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| INTERNATIONAL TELECOMMUNICATION UNION **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2009-2012 | | **Joint Coordination Activity on Accessibility and human Factors (JCA-AHF)** |
|  | | **Doc. 183** |
| **English only**  **Original: English** |
| **Source:** | JCA-AHF Convener | |
| **Title:** | Report of the TSAG meeting held in Geneva, 10-13 January 2012 | |

This document has been brought up at the attention of the JCA-AHF.

The document is attached.

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| **itu-old** | INTERNATIONAL TELECOMMUNICATION UNION | | | | **TSAG – R 5 – E** |
| **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2009-2012 | | | **February 2012** | |
| **English only**  **Original: English** | |
| **Question(s):** | |  |  | | |
| **TELECOMMUNICATION STANDARDIZATION ADVISORY GROUP**  **REPORT 5** | | | | | |
| **Source:** | | Chairman, TSAG | | | |
| **Title:** | | Report of the TSAG meeting held in Geneva, 10-13 January 2012 | | | |

1 Opening of the meeting

TSAG Chairman Mr Bruce Gracie welcomed the TSAG participants and the elected officials Mr Hamadoun Touré (Secretary-General), Mr Malcolm Johnson (TSB Director) and Mr Brahima Sanou (BDT Director) in the newly furbished Popov room of ITU. Mr Houlin Zhao (Deputy Secretary-General) and Mr François Rancy (BR Director) were not able to attend and sent their best regards.

Mr Gracie explained the logistics of the meeting and that the following services were offered by the ITU Secretariat ([TD311](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0311) “Remote participation in TSAG” and [TD325](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0325/en) “TSAG meeting facilities and information”): Webcasting (passive listening); a trial of remote participation (passive listening/watching and active interventions) in the six UN languages, and captioning (a transcription of the audio as it occurred). The interpreters read a statement to highlight that excellent audio quality is necessary for interpreters to interpret those who participate remotely.

Mr Gracie mentioned that TSB has organized a mentoring program targeted to newcomers and that as one its elements a “newbie session” was offered on Tuesday from 13:30 until 14:30. An electronic version of the welcome pack for this meeting is available in [TD326/TSAG](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0326).

**2 Opening remarks by the Secretary-General**

Secretary-General Hamadoun Touré presented the opening remarks ([TD338](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0338/en)).

3 Opening Remarks by the TSB Director

TSB Director Malcolm Johnson presented his opening remarks ([TD339](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0339/en)r1).

3bis Opening Remarks by the BDT Director

BDT Director Brahima Sanou emphasized that ITU delivers as one ITU and that, for example, workshops are not labeled as TSB, BDT or BR workshop but as ITU workshop.

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| **Contact:** | Bruce Gracie  TSAG Chairman | Tel: +1 613 990 4254  Email: [Bruce.Gracie@ic.gc.ca](mailto:Bruce.Gracie@ic.gc.ca) |
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4 TSAG Chairman’s comments and observations

Mr Gracie welcomed the TSAG Vice-Chairmen: Mr Fabio Bigi, Mr Dmitry Cherkesov, Mr Haruo Okamura, Mr Joshua Peprah and Mr Stephen Trowbridge. Mr Mohammed Gheyath was not able to attend.

Mr Gracie said that this meeting was the penultimate meeting of TSAG in preparation for the WTSA. Among the issues to be addressed at this meeting were the determination of the future disposition of the work initiated through the Focus Group on cloud computing and the Focus Group on smart grid; agreement on a way forward for Recommendation ITU-T A.7 on focus groups based on the work carried out in the correspondence group on this subject convened by the Chairman of ITU-T SG12, Mr Chuck Dvorak; various contributions on working methods; new proposals for focus groups; a review of the ITU‑T Operational Plan, a review of WTSA resolutions and A-series Recommendations, the modalities of strengthening collaboration and cooperation between ITU‑T and external organisations including other standards developing organizations; the participation of academia; the organisation of regional meetings to prepare for both WTSA and WCIT.

He pointed out that he would be making liberal use of drafting groups and ad hoc groups to progress the work. He would be instructing the convenors of the various groups to work between now and the final TSAG meeting in July to advance work as part of the preparations for WTSA.

5 Approval of the agenda, time management plan and document allocation

The Chairman presented the draft agenda, document allocation and work plan in [TD250](http://www.itu.int/md/T09-TSAG-110208-TD-GEN-0149/en)r1. TSAG adopted the document. [TD250r2](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0250/en) contains the final version of the agenda and the documents presented at this TSAG meeting.

6 Director, TSB: Highlights of 2011

The TSB Director reported the highlights of ITU-T in 2011 ([TD308](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0308)); includes the report and the presentation). The TSB Director mentioned that TD308 was being translated into the six UN languages and can be expected end of January.

Responding to a question from Germany on the net result of some members leaving ITU and new members joining ITU, the TSB Director responded that the net balance of ITU-T membership for 2011 was that the number of Sector Members stayed the same, that the net number of Associates increased by 14, and those of academia by 25. This was the first annual increase in the membership of ITU-T in the past 10 years (totalling an overall increase of +33 members). However, as some of the new Sector Members were exempted from payment of membership fee by Council, and others were benefiting from the new reduced fee for companies from certain developing countries, there was a reduction of income of 129,850 CHF.

**7 Review of working methods, including electronic working methods**

**7.1 Remote participation**

The TSAG Chairman highlighted that remote participation needed to be examined also from the point of view of bridging the standardization gap and encouraging more participation in the work of the sector. Germany said that audio and video recording of meetings would have procedural implications and that it may have an impact on labour laws in certain countries. Mr Gracie said that these matters were under active discussion in the Council.

**7.2 Feedback on direct posting**

The following documents were submitted to the meeting:

* Chairman of ITU-T SG12: “Experience with Direct Document Posting (DDP)” ([TD290](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0290)).
* Mr Stephen Trowbridge, EWM Coordinator of ITU-T SG15: “EWM and Infrastructure” ([TD316](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0316)).

TSB presented “Direct Document Posting – Report of system implementation” ([TD329](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0329/en)) which explained how the issues raised in TD290 and TD316 were resolved. TSAG noted these documents.

Germany expressed concern about the use of a proprietary format for a template.

**7.3 Template for proposed draft Recommendations**

The following documents were presented:

* Chairman of ITU-T SG17: [TD257](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0257) “Liaison on template for proposed new Recommendation”.
* France: [C58](http://www.itu.int/md/T09-TSAG-C-0058) “Template to describe a proposed new ITU-T Recommendation”. After successful trials of a template for proposed new ITU-T Recs in study groups, France proposes that ITU-T A.1 be amended by adding a sentence in clause 1.4.7 and the template as Annex 1 of ITU-T A.1.
* Canada: [C77](http://www.itu.int/md/T09-TSAG-C-0077) “Strengthening ITU-T’s role in Developing International Standards”, proposing that TSAG create an editing group to formulate modified text for ITU-T A.1 which requires the use of a template when obtaining approval of a new work item within study groups.
* Chairman of ITU-T SG16: [TD300](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0300) “LS to TSAG and ITU-T SGs on pre-defined form to document the establishment of work items towards new Recommendations”.
* Russian Federation: [C88](http://www.itu.int/md/T09-TSAG-C-0088) “Proposals for review of Author's Guide for drafting ITU-T Recommendations for the Article 1 ‘Scope’ ”.

TSAG noted [TD263](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0263) “Template for proposed new Recommendations” by ITU-T SG2.

Different points of views were expressed, and the meeting agreed that these documents be discussed in an ad hoc group on working methods.

Due to lack of time to discuss all issues in detail the ad hoc group did not agree that the template should be mandatory for all study groups, and it did not agree that there should be a minimum threshold of support from a given number of members from different countries to add a new Recommendation to the work programme. Suggested text updates to ITU-T A.1 were proposed in the ad hoc group (see [TD354](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0354/en)). This will be discussed further in the correspondence group on working methods.

**7.4 Deadlines for input documents**

The Russian Federation presented [C80](http://www.itu.int/md/T09-TSAG-C-0080) “Deadlines for the submission of Contributions and registration to the ITU-T SG and TSAG meetings”.

Germany presented [C75](http://www.itu.int/md/T09-TSAG-C-0075) “Proposal to introduce a deadline for particular TDs”.

Different points of views were expressed, and the meeting agreed that these documents be discussed in an ad hoc group on working methods (see [TD354](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0354/en)).

The ad hoc group agreed to change the deadline for contributions from the current ten to twelve calendar days before the meeting and that the following clauses in ITU-T A.1 would need to be updated to implement this change:

“3.1.7 Contributions that are to be considered at a study group or working party meeting shall reach TSB at least 12 calendar days before the meeting.”

“3.2.3 Contributions received by the Director less than two months, but not less than 12 calendar days before the date set for the opening of a meeting, cannot be translated. They shall be posted on the web as soon as practicable after receipt. They will be printed and distributed at the beginning of the meeting only to the participants present who request paper copies.”

“3.2.4 Contributions should be posted on the web by TSB no more than three working days after they are received by the Secretariat.”

“3.2.5 Contributions received by the Director less than 12 calendar days before the meeting will not appear on the agenda of the meeting, will not be distributed and will be held for the next meeting. Contributions judged to be of extreme importance may be admitted by the Director at shorter notice.”

Regarding TDs, the text below was developed based on discussion during the ad hoc meeting but has not been reviewed by the ad hoc group. TSAG is invited to comment on this text on the correspondence group or provide contributions to the next TSAG meeting:

“3.3.3 TDs input before the start of the study group or working party meeting should be submitted as soon as possible. Certain TDs should normally respect the same submission deadlines as for contributions, as specified in clause 3.2.5, including:

* documents prepared by TSB and TSAG/SG/WG management teams (except for administrative documents or reports on events that have taken place less than 21 calendar days before the start of the meeting);
* documents relevant to decisions such as consent, determination, creation/deletion/modification of Questions, issues on the structure of the Sector, financial matters;
* reports of correspondence activities, which should close no later than the contribution deadline for the meeting;
* reports of activities that have occurred less than 21 days prior to the meeting shall be posted on the web site no later than two calendar days prior to discussion of the item in question by the meeting, unless otherwise agreed by the meeting;
* documents shall be posted on the website no later than three working days after they are received by TSB.”

**7.5 Procedures for the registration of participants**

The Russian Federation presented point 5 of [C80](http://www.itu.int/md/T09-TSAG-C-0080) (“Deadlines for the submission of Contributions and registration to the ITU-T SG and TSAG meetings”).

Some members expressed concern that passing through one or more focal points would increase the administrative overhead for their organizations. The Russian Federation pointed out that they just wanted to be sure that a person was speaking as a representative of the Member State or Sector Member and not in his or her own capacity.

After discussion, TSAG advised the TSB Director to offer in a Collective Letter for each ITU-T SG, WP or TSAG meeting that each member of ITU-T (Member States, ITU-T Sector Members, ITU‑T Associates and ITU-T Academia, as appropriate) designates their focal point (s). The focal point(s) should be responsible for the handling of all registration requests and submission of documents, including on-line ones, belonging to his/her administration/organization.

**7.6 Number of vice-chairmen of the sector advisory groups, study groups and other groups**

The Russian Federation presented [C86](http://www.itu.int/md/T09-TSAG-C-0086) “Appointment and maximum term of office of vice-chairmen of the study groups and of the Telecommunication Standardization Advisory Group” proposing a new Annex C “Guidelines for appointment of the optimum numbers of vice-chairmen for the advisory group and study groups” to WTSA Resolution 35.

TSB presented [TD279](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0279): “Contribution to Council 2011 from the United Arab Emirates and Saudi Arabia: Number of vice chairman of the sector advisory groups, study groups and other groups”, and [TD280](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0280): “Contribution to Council 2011 from the United Arab Emirates: Consultations among Member States and Sector Members regarding nominations for chairman and vice-chairman positions in the ITU Radiocommuncation Sector”.

The Russian Federation clarified that their proposal applied only to the chairmen and vice-chairmen of ITU-T study groups who were appointed by WTSA, not to positions appointed by the study groups. Korea, supported by China, said that the different environment of ITU-R (Member States driven) and ITU-T (Sector Member driven) need to be taken into account. The United Kingdom raised the question whether it was proposed that a vice-chairman of TSAG could also be a vice-chairman of a study group.

The Russian Federation said that they would submit a contribution on this topic to WTSA.

**7.7 Miscellaneous**

7.7.1 Germany presented [C72](http://www.itu.int/md/T09-TSAG-C-0072) “Proposal for working methods of correspondence groups” proposing minimum requirements and principles for ToR of correspondence groups to be implemented in ITU-T A.1, among them that the report of a correspondence group must be available at least four weeks before the start of the respective SG/TSAG meeting.

Responding to a question from France Telecom Orange whether there are any rules which mandate the definition of Terms of Reference for correspondence groups before they can be created, the TSAG Chairman said that TSAG took great pains to establish Terms of Reference of correspondence groups. Some members felt that the four week deadline for a correspondence group to submit its report to a meeting as requested by Germany should be more flexible.

It was decided that the ad hoc group on working methods would discuss this issue further.

7.7.2 Canada presented [C78](http://www.itu.int/md/T09-TSAG-C-0078) “Expression of concern in Recommendations”. A number of on-going work items are developing Recommendations that cannot be applied in every Administration due to national policies and/or regulations (e.g. relating to privacy). Was this concern shared by other administrations?

It was decided that the ad hoc group on working methods would discuss this issue further.

The ad hoc group discussed based on C78 whether a blanket disclaimer should be placed in every Recommendation advising implementers to be aware of local laws and regulations. It was noted that many other standards organizations have such a standard disclaimer statement in their published standards. Such a statement, if it were agreed, could be inserted into documents as part of the publication process (much as the 2nd paragraph of the Foreword to ITU-T Recommendations is inserted into every Recommendation based on TSAG advice). There was no consensus to ask for such a blanket statement in Recommendations. TSAG will consider the matter further at its July 2012 meeting (see [TD354](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0354/en)).

7.7.3 The Russian Federation presented [C87](http://www.itu.int/md/T09-TSAG-C-0087) “Proposals to clarify the status of Liaisons in the Recommendation A.1 ITU-T” proposing modifications to ITU-T A.1 to clarify the recipient of liaisons.

TSAG Vice-chairman Stephen Trowbridge referred to the November 2005 meeting of TSAG (see [TD179 of that meeting](http://www.itu.int/md/T05-TSAG-051107-TD-GEN-0179/en)) which concluded that liaisons could be exchanged with external bodies as necessary to progress work subject to appropriate approvals and that qualification under ITU-T A.4, A.5 or A.6 was not necessary.

The Russian Federation responded that TD179 is neither a Resolution nor a Recommendation, and if there is a misalignment between different documents, the discussion needs to continue.

The United States pointed out that liaisons are exchanged among study groups or other organizations but not with the ITU Secretariat. The United States would not like to see a limit on the types of organizations to which liaisons could be sent and would like to keep flexibility.

The Russian Federation responded that if non-members could submit documents which are reviewed by ITU-T, what was the incentive for organizations to join ITU and pay a membership fee?

It was decided that the ad hoc group on working methods would discuss this issue further.

It appeared from the discussion that the concern was mainly about receiving an unsolicited liaison statement from an organization with whom the study group did not have a relationship, and feeling that the meeting would be compelled to allocate time and consider a document as if it were a contribution from a non-member. It was clarified that there is no obligation of a study group to allocate time to an unsolicited document that does not assist the study group in its work. Several study group chairmen expressed that it was better to leave them with the flexibility about which documents to consider. It was not agreed to make any change as a result of this contribution (see [TD354](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0354/en)).

The Russian Federation has not agreed with the text of the report in TD354 about this issue.

This part of the report in TD354 had not been presented at the TSAG closing plenary.

7.7.4 The Russian Federation presented [C88](http://www.itu.int/md/T09-TSAG-C-0088) “Proposals for review of Author's Guide for drafting ITU-T Recommendations for the Article 1 “Scope”” proposing amendment of section 8.1 (“Scope”) of the Author’s Guide for drafting ITU-T Recs.

TSB said that TSB is the editor of the author’s guide and that TSAG has been involved in the revision of the last two editions of the author's guide and endorsed it.

The meeting did not have time to fully consider this contribution.

7.7.5 The meeting noted [TD293](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0293) “Electronic Working Methods Services and Database Applications”.

7.7.6 The Russian Federation presented [C88](http://www.itu.int/md/T09-TSAG-C-0088) “Proposals for review of Author's Guide for drafting ITU-T Recommendations for the Article 1 “Scope”” proposing amendment of section 8.1 (“Scope”) of the Author’s Guide for drafting ITU-T Recs.

TSB said that TSB is the editor of the author’s guide and that TSAG has been involved in the revision of the last two editions of the author's guide and endorsed it.

The meeting did not have time to reach any conclusions.

7.7.7 The meeting noted [TD293](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0293) “Electronic Working Methods Services and Database Applications”.

**8 Work programme**

**8.1 JCAs/GSIs**

Japan presented [C70r1](http://www.itu.int/md/T09-TSAG-C-0070) “Proposal for the establishment of new framework for collaboration and coordination”, proposing a new framework to improve collaboration and coordination on the emerging and cross-cutting issues such as smart community and e-health among ITU-T, ITU-R, ISO, and IEC and to create a new working group called “CG: Collaboration Group”.

TSB presented [TD304](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0304) “JCA, GSI, TSR – what they are, how they interwork, and some current issues”.

Following a request from France Telecom Orange, the Chairman of ITU-T SG16 presented [TD323](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0323/en) **“**Report of 14 December 20111 meeting of the Collaboration on ITS (Intelligent Transport Systems) Communication Standards”.

In the discussion, the TSB Director mentioned the Joint Video Team, which produced the Primetime Emmy award-winning standard ITU-T H.264, as an example of successful collaboration between ITU-T and ISO/IEC JTC1. The processes used for that collaboration are described in Recommendation ITU-T A.23.

A list of the Terms of Reference of all JCAs, GSIs and Focus Groups is available in [TD344](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0344/en).

Germany cautioned about introducing new groups; there should be no duplication between the work of the study groups and other groups.

The meeting agreed to the Chairman’s proposal that a correspondence group be established to work between now and the next TSAG meeting with the following Terms of Reference, with the TSAG Chairman as convener: To undertake an analysis of ITU-T collaboration mechanisms (Joint Coordination Activities (JCA), Global Standards Initiative (GSI), Technical and Strategic Review (TSR), Focus Groups (FG)) etc. and to examine the Japanese proposal and the Collaboration on ITS Communications Standards in light of that analysis: what do they do, what are they supposed to do, and to solicit the views of the ITU-T SGs and the membership and report back to TSAG July 2012.

The meeting also agreed that the Collaboration on ITS Communication Standards be continued as a pilot and report back to the next TSAG meeting.

**8.1.1 JCA-IoT**

See section 8.4.

**8.1.2 JCA-IPTV**

No document.

**8.1.3 JCA-NGN**

No document.

**8.1.4 JCA-HN (Home Networking)**

JCA-HN Convener Mr Richard Stuart presented [TD319](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0319) “Report on the JCA-HN” and [TD318](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0318) “Proposed Appointment of Co-Conveners to the JCA-HN”. France Telecom Orange asked that these documents be considered under agenda point 8.2.3 on Smart Grid.

**8.1.5 JCA on ICT and Climate Change**

No document.

**8.1.6 JCA on Conformance and Interoperability**

(see section 8.6 below).

**8.1.7 JCA-Management**

TSAG noted [TD261](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0261) “Termination of JCA-Mgt” by ITU-T SG2 that JCA-Mgt was terminated on 19 August 2011 (see TSB Circular 219).

**8.1.8 JCA-AHF (Accessibility and Human Factors)**

TSAG noted:

* [TD297](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0297) “LS from JCA-AHF on Meeting report of Joint Coordination Activity on Accessibility and Human Factors (JCA-AHF) 24 Nov 2011”
* [TD254](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0254) “Liaison to ITU-T SG17 on Child Online Protection (COP)”
* [TD269](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0269) “Liaison to ITU-D SG1 and 2 on ‘USA Food and Drug Administration (FDA) asks the Global Accessibility Community for Comments for the new Industry Guideline on Mobile Medical Applications’ ”
* [TD347](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0347/en) “Liaison Statement on wireless hearing aid compatibility”

**8.1.9 JCA-IdM**

No document.

**8.2 Review of Focus Groups including status of Smart Grid Focus Group and Cloud Computing Focus Group**

**8.2.1 Recommendation ITU-T A.7**

The meeting agreed that the following documents would not be presented in plenary but go directly to an editing group on the revision of ITU-T A.7:

* Acting Editor and Correspondence Group Convener, Mr Chuck Dvorak: [TD322](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0322/en) “Progress Report on the Revision of Recommendation A.7”.
* France Telecom Orange: [C55](http://www.itu.int/md/T09-TSAG-C-0055) “Revised Recommendation ITU-T A.7 on focus groups”.
* Germany: [C73](http://www.itu.int/md/T09-TSAG-C-0073) “Comments and Proposal to a Revised Recommendation ITU-T A.7 on focus groups”.
* The International Center for Disability Resources on the Internet (ICDRI), Global Initiative for Inclusive ICTs (G3ict): [C68](http://www.itu.int/md/T09-TSAG-C-0068) “Accessibility for Persons with Disability Amendments to A7”.
* Asia-Pacific Telecommunity (APT): [TD301](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0301) “Proposal on modification of ITU-T Recommendation A.7”.

It was decided that an ad hoc group on A.7 would discuss this issue further.

The results of the ad hoc group are found in [TD353](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0353/en). Mr Dvorak said that there was consensus for almost all of the text, but some items still need clarification and new text was required for the clauses on financing and the nature of the deliverables. He highlighted that there was very clear support for persons with disabilities and the participation of non-members. Discussions would continue between now and the next TSAG meeting on the working methods reflector.

**8.2.2 FG Cloud Computing**

FG Cloud Computing had presented its results in a [workshop session on Cloud Computing](http://www.itu.int/ITU-T/worksem/ccsg/201201/programme.html) prior to TSAG on Monday 9 January 2012.

The following documents were presented at TSAG:

* Chairman of the Focus Group on Cloud Computing: [TD306](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0306) “Final Report of Focus Group on Cloud Computing to TSAG”; Chairman of the Focus Group on Cloud Computing: [TD312](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0312) “LS – ITU-T FG Cloud final output documents”; [TD255](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0255) “LS – New vice-chairman of Focus Group on Cloud Computing”.
* France: [C57](http://www.itu.int/md/T09-TSAG-C-0057) “Organization of the ITU-T work on cloud computing”.
* United States of America: [C62r1](http://www.itu.int/md/T09-TSAG-C-0062) “Transition of work of the Focus Group on Cloud Computing”.
* ZTE Corporation: [C76](http://www.itu.int/md/T09-TSAG-C-0076) “Considerations and proposals to TSAG concerning the future of Cloud Computing related activities within ITU-T”.
* Japan: [C69r2](http://www.itu.int/md/T09-TSAG-C-0069) “Proposal for the establishment of JCA and GSI on Cloud Computing”.
* Cisco Systems: [C82](http://www.itu.int/md/T09-TSAG-C-0082) “Disposition of Focus Group deliverables relating to protocols developed outside the ITU-T”.
* Canada: [C83](http://www.itu.int/md/T09-TSAG-C-0083) “TSAG Actions in Response to FG Cloud Deliverables”.
* United Kingdom: [C84](http://www.itu.int/md/T09-TSAG-C-0084) “Study Group Activities relating to Cloud Computing”.
* Canada: [C85](http://www.itu.int/md/T09-TSAG-C-0085) “Formation of JCA Cloud”.

After discussion, the meeting agreed that an ad hoc group, chaired by Mr Olivier Dubuisson, would further discuss these documents.

TSAG agreed to:

1. At this TSAG meeting, designate SG13 as the lead study group to coordinate activities related to cloud computing with other relevant study groups, in seeking advice from those study groups on the matter
   * Emphasize that close collaboration with relevant study groups is needed, for example, SG5 on ICT and climate change, SG11 on protocols and interoperability, SG12 on QoS and SG17 on security
   * According to the definition of lead study group in WTSA08 Resolution 1, clause 2.1.6, other study groups remain responsible in their domain of competence, mandate and coordination
2. Recommend to continue strong collaboration with other SDOs, in particular joint work with JTC 1
3. At this TSAG meeting, establish a JCA on cloud computing with SG13 as parent group (see Annex A of the TSAG Report)
4. Publish the FG Cloud deliverables as (public) Technical Report out of this TSAG meeting after appropriate editing by the TSB in coordination with FG Cloud management team
   * The company names in the Appendices to document Cloud-O-080 (TSAG-TD 312 Rev.1) will not appear in the published Technical Report.
5. Assign the TAP process by default to any cloud-computing-related Question with possible regulatory aspects as per WTSA08 Resolution 1, clause 8.1.1 and Resolution 40.

Mr Slaheddine Maaref from Tunisie Télécom made a remote intervention from Tunisia in French and Arabic which was interpreted into the six UN languages in real-time for the meeting participants. He emphasized the critical importance of studies on cloud computing for the active consideration of ITU-T and invited future ITU-T cloud computing events (meetings or workshops) to consider being hosted by Tunisia Telecom.

**8.2.3 FG Smart Grid**

FG Smart Grid had presented its results in a [workshop session on Smart Grid](http://www.itu.int/ITU-T/worksem/ccsg/201201/programme.html) prior to TSAG on Monday 9 January 2012.

The following documents were presented at TSAG:

* Chairman of Focus Group on Smart Grid: [TD315](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0315) “Final report to TSAG on the work of the Focus Group on Smart Grid”.
* Japan: [C71r1](http://www.itu.int/md/T09-TSAG-C-0071) “Proposal for the establishment of JCA and GSI on Smart Grid”.
* ITU-T Liaison Officer to JTC 1: [TD296](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0296), section 1 “Report of the ISO/IEC JTC 1 Plenary, 7-12 November 2011”; [TD302](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0302) “Conclusions of the second ITU-T | JTC 1 joint leadership meeting, 6 November 2011”.
* JCA-HN Convener Mr Richard Stuart presented [TD319](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0319) “Report on the JCA-HN” and [TD318](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0318) “Proposed Appointment of Co-Conveners to the JCA-HN”.

