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| [itu-logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 22 May 2017 | |
| **Ref:** | **TSB Circular 25**  SG13/TK | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia;  - To participants of FG IMT-2020 | |
| **Tel:** | +41 22 730 5126 | |
| **Fax:** | +41 22 730 5853 | |
| **E-mail:** | [tsbjcaimt2020@itu.int](mailto:tsbjcaimt2020@itu.int) | | **Copy to:**  - The Chairmen and Vice-Chairmen of ITU-T Study Groups;  - The Director of the Telecommunication Development Bureau;  - The Director of the Radiocommunication Bureau | |
| **Subject:** | **Establishment of the new JCA-IMT2020 (JCA-IMT2020) and invitation to the inaugural**  **Meeting (Geneva, 10 July 2017)** | | | |

Dear Sir/Madam,

1. It is my pleasure to inform you that the ITU-T Study Group 13 agreed at its February 2017 meeting to the following:
2. In response to WTSA-16 Resolution 92 (IMT-2020) to establish the Joint Coordination Activity on IMT-2020 **(JCA-IMT2020)** with the Terms of Reference as set forth in [Annex 1](#Annex);
3. That the JCA-IMT2020 shall report to ITU-T SG13.

2 Mr Scott Mansfield (Ericsson, Canada) was appointed as JCA-IMT2020 Chairman and   
Ms Ying Cheng (China Unicom) was appointed as Vice-Chairperson.

3 The scope of the JCA-IMT2020 is the coordination of the ITU-T IMT-2020 standardization work with a focus on non-radio aspects within ITU-T and the coordination of communication with standards development organizations, consortia and forums also working on IMT-2020 related standards.

4 The JCA-IMT2020 is open to ITU-T members. The invited experts and designated representatives of relevant Standards Development Organizations and Forums may also be part of the JCA.

5 The first meeting of the JCA-IMT2020 is scheduled to take place in Geneva on 10 July 2017 from 11:00-13:00, alongside the co-located rapporteur group meetings of Study Groups 11 and 13.

6 Per the working procedures of this group, the meeting will be supported by remote collaboration tools. Details will be available on the [JCA-IMT2020 homepage](http://itu.int/en/ITU-T/jca/imt2020).

7 A webpage for the new JCA has been set up and can be found at <http://itu.int/en/ITU-T/jca/imt2020>. It includes online registration and additional information. The Draft Agenda for the first meeting may be found in [Annex 2](#Annex2).

Yours faithfully,

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annexes**: 2

ANNEX 1  
(to TSB Circular 25)

JCA-IMT2020

Terms of Reference

1. Scope

The scope of JCA-IMT2020 is coordination of the ITU-T IMT-2020 standardization work with focus on non-radio aspects within ITU-T and coordination of the communication with standards development organizations, consortia and forums also working on IMT-2020 related standards.

The JCA operates under the terms of Recommendation ITU-T A.1, clause 2.2. The JCA operates according to the instruction in WTSA-16 Resolution 92.

2. Objectives

2.1. The JCA-IMT2020 will ensure that the ITU-T IMT2020 standardization work with focus on non-radio aspects is progressed in a well-coordinated manner among relevant study groups, in particular, Study Group 2 on Network Management, Study Group 11 on protocols and interoperability, Study Group 12 on QoS, Study Group 15 on transport, fronthaul/ backhaul and Study Group 17 on security.

2.2. Whenever duplication of effort or planning issues are discovered, the JCA-IMT2020 will report this to Study Group 13 as the lead study group to coordinate all activities related to IMT-2020 with other relevant study groups.

2.3. The JCA-IMT2020 will consider and encourage possibilities of co-operation on IMT-2020 non-radio aspects, namely with relevant subgroups such as 3GPP, BBF, ETSI, IEEE, IETF, MEF, NGMN etc as well as Open Source community.

2.4. The JCA-IMT2020 will analyze the work of standards development organizations, consortia and forums for use in its coordination function and will provide information on this work for use by the relevant study groups in planning their work.

2.5. In order to avoid duplication of work and assist in coordinating the work of the study groups, the JCA-IMT2020 will act as a point of contact within ITU-T and with other standards development organizations, consortia and forums working on IMT-2020 related standards.

2.6. The JCA-IMT2020 will maintain the roadmap for IMT-2020 standardization which addresses on-going and published specifications from ITU, other relevant standard development organization, consortia and forums.

2.7. In carrying out the internal coordinating role, participants in the JCA-IMT2020 will include representatives of relevant ITU-T study groups and other ITU groups.

2.8. In carrying out the external collaboration role, representatives from other relevant standards development organizations, regional/national organizations, consortia and forums shall be invited to join the JCA.

1. Administrative support

ITU-T Telecommunications Standardization Bureau (TSB) will provide secretariat and facilities required by JCA-IMT2020.

1. Meetings

The JCA-IMT2020 will work electronically using teleconferences and with face-to-face meetings which will normally occur concurrently with study groups involved in JCA-IMT2020, particularly SG13. Any meetings will be held as determined by the JCA-IMT2020 and will be announced to its participants by the JCA e-mail reflector and posted on the ITU-T website of JCA-IMT2020.

1. Parent group and progress reports

The JCA-IMT2020 will report its activities to SG13 at its meetings. An executive summary will be sent to SG13 after each JCA-IMT2020 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.

1. Lifetime

The continuation or closure of JCA-IMT2020 is to be reviewed by the end of 2020 or it can be terminated according to Recommendation ITU-T A.1, clause 2.2.10.

ANNEX 2  
(to TSB Circular 25)

**Draft Agenda for the 1st meeting of the JCA on IMT-2020  
(Geneva, 10 July 2017)**

1 Opening, welcome and meeting objectives

2 Approval of the agenda

3 Review the Terms of Reference for JCA-IMT2020

4 Joint Coordination Activity working methods and tools to run its business

5 Documentation

6 Review of current standardization efforts in ITU-T Study Groups, other SDOs, Forums and roadmap for IMT-2020 standardization

7 Matters requiring coordination

8 Incoming liaison statements

9 Appointment of Study Group and SDO, Forum representatives to this JCA

10 Next steps

11 Approval of outgoing liaison statements

12 Future meeting

13 Any other business

14 Closure

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