

Revised Terms of Reference for the JCA-AHF
(Study period 2025-2028)

Scope

The Joint Coordination Activity on Accessibility and Human Factors (JCA-AHF) coordinates activities related to accessibility and human factors in order to avoid duplication of work, and to ensure that the needs of persons with disabilities and persons with specific needs are taken into account, in accordance with [PP Resolution 175 \(Rev. Bucharest, 2022\)](#) of ITU Plenipotentiary Conference and [Resolution 70 \(Rev. New Delhi, 2024\)](#) of World Telecommunication Standardization Assembly (WTSA).

The JCA-AHF work includes:

- a) increase awareness and help standard writers to mainstream accessibility features in telecommunication/ICT accessibility standards for the inclusion of persons with disabilities and persons with specific needs, including age-related disabilities, those with illiteracy, women, children, and indigenous people;
- b) assist study groups in the identification of standardization opportunities and solutions that improve the accessibility and human factors aspects of their work;
- c) communicate, cooperate and collaborate on accessibility-related activities with;
 - i. all study groups of ITU-T, ITU-D and ITU-R as well as all relevant ITU groups;
 - ii. external organizations including other United Nations organizations, ISO, IEC, SDOs, industry groups, academia, and disability organizations;
- d) encourage and promote the self-representation by persons with disabilities in the standardization process so as to ensure their experiences, views and opinions are taken into account in all the work of all ITU study groups;
- e) provide advice to improve, and ensure the accessibility of ITU facilities and services, including, but not limited to, electronic means and ITU buildings as a whole, to facilitate full participation of persons with disabilities in ITU events.

The JCA-AHF shall encourage the use of ITU-T Technical Papers, [FSTP-TACL](#) "*Telecommunications accessibility checklist*" for standards writers", [FSTP-ACC-RemPart](#) "*Guidelines for supporting remote participation in meetings for all*", and [FSTP-AM](#) "*Guidelines for accessible meetings*", as well as Recommendations [ITU-T F.790](#) "*Telecommunication accessibility guidelines for older persons and persons with disabilities*" and [ITU-T F.791](#) "*Accessibility terms and definitions*". The JCA-AHF shall stress the importance of implementing universal design from the beginning in the creation of accessible telecommunication/ICT services, products and terminals and creation of accessibility guidelines, in accordance with the UNCRPD.

The JCA-AHF encourages active participation of all ITU Study Groups in the JCA-AHF; to invite the Study Group Chairs to give a reminder to meeting participants to take appropriate account of the above-mentioned Resolutions, Technical Papers and Accessibility Recommendations; to assign a liaison representative to each ITU Study Group/Sector, and/or appropriate Working Parties. These liaisons should be made responsible to communicate accessibility queries and any current work applicable to accessibility for Persons with Disabilities to the JCA-AHF.

The JCA operates under the terms of [Recommendation ITU-T A.18](#).

Administrative support

ITU-T Telecommunications Standardization Bureau (TSB) will provide secretariat and facilities required for JCA-AHF, within available resource limits.

Meetings

The JCA will work primarily by correspondence and electronic meetings. Any physical meeting considered necessary should be convened by the chair of the JCA. The JCA will invite all relevant ITU wide groups, and encourage the participation of persons with disabilities.

All meetings of JCA-AHF will be fully accessible to experts with disabilities as requested, with real time captioning as a standard accessibility provision in addition to any other accommodations requested.

Parent group and progress reports

The JCA-AHF will report its activities to TSAG as its parent group and relevant study groups at their meetings. The JCA-AHF will copy all JCA-AHF reports to the Director of the TSB to facilitate the writing of the report to the ITU Council on the implementation of all accessibility-related resolutions.