After discussion, the meeting agreed that an ad hoc group, chaired by Mr Les Brown, would further discuss these documents.

TSAG agreed:

* to establish immediately a joint JCA on Smart Grid and Home Networking (JCA-SG&HN) replacing the existing JCA-HN, with the draft Terms of Reference given in Annex B (as in [TD359](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0359/en));
* to allow for a four-week comment period on the draft Terms of Reference;
* to identify the convener of the JCA-SG&HN as Mr Richard Stuart (Lantiq), and two co-conveners, Mr Les Brown (Lantiq) and Mr Stefano Galli (Assia);
* to close the Focus Group on Smart Grid;
* to establish TSAG as the parent group.

The next steps for the JCA-SG&HN are:

* to send the FG Smart Grid deliverables to the pertinent ITU-T SGs requesting that they review and comment on the FG standards gap analysis, and that they nominate members to participate in the JCA;
* to arrange initial meetings of the JCA-SG&HN (end of February was mentioned as a very good opportunity to piggyback with other ITU-T meetings).

Mr James Matthews, Chairman of IEC/SMB (Standards Management Board) emphasized the importance of establishing and maintaining close cooperation, collaboration and interaction between IEC and ITU-T on this subject. He said that the IEC’s Strategic Group that was set up by the IEC/SMB was intended to be very open and inclusive, and that ITU-T would be a full participant in future discussions.

*Subsequent note:* The Terms of Reference in Annex B of this Report take into account the comments during the four week comment period.

**8.2.4 FG Driver Distraction**

The Chairman of ITU-T SG12 presented [TD288](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0288) “Revised ToR and extended lifetime of Focus Group on Driver Distraction” and [TD324](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0324/en) “Reply LS to Q26 on the needs of drivers with disabilities”. He pointed out the participation in the Focus Group of the industry by companies from the automotive industry.

TSAG noted the revised Terms of Reference and the extended lifetime of the Focus Group on Driver Distraction until December 2012.

**8.2.5 FG CarCom (Car Communications)**

TSAG noted [TD289](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0289) “Extension of the lifetime of FG CarCOM” by ITU-T SG12 and the extension of the lifetime of the Focus Group on Car Communications until December 2012.

**8.2.6 FG AVA (Audiovisual Media Accessibility)**

TSAG noted the following liaison statements from FG AVA:

* [TD264](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0264) “LS on the first meeting of ITU-T Focus Group on Audiovisual Media Accessibility (FG AVA)”.
* [TD265](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0265) “LS to IEC TC 100, ISO/IEC JTC 1 and SWG-A on first meeting of ITU-T Focus Group on Audiovisual Media Accessibility (FG AVA) and nomination of LS officers”.
* [TD272](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0272) “LS to ISO/IEC JTC 1 and SWG-A on the nomination of new ITU-T FG AVA LS officer”.
* [TD277](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0277) “LS to IEC TC100 on Wireless connections to hearing aids”.
* [TD278](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0278) “LS to ITU-T FG Cloud Computing on a study on accessibility of social networks”.

**8.2.7 New proposals for focus groups**

Nokia Siemens Networks presented [C79](http://www.itu.int/md/T09-TSAG-C-0079): “Establishment of a Focus Group on ‘Innovation to Standards in ICT’ ”.

After discussion, an editing group with Mr Ajay Ranjan Mishra as convener was tasked to clarify the ToR.

While several delegations called for the immediate establishment of the focus group and no one in principle opposed its establishment, Germany and France suggested that the Terms of Reference first be sent to TDAG which meets in June 2012. The point was raised about the possible overlap with some activities currently accomplished by the TSB Technology Watch function.

After discussion, TSAG agreed that:

* the Focus Group on “Bridging the Gap: from Innovations to Standards” be established immediately with the Terms of Reference given in Annex E.
* the TSB Director send a communication to the BDT Director with a copy to TDAG with an invitation to participate in the work of the focus group and comment on the Terms of Reference, which would permit TSAG at its next meeting in July 2012 to take any comments into account.
* Mr Ajay Ranjan Mishra (Nokia Siemens Network) is the Chairman of the Focus Group.

**8.3 ITU role in organizing the work on technical aspects of telecommunication networks to support the Internet (PP-10 Res. 178)**

The following documents were presented:

* United Kingdom: [C54r2](http://www.itu.int/md/T09-TSAG-C-0054) “Proposal to create a JCA in support of Plenipotentiary Resolution 178 (Guadalajara 2010)”.
* Korea (Republic of): [C67](http://www.itu.int/md/T09-TSAG-C-0067) “A Proposal to Discuss the PP-10 Resolution 178”.

TSAG noted [TD298](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0298) “Interim report on consultations regarding Resolution 178” from TSB.

After discussion, the Chairman suggested that, given that there were only two contributions on the correspondence group last year, the correspondence group continue. As Mr Bruno Ramos, Brazil, stepped down as convener of the correspondence group, TSAG agreed that Mr Phil Rushton, UK, be the convener of the correspondence group on Plenipotentiary Resolution 178. Following an intervention from Korea that the correspondence group should look at the matter as a whole and not be limited to the Contribution from the UK to this meeting, the Chairman confirmed that the existing correspondence group on Resolution 178 had clearly defined Terms of Reference and that the input to the correspondence group was not limited to that particular UK Contribution.

**8.4 Machine-to-machine communication/Internet of Things**

TSAG noted [TD321](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0321) “JCA-IoT Progress Report to TSAG” by the Convener of JCA-IoT, Mr Hyoung Jun Kim. TSAG endorsed the proposed JCA-IoT objectives for 2012 as in TD321/section 3.

China presented the Annex of [C65](http://www.itu.int/md/T09-TSAG-C-0065) “Proposal on maintaining the pre-eminent position of ITU-T” which contained a proposal for a new focus group on M2M Service Layer.

The meeting agreed that an ad hoc group led by Mr Wei Feng (Huawei Technologies) would discuss the topic further.

China supported the establishment of the focus group and said that the vertical market has emerging demands for the M2M service layer. The focus group would need to support the ITU-WHO e-health workshop in April of this year. China was hoping that the first meeting could be co-located with the February IoT-GSI event.

Cinterion said that TD352 was a major change in the scope of the proposed focus group which Cinterion appreciated. Cinterion further said that a clear statement was made in the ad hoc group that modifying the terms of reference would not be sufficient as a basis for a decision in this TSAG plenary.

The ITU-T SG16 Chairman said that SG16 would collaborate with the new focus group and that the results of the focus group could be fed back to ITU-T SG16 to develop e-health Recommendations.

Japan supported the establishment of the focus group because it was a very important topic and that every effort should be made to engage with the relevant stakeholders outside the ICT community.

UK said that there was no agreement in the ad hoc group for the establishment of a focus group but that the revised Terms of Reference appear to be very good. One of the concerns of the UK was the reference to ITU-T SG11 as parent study group and that it should be TSAG. The UK was not opposing the establishment of the focus group but asked for a four-week period to consult on the Terms of Reference.

The United Arab Emirates supported the establishment of the focus group.

Finland said that a decision should be deferred to the TSAG meeting in July because of similar activities in and outside ITU-T.

ZTE elaborated that it was important to start the activity and therefore supported the establishment of the focus group; ZTE agreed with the UK for a four-week comment period. ZTE provided a technical comment to amend the section 3 of the Terms of Reference as follows:

ToR FG M2M Service Layer/section 3: FG Structure.

The high-level structure and a working group on “e-health” should be created first. It will be formed by three sub working groups on “M2M use cases and service ~~layer requirements~~ models”, “M2M service layer requirements ~~models~~” and “M2M APIs and protocols”.

Fiber Home supported to set up the focus group.

France Telecom Orange remained neutral on the question whether or not to support the establishment of the focus group but insisted on mentioning "e-health" in the title and suggested that ITU-T SG16 should be the parent group, given that the focus of the group was on e-health.

Korea supported the establishment of the focus group.

France said it was not against setting up the focus group, but supported Finland’s suggestion to defer a decision to the next TSAG meeting.

Ghana supported the establishment of a focus group.

Burkina Faso and Burundi supported the establishment of a focus group and said e-health was of particular interest to developing countries.

Canada supported the creation of the focus group and the four-week time for comments and that TSAG may be the correct parent group at the moment.

Nigeria supported the establishment of the focus group.

Egypt supported the establishment of the focus group.

Germany said it was neutral with regard to the creation of the focus group but that the four-week comment period should be according to ITU-T A.7 section 2.1.2.2.

Iran supported the creation of the focus group.

France suggested including a reference to e-health in the title of the group, to better reflect one of the conclusions of the ad-hoc group.

Germany said that during the comment period it should also be possible to comment on the parent group. Germany could accept ITU-T SG11 as parent group but that the process followed should be section 2.1.2.2 of ITU-T A.7.

The Chairman summarized the various points of view.

TSAG agreed:

* to establish a Focus Group on M2M Service Layer with the Terms of Reference as given in Annex C (as in [TD359](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0359/en)) with ITU-T SG11 as the parent group, subject to comments during the four week comment period;
* to allow for a four-week comment period on the Terms of Reference including the title of the focus group and the parent group.

*Subsequent note:* The Terms of Reference in Annex C of this Report take into account the comments during the four week comment period.

**8.5 E-health**

TSAG noted the CTO Group meeting in 2011 suggested the creation of a focus group on e-health. E-health was also mentioned in the Japanese Contribution [C70r1](http://www.itu.int/md/T09-TSAG-C-0070/en).

**8.6 Conformance and interoperability**

TSAG noted the following documents:

* JCA-CIT: [TD256](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0256) “JCA-CIT draft document on Conformance and Interoperability Testing (CIT) needs for review and comment by the Study Groups”.
* ITU-T SG2: [TD262](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0262) “Review and comment of Conformance and Interoperability Testing (CIT) needs”.
* JCA-CIT: [TD274](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0274) “Reply LS to Ref: COM 2-LS-103 regarding JCA-CIT draft document on Conformance and Interoperability Testing (CIT) needs”.
* JCA-CIT: [TD273](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0273) “Reply LS to COM 11-LS-65 Rev.1 regarding JCA-CIT draft document on Conformance and Interoperability Testing (CIT) needs”.
* Chairman of-ITU-T SG11: [TD284](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0284) “Reply to [JCA-CIT - LS 5 - E] regarding JCA-CIT draft document on Conformance and Interoperability Testing (CIT) needs”.
* JCA-CIT: [TD275](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0275) “Reply to Ref: COM 16 - LS 257 regarding JCA-CIT draft document on Conformance and Interoperability Testing (CIT) needs”.
* Chairman of ITU-T SG9: [TD295](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0295) “Reply to JCA-CIT (Ref: JCA-CIT-LS 4-E) on draft document on CIT needs”.
* Chairman of ITU-T SG16: [TD299](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0299) “Reply LS to TSAG, JCA-CIT and ITU-T SGs on draft document on Conformance and Interoperability Testing (CIT) needs for review and comment by the Study Groups (JCA-CIT-LS4)”.
* Chairman of ITU-T SG15: [TD314](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0314) “Reply to JCA-CIT (Ref: JCA-CIT-LS 4-E) on draft document on CIT needs”.
* Convener of JCA-CIT: TD [334](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0334/en) “Reports of JCA-CIT”.

The United States of America presented [C59r1](http://www.itu.int/md/T09-TSAG-C-0059) “Comments and Proposal on proposed JCA-CIT Clause on Conformance & Interoperability” and [C61r1](http://www.itu.int/md/T09-TSAG-C-0061) “Comments on TSB’s RFP for a Business Plan for ITU-T CIT program”.

The TSB Director confirmed that KPMG, which had been given the contract to write a business plan, would include consideration of the need to contract out development of test suites, as is done in other SDOs, in particular ETSI, and it will include in the report the information on the cost, and possible sources of funding to cover this cost.

The Chairman of Study Group 11 proposed ([TD335](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0335/en)) to have JCA-CIT report to ITU-T SG11, which is the lead study group on test specifications.

TSAG agreed that the following principle as an option should be submitted to WTSA for its consideration, together with any other options that may be submitted to and decided by the July 2012 meeting of TSAG.

