**DRAFT Terms of Reference for ISO/ITU Joint Task Force on ITS Communications (status 24 August ’11)**

# Goals, Scope and Intent of the Joint Task Force

These Terms of Reference (ToR) apply to the ISO/ITU Joint Task Force on ITS (Intelligent Transport Systems) Communications. In the following, ISO and ITU will be called “parent bodies” and the ISO/ITU Joint Task Force on ITS Communications will be called “Task Force”.

Candidate groups from the parent bodies participating in the Task Force potentially include ISO TC 204, ITU-T SG 16, ITU-T SG 13,ITU-R WP 5A and ITU-R WP 5D. Other SDOs are welcome to participate in the Task Force Management and/or at the working level (see section 2 and 3).

The goal of the Task Force is to pool resources to harmonize ITS communications standards, and to identify and fill gaps in ITS communications standardization.

The intent is that ISO International Standards and ITU Recommendations[[1]](#footnote-1) in the field of ITS communications be technically aligned, [or referenced], and fully interoperable with each other. Some of the work may be developed by the parent bodies individually, other work may be developed by the Task Force jointly and submitted for the approval by the respective parent bodies, as appropriate.

Resulting texts will be converted by the parent bodies into the appropriate ISO International Standards and ITU Recommendations.

The scope of the Task Force is to:

* Study issues related to standards for ITS communications and related applications
* Develop standards for ITS communications

Additional topics may be added to the scope of the Task Force in accordance with the approval processes of the parent bodies.

# Task Force

The Task Force will be open to

* ITU Member States[[2]](#footnote-2), Sector Members, Associates and Academia and to any individual from a country which is a member of ITU who wishes to contribute to the work,
* national, regional or international SDOs,
* any ISO TC 204 P (Participating) members.

Any SDO interested in participating in the Task Force should contact the Task Force Management team. All participants and all contributions will have equal status in the technical work and will be considered on the same terms.

The Task Force will operate as a joint group under the ordinary policies and procedures of ISO and ITU. In the event of differences between policies of the parent bodies not covered by these ToR, the Task Force Co-Chairs will decide the issue, based on the consensus of the Task Force participants and, if necessary, in consultation with the parent bodies, in the interests of standardization. **[reference WSC World Standards Collaboration = IT-T, ITU-R, ISO and IEC]**

**[may want to add straightforward text on structure of Task Force ?!]**

# Task Force Management

The “Task Force Management” will be led by two “Task Force Co-Chairs” (one each as appointed from ISO and ITU with joint consent). The term of office of a co-chair is two years and can be renewed as appropriate.

National and regional Standards Development Organizations are encouraged to apply to join the Task Force Management by request. Consensus of the Task Force Management is necessary to approve new Task Force Management members.

Upon approval, an organization may appoint one person to serve in the Task Force Management.

Any member of the Task Force Management may propose a topic to be considered by the Task Force, which will become a “Work Item” on consensus of the Task Force Management.

The Task Force Management will create and dissolve “Working Groups” and select “Working Group Leaders” on consensus.

The Task Force Management will assign Work Items to Working Groups.

The Task Force Management will decide which Work Items will be assigned to the parent bodies individually, and which Work Items will be assigned to the Task Force and jointly submitted for the approval by the respective parent bodies.

Initial Work Items are:

* Gap analysis of ITS communications standards and create an action plan
* Update and extend existing ITS communications standards
* Develop of ITS communications security frameworks and standards
* Study wireless communication aspects of ITS applications
* Gap analysis of implementing IPv6 for ITS communications and create an action plan
* Assess the role of ITS communications standards for the Internet of Things
* Assess the role of ITS communications and global standards to increase road safety
* Develop standards to govern the interaction of ITS communications with drivers
* Review mobility network services and ITS communications for their application to emergency and disaster handling
* Study communications standards for charging, billing and other services for electric/hybrid vehicles
* Investigate the actions needed to facilitate the deployment of the ITS communication standards

# Meetings

Task Force meeting venue and dates will be proposed by the Task Force Co-Chairs, and authorized by the parent bodies under the customary practices of each parent body.

To the extent practical, meeting dates and locations will be co-ordinated with other ISO, ITU or ITS-related meetings to maximize expert participation.

# Documents and Contributions

The Task Force will maintain a document registry and electronic distribution archive (e.g., an open e-mail reflector for circulation of all documents and discussion). The registry and archive will be linked to the relevant ITU and ISO web sites. [define responsibilities of Secretariat – work out offline]

Any document from participants in meetings will be available to all the participants before the meeting through the use of electronic document handling. A registration and uploading deadline several days in advance of the start of the meeting will be announced for each meeting. A “late, unannounced” document should be accepted only with the consensus of the meeting participants. This policy will be stated in the invitation letter that is provided for every meeting to both organizations.

All Task Force documents and contributions will be available to members of the participating SDOs in electronic form.

# Working Methods – General Policies and Procedures

willby consensus

Items that are under responsibility of the entire Task Force will be processed by consensus, except for decisions for which the Task Force Management is responsible.

# Patent and Copyright Issues

The “Common Patent Policy for ITU-T/ITU-R/ISO/IEC”[[3]](#footnote-3) and the related “Guidelines for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC”[[4]](#footnote-4) apply.

Both parent organizations will jointly hold copyright of the texts contributed to and resulting from the Task Force. In the event of participation by other SDOs (see section x), alternative copyright arrangements may be negotiated.

# Liaison Statements

The Task Force will conduct liaison communications. All incoming liaison statements received by the participating parent body Groups that have relevance to the Task Force work will be forwarded to the Task Force. Task Force outgoing liaison statements are approved by consensus of the Task Force participants and dispatched by the Task Force secretariat.

# Meeting Reports

A meeting report will be provided by the Task Force Co-Chairs shortly after the conclusion of each meeting.

# Promotion and Public Relations Activities

Any public relations or promotional activities initiated bythe joint group, its project, and its results and deliverables will be approved by the Task Force Management and will undergo review and consent by both parent bodies. [fix over coffee]

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1. This includes ITU-T Recommendations and ITU-R Recommendations [↑](#footnote-ref-1)
2. See <http://www.itu.int/members/> [↑](#footnote-ref-2)
3. See <http://www.itu.int/en/ITU-T/ipr/Pages/policy.aspx> [↑](#footnote-ref-3)
4. See <http://www.itu.int/oth/T0404000001/en> [↑](#footnote-ref-4)