and could even be viewed as opportunities to increase coordination, as long as sound mechanisms are established from the outset.

She concluded by recommending to the participants that a shared, joint vision be established as part of the implementation plan to be developed by the Task Force.

7. Opportunities for collaboration and cooperation

Mrs. Richardson asked participants to find ways to address activities of common interest more effectively, by first exploring the barriers that exist currently.

Points raised regarding barriers to cooperation include the following:

- While it is laudable that the SMB and TMB secretaries share new proposals, this is ultimately a reactive approach since, by this point, the need to circulate the proposal exists. The opportunity for the organizations to come together before this point in time does not currently exist.
- Overlapping work is not necessarily bad as long as it is informed, planned and doesn't cause conflicts. The key is creating the opportunity to pre-plan collectively ahead of time. There is no collaborative strategic planning.
- Similarly, bringing together multiple communities around the same table maximizes the output and brings with it a "win-win" for all concerned. The barrier is the lack of process or mechanism to do this.
- The speed of innovation makes it difficult to sit back and strategize before having to take action.
- Differing IT systems can be seen as a barrier. Unfamiliar tools with different login id's and passwords create barriers to effective information sharing.

Having examined some of the barriers, the group proceeded to look at potential opportunities for effective cooperation. The discussion included the following points:

- Perhaps develop a joint communication package? Or Joint Reference Architecture?
- Create a single forum to bring stakeholder opinions to one single point of entry, to collectively understand future standardization needs / hot topics.
- Promote the benefits of collaboration.
- Make access to information easier.

The group refined the barriers and opportunities further, before conducting a mapping exercise to make sure all barriers could potentially be overcome by at least one of the opportunities considered. The result of the mapping exercise, and the associated action items (covered during agenda item 8) is presented in Annex B.

8. Implementation Plan

Discussion of an implementation plan for taking advantage of the opportunities presented in the previous discussion resulted in two broad areas meriting further examination. The convenor established two Task Groups to work on each of these areas. The scopes of activity (terms of reference) and composition of these Task Groups are shown in Annex C.

9. Any other business

None noted.

10. Date and time of next meeting

The Task Group agreed to meet again as follows:

- 2018-02-01 at 12:00 CET (via Webex)
- Week 15 (i.e., week of April 9 to 13, 2018) face to face meeting – location to be determined

[Secretary's note: Following the meeting, the Convenor and Secretary accepted the kind offer extended by ANSI to host this face-to-face meeting on Thursday, April 12 and Friday, April 13 in the ANSI offices in Washington, DC, USA.]

11. Adjourn

The Convenor thanked the participants for their hard work, and adjourned the meeting at 12:30 CET.

ANNEX A Attendance

		2017-11-27 / Paris	2017-11-28 / Paris
Convenor	Amanda Richardson	Attended	Attended
Secretary	Henry Cuschieri	Attended	Attended
IEC	Vimal Mahendru	Attended	Attended
IEC	Victor Martinez	Jimena Sierra attended	Jimena Sierra attended
IEC	Thomas Sentko	Attended	Attended
IEC	Ralph Sporer	Attended	
ISO/IEC	Alain Costes	Attended	Attended
ISO	Ulrike Bohnsack	Attended	Attended
ISO	Jin Su Chun	Attended	Attended
ISO	Steven Cornish	Attended	Attended
ISO	Mitsuo Matsumoto	Attended	Attended
ISO	Adrian O'Connell	Attended	Attended
ITU	Yoichi Maeda		
ISO	Sophie Clivio	Attended	Attended
IEC	Jack Sheldon	Attended	Attended
ITU	Martin Euchner	Attended	Attended

ANNEX B – Mapping of Barriers / Opportunities for cooperation, and associated actions

Barriers	Opportunities and actions (see below table for details)
Stakeholders asking for similar/same committee structures in each organization (SDO shopping)	• Joint communication (Action 2) • Collective understanding of future standardization fields (Action 1) • Collective organization of future standardization work (Action 1)
Different national and international organizational structures / Different business models and consensus models	• Joint communication (Action 2) • Collective understanding of future standardization fields (Action 1) • Collective organization of future standardization work (Action 1) • Alternative ways of engaging in existing activity (fear of missing out) (Action 1) • Promote benefits of collaboration (save time) (Action 2)
Missing the big picture	• Joint communication (Action 2) • Collective understanding of future standardization fields (Action 1) • Promote benefits of collaboration (save time) (Action 2) • Create combined “IEC/ISO/ITU Hot Topics” group (Action 1) • Horizon planning (innovation/ organizational systems and processes (+ reaching out to other SDOs) (Action 1)
Gaps in processes and procedures (What do I do if….?)	• Alternative ways of engaging in existing activity (fear of missing out) (Action 1) • Joint coordination and handling of disputes/queries (Action 1)
Lack of visibility of other organizations’ work	• Joint communication (Action 2) • Collective understanding of future standardization fields (Action 1)
Timing of sharing of proposals for new fields of work.	• Collective organization of future standardization work (Action 1) • Improved information sharing / Availability or access to information (transparency) (Action 2)
No collaborative strategic planning	• Joint communication (Action 2) • Collective organization of future standardization work (Action 1) • Create combined “IEC/ISO/ITU Hot