* Not all Recommendations need to contain a CIT clause. Not all Recommendations contain requirements (e.g. those that define terminology) and some have generally untestable requirements (e.g. architectures and frameworks). Whether a null paragraph is required is a matter for discussion; for instance there is no similar requirement for accessibility issues. For Recommendations where conformance and interoperability testing language is appropriate, there is no need for every Recommendation to use the same CIT language. The CIT language may vary depending upon the nature of the Recommendation. Therefore it is proposed that guidelines regarding the factors to be considered in determining what a CIT clause might contain be developed by the Study Groups themselves, their work coordinated by the JCA. These guidelines should not be included in a new A-series recommendation. Others with different views may bring contributions on whether or not to have the guidelines converted into an A-series recommendation to the next TSAG meeting.
* The Study Groups should participate in the JCA-CIT and any proposed text submitted by the JCA to TSAG in accordance with its terms of reference should have been endorsed by each of the Study Groups using the customary approval processes.
* The decision as to whether or not a particular Recommendation should contain a clause on conformance and interoperability testing should be made by the Study Group that developed the recommendation.
* Given the variation from Recommendation to Recommendation, the JCA-CIT should only provide guidelines on a clause to be included in Recommendations to address CIT issues. These guidelines need to be agreed by the Study Groups concerned.

An [ITU Information Session on Conformity and Interoperability](http://www.itu.int/en/ITU-T/Workshops-and-Seminars/conformity-interoperability/201201/Pages/default.aspx) took place on Thursday 12 January 17:00-19:00. The United States expressed its thanks to TSB for organizing this event as suggested by the US at Council-11.

**8.7 Intelligent Transport Systems**

The Chairman of ITU-T SG16 presented [TD323](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0323/en) **“**Report of 14 December 20111 meeting of the Collaboration on ITS (Intelligent Transport Systems) Communication Standards”: see 8.1.

**8.8 Review of Questions**

TSAG endorsed the following revised Questions:

8.8.1 Chairman of ITU-T SG9: [TD253](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0253) **“**LS to TSAG on revision of Question 1/9 and deletion of Question 13/9”.

TSAG endorsed the merger of Question 13/9 with Question 1/9 into revised Question 1/9 “Transmission of television and sound programme signal for contribution, primary distribution and secondary distribution.”

8.8.2 Chairman of ITU-T SG5: [TD259](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0259) **“**Merger of Q17/5 and Q20/5 into revised Q17/5”.

TSAG endorsed the merger of Question 17/5 and Question 20/5 into revised Question 17/5 “Energy efficiency for ICT equipment and Climate Change standards harmonization”.

8.8.3 Chairman of ITU-T SG11: [TD283](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0283) **“**New SG11 Question 16 ‘Protocol procedures relating to specific services over IPv6’ ”.

TSAG endorsed the new Question 16/11 “Protocol procedures relating to specific services over IPv6”.

8.8.4 Chairman of ITU-T SG15: [TD331](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0331/en) “Reorganization of the work of Q4/15 into Q4a, 4b, 4c/15 (for endorsement)”.

TSAG endorsed the splitting of Q4/15 into three Questions:

* Q4a "Broadband access over metallic conductors" (including a draft Rec. ITU-T G.fast);
* Q4b "Broadband home networking";
* Q4c "Communications for smart grid" (including narrowband wireless solutions)

**8.9 Miscellaneous**

The following documents were noted:

* ITU-T SG2: [TD260](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0260) “SG2, Lead Study Group on Service Definition, Numbering, and Routing; Lead Study Group for Telecommunication for Disaster Relief/Early Warning; Lead Study Group for Telecommunication Management”.
* ITU-T SG2: [TD266](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0266) “SG2 Report and Request in its role as Lead SG on Telecommunication Management”.
* ITU-T SG12:[TD287](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0287) “Reply to “Draft Handbook on Network performance testing and control monitoring for guarantee required QoS for NGN services” (Ref: COM 11 –LS 76 E)”.
* ITU-T SG15:[TD252](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0252) “iLS - Liaison to ITU-R WP1 and TSAG regarding narrowband wireless home networking”.
* Chairman, SG16: [TD341](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0341/en) “Showcasing of the ITU IPTV Application Challenge on Thursday 12 January 2012”.
* ITU-T SG17:[TD258](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0258) “Liaison on definitions and terminology”.
* ITU-T SG17:[TD270](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0270) “iLS - Response to TSAG on SG17 role and responsibilities in the maintenance of terms and definitions”.
* ITU-T SG17:[TD271](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0271) “Child Online Protection”.
* ITU-T SG17:[TD281](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0281) “Report to TSAG from SG17 as the lead study group on identity management (IdM)”.
* ITU-T SG17:[TD282](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0282) “Report to TSAG from SG17 as the lead study group on telecommunication security”.
* ITU-T SG17:[TD320](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0320) “Report to TSAG from SG17 as the lead study group on languages and description techniques”.
* Co-Conveners, JCA-IdM : [TD 333](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0333/en) “Reports of JCA-IdM”

**9 Bridging the standardization gap and developing countries’ issues**

TSB presented[TD291](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0291) “Bridging the Standardization Gap – Achievements and Planned Activities for 2012”.

TSAG noted the report and endorsed the proposal to establish a mentor in the study groups and that the mentoring programme would need to be evaluated on an on-going basis.

**10 Operational plan, WTSA action plan, action plan resulting from PP-10**

TSB presented[TD285](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0285) “Draft four-year rolling Operational Plan for the 2012-2015 timeframe”.

TSAG reviewed the Operational Plan for the 2012-2015 timeframe, in accordance with No. 205A of the Convention. The Chairman reminded the delegates that comments on the Operational Plan could also be sent to the Correspondence Group on Strategic and Operational Plan chaired by Mr Haruo Okamura (Japan).

**11 Preparation for WTSA-12**

**11.1 General**

TSB presented[TD330](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0330/en) “Update on WTSA-12 preparations” and [TD342](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0342/en) “Draft Circular with information on WTSA”. The Circular would be issued shortly after TSAG.

TSB responded to a question from ZTE that a steering committee would be set up for each side event.

The United States of America asked whether there would be an accessibility side event and whether fellowships would be given to persons with disabilities.

The TSB Director responded that WTSA-08 and PP-10 both had side events on accessibility, and it was now time to move on from accessibility being considered a stand-alone issue and to mainstream it within all ITU-T work. The issue would therefore be addressed in each of the proposed side events. Regarding fellowships, the Director recalled that a voluntary fund had been established to assist in providing accessibility and that fellowships could be offered depending on budgetary constraints.

**11.2 Proposed structure**

**11.3 Proposals on study group structure**

The following documents were presented:

* Japan: [C63](http://www.itu.int/md/T09-TSAG-C-0063) “Proposal for standardization principles for the next Study Period”.
* Japan: [C64](http://www.itu.int/md/T09-TSAG-C-0064) “Observation of SG activity and proposal for the SG structure in the next Study Period”.
* China: [C65](http://www.itu.int/md/T09-TSAG-C-0065) “Proposal on maintaining the pre-eminent position of ITU-T”.
* Korea (Republic of): [C66](http://www.itu.int/md/T09-TSAG-C-0066) “Considerations for ITU-T SG Structure”.
* Chairman of ITU-T SG17: [TD276](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0276) “Proposed Questions of SG17 for the next period (2013-2016)”.The Director TSB presented [TD309](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0309) “Study Group Structure”.
* Chairman of ITU-T SG15: [TD332](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0332/en) “ITU-T SG15: Proposed continuation of ITU-T Study Group 15 into the 2013-2016 Study Period”.
* ITU-T SG11 Chairman: [TD335](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0335/en) “Study Group 11 evolving mandate at WTSA-12”
* Chairmen of ITU-T SG9 and ITU-T SG16: [TD336](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0336/en) “Observations on SG9 and SG16 coordination during the study period 2009-2012”

TSAG noted these documents and agreed that any specific comments on these documents be sent the correspondence group on the work programme, chaired by Mr Dmitry Cherkesov. See also Annex J.

**11.4 Review of WTSA-Resolutions**

The TSAG Chairman proposed that all WTSA Resolutions be subject to review, principally in the Correspondence Group on Working Methods and the Correspondence Group on Work Programme and Structure.

**11.5 Review of A-Series Recommendations**

The TSAG Chairman also proposed that all A-series Recommendations be examined principally in the Correspondence Group on Working Methods and the Correspondence Group on External Relations.

**11.6 Draft Circular Letter inviting candidates for chairmanships of ITU-T study groups and TSAG**

TSB presented [TD305](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0305) **“Draft TSB circular on Candidates for Chairmen and Vice-Chairmen of ITU-T study groups and TSAG for 2013-2016**”.

Iran asked that a clear reference to the relevant Resolutions of the Plenipotentiary Conference be included.

TSAG agreed to delete all references to structural changes of the study groups in the Circular Letter.

TSAG noted [TD337](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0337/en) “Term limit of ITU-T study group chairmen and vice-chairmen”.

**11.7 Correspondence groups for WTSA**

The TSAG, and by extension, WTSA correspondence groups, are listed in Annex I.

**11.8 Regional preparatory meetings**

The current schedule of meetings organized by the ITU with the participation of the relevant Regional Telecommunication Organizations was reviewed: the ITU/RCC Regional Preparatory meeting for the WTSA and WCIT in early April, the ITU/CITEL meeting in mid-May, and the ITU/ATU meeting towards the end of May. It was reported as well that the CEPT, APT and the Arab Group would organize their own preparatory meetings, with the participation of the ITU Secretariat.

**12 Suggestions for Global Standards Symposium (GSS)**

Not discussed.

**13 CTO (Chief Technology Officer) group**

TSB presented [TD286](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0286) “CTO meeting 2011”.

TSAG endorsed the Recommendations in the CTO Report. In particular, the Chairman asked whether there is consensus to establish a Focus Group on network resilience and recovery of infrastructure following disasters at this meeting. After discussion, TSAG agreed that an ad hoc group chaired by Japan be established to draft Terms of Reference for such a focus group.

Ms Michiko Fukahori presented [TD345](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0345/en)r2.

France suggested providing a four-week comment period to review the Terms of Reference, in particular to take into account the point of view of ITU-T SG2.

Germany objected to establish the focus group, not because of the subject matter, but because, according to Germany, a contribution should have been submitted to the meeting according to ITU‑T A.7, and because the procedure to establish the focus group should be according to section 2.1.2.2 of ITU-T A.7.

TSAG agreed:

* to establish a Focus Group on Disaster Relief Systems, Network Resilience and Recovery (FG-DR&NRR) with the draft Terms of Reference in Annex D (as in [TD359](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0359/en)).
* to designate TSAG as the parent group.
* to permit further review of the terms of reference over a four-week period.

The first meeting of the focus group is foreseen for the middle of 2012.

*Subsequent note:* The Terms of Reference in Annex B of this Report take into account the comments during the four week comment period.

During the discussions some members proposed to abide to the processes as described in ITU-T A.7 and expressed concerns that the review of some of the focus group proposals could not take advantage of the consultation time as provided in ITU-T A.7.

**14 Collaboration and cooperation**

**14.1 General**

14.1.1 Germany presented [C74](http://www.itu.int/md/T09-TSAG-C-0074) “Suggestions relating to the generic procedures for facilitating references to documents of other organizations in ITU-T Recommendations”. TSAG noted the document. The Chairman said that Germany should take into account the comments made at this meeting and that the matter be again examined at the next TSAG meeting.

14.1.2 The Chairman of ITU-T SG15 presented [TD317](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0317) “Collaboration with other SDOs”. The meeting did not have time to fully consider this issue. It was agreed to continue the discussion at the next TSAG meeting as well as in the revision of Supplement 3 to ITU-T A-series Recommendations revision.

14.1.3 TSB presented [TD292](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0292) “Consideration of whether a revision to ITU-T A.4 is appropriate”.

Germany cautioned about a relaxation of the requirements for the ITU-T A.4, A.5 or A.6 qualification.

TSAG noted the document and invited the membership to consider revisiting ITUT A.4, A.5 and A.6 for WTSA. The meeting was advised by the Chairman that the examination of proposals to amend these and other A-series recommendations on working methods would be undertaken by the TSAG/WTSA Correspondence Group on this subject on an on-going basis.

**14.2 WSC (World Standards Cooperation)**

TSAG noted [TD251](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0251) “Report of the tenth meeting of the World Standards Cooperation (WSC) (Geneva, 18 February 2011”, which outlined matters of common concern and interest between ITU-T, ITU-R, ISO and IEC.

**14.3 IETF**

United States of America presented [C60r1](http://www.itu.int/md/T09-TSAG-C-0060) “Proposal to revise Supplement 3 to ITU-T A-series Recommendations, ‘IETF and ITU-T collaboration guidelines’ ”.

TSAG agreed to set up an ad hoc group convened by Mr Eliot Lear (ISOC), who is the IETF Liaison Manager to ITU-T, and Mr Stephen Trowbridge (USA), who is a TSAG Vice-Chairman, to discuss the procedural aspects associated with Supplement 3 of ITU-T A-series Recommendations.

TSAG approved the liaison statement in Annex F.

Mr Eliot Lear, ISOC, said the he believed this effort can succeed as a good step in strengthening the relationship between the IETF and ITU. There are many areas where progress can and should be made. This was a first step. Mr Lear looked forward to this group presenting the results, and working within this group to present the results of this effort to the Internet Architecture Board   
(IAB), and TSAG for their respective approval.

With regard to TD357 from Study Group 15, due to lack of time the matter of the possible impact of ITU-T Recommendations to the normatively referenced documents of other SDOs was not discussed. This matter could affect the text in at least Recommendations ITU-T A.5 and ITU-T A.23, as well as Supplement 3 to the ITU-T A-series Recommendations. However, these matters can be further considered through the Correspondence Group on Working Methods and at the next meeting of TSAG in July.

TSAG noted the two documents by the IAB (Internet Architecture Board): [TD267](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0267) “Appointment of Eliot Lear as new IETF Liaison Manager to the ITU-T”, and [TD268](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0268) “New Liaison Managers to ITU-T”.

**14.4 ISO/IEC JTC 1**

France presented [C56](http://www.itu.int/md/T09-TSAG-C-0056) “Synchronized appointment of a Registration Authority by ITU-T and ISO/IEC JTC 1”.

TSAG approved [TD358](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0358/en) “Liaison statement to JTC 1 about joint appointment of registration authorities” (Annex G).

TSAG agreed that Mr Olivier Dubuisson (France Telecom Orange) be the convener of the correspondence group on the synchronized appointment of a registration authority by ITU-T and ISO/IEC JTC 1.

ISO/IEC JTC 1 Liaison Officer to ITU-T, Ms Josée Auber, presented [TD328](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0328/en) ISO/IEC JTC 1 liaison report to TSAG, February 2011. In noting the report, TSAG recognized the importance of close collaboration with JTC 1 on matters of common interest.

TSAG noted [TD296](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0296) “Report of the ISO/IEC JTC1 Plenary, 7-12 Nov 2011” from the ITU-T Liaison Officer to JTC1, Mr Olivier Dubuisson.

TSAG expressed its appreciation to Ms Josée Auber and Mr Olivier Dubuisson for their liaison activities, and recognized the importance of continuing and strengthening collaboration between ITU-T and JTC 1, given the increasing number of issues of common interest and concern such as cloud computing, smart grid and accessibility.

**14.5 Relation with other bodies**

14.5.1 TSAG noted that Japan Cable Laboratories is qualified according to ITU-T A.4 and ITU-T A.5 ([TD294](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0294) “Qualification of Japan Cable Laboratories according to ITU-T A.4 and A.5”).

14.5.2 TSAG noted [TD327](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0327/en) “Proposal for including the outcome of the GISFI working groups in ITU- T Study Group discussions” by the Founding Chairman of the Global ICT Standardisation Forum for India (GISFI), Mr Ramjee Prasad.

**14bis Meetings of ad hoc groups**

The following ad hoc groups or editing groups met during TSAG:

* Cloud Computing, chaired by Mr Olivier Dubuisson (France Telecom Orange)
* Smart Grid, chaired by Mr Les Brown (Lantiq)
* M2M Service Layer Focus Group, chaired by Mr Wei Feng (Huawei Technologies)
* Resilience network Focus Group, chaired by Ms Michiko Fukahori (Japan)
* Innovation to standards Focus Group, chaired by Mr Ajay Ranjan Mishra (Nokia Siemens Network)
* ITU-T A.1, chaired by Mr Stephen Trowbridge (USA)
* ITU-T A.7, chaired by Mr Chuck Dvorak (USA)
* Series Supplement 3 (ITU-IETF), chaired by Mr Stephen Trowbridge (USA)

**14ter Report of the Standardization Committee for Vocabulary (SCV)**

Mr Greg Ratta (TSB) presented the report on behalf of Ms Marie-Thérèse Alajouanine, the Chairman of SCV ([TD350](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0350/en)), which met on 11 January 2012.

The Russian Federation indicated that it would be untimely to consider any proposals to suppress WTSA Resolution 67 at this time.

The Chairman said that there would be another meeting of the SCV before the next TSAG meeting in July 2012.

TSAG noted the report.

**15 Academia: TSB action plan, rights of academia**

The following topics were deferred to the next meeting:

* [TD303](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0303) “Academia – Proposed rights for academia and TSB action plan” by TSB
* [TD310](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0310) “Study of Permanent Research Function proposed by ITU-T SG13 at TSAG 2011” by TSB.

TSAG noted [TD307](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0307) “Kaleidoscope 2011” by TSB.

**16 TSB: gender balance, age profile**

This agenda item was deferred to the next meeting.

**16bis Update on IPR issues**

TSAG noted [TD313](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0313) “Report of TSB Director’s ad hoc group for IPR matters” and the revised ITU Software Copyright Guidelines.

**17 Any other business**

17.1 Iran said that the World Conference on International Telecommunications (WCIT) was one of the most important activities of ITU and asked that a liaison be prepared that would be sent to ITU-T study groups to solicit their contributions to the Council Working Group on WCIT (CWG-WCIT).

TSAG approved the liaison statement in [TD356](http://www.itu.int/md/T09-TSAG-120110-TD-GEN-0356/en) “LS-Contributions by Study Groups to CWG-WCIT12” with the change suggested by Iran (“preferably before May 20th” instead of “not later than May 20th”) (Annex H).

17.2 Iran requested the TSB Director to look into harmonization of the web pages of the three Sectors. There were valuable things that TSB could learn from the other sectors and vice versa.

17.3 Iran requested that the document numbering scheme of ITU-T be revisited: the different types of documents (contributions, TDs, GEN, PLEN) is confusing for newcomers. Other Sectors use very simple serial numbering of all documents.

17.4 Iran requested that the Chairman and the TSAG management team consider how input documents to TSAG could be grouped (e.g. for noting, for decision, for discussion, for examination by the study groups etc.) because there are very many documents. There was no need for TSAG to consider documents addressing routine matters in such detail.

17.5 The United Arab Emirates asked that the deadline for submitting candidatures be two months prior to WTSA instead of three months because the regional groups will have their final meeting in August or September.

17.6 Ms Andrea Saks asked that a special mention be given to Dr Leo Lehmann (Switzerland). Dr Lehmann won shared third prize for his paper “Accessibility support for persons with disabilities by Total Conversation Service Mobility Management in Next Generation Networks” at ITU-T Kaleidoscope 2011 and donated his prize money to the accessibility fund.

17.7 The Chairman suggested that Mr Stephen Trowbridge include within his role as convenor of the correspondence group on working methods also WTSA Resolution 1. The Chairman invited all to contribute to all correspondence groups as appropriate, which are listed in Annex I.

**18 Consideration of draft meeting report**

## TSAG did not consider a draft meeting report. Participants would have two weeks to comment on the draft meeting report after it was posted.

## 19 Closing remarks by the Director TSB

TSB Director Malcolm Johnson thanked all the participants for their very active contribution to the meeting. It was very well attended with 36 countries, 146 participants, 35 contributions and 109 TDs plus 11 revisions. TSAG decided to go forward on a number of exciting new areas, including M2M (in particular as it relates to e-health), resilience of networks, innovations and standards. Furthermore, the studies on cloud computing and smart grids were incorporated within the work of the study groups.

He got very good feedback from the many new participants in this TSAG who had said that they found the meeting very interesting. Mr Johnson said that the fact that ITU-T was continuing to take on new work all the time was the reason that we were seeing increasing participation at each meeting. As he had mentioned at the start of the TSAG meeting, for the first time in ten years, ITU‑T’s membership has actually increased: significantly by 33. This boded well for the preparations for WTSA at the end of the year. He would be seeing many of the participants between now and the next TSAG, because he would be participating in the preparatory meetings of each region, along with his colleagues from TSB.

The next TSAG meeting would be a very short meeting, 2½ days, backing up immediately with the Council meeting. The TSB Director thanked Stephen Trowbridge for his extensive effort extended by him personally and by the ad hoc group on working methods that he led. Mr Johnson said that he had put a suggestion to Mr Trowbridge to which he agreed: that TSB organize a virtual meeting of the ad hoc group on working methods between now and the next TSAG meeting (\*), which could help relieve some of the pressure on the delegates at the next TSAG meeting. Most of the study groups and focus groups also have virtual meetings, so it could be tried for TSAG if this was agreeable. Mr Johnson thanked all the participants again for a tremendous amount of work that had been done this week and the advice they provided.

Mr Johnson thanked the interpreters. Interpretation certainly helps many countries to participate in TSAG that had previously found difficulty in doing so when we didn't have interpretation throughout the TSAG meeting as we now have.

He also thanked the captioners. Captioners were there to help those with hearing difficulties, but he found when looking at the room that almost everybody was reading the captioning. Captioning helps, especially in international meetings, with many people with different language capabilities to have that text even if it is only in one language.

Finally, Mr Johnson thanked the Chairman Bruce Gracie for taking the meeting through the agenda, virtually completing the agenda on time, despite the fact that only four days were available. All are very grateful for having Bruce participate in ITU with all his expertise and expert way of chairing meetings.

*(\*) Subsequent note*: the dates of the virtual meeting of the ad hoc group on working methods are Tuesday 17 April and Wednesday 18 April 2012, 13:00-17:00 UTC (= 15:00 – 17:00 Geneva = 06:00-08:00 US West Coast = 22:00-24:00 Tokyo/Seoul).

## 20 Closure of meeting

The Chairman thanked all for their participation, their understanding and their spirit of compromise. He looked forward to seeing all at the July 2012 TSAG meeting.

The meeting finished 13 January 2012 at 17:50.

**ANNEX A**

**Terms of Reference**

**Joint Coordination Activity for Cloud Computing (JCA-Cloud)**

1. **Scope**

The scope of JCA-Cloud is coordination of the ITU-T cloud computing standardization work within ITU-T and coordination of the communication with standards development organizations and forums also working on Cloud Computing protocols and standards.

The JCA operates under the terms of Recommendation ITU-T A.1, clause 2.2.2.

1. **Objectives**
2. The JCA-Cloud will propose an allocation of the deliverables of the Focus Group on cloud computing to the relevant ITU-T study groups according to their domain of competence.
3. The JCA-Cloud will ensure that the ITU-T cloud computing standardization work is progressed in a well-coordinated manner among relevant study groups, for example, Study Group 5 on ICT and climate change, Study Group 11 on protocols and interoperability, Study Group 12 on QoS and Study Group 17 on security.
4. When duplication of effort or planning issues are discovered, the JCA-Cloud will report this to Study Group 13 as the lead study group to coordinate activities related to cloud computing with other relevant study groups.
5. The JCA-Cloud will consider the conclusions of the joint ITU-T and ISO/IEC JTC 1 leadership meeting (6 Nov 2011) as given in TSAG-TD 302.
6. The JCA-Cloud will analyse the work on cloud computing 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.
7. In order to avoid duplication of work and assist in coordinating the work of the study groups, the JCA-Cloud will act as a point of contact within ITU-T and with other standards development organizations, consortia and forums working on cloud computing standards.
8. In carrying out the JCA-Cloud’s internal coordinating role, participants in the JCA-Cloud will include representatives of relevant ITU-T study groups and other ITU groups.
9. In carrying out the JCA-Cloud’s external collaboration role, representatives from other relevant standards development organizations, regional/national organizations, consortia and forums may be invited to join the JCA-Cloud.
10. **Administrative support**

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

1. **Meetings**

JCA-Cloud will work electronically using teleconferences and with face-to-face meetings which will normally occur concurrently with study groups involved in the JCA-Cloud. Meetings will be held as determined by the JCA-Cloud and will be announced to its participants and on the ITU-T website. The meetings should be coordinated with relevant ITU-T study groups and standards development organizations, consortia and forums.

1. **Parent group and progress reports**

The JCA-Cloud will report its activities to Study Group 13 at its meetings.

**ANNEX B**

**Terms of Reference**

**Joint Coordination Activity on Smart Grid and Home Networking (JCA-SG&HN)**

1. **Scope**

The Terms of Reference of this JCA are consistent with clause 2.2.1 of Recommendation ITU-T A.1. The scope of this JCA is the coordination, both inside and outside of the ITU-T, of standardization work concerning all network aspects of Smart Grid and related communication as well as Home Networking.

1. **Objectives**

This JCA on Smart Grid and Home Networking will be responsible for the stimulation and coordination of all network aspects of Smart Grid and related communication (e.g., Smart Meters, Home Energy Management, and data concentrator) standardization activities across the ITU (e.g., relevant ITU-T Study Groups, ITU-R and ITU-D) and relevant bodies (e.g., SDOs, forums, regional/national organizations, and academia) in this standardization area. This JCA will also be responsible for the stimulation and coordination of Home Networking standardization activities across the ITU and relevant bodies. This will be achieved through the following objectives;

* The JCA-SG&HN will coordinate Smart Grid activities within the ITU.
* The JCA-SG&HN will provide a visible point of contact for Smart Grid activities in the ITU, will seek cooperation from relevant bodies working in the field of Smart Grid and will enable effective two-way communications with these bodies.
* Note: Global coordination on Smart Grid is taking place in IEC Strategic Group 3. IEC SG3 comprises expertise from all activities in IEC and has links and liaisons with other groups working on aspects of Smart Grid. ITU-T will have full representation and participation in Strategic Group 3, and any external coordination by JCA-SG&HN on network aspects of Smart Grid will be in concert with IEC.
* The JCA-SG&HN will coordinate Home Networking activities within the ITU.
* The JCA-SG&HN will provide a visible point of contact for Home Networking activities within the ITU, will seek cooperation from relevant bodies working in the field of Home Networking and will enable effective two-way communications with these bodies.
* The JCA-SG&HN will facilitate work assignments among the relevant ITU-T Study Groups and will coordinate with ITU-R, ITU-D and relevant bodies when it is not clear where the work should be carried out, and recommend an allocation of tasks.
* The JCA-SG&HN will identify areas of duplication and facilitate harmonization of the related specifications and identify areas where specifications are needed. To support these activities, the JCA-SG&HN will actively manage the development of said specifications in the relevant ITU-T Study Groups, and will harmonize with ITU-R, ITU-D and relevant bodies by closely working with them and tracking their results.
* The JCA-SG&HN will work closely with JCA-IoT (in particular machine-to-machine aspects) on topics related to smart grid applications.

