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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | Geneva, 8 February 2023 | |
| **Ref:** | **TSB Circular 72** SG13/TK | **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 | |
| **Tel:**  **Fax:**  **E-mail:** | +41 22 730 5126  +41 22 730 5853  [tsbjcaml@itu.int](mailto:tsbjcaml@itu.int) |
| **Subject:** | **Establishment of the Joint Coordination Activity on Machine Learning (ML) and invitation to the inaugural meeting (Geneva, 16 March 2023)** | | |

Dear Sir/Madam,

1 It is my pleasure to inform you that ITU-T Study Group 13 agreed at its July 2022 meeting to initiate the Joint Coordination Activity on Machine Learning (JCA-ML), that was further endorsed by the Telecommunication Standardization Advisory Group (TSAG) at its meeting in December 2022.

The new JCA-ML reports to Study Group 13 and its terms of reference set forth in Annex 1.

Mr Kangchan Lee (ETRI, Republic of Korea) has been appointed as JCA-ML Chairman, while Mr Marco Carugi (Huawei Technologies, China) has been appointed as JCA-ML Vice-chairman.

2 The scope of JCA-ML is the coordination of the ITU-T work programme on applications of machine learning and its related standardization work for telecommunications/ICTs. JCA-ML seeks cooperation and collaboration from external standards development organizations, consortia, forums, and academia studying ML applications and their relevant works.

3 JCA-ML 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.

4 To gain momentum in achieving its objectives, the JCA-ML is planning to start its activities from its first meeting scheduled to take place in Geneva, Switzerland, on 16 March 2023, collocated with the meeting of the ITU-T Study Group 13 (*Future networks and emerging network technologies*) planned in Geneva from 13 to 24 March 2023. The draft agenda for the JCA-ML meeting, as prepared by Mr Kangchan Lee, JCA-ML Chairman, is set out in Annex 2 to this Circular.

5 A webpage for the new JCA has been drawn up and can be found at <https://www.itu.int/en/ITU-T/jca/ml/Pages/default.aspx> where you can find all the information related to the first meeting, including timing, registration, remote participation option and meeting documents.

I wish you a good start of your coordination work.

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| Yours faithfully,    Seizo Onoe Director of the Telecommunication Standardization Bureau  **Annexes**: 2 | Qr code  Description automatically generated  ITU-T JCA-ML |

**ANNEX 1**

**Terms of Reference for the Joint Coordination Activity on Machine Learning (JCA‑ML)**

**1 Scope**

The scope of JCA-ML is the coordination of the ITU-T work programme on applications of machine learning and its related standardization work for telecommunications/ICTs. JCA-ML seeks cooperation and collaboration from external standards development organizations, consortia, forums, and academia studying ML applications and their relevant works. The JCA-ML operates under the terms of clause 5 (Joint coordination activities) of Recommendation ITU-T A.1.

**2 Objectives**

The objectives of JCA-ML are as follows:

1. The JCA-ML ensures that the ITU-T work programme on applications of machine learning and its related standardization work for telecommunications/ICTs is progressed in a well-coordinated manner among all ITU-T study groups and their relevant Questions.
2. JCA-ML monitors the work programmes of other SDO’s to detect duplication and promotes the usage of terms and definitions in a manner consistent with existing standardized definitions in this area.
3. Whenever duplication of effort or planning issues are discovered, the JCA-MLs reports this to the parent study group to coordinate all activities with other relevant groups.
4. The JCA-ML considers and encourages possibilities of cooperation and collaboration on applications of machine learning with relevant groups such as ISO/IEC JTC 1, ISO/IEC JTC 1/SC 42, ISO/IEC JTC 1/SC 29, ISO/TC37, IEC TC 62, IEC SMB Advisory Committee on Information security and data privacy, IEC SMB Strategic Group 11, IEC SMB Strategic Group 12, IEEE, Khronos Group, W3C, etc. as well as open-source communities where ML applications experts eagerly participate and contribute.
5. The JCA-ML periodically reviews the roadmaps in ITU-T (e.g., Artificial Intelligence Standardization Roadmap [ITU-T Y.sup.aisr]) to collect relevant information of the on-going and published deliverables from ITU-T, other relevant standard development organizations, consortia and forums, including support to a gap analysis under its parent group.
6. The JCA-ML considers the work of standards development organizations consortia and forums for use in its coordination function and provides information on this work for use by the relevant study groups in their work.
7. To facilitate internal coordination within ITU-T, JCA-ML invites representatives of all ITU-T study groups and focus groups to its meetings.
8. To foster external collaboration, JCA-ML invites representatives from other relevant standards development organizations, regional/national organizations, consortia and forums to join the JCA.

**3 Administrative support**

ITU-T Telecommunications Standardization Bureau (TSB) provides the secretariat and facilities the operation of JCA-ML within its resource limits.

**4 Meetings**

The JCA-ML meets three times a year for considering timely updates and reports from different parties. JCA-ML will work electronically using teleconferences and with face-to-face meetings as needed. Meetings will be held as determined by the JCA-ML and will be announced to its participants and on the ITU-T website. Online and face-to-face meetings will usually occur concurrently with its parent group SG13 and between parent group SG13 meetings.

**5 Parent group and progress reports**

The JCA-ML reports its activities to the Study Group 13, a group responsible for the JCA 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 Lifetime**

The continuation or closure of JCA-ML is to be reviewed by the end of 2024 or it can be terminated by the parent group according to clause 5.10 of Recommendation ITU-T A.1.

**ANNEX 2**

**Draft agenda for the 1st meeting of the JCA-ML  
(Geneva, 16 March 2023)**

## Opening, welcome and meeting objectives

## Approval of the agenda

## Review of Terms of Reference of JCA-ML

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

## Appointment of Study Group and SDO, Forum representatives to JCA-ML

## Review of input documents

## Review of current standardization efforts in ITU-T Study Groups, other SDOs, Forums

## Future Action Plan

## Approval of outgoing liaison statements

## Future meetings/events

## Any other business

## Closure of the meeting

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