

## **Terms of reference**

### **Joint Coordination Activity on Internet of Things and Smart Cities and Communities (JCA IoT and SC&C)**

#### **1. Scope**

The scope of the **JCA-IoT and SC&C** is to coordinate the ITU-T work on the “Internet of Things and Smart Cities and Communities” and provide a visible contact point for IoT and its applications including smart cities and communities (SC&C) activities in ITU-T, to seek co-operation from external bodies working in the field of IoT and SC&C and enable effective two-way communication with these bodies. External bodies include representatives from relevant SDOs such as IEC, ISO or relevant academia, consortia or fora.

#### **2. Objectives**

- To co-ordinate the activity on IoT and SC&C across ITU-T Study Groups and to liaise with ITU-R and ITU-D.
- To provide a visible contact point IoT and SC&C activities in ITU-T, to seek co-operation from external bodies working in the field of IoT and SC&C and enable effective two-way communication with these bodies.

#### **3. Participation**

Participation is open to representatives of ITU Membership and relevant SDOs as well as relevant academia, fora, and consortia.

#### **4. Working methods (in accordance with Section 2.2 of Recommendation A.1)**

- 4.1 The membership shall comprise all ITU-T SG Chairmen, TSAG Chairman a number of SG Chairmen’s appointees, IoT and SC&C contact persons in ITU-T Study Groups and invited representatives from relevant SDOs such as IEC, ISO as well as relevant academia, fora, and consortia
- 4.2 The JCA-IoT and SC&C is working primarily by correspondence but can also meet in association with meetings of Study Groups where necessary. In addition urgent issues requiring attention can be flagged up at any time and the JCA can convene as appropriate (including web conferencing tools) to take action.
- 4.3 The work of the JCA-IoT and SC&C will progress its work mostly by electronic means (e-mail group and conference calls) and only hold face-to-face meeting when considered necessary.

#### **5. Specific tasks**

- 5.1 To coordinate the ITU-T work on IoT and SC&C.
- 5.2 Maintain a list of contacts for IoT and SC&C in each Study Group

- 5.3 Maintain a list of designated contacts within the external IoT and SC&C bodies.
- 5.4 Co-ordinate with any proposed new and revised Questions in the IoT and SC&C area.
- 5.5 Taking into account the work already accomplished in JAC-IoT, the JCA IoT & SCC will perform a gap analysis as mentioned in ITU-T SG20 first meeting report by analysing collected data, lists of standardization items, and roadmaps associated with IoT and SC&C, and submit the information to Study Group 20.
- 5.6 Promote a coordinated approach towards standardization in the areas of IoT and SC&C.
- 5.7 Advise in the overall planning of tutorials and seminars/forums/workshops.
- 5.8 May address coordination of activity with recognized SDOs and forums, including periodic discussion of work plans and schedules of deliverables.

## 6. Progress Reports

JCA IoT and SC&C will submit a report to SG20 (and other relevant SGs) and TSAG.

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