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| **Abstract:** | In view of the discussions at the opening plenary of TSAG on JCAs and the agreement for all JCAs to be reviewed in one year, some ideas were collected amongst the TSAG management and members on the need to streamline the operation of and identifying issues associated with JCAs and possible key performance indicators (KPIs) that could be used to monitor their progress and efficiency. This TD collates some of the points and suggests the creation of an Appendix to A.18 with some KPIs to guide the review process. |

Following the review of the [eight JCAs](https://www.itu.int/en/ITU-T/jca/Pages/default.aspx) at the first TSAG meeting after WTSA-24 pursuant to clause 6.9 of Rec. A.18, TSAG identified some positive aspects and several issues that need to be addressed in order to improve the efficiency and transparency of JCAs.

Identified positive aspects to consider about JCAs:

* Visibility of the concrete technical areas
* Visibility to external parties on ITU working on the above areas
* Promoting externally a leading role of ITU in standardization
* Encompasses non-ITU-Members (thus showing ITU openness to collaboration)

However, several issues with the current number, relevance, and impact of JCAs. The following specific points were identified:

* JCAs are easy to create but hard to close.
* There is a lack of criteria to evaluate "job done" or that something is stale
* There is no term limitation for chairs of JCAs
* There may be overlap with other mechanisms like Lead Study Group
* There is often very limited participation in the JCAs
* JCA meetings are ignored by the other SGs, except the one that created JCA
* Limited focus on the areas under development by the SG that created the JCA

Additionally, JCAs that repeat the SG title (or part of it) may be the first candidates for closure as usually, SG has lead SG roles on the principal areas of its study, thus may take on the coordination activity of the JCA. Other side of the coin: lost visibility to the outside world.

JCAs have a financial implication for ITU-T membership and for TSB and should only be maintained if they add value.

Proposed approach

The discussion highlighted the need to develop an appendix and/or revise Rec. ITU-T A.18 to provide key performance indicators (KPIs) to guide the JCA parent group and TSAG in their review process.

At the same time, according to clause 6.9 of Rec. ITU-T A.18, “A JCA will be reviewed *at the first TSAG meeting following the WTSA*. *A specific decision must be taken on the continuation of the JCA*, potentially with adjusted terms of reference.” (Emphasis added.)

Therefore, this TD is intended to facilitate discussion to:

1. Develop an appendix to Rec. ITU-T A.18 (including agreement at this meeting, if possible), and/or future revisions to the main body of Rec. ITU-T A.18; and, in the meantime,
2. Provide criteria to help TSAG review and take a decision on the renewal of the JCAs at this meeting (or the next TSAG meeting, if so decided).

An initial draft appendix to A.18 is provided in the attachment hereinafter, trying to address some of the points identified above.

ATTACHMENT:

ITU-T A.18   
Draft new Appendix I  
  
Guiding principles for the periodic review of JCAs

(This appendix does not form an integral part of this Recommendation.)

Technology and market requirements evolve rapidly. Accordingly, the needs for coordination also evolve and call for a periodic review of JCAs whether they remain fit-for-purpose.

This appendix contains guiding principles and key performance indicators (KPIs) that should be monitored regularly and provided in particular when a review of JCA activities is submitted to its parent group and/or TSAG. JCA, including KPIs, should be reviewed regularly, e.g. at least once a year.

* The impact of the JCA and whether its objectives could be achieved by other leaner and existing structures within the study groups or TSAG
* The lifetime of the JCA should not exceed two years renewable once.
* The need to continue, update the terms of reference, or terminate the JCA
* Coordination issues addressed by the JCA during the reporting period, or on a yearly basis (as applicable)
* Number of meetings held and the concrete outcomes achieved at each meeting
* Deliverables developed and maintained under the JCA (e.g., roadmaps, gap analyses)
* Number of participants and different entities represented at JCA meetings
* Number of input documents submitted to JCA meetings
* Number of active liaison relationships maintained with external bodies and ITU Study Groups

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