1. **Leadership**

As needed, co-convenors (maximum of 3) may be proposed by the JCA-SG&HN for approval by TSAG.

1. **Participation**

See Recommendation ITU-T A.1, clause 2.2.3.

1. **Administrative Support**

The TSB Secretariat will provide services (including TIES access) and facilities required by the JCA-SG&HN.

1. **Meetings and Working Methods**

JCA-SG&HN will work electronically using teleconferences (virtual meetings) and with face-to-face meetings as needed. Meetings will be held as determined by the JCA-SG&HN and will be announced to its participants and on the ITU-T website. A report of each meeting will be produced. Registration is required to participate in the activities of the JCA-SG&HN or to access its documents. For registration and other information, please contact [tsbjcaSG&HN@itu.int](mailto:tsbjcasghn@itu.int).

It is expected that the JCA-SG&HN will make its decisions by consensus among the participants at the meeting.

As necessary, more detailed working procedures may be produced by the JCA-SG&HN between TSAG meetings and submitted to TSAG for its approval.

The mailing list dedicated to this activity is [jca-SG&HN@lists.itu.int](mailto:jca-sghn@lists.itu.int)

The JCA-SG&HN may generate liaisons to, or receive liaisons from, the participating organizations as needed.

1. **Progress Reports**

The JCA-SG&HN will submit a report to each TSAG meeting and to the other participating organizations.

1. **Review**

These Terms of Reference are subject to review at every TSAG meeting.

**ANNEX C**

**Terms of Reference**

**ITU-T Focus Group on “M2M service layer”**

The Focus Group is established in accordance with Recommendation ITU-T A.7.

1. **Rationale and scope**

Machine-to-machine (M2M) communication is considered to be a key enabler of applications and services across a broad range of vertical markets (e.g., health-care, logistics, transport, utilities, etc.). A common M2M service layer, agreed at the global level involving stakeholders from the M2M and vertical market communities, would provide a cost-efficient platform, which can be easily deployed in hardware and software, in a multi-vendor environment, and across sectors.

The Focus Group on the M2M service layer (FG M2M) will study activities currently undertaken by various standards developing organizations (SDOs) in the field of M2M service layer specifications to identify key requirements for a common M2M service layer.

FG M2M will identify a minimum set of common requirements of vertical markets, focusing initially on the health-care market and application programming interfaces (APIs) and protocols supporting e-health applications and services, and draft technical reports in these areas.

The Focus Group does not intend to duplicate other efforts and will benefit from existing work and expertise. Therefore, FG M2M aims at including vertical market stakeholders that are not among the traditional ITU-T membership, such as Continua Health Alliance and the World Health Organization (WHO) for health-care, and will collaborate with M2M communities worldwide (including research and academia), SDOs, forums and consortia.

1. **Objectives**

* Collect and document information from the global M2M community and from vertical market entities on current activities and technical specifications including requirements, use cases, service and business models, etc.
* Draft technical reports to support the development of APIs and protocols to enable M2M services and applications; focusing initially on services and applications for e-health.
* Facilitate and encourage the participation and contribution of vertical market stakeholders and liaise with other SDOs to avoid duplication of activity.
* Assist in the preparation and conduct of the ITU/WHO workshop on e-health (26-27 April 2012) with respect to M2M applications and services for the health-care sector.

1. **Structure**

The high-level structure and a working group on “e-health applications and services” will be created. It will be formed by three sub working groups on “M2M use cases and service models”, “M2M service layer requirements” and “M2M APIs and protocols”.

1. **Relationships**

FG M2M will work in close collaboration with all ITU-T Study Groups, especially SG11, SG13 and SG16 (in particular with IoT-GSI) through collocated meetings (see clause 11), for instance on the coordination of respective work programmes and on the coordination of seminars and workshops according to Recommendation ITU-T A.31.

Collaboration with relevant SDOs, government/industry forums and consortia, companies, academic institutions, research institutions and subject matter experts is critical to the success of the Focus Group. FG M2M will determine other relevant entities to collaborate with, and the type of collaboration that should take place, in accordance with Recommendation ITU-T A.7.

1. **Specific tasks and deliverables**

* Perform a “gap analysis” for vertical market M2M service layer needs, initially focusing on applications and services for the health-care market.
* Identify a minimum common set of M2M service layer requirements and capabilities, initially focusing on e-health applications and services.
* Study whether existing APIs and protocols satisfy the above requirements and capabilities to support a common M2M service layer between M2M applications and telecom networks.
* Draft technical reports describing and addressing the gaps and identifying future standardization work for ITU-T in the field of the M2M service layer.
* Support global harmonization and consolidation by inputting final deliverables to the parent Study Group and other relevant Study Groups as appropriate.
* Develop a living list of SDOs, forums and consortia dealing with M2M service layer APIs and protocols, including information concerning their activities and documents in the context of a common M2M service layer platform.

1. **Parent group**

The parent group is ITU-T Study Group 11.

1. **Leadership**

See clause 2.3 of Recommendation ITU-T A.7

1. **Participation**

See clause 3 of Recommendation ITU-T A.7. A list of participants will be maintained for reference purposes and reported to the parent group.

1. **Administrative support**

See clause 5 of Recommendation ITU-T A.7.

1. **General financing**

See clauses 4 and 10.2 of Recommendation ITU-T A.7.

1. **Meetings**

The frequency and location of meetings will be determined by the Focus Group and the overall meetings plan will be announced as soon as possible. The Focus Group will use remote collaboration tools to the maximum extent, and collocation with existing meetings to the maximum extent. The meetings will be announced by electronic means (e.g., e-mail and website, etc.) at least four weeks in advance.

1. **Technical contributions**

Contributions are to be submitted at least ten calendar days before the meeting takes place.

1. **Working language**

The working language shall be English.

1. **Approval of deliverables**

Approval of deliverables shall be taken by consensus.

1. **Working guidelines**

Working procedures shall follow the procedures of Rapporteur meetings. No additional working guidelines are defined.

1. **Progress reports**

See clause 11 of Recommendation ITU-T A.7.

1. **Announcement of Focus Group formation**

The formation of the Focus Group will be announced via TSB Circular to all ITU membership, via the ITU-T Newslog and other means, including communication with the other involved organizations.

1. **Milestones and duration of the Focus Group**

The Focus Group lifetime is one year from the first meeting.

A preliminary set of milestones includes:

* First Focus Group meeting: Geneva, Switzerland, March 2012
* Intermediate presentation of Focus Group and its activities: joint ITU/WHO workshop on e-health. Geneva, Switzerland, 26-27 April 2012
* WTSA-12 side event on e-health: Dubai, United Arab Emirates, November 2012

1. **Patent policy**

See clause 9 of Recommendation ITU-T A.7.

**ANNEX D**

**Terms of Reference for ITU-T Focus Group on Disaster Relief Systems, Network Resilience and Recovery (FG-DR&NRR)**

**1. Scope**

The Focus Group (FG), established in accordance with Recommendation ITU-T A.7, conducts the work on disaster relief systems/applications, network resilience and recovery aiming at

* identifying requirements for disaster relief and network resilience and familiarize the ITU-T and standardization communities with those requirements;
* identifying existing standards and existing work that are related to the requirements mentioned above;
* identifying any additional standards that may need to be developed and identifying future work items for specific ITU-T Study groups and related actions;
* encouraging collaboration among ITU-T Study Groups, in particular SG2, SG5, SG13, SG15, and SG17, ITU-R, ITU-D and relevant organizations and communities, including the PCP/TDR;

The Focus Group will collaborate with worldwide relevant communities (e.g., research institutes, forums, academia) including other SDOs and consortia.

**2. Rationale**

According to the communiqué containing recommendations of the October 2011 CTO (Chief Technology Officer) Group meeting, ITU-T was called upon urgently to study the development of standards for disaster relief systems for individuals and for guidance and to establish a Focus Group to advance work on this critical subject, including the recovery and resilience of network infrastructure.

Indeed, recent events have underscored the need for standards in such areas.

ITU-T SG2 is progressing the work on Telecommunication for Disaster Relief/Early Warning as the Lead Study Group. This includes work on special treatments mainly for PSTN and other telephone systems under a crisis situation causing an increased demand for telecommunications when use of the International Telephone Service may be restricted due to damage, reduced capacity, congestion or faults. In crisis situations there is a requirement for International Emergency Preference Scheme (IEPS) users of public telecommunications to have preferential treatment. In addition, there is an activity in ITU-T SG2 defining a service entitled “Requirements for Land Mobile Alerting Broadcast Capabilities for Civic Purposes”, with an associated activity for an identification scheme for the service “Guidelines to select Message Identifiers for Land Mobile Alerting Broadcast Capabilities for Civic Purposes”.

ITU-T SG5 works on providing guidance on ways to improve resilience of networks in case of disaster situations.

ITU-T SG13 works on implementation framework related to provision of emergency telecommunications in next generation networks (including ubiquitous network environments) (Question 5/13). Recommendation ITU-T Y.2205 (Next Generation Networks - Emergency telecommunications - Technical considerations) and Y.1271 (Framework(s) on network requirements and capabilities to support emergency telecommunications over evolving circuit-switched and packet-switched networks) have been developed.

ITU-T SG15 is progressing the work on network resiliency and recovery such as network protection and restoration (e.g., in Q2/15, Q9/15 and Q17/15).

ITU-T SG17 has approved Recommendation ITU-T X.1303 on the Common Alerting Protocol (CAP). CAP is a simple but general format (which can be encoded in either ASN.1 or XML) for exchanging all hazard emergency alerts and public warnings over all kinds of networks.

However, it is felt that two important areas may have not been addressed: (1) disaster relief for individuals (to notify the damage situation from victims to their relatives, friends, or employers) and (2) disaster relief guidance (to show victims the routes to evacuation shelters, home, etc.).

In addition, it was felt that the issues of network resilience and recovery of infrastructure following disasters are important and that there is need to identify all standardization requirements and issues in these areas (which may go beyond current work).

Indeed large scale damage could happen on a telecommunication network by a disaster, new methods and/or new network architecture might be necessary for improving network resilience and recovery capability to cope better with a disaster. Different types of disasters may require different solutions (e.g. ad-hoc networking, delay-tolerant networking)

To consider the systems for disaster relief which contain wireless communications, coordination and collaboration with ITU-R is important. And collaboration with ITU-D is important in light of the ITU-D programs related to disaster relief.

**3. FG objective**

The objective of the Focus Group is to collect and document information and concepts that would facilitate the work on:

* Disaster relief systems and/or applications from a telecommunication/ICT perspective, and
* Improved network resilience and recovery capability which could better cope with a disaster.

**4. Relations within and outside ITU-T**

The FG will work in close collaboration with all concerned ITU-T study groups, for instance on the coordination of respective work programmes in order to avoid duplication and overlap of work, and on the coordination of seminars and workshops according to Recommendation ITU-T A.31.

The FG should also cooperate and coordinate its work with the other ITU sectors (ITU-R, ITU-D), and with other relevant bodies outside ITU-T (universities, research institutes, SDOs, forums/consortia, regulators, policy-makers) in accordance with Recommendation ITU-T A.7.

**5. Specific tasks and deliverables**

Main areas of work of the Focus Group are:

* To liaise with other groups, in particular ITU-T study groups, to identify what is being done, and potential gaps or areas where additional work might be required.
* To consider specific topics such as: systems and/or applications for (1) disaster relief for individuals (to notify the damage situation from victims to their relatives, friends, employers) and (2) disaster relief guidance (to show victims the routes to evacuation shelters, home, etc.) (3) disaster notification, (4) special treatment for emergency communication, (5) power supply in disaster situations (e.g., for mobile base station or other network equipment).
* To identify methods and/or network architecture aspects for improving network resilience and recovery capability related to coping better with disaster situations.

To progress the work in the areas above and to develop deliverables as appropriate, the Focus Group will conduct the following tasks related to its scope:

* Develop and maintain a living list of standards bodies, forums, and consortia dealing with telecommunication/ICT aspects, including information concerning their activities and documents
* Gather relevant new ideas and identify potential study areas
* Identify different types of disasters and develop use cases of services and reference models for telecommunication/ICT, considering both technical solutions and best management practices.
* Develop and maintain terminology and taxonomy
* Carry out an analysis of communications networking requirement functions and capabilities (including QoS/QoE, security and reliability)
* Perform a gap analysis of standards for communications networking
* Develop a roadmap to guide further developments of relevant ITU-T Recommendations

**6. Parent group**

The parent group is TSAG.

**7. Leadership**

See clause 2.3 of Recommendation ITU-T A.7.

**8. Participation**

See clause 3 of Recommendation ITU-T A.7. A list of participants will be maintained for reference purposes and reported to the parent group.

**9. Administrative support**

See clause 5 of Recommendation ITU-T A.7.

**10. General financing of the FG**

See clauses 4 and 10.2 of Recommendation ITU-T A.7.

**11. Meetings**

The frequency and location of meetings will be determined by the Focus Group and the overall meetings plan should be announced as soon as possible. The Focus Group should use remote collaboration tools to the maximum extent, and collocation with existing meetings (e.g., study groups and research activities). The meetings will be announced by electronic means (e.g., e-mail and website, etc.) at least 4 weeks in advance.

**12. Technical Contributions**

Technical contributions are to be submitted at least 10 calendar days before the meeting takes place unless otherwise determined by the Focus Group.

**13. Working language**

The working language is English.

**14. Approval of deliverables**

Approval of deliverables will be taken by consensus.

**15. Working guidelines**

Working procedures will follow the procedures of Rapporteur meetings. No additional working guidelines are defined.

**16. Progress reports**

See clause 11 of Recommendation ITU-T A.7.

**17. Announcement of Focus Group formation**

The formation of the Focus Group will be announced by TSAG via ITU publications and other means, including communication with the other organizations and/or experts, technical journals and the World Wide Web.

**18. Milestones and duration of the FG**

The Focus Group lifetime is as specified in 2.2 of Recommendation ITU-T A.7.

The following milestones are proposed:

* Holding of the first Focus Group meeting (middle of 2012)
* Presentation of the deliverables as identified in clause 5 at the TSAG meeting 4-7 June 2013

**19. Patent policy**

See clause 9 of Recommendation ITU-T A.7.

**ANNEX E**

**Terms of Reference of ITU-T Focus Group on** “**Bridging the Gap: from Innovations to Standards**”

The Focus Group is established in accordance with Recommendation ITU-T A.7.

1. **Rationale and Scope**

ICTs have a key role in enabling developing countries to meet the Millennium Development Goals (MDGs) and bridging the digital divide. Developments in ICTs fuelled by innovations and standards are important factors that can facilitate socio-economic growth. ICT innovations and related standards can bridge the digital divide and positively impact the lives of people.

This focus group provides an initial platform for recognition and identification of innovations emerging in developing countries that may benefit from standardisation and supporting its standardisation by the T-sector.

The main objective is to support the activities of ITU-T Study groups to further support innovation and close the digital divide (Res.71 of PP-10).

This Focus Group does not intend to duplicate other efforts but will benefit from existing work and expertise. This Focus Group will intensively cooperate with functions within ITU-T, like Tech Watch, and outside, especially with ITU-D, esp. its innovation activities and the focal point for ITU-D SG2 Q.9-3. This Focus Group will liaise, as appropriate, through the TSB Director with TDAG.

1. **Plan of Actions**

The Focus Group addresses the following issues:

* In cooperation with ITU-D, document case studies of successful examples of ICT innovations, including those that have emerged in developing countries, and identify relevant standardization gaps. Particular focus should be on the socioeconomic impact of ICT innovation that have emerged in developing countries;
* Analyse the innovations that may be standardized and identify best practices which can facilitate the implementation of such innovations in other parts of the world;
* Identify a few case studies which, in particular, developing countries can adopt to enhance their ICT innovation and standardization capabilities in order to improve their socio-economic development;
* Identify the issues developing countries may be facing to bring their ICT innovation to ITU-T.
* Suggest future ITU-T study items and related actions;
* Examine how other Standards Development Organizations, forums and consortia address ICT innovation, and integrate them into their standardization activities;
* Promote its activity at World Telecommunication Standardization Assembly (WTSA) meeting in November 2012.

1. **Parent Group**

The parent group is TSAG.

1. **Expected Deliverables**

The Focus Group is expected to provide the following deliverables:

* Report on successful cases of ICT Innovations in different economic sectors from various geographical areas which may benefit from standardization in ITU-T (Innovations Report)
* Proposals on new standardization activities for ITU-T, as appropriate
* Support TSB in organising a side event at the WTSA-12 on “Bridging the Gap: from Innovations to Standards” showcasing the findings of the focus group and a report on the proposed actions recommended during the side event.

1. **Time Schedule for completion**

The duration of the Focus Group is from January 2012 to TSAG 2013. The Focus Group will work predominantly electronically. Face-to-face meetings will be co-ordinated with other meetings to maximize participation. Remote participation will be offered as much as possible.

A preliminary set of milestones include:

* Kick-off meeting: February 2012
* WTSA-12 side event “Bridging the Gap: from Innovations to Standards”: November 2012
* Innovations Report complete: January 2013
* Proposals on new areas of standardization activities for ITU-T complete: January 2013

These milestones are subject to change due to modifications of the work plan caused by the Focus Group membership and contributions.

1. **Relationships**

Collaboration with relevant SDOs, government/industry forums, companies, academic institutions, research institutes and subject matter experts is critical to the success of this focus group. The Focus Group will determine other relevant entities to collaborate with, and the type of collaboration that should take place. Close collaboration with ITU-D and ITU-R will also be required.

1. **Further issues**

**Leadership**

According to A.7, para 2.3

# Participation

According to A.7, para 3

# Financing of focus group

According to A.7, para 4, funding will also be discussed with ITU-D

## Financing of meetings

According to A.7, para 4.1

# Administrative support

According to A.7, para 5

# Meeting logistics

According to A.7, para 6

# Working language

According to A.7, para 7

# Technical contributions

According to A.7, para 8

# Intellectual property rights

According to A.7, para 9

# Deliverables

According to A.7, para 10

## Approval of deliverables

According to A.7, para 10.1

## Printing and distribution of deliverables

According to A.7, para 10.2

# Progress reports

According to A.7, para 11

# Meeting announcements

According to A.7, para 12

# Working guidelines

According to A.7, para 13

**ANNEX F**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question(s):** |  | | **Meeting, date:** | | **Geneva, 10-13 January 2012** |
| **Study Group:** | **TSAG** | **Working Party:** |  | | |
| **Source:** | ITU-T TSAG | | | | |
| **Title:** | Update of IETF and ITU-T collaboration guidelines | | | | |
| **LIAISON STATEMENT** | | | | | |
| **For action to:** | | Internet Architecture Board (IAB) | | | |
| **For comment to:** | | - | | | |
| **For information to:** | | - | | | |
| **Approval:** | |  | | | |
| **Deadline:** | | 10 February 2012 | | | |
| **Contact:** | Stephen J. Trowbridge  Alcatel-Lucent  USA | | | Tel: +1 720 945 6885  Email: [steve.trowbridge@alcatel-lucent.com](mailto:steve.trowbridge@alcatel-lucent.com) | |
|  | | | | | |

In our January 2012 meeting of ITU-T TSAG in Geneva, we considered the IETF and ITU-T collaboration guidelines published as common text in Supplement 3 to the ITU-T A-series of Recommendations and in RFC 3356. It has been approximately 10 years since the update of this document, and we recognize that much of the information is out of date, not reflecting current procedures which have evolved considerably over this time. We would like to propose that together we initiate an activity to update this document.

In the past, this document was updated under the coordination of the IETF liaison manager to ITU-T and the ITU-T liaison representative to IETF who coordinated the inputs of both organizations into updating the document, and we believe this would be a good mechanism to use in bringing about a further update.

We would like to develop a proposal for an updated version in time to consider for agreement at the next TSAG meeting from 2-4 July 2012 in Geneva, and hope that IAB would be able to approve a common text update in a similar timeframe.

We would be grateful if you could assign a representative from IETF to work with our representative as a co-chairman to help to prepare a proposal for a revised document. The proposed terms of reference for this activity appear in Annex A.

**Proposed terms of reference for update of A.supp3/RFC3356 on**

**ITU/IETF Collaboration and Working Methods**

**Terms of Reference**

The objective of the correspondence group is to propose an updated text of Supplement 3 to the ITU-T A-series of Recommendations/RFC3356 on IETF and ITU-T collaboration guidelines as common text according to the relevant processes of both organizations.

The main focus is updating the text to reflect the current practices and procedures used in the collaborative relationship between the IETF and the ITU, including descriptions of the processes of each organization that may be used to further the cooperative relationship between the two organizations based on mutual respect.

The following areas should be addressed in this activity:

* Review and propose an update, as appropriate, forms of interaction and communication between the two organizations, including how the organizations are informed about new work from the other organization.
* Provide informative guidance on relevant processes of both organizations in order to facilitate better understanding.

Items to be updated include (but are not limited to):

* Correction of numerous broken URLs pointing to documents and other resources of both organizations.
* Updates of, and descriptions of, references to address the most current and relevant process documents of both organizations.
* Update of the criteria for referencing RFCs.
* Update the description of exchange of liaison statements to describe
  + the current datatracker interface (ITU-T to IETF) and
  + RFC4053 procedures (IETF to ITU-T).
* Update the description of how IAB nominates liaison managers and representatives to ITU-T organizations and meetings per RFC4052
* Describe preliminary work effort mechanisms of both organizations, including ITU-T focus groups (which frequently include IETF participants as focus group members) and IETF BoFs.

**Scope**

To update the text in Supplement 3 to the ITU-T A-series of Recommendations.

**Leadership**

The correspondence Group should have two chairmen appointed, one that represents the ITU and the other that represents the IETF.

**Working Methods**

The proposed update will be reviewed by correspondence by the ITU-T membership on the tsagwm email reflector and separately by the IAB and their advisors. The two chairmen will identify any changes that are desired by their respective organizations and produce a consolidated proposal for an update of the document. If this process can produce a text that should be agreeable to both organizations, the leaders will guide the document through the appropriate agreement/approval processes in each organization. If there are unresolved issues, a combined correspondence email reflector may be established to allow for more direct discussions to resolve remaining issues.

**Logistics**

The chairmen will coordinate the inputs received from each organization. Electronic document handling will be used as much as possible between group members.

**Deliverables**

The correspondence Group is expected to provide proposals for modifications and additional specifications to be considered as inputs for Supplement 3 to the ITU-T A-series Recommendations for adoption by TSAG and approval by the IAB as an informational RFC superseding RFC3356.

**Approval of deliverables**

The proposed output of the group should be mutually agreeable to the IETF and the ITU. The output should be fully consistent with the processes of each respective organization.

**Distribution of documentation**

The chairmen of the correspondence Group will distribute documentation electronically via Email within the membership of their respective groups.

**Milestones**

Initial text proposal prepared by chairmen by 10 February 2012.

Stable text for IAB review and IETF comment by 25 April 2012.

Final text for TSAG consideration for revised Supplement 3 to the ITU-T A-series of Recommendations posted by 15 June 2012.

**ANNEX G**

|  |  |  |  |
| --- | --- | --- | --- |
| **LIAISON STATEMENT** | | | |
| **For action to:** | | ISO/IEC JTC 1/SWG-Directives | |
| **For comment to:** | | - | |
| **For information to:** | | - | |
| **Approval:** | |  | |
| **Deadline:** | | 15 September 2012 | |
| **Contact:** | Bruce Gracie  Canada | | Email: [bruce.gracie@ic.gc.ca](mailto:bruce.gracie@ic.gc.ca) |
| **Contact:** | Olivier Dubuisson  France Telecom Orange  France | | Tel: +33 2 96 05 38 50  Email: [olivier.dubuisson@orange.com](mailto:olivier.dubuisson@orange.com) |
|  | | | |

**Abstract**

The Guide for ITU-T and ISO/IEC JTC 1 cooperation (Rec. ITU-T A.23, Annex A | ISO/IEC JTC 1 Standing Document 3) does not address the synchronized appointment (by an ITU-T study group and an JTC 1 sub‑committee) of a Registration Authority (RA) that is responsible for allocating values as specified in a common text (ITU-T Recommendation | ISO/IEC International Standard).

During its meeting (10-13 Jan 2012) the ITU-T Telecommunication Standardization Advisory Group discussed the interest to fill the corresponding gap and concluded that it would be convenient to start contacts with JTC 1 with the view of developing an Amendment to Rec. ITU‑T A.23, Annex A | ISO/IEC JTC 1 Standing Document 3.

The purpose of the present liaison is to propose to JTC1 to launch the process of revision of the common document. A draft possible solution is provided hereunder together with a tentative schedule taking account of the respective planned meetings to optimise the time needed for completion of the project. TSAG would appreciate if JTC 1 Special Working Group on Directives could provide feedback on this proposal together with their willingness to update the Guide for ITU-T and ISO/IEC JTC 1 cooperation.

**Motivations**

No rules are defined for the mutual agreement of an RA (associated with a joint or twin text) by an ITU-T study group and the collaborating JTC 1 sub-committee. While this has not posed problem for many years, in two recent cases (joint work between ITU-T SG16 and ISO/IEC JTC 1/SC 31; joint work between ITU-T SG17 and ISO/IEC JTC 1/SC 6) this absence resulted in difficulty to establish the coordination. This generated a lot of discussions and concerns between the involved groups, and the result was not satisfactory for the ITU-T study group.

As a reminder, Rec. ITU-T A.23, Annex A | ISO/IEC JTC 1 Standing Document 3 does not change the approval procedures in place in ITU-T and in JTC 1. It only specifies how to synchronize the approval steps in each organization so that comments submitted by one party on a ballot are taken into account by the other party in order to end up with the approval of the same text on both sides. This liaison statement is based on this principle and thus does not propose any change to the ITU-T or JTC 1 approval procedures.

Note: This contribution does not address the case of RAs associated to ITU-T Recommendations only or to ISO/IEC International Standards only as this is not joint work with JTC 1.

**Proposal**

For the sake of simplicity changes are proposed in the form of an Amendment to Rec. ITU-T A.23, Annex A | ISO/IEC JTC 1 Standing Document 3 "*Guide for ITU-T and ISO/IEC JTC 1 cooperation*" (see the attachment to this liaison statement); this does not pre-judge how the final document will be published. These changes are still subject to modifications based on further discussions within TSAG.

This revision will have to be jointly approved by TSAG and JTC 1 in accordance with the synchronized process specified in Rec. ITU-T A.23, Annex A | ISO/IEC JTC 1 Standing Document 3.

The proposal is based on the following tentative roadmap:

1. First discussion at TSAG, 10-13 Jan 2012. This liaison statement is sent to JTC 1/SWG-Directives;
2. First presentation of this liaison statement by JTC 1 SWG-Directives, 7-9 Feb 2012 (with the understanding that this liaison statement comes after the deadline for contributions);
3. Discussion of this liaison statement by JTC 1 SWG-Directives, 5-7 Sep 2012; JTC 1 SWG-Directives sends a liaison statement back to TSAG with the results of their discussion;
4. Assuming a consensus, JTC 1 issues a ballot (with a revision of Standing Document 3) out of its 5-10 Nov 2012 meeting (or earlier if possible);
5. TSAG determines the draft Amendment (text resulting from the JTC 1 ballot after resolution of comments, if any) for TAP consultation at its first meeting in the next study period (tentatively, 4-7 Jun 2013);
6. TSAG approves the Amendment at its second meeting in the next study period (2014);
7. If non-editorial changes are made as a result of the TAP consultation, JTC 1 issues a second ballot.
8. A consolidated version of Rec. ITU-T A.23, Annex A | ISO/IEC JTC 1 Standing Document 3 is published by ITU-T and ISO/IEC.

Attachment: Amendment 1 to Rec. ITU-T A.23, Annex A, ISO/IEC JTC 1 Standing Document 3:

Add two new definitions in clause 1.5.3 "*ITU-T and JTC 1 cooperation definitions*" (based on the definitions from Rec. ITU-T X.660 | ISO/IEC 9834-1 and Rec. ITU-T X.843 | ISO/IEC 15945 which are the most general):

**1.5.3.4bis**  **registration**: Assignment of an unambiguous name to an object in a way which makes the assignment available to interested parties.

**1.5.3.4ter**  **registration authority**: An entity entitled and trusted to perform the registration service as described in an ITU-T Recommendation | International Standard.

Add a new sub-clause in clause 5 "*Planning and scheduling*":

## 5.4 Synchronized appointment of a registration authority

When a joint project includes registration provisions, a registration authority and two different common (or twin) texts are required:

* The first text is the technical standard in which the objects to be registered are defined;
* The second text is the registration procedure standard which defines the procedure according to which the registration authority works, and specifies its duties and obligations. The procedure standard also specifies an appeals procedure and a revocation procedure.

Note: ISO/IEC JTC 1 Standing Document 16 "Appointment and Operation of Registration Authorities" provides guidance on how to write the procedure standard.

The selection process for the registration authority needs to be open and transparent, by a call for offers made to all stakeholders by the ITU-T study group and by the JTC 1 sub-committee. The ITU-T study group and JTC 1 sub-committee shall ensure that each candidate is an acceptable legal entity according to the rules of each organization.

Once nominations have been received for the registration authority, they shall be initially reviewed by an expert group (consisting, for example, of some combination of a Question Rapporteur, a WG Convenor, Collaborative Team leaders, Editors, etc.) appointed by the ITU-T study group and JTC 1 sub-committee. The expert group shall be appointed by the appropriate ITU-T study group or the appropriate JTC 1 sub-committee (whichever meets first). Then the description of the expert group is sent in a liaison statement to the next plenary session of the other organization for ratification.

The report of the expert group shall be discussed within the appropriate ITU-T study group or the appropriate JTC 1 sub-committee (whichever meets first) and presented for approval. Then it is sent as a liaison statement to the next plenary session of the other organization for ratification. For the final appointment of the registration authority both plenary sessions shall reach the same conclusion and agree to nominate the same organization, otherwise the discrepancy shall be referred to the expert group for further consideration.

**ANNEX H**

|  |  |  |  |
| --- | --- | --- | --- |
| **LIAISON STATEMENT** | | | |
| **For action to:** | | All ITU-T Study Groups | |
| **For comment to:** | | - | |
| **For information to:** | | RAG, TDAG | |
| **Approval:** | | **TSAG** | |
| **Deadline:** | | 30 September 2012 | |
| **Contact:** | Bruce Gracie  TSAG Chairman | | Email: [bruce.gracie@ic.gc.ca](mailto:bruce.gracie@ic.gc.ca) |
|  | | | |

Plenipotentiary Resolution 146 urges the three Sectors, each within its field of competence, to carry out any further necessary studies aimed at preparing for the World Conference on International Telecommunications (WCIT), and to participate in a series of regional meetings as required, in order to identify topics to be addressed by WCIT, within existing budgetary resources.

Plenipotentiary Resolution 171 provides in its resolves further (1) that the Council Working Group to Prepare the 2012 World Conference on International Telecommunications (CWG-WCIT12) consider and study all relevant work and outputs that have been developed in ITU regarding ITRs.

At its first meeting, in January 2010, CWG-WCIT12 agreed to solicit inputs from ITU Study Groups, and a liaison statement was sent to that effect (see [CWG-WCIT12/TD-15](http://www.itu.int/md/T09-CWG.WCIT12-100412-TD-PLEN-0015/en)). That liaison stated that, as outlined in [DM-09/1029](http://www.itu.int/md/S09-DM-CIR-01029/en) of 19 November 2009— which contained the invitation to the first meeting of the Council Working Group for the Preparation of the 2012 World Conference on International Telecommunication (CWG-WCIT12), held on 25 January 2010 in Geneva, Switzerland—Council 2009, having considered , *inter alia*, the [report](http://www.itu.int/md/S09-CL-C-0006/en) of the [Expert Group to Review the ITRs](http://www.itu.int/ITU-T/itr-eg/) (ITR-EG), and pursuant to Resolution 146 (Antalya, 2006), adopted [Resolution 1312](http://www.itu.int/md/S09-CL-C-0117/en), thus creating the group mentioned above. In accordance with no. 146 of the ITU Constitution, a WCIT may partially, or in exceptional cases completely, revise the [International Telecommunication Regulations](http://www.itu.int/ITU-T/itr/files/ITR-e.doc) (ITRs), one of the basic instruments of the ITU.

As noted above, at its first meeting, CWG-WCIT12 agreed that the Directors of the Bureaux should invite concerned study groups in their respective ITU Sectors to prepare contributions to CWG-WCIT12. Consequently, the concerned study groups were invited to prepare such contributions. Contributions and questions should be addressed directly to the Secretariat of CWG-WCIT12, as shown on the group’s web site. The web site for CWG-WCIT is at:

* <http://www.itu.int/council/groups/cwg-wcit12/index.html>

That web site contains all relevant information, and links to the web sites of the previous groups that considered this topic.

In relation to the invitation outlined above, no Study Group replied directly. However, ITU-T Study Group 2 has sent some liaisons to CWG-WCIT12 regarding misuse of numbering resources. In addition, ITU-T Study Group 3 forwarded to CWG-WCIT12 certain contributions that it had received.

Considering that the WCIT will be held in December 2012, TSAG requests all ITU-T Study Groups to review the CWG-WCIT12 compilation of proposals ([CWG-WCIT12/TD-43](http://www.itu.int/md/T09-CWG.WCIT12-120227-TD-PLEN-0043/en)) and to report, within their defined scope of activities, to CWG-WCIT, preferably before May 20th, regarding any work relevant to those proposals. Issues would include, but are not limited to, the following: charging and accounting, interconnection and interoperability, spam, quality of service, misuse of numbering resources, hubbing, alternative calling procedures and network security.

If a Study Groups is unable to report to CWG-WCIT meeting by the deadline mentioned above, then it may submit its report directly to WCIT no later than 30 September 2012.

**ANNEX I**

**TSAG Correspondence Groups**

| **Coordinator** | **Group and Terms of Reference** |
| --- | --- |
| Stephen Trowbridge (USA) | **Correspondence Group on Working Methods including Electronic Working Methods** ([t09tsagwm@lists.itu.int](mailto:t09tsagwm@lists.itu.int))  Working methods including coordination inside ITU-T and preparation of proposals to the WTSA Committee on Working Methods. Electronic working methods, web site, databases and publication policy. |
| Chuck Dvorak (USA) | **Correspondence group on ITU-T A.7** (using the reflector [t09tsagwm@lists.itu.int](mailto:t09tsagwm@lists.itu.int) on working methods) |
| Dmitry Cherkesov (Russian Federation) | **Correspondence Group Work Programme** ([t09tsagwp@lists.itu.int](mailto:t09tsagwp@lists.itu.int))  Work programme, including SG structure, GSIs, JCAs, FGs, new Questions; monitoring and assessment; preparation of proposals to WTSA Committee on ITU‑T Work Programme and Organization. |
| Haruo Okamura (Japan) | **Correspondence Group on Strategic and Operational Plan** ([t09tsagsop@lists.itu.int](mailto:t09tsagsop@lists.itu.int))  Review of Strategic Plan and Operational Plan and preparation of proposals to Council and Plenipotentiary meetings on ITU Strategic Plan, including financial implications; relations with other ITU Sectors. |
| Fabio Bigi (Italy) | **Correspondence Group on External Relations** ([t09tsager@lists.itu.int](mailto:t09tsager@lists.itu.int))  Coordination with groups external to ITU, promotion of ITU-T, Technology Watch, and seminar and workshop coordination. |
| Bruce Gracie (Canada) | **Correspondence Group on ITU-T Collaboration Mechanisms**  To undertake an analysis of ITU-T collaboration mechanisms (Joint Coordination Activities (JCA), Global Standards Initiative (GSI), Technical and Strategic Review (TSR), Focus Groups (FG)) etc. and to examine the Japanese proposal and the Collaboration on ITS Communications Standards in light of that analysis: what do they do, what are they supposed to do, and to solicit the views of the ITU-T SGs and the membership and report back to TSAG July 2012. |
| Olivier Dubuisson (France Telecom Orange) | **Correspondence Group on the synchronized appointment of a registration authority by ITU-T and ISO/IEC JTC 1** |
| Mr Nasser Saleh Al Marzouqi (United Arab Emirates) | **Correspondence group to promote membership of academia** (using the reflector [t09tsager@lists.itu.int](mailto:t09tsager@lists.itu.int)) |
| Joshua Peprah (Ghana) & Mohammed Gheyath (UAE) | **Correspondence Group on Bridging the Standardization Gap and Developing Country Issues** ([t09tsagbsg@lists.itu.int](mailto:t09tsagbsg@lists.itu.int))  Regional matters and matters related to developing countries, least developed countries, small island developing states and countries with economies in transition. |
| Phil Rushton (UK) | **Correspondence Group on Plenipotentiary Resolution 178** ([t09tsag178@lists.itu.int](mailto:t09tsag178@lists.itu.int)) |
| Vladimir Minkin (Russian Federation) | **Correspondence Group on Deadlines and Registration** ([t09tsagdr@lists.itu.int](mailto:t09tsagdr@lists.itu.int)) |
| Joshua Peprah (Ghana) & Mohammed Gheyath (UAE) | **Liaison to ITU-D**  Representation of ITU-T TSAG views on issues as identified. |
| Mohammed Gheyath (UAE) | **Liaison to ITU-R**  Representation of ITU-T TSAG views on issues as identified. |

## NOTE − the general TSAG mailing list is [t09tsagall@lists.itu.int](mailto:t09tsagall@lists.itu.int).

**ANNEX J**

The TSAG Chairman received the following statement from a representative of CEPT after the discussion but during the meeting, and agreed to include it in the meeting report:

“It was reported that the members of CEPT are discussing the re-structuring of ITU-T Study Groups, and is considering alternatives, including the merging of Study Groups, taking account of all of the ITU-T activities (FGs, JCAs and GSIs). From the point of view of CEPT representatives, the submissions made to this meeting of TSAG on this issue, provides very useful information that the CEPT members will consider in its deliberations. It was noted that the representatives of the CEPT will also fully engage with the TSAG Correspondence Group on ITU-T Work Programme and Structure.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_