	Topics" group (Action 1) • Joint coordination and handling of disputes/queries (Action 1)

Actions:

(1) Coordinated organization of standardization work

a. Future work: Creation of IEC/ISO/ITU"future hot topics" group
   i. Share topics, identifying common interest and discussing future challenges
   ii. Identify potential collaboration opportunities

b. Existing work: Joint process/Guideline development (aimed at not slowing down the process)
   i. Identify existing coordination mechanisms (gap analysis)
   ii. Review existing overlapping initiatives
   iii. Develop principles and guidance (committee coordination)
   iv. Test by application

c. Proposals for new fields / strategic groups
   i. Strategic IEC/ISO/ITU forum: All proposals for new activity in IEC/ISO or ITU sent to forum (agile online process)
   ii. Draft rules on how to express interest, draft
   iii. Draft rules of engagement when new idea are shared

(2) Joint IEC/ISO/ITU communication

a. Develop drivers, commitment and background to this Task Force
b. Develop anticipated outcome of project
c. Develop communication to stakeholders on specific areas of interest – brainstorm topics and consider political message on benefits of collaboration.

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ANNEX C1

Task Group 1: Joint IEC/ISO/ITU communication

Terms of reference:

Phase 1

Part 1: Promote the work and goals of this Task Force

- Outline commitment, drivers and background to the establishment and goals of this Joint Collaboration Task Force, emphasizing the need to present a clear understanding of the big picture;

Part 2: Prepare communication to facilitate collective understanding of current and future technical standardization fields

- Brainstorm overlapping technical topics, using the current case of Smart Cities as an example, and develop a communications piece on this item, to serve as a blueprint for future cases.

Phase 2

Part 1: Promote of the work and goals of this Task Force

- Prepare communication highlighting the key outcomes of this Task Force.

Part 2: Prepare communication to facilitate collective understanding of current and future technical standardization fields

- Considering the customer/stakeholder, develop joint communication for each, highlighting merits of collaboration, for distribution via web and other means.

Leadership:

Thomas Sentko

Participation:

Jin-Su Chun, Steven Cornish, Vimal Mehendru, Sophie Clivio, Martin Euchner, Jack Sheldon

The Secretariat and Convenor of the Task Force will participate in the task groups and provide support where required.

Milestones:

2018-01-30: Phase 1 progress report due to Secretary (in preparation for 2018-02-01 Task Force meeting)

2018-04-06: Phase 1 report due (in preparation for 2018-04-10 Task Force meeting

(Phase 2 will be reviewed at the April, 2018 meeting and milestones for this phase will be set at that time).

ANNEX C2

Task Group 2: Coordinated organization of standardization work in the future

Terms of reference:

Phase 1

Part 1: Future work

- Draft proposal for a “Joint IEC/ISO/ITU future hot topics” group aimed at sharing topics, identifying common interests and discussing future challenges;

Part 2: Handling proposals for new work

- Draft proposal for a strategic advisory forum for review of new fields of work presented to IEC SMB, ISO TMB and ITU-T TSAG,

Phase 2:

Part 3: Existing work

- Explore establishing IEC/ISO/ITU Joint Coordination Group
    - ISO/CS, IEC/CO and ITU-T to Identify existing coordination mechanisms
    - Conduct gap analysis on coordination mechanisms
    - Develop draft joint process/guidelines (must be aimed at not slowing down the process), outlining principles and guidance (e.g., committee coordination)
    - Conduct test by application on existing overlapping initiatives

Leadership:

Steven Cornish

Participation:

Ulrike Bohnsack, Jin-Su Chun, Adrian O’Connell, Mitsuo Matsumoto, Thomas Sentko, Sophie Clivio, Martin Euchner, Jack Sheldon

The Secretariat and Convenor of the Task Force will participate in the task groups and provide support where required.

Milestones:

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