Geneva, 5 April 2011

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| **Telecommunication StandardizationBureau** |  |
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| Ref: | **TSB Circular 183**FG Distraction/MY | - To Administrations of Member States of the Union- To ITU-T Sector Members;- To ITU-T Associates; |
| Tel:Fax:E-mail: | +41 22 730 6208+41 22 730 5853tsbfgdistraction@itu.int  | **Copy:**- To the Chairmen and Vice-Chairmen of all ITU-T Study Groups;- To the Director of the Telecommunication Development Bureau;- To the Director of the Radiocommunication Bureau |

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| Subject: |  **Creation of a new Focus Group on Driver Distraction (FG Distraction);** **First meeting of the FG Distraction, Ann Arbor, Michigan, USA, 17-18 May 2011** |

Dear Sir/Madam,

1 I am pleased to announce the establishment of the ITU-T Focus Group on Driver Distraction (FG Distraction) by ITU-T TSAG at its meeting in Geneva, 8-11 February 2011 in accordance with the procedure specified in clause 2.1.2.1 of Recommendation ITU-T A.7.

2 The objective of the Focus Group is to reduce injuries and fatalities by minimizing the cognitive demands associated with both driving tasks (e.g., navigating, collision avoidance, etc.) and non-driving tasks (e.g., talking on the phone, checking meeting information, etc.).

The Focus Group encourages participation of all standards development organizations related to Driver Distraction.

3 The Focus Group will operate under procedures set out in Recommendation ITU-T A.7. SG12 will serve as the parent group. The agreed Terms of Reference of the FG Distraction are reproduced in **Annex 1**. Mr. Scott Pennock (RIM, Canada) will be the chairman of the new Focus Group.
I strongly believe that by establishing the Focus Group on Driver Distraction, ITU-T will meet the expectations of its membership, and demonstrate its ability to address the topics requiring urgent attention.

4 The FG Distraction is open to ITU Member States, Sector Members and Associates. It is also open to any individual from a country which is a member of ITU and who is willing to contribute to the work. This includes individuals who are also members or representatives of interested standards development organizations.

5 The first meeting of the FG Distraction is scheduled to take place at University of Michigan Transportation Research Institute (UMTRI) in Ann Arbor, Michigan, USA, from 17 to 18 May 2011 inclusive, co-sponsored by UMTRI and QNX Software Systems.

6 The items for discussion at the meeting, and any contributions received, will be made available on the Focus Group web page: [http://www.itu.int/ITU-T/focusgroups/distraction](http://www.itu.int/en/ITU-T/focusgroups/distraction/Pages/default.aspx). A draft agenda prepared by the Focus Group management is provided as **Annex 2**. Information related to the meeting is provided in **Annex 3** and will also be made available on the Focus Group web page.

The meeting will open at 0900 hours on 17 May 2011. Participant registration will begin at 0830 hours at the UMTRI premises at the following address: 2901 Baxter Road, Ann Arbor, Michigan 48109, USA. No registration fee is required for participating in this meeting.

The discussions will be held in English only.

The documents will be made publicly available for this meeting. In preparing documents please use the basic template for the FG documents available from the Focus Group web page. Participants shall submit input documents to FG Distraction in electronic format to TSB as follows:

- contact TSB at tsbfgdistraction@itu.int to receive a number (nnnn) for each document

- prepare documents with a file name as follows: *fg-distraction-i-nnnn* (with the appropriate file extension)

- using an FTP client, upload the document to the document drop folder in the FG Distraction FTP area, namely:
 **Host name:** ifa.itu.int
 **Path:** /t/fg/distraction/docs/incoming
Note: contents of the document drop box can be read with a web browser at: <http://ifa.itu.int/t/fg/distraction/docs/incoming/>.

Documents will be processed by TSB and moved to the relevant read only folder: <http://ifa.itu.int/t/fg/distraction/docs/1105-ann/in/>.

Meeting documents can also be quickly and easily viewed and downloaded by clicking on the “Meeting Documents” link on the FG Distraction website.

In agreement with the Focus Group management, the deadline for document submission for this first meeting is **10 May 2011**. Please note that this is a paperless meeting.

7 Wireless LAN facilities are available for use by delegates at the venue. Detailed information will be available on site.

8 For your convenience, practical information such as hotel information is enclosed as **Annex 3**. A parking pass is required for UMTRI and will be provided via e-mail to all registered participants. This pass needs to be printed out and placed on the dash of the front windshield.

9 To enable TSB to make the necessary arrangements concerning the organization of the Focus Group meeting, I should be grateful if you would register via the on-line form at [http://www.itu.int/ITU-T/focusgroups/distraction/](http://www.itu.int/en/ITU-T/focusgroups/distraction/Pages/default.aspx), as soon as possible, but **not later than 3 May 2011**. **Please note that pre-registration of participants to the meeting is carried out exclusively *online.*** To easily provide you with any updates concerning the meeting planning, please fill in your valid e-mail address on your registration form.

10 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in USA. The visa must be requestedand obtained from the office (embassy or consulate) representing USA in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your request for the invitation letter as soon as possible.

Participants who require an invitation letter and/or a visa supporting letter for entering USA are advised to get in touch with the contact person in this country whose detailed information is as follows:

 Michelle Dieter (University of Michigan Transportation Research Institute)

 E-mail: mdieter@umich.edu

 Phone : + 1 734-764-4158

 Fax : + 1 734-764-1221

Yours faithfully,

Malcolm Johnson
Director of the Telecommunication
Standardization Bureau

Annexes: **3**

ANNEX1(to TSB Circular 183)

**Terms of Reference of Focus Group on Driver Distraction (FG Distraction)**

**1 Scope**

Driver distraction occurs when *non-driving tasks* (e.g., talking on the phone, checking meeting information, etc.) cause reaction time delays in time-critical *driving tasks*. These extra delays have the potential to result in an accident that might otherwise be avoided. Accidents can also be decreased by minimizing the cognitive demands of *driving tasks* (e.g., navigating, collision avoidance, etc.). The objective of this focus group is to reduce injuries and fatalities by minimizing the cognitive demands associated with both *driving* and *non-driving* *tasks*.

It will do this by:

* Proposing test methodologies for subjective and objective assessment of cognitive load
* Investigating optimal *information flow* and multi-modal *message formats* between the driver and automotive cockpit for different user scenarios
* Developing design guidance for *integrated applications* and a *remote interface* *for non-integrated applications* running on a connected mobile phone or other remote device
* Proposing *mechanisms* that can be used to manage *information flow* and *message formