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| **Telecommunication Standardization Bureau** |  |
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Geneva, 25 September 2012

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| Ref:    Tel:  Fax: | **TSB Circular 313** COM 17/MEU  +41 22 730 5866  +41 22 730 5853 | | - To Administrations of Member States of the Union | |
| E-mail: | [tsbjcacop@itu.int](mailto:tsbjcacop@itu.int) | | **Copy:**  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia;  - To the Chairman and Vice-Chairmen of Study Group 17;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau | |
| Subject: | | **Joint Coordination Activity on Child Online Protection (JCA-COP)** | |

Dear Sir/Madam,

1 The Joint Coordination Activity on Child Online Protection (JCA-COP), under the auspices of ITU-T Study Group 17, was approved on 30 April 2012 for the purpose of coordinating internal ITU-T activities on COP as well as for understanding the current scope of activities on Child Online Protection (COP) to ensure that discussions within the ITU-T do not duplicate, or overlook activities that already exist outside of the ITU. Additional details on the remit of the JCA‑COP can be found in the attached Terms of Reference (**Annex 1**).

2 At its inaugural meeting (30 August 2012), the JCA-COP participants agreed to seek nominations of organizations related to Child Online Protection (COP) that are active in your country so that they may be invited to participate and share their experiences.

3 Therefore, the JCA-COP invites you to provide the name and contact details of any organizations within your country that can be contacted to ascertain their participation at the JCA‑COP to share their experiences, work and activities with other participants of the JCA.

4 In addition to nominations of individuals to participate in the JCA-COP, we also ask that you identify any work, issues and activities related to COP that is believed relevant (see attached TOR) for the JCA-COP to be aware of for informative purposes.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annex: 1**

**ANNEX 1  
(to TSB Circular 313)**

# Terms of Reference of the Joint Coordination Activity for Child Online Protection (JCA‑COP)

**1 Scope**

The purpose of the JCA-COP is to coordinate the ITU-T child online protection (COP) work amongst the ITU-T study groups, and to liaise with ITU-R and ITU-D as well as with the Council Working Group on Child Online Protection.

JCA-COP operates under the terms of Recommendation ITU-T A.1, clause 2.2.

**2 Rationale**

1. Ensure information on COP activities are gathered
2. Understand what are the relevant stakeholders work and/or activities
3. Understand the legal/regulatory environments related to COP
4. Identify any principles underpinning the above COP activities

**3 Objectives**

1. To co-ordinate activity on COP across ITU-T study groups, in particular Study Groups 2, 9, 13, 15, 16 and 17, and to co-ordinate with ITU-R, ITU-D and the Council Working Group on Child Online Protection.
2. To provide a visible contact point for COP in ITU-T.
3. To cooperate with external bodies working in the field of COP, and to enable effective two-way communication with these bodies.

**4 Specific tasks**

1. Maintain a list of representatives for COP in each study group.
2. Maintain a list of designated representatives within the external COP bodies and relevant stakeholders.
3. Exchange information relevant to COP between all stakeholders. The JCA-COP may generate liaisons to, or receive liaisons from, the participating organizations as needed.
4. Promote a coordinated approach towards any identified and necessary areas of standardization according to the rationale above.
5. Advise in the overall planning of tutorials and seminars/workshops on COP (in accordance with Rec. ITU-T A.31).
6. Address coordination of activity with relevant SDOs and forums, including periodic discussion of work plans and schedules of deliverables on COP (if any).

**5 Membership**

As per Rec. ITU-T A.1, clause 2.2.3, JCA-COP is open, but (to restrict its size) should primarily be limited to official representatives from the relevant ITU-T, ITU-R and ITU-D study groups as well as from the Council Working Group on Child Online Protection.JCA-COP may also include invited experts and invited representatives of other relevant SDOs and forums, as appropriate. All participants should confine inputs to a JCA to the purpose of the JCA.

**6 Participation**

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

**7 Meetings**

JCA-COP will work electronically using teleconferences and with face-to-face meetings which will normally occur concurrently with study groups involved in the JCA-COP (see also Rec. ITU-T A.1, clause 2.2.5). Meetings will be held as determined by the JCA-COP and will be announced to its participants and on the ITU-T website. The meetings should be coordinated with relevant ITU-T study groups, SDOs and forums.

**8 Parent group and progress reports**

The JCA-COP will issue a report to SG 17 after each JCA meeting. TSAG may monitor JCA-COP activities through these reports (see Rec. ITU-T A.1, clause 2.2.8).

**9 Administrative support**

The ITU-T Telecommunication Standardization Bureau (TSB) will provide secretariat and facilities required by JCA-COP (see Rec. ITU-T A.1, clause 2.2.9).

For registration and other information, please contact [tsbjcacop@itu.int](mailto:tsbjcacop@itu.int)

**10 Mailing list**

The mailing list dedicated to this activity is [jcacop@lists.itu.int](mailto:jcacop@lists.itu.int)

**11 Lifetime**

Until end of April 2013 (see also Rec. ITU-T A.1, clause 2.2.10).

**12 Chairman**

Ms. Ashley Heineman, United States, [AHeineman@ntia.doc.gov](mailto:AHeineman@ntia.doc.gov)

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