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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union****Telecommunication Standardization Bureau** |  |
|  | Geneva, 20 April 2022 |
| **Ref:**  | **TSB Circular 007**TSAG/ME | **To:**- Administrations of Member States of the Union;- ITU-T Sector Members;- ITU-T Associates;- ITU Academia**Copy to:**- The Chairmen and Vice-Chairmen of Study Groups;- The Director of the Telecommunication Development Bureau;- The Director of the Radiocommunication Bureau;- The Directors of the ITU Regional Offices |
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| **Tel:** | +41 22 730 6206 |
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| **Subject:** | **Establishment of the Joint Coordination Activity on Digital COVID-19 Certificates (JCA-DCC) and its first meeting (E-meeting, 1 June 2022)** |

Dear Sir/Madam,

1 Further to the agreement by the ITU Telecommunication Advisory Group (TSAG) at its E-meeting from 10 to 17 January 2022, I am pleased to announce the establishment of the [Joint Coordination Activity on Digital COVID-19 Certificates (JCA-DCC)](https://www.itu.int/en/ITU-T/jca/dcc/Pages/default.aspx).

2 The scope of JCA-DCC is the coordination of the digital COVID-19 certificates (DCC) standardization work among relevant ITU-T study groups and external organizations and forums, fostering the use of compatible data architectures for sharing data, and promoting interoperability, agility and safety for users, and all relevant stakeholders involved. The Terms of Reference are set out in **Annex A**.

3 TSAG appointed Mr Heung Youl Youm (Korea, Rep. of) as JCA-DCC Chairman.

4 JCA-DCC is open to ITU-T members. Invited experts and designated representatives from other relevant intergovernmental organizations, Standards Development Organizations and Forums may also be part of the JCA.

5 The first meeting of JCA-DCC will be held as an e-meeting on **1 June 2022** from **13:00 to 16:00 Geneva time**. Please note that registration is mandatory (via the online registration form on the [JCA‑DCC homepage](http://itu.int/en/ITU-T/jca/dcc)). Without registration the remote participation tool will not be accessible.

6 The meeting will be conducted in English only.

7 A webpage for JCA-DCC has been set up and can be found at <http://itu.int/en/ITU-T/jca/dcc>. Information related to its first meeting, including registration, the draft agenda and meeting documents will be available on the [JCA-DCC homepage](http://itu.int/en/ITU-T/jca/dcc).

8 Participants are encouraged to submit their inputs to JCA-DCC by email to tsbjcadcc@itu.int using the document template available on the [JCA-DCC homepage](http://itu.int/en/ITU-T/jca/dcc). To provide adequate time for this meeting’s preparation, participants are requested to submit their inputs by **20 May 2022** at the latest**.**

**Key deadlines**:

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| 2022-05-27 | - Pre-registration (via the online registration form on the [JCA-DCC homepage](http://itu.int/en/ITU-T/jca/dcc)) |
| 2022-05-20 | - Submit inputs to JCA-DCC by email to tsbjcadcc@itu.int |

9 A draft meeting agenda, prepared by Heung Youl Youm, Chairman of JCA-DCC is set out in **Annex B** below.

I wish you a productive and enjoyable meeting.

Yours faithfully,

Chaesub Lee
Director of the Telecommunication
Standardization Bureau

**Annexes**: 2

**ANNEX A**

**Terms of Reference for Joint Coordination Activity on Digital COVID 19 Certificates (JCA-DCC)**

**1 Scope**

Current COVID-19 has illustrated the need for digital certificates including vaccination etc that could be used in an interoperable fashion across organizations. Digital COVID-19 Certificates are intended to provide proof that a person has been vaccinated against COVID-19, tested for the virus, or recovered from COVID-19. It is recognized that digital certificates should be suitable to be used by both existing and emerging systems such as those based on decentralized identity (DID).

There is a need for coordinating activities across ITU-T SGs and related SDOs working on this important subject. The Terms of Reference of this JCA are consistent with clause 5 of Recommendation ITU-T A.1. The scope of the JCA is coordination of the ITU-T digital COVID-19 certificates (DCC) standardization work among relevant ITU-T study groups and external organizations and forums, fostering the use of compatible data architectures for sharing data, and promoting interoperability, agility and safety for users, and all relevant stakeholders involved.

The JCA-DCC should consider the UN Sustainability Goal 3: GOOD HEALTH AND WELL-BEING.

The JCA-DCC will be a platform for relevant stakeholders – such as public health authorities, telecom regulators, healthcare delivery organizations, services providers, platform providers, network operators, travellers' organizations, healthcare users’ organizations, international organizations, and industry forums and consortia.

**2 Objectives**

* The JCA-DCC will ensure that the ITU-T DCC standardization work is progressed in a well-coordinated way among relevant study groups. Planning issues can be brought to the attention of the JCA-DCC. The JCA-DCC will facilitate work assignment through the involved study groups when it is not clear under which Question work should be done and recommend an allocation of tasks.
* The JCA-DCC will analyse DCC standardization work items and coordinate an associated standardization roadmap.
* The JCA-DCC will act as a point of contact within ITU-T on DCC and with other intergovernmental organizations (in particular WHO), the European Commission as well as with SDOs/Forums (in particular ISO/IEC JTC 1/SCs 6, 17, 27, 35, and 37, W3C, ISO/PC 317, ISO/TC 215, ISO/TC 307, GSMA, EC, IEEE, etc.) in order to avoid duplication of standardization work and assist in coordinating the DCC work of the relevant study groups.
* As per Rec. ITU-T A.1, clause 5.3, JCA-DCC is open, but (to restrict its size) should primarily be limited to official representatives from the relevant ITU study groups that are responsible for work on DCC. A portion of each JCA-DCC meeting may be allocated to raising awareness of DCC issues addressed by other ITU-T Study Groups Questions, and external organizations.
* JCA-DCC may also include invited experts and should invite representatives from other intergovernmental organizations (e.g. WHO) and relevant recognized SDOs/Forums (in particular the ISO and IEC committees as referenced above), as appropriate.
* The JCA should strive towards encouraging joint activity with the relevant SDOs (in particular ISO and IEC) and organizations.

**3 Administrative support**

TSB will provide support for JCA-DCC within available resource limits.

**4 Meetings**

JCA-DCC will work electronically using teleconferences and with face-to-face meetings as needed. Meetings will be held as determined by the JCA-DCC and will be announced to its participants and on the ITU-T website. JCA-DCC will meet during TSAG meeting if it needs to.

**5 Progress reports**

The JCA-DCC will report to TSAG at its meetings. Progress reports and proposals will be sent to relevant study groups as necessary, in accordance with Recommendation ITU-T A.1, clause 5.7.

**6 Leadership**

Chairman: Mr Heung Youl Youm (Rep. of Korea).

**7 Other contacts**

JCA-DCC secretariat (tsbjcadcc@itu.inttsbjcadcc@itu.int).

**8 Lifetime**

See clause 5.10 of Recommendation ITU-T A.1.

**ANNEX B**

**Draft Agenda for the First JCA-DCC Meeting**

**(E-meeting, 1 June 2022)**

1. Opening of the meeting
2. Approval of the agenda
3. Review of Terms of Reference of JCA-DCC
4. Review of JCA-DCC working methods
5. Review of standardization efforts in ITU-T Study Groups, other SDOs and Forums
6. Review of input documents and incoming liaison statements
7. Matters requiring coordination
8. Creation of a roadmap for DCC standardization
9. Discussion on the deliverables of JCA-DCC and appointment of editors, if needed
10. Next steps
11. Approval of outgoing liaison statements
12. Future meetings/events
13. Any other business
14. Closure of the meeting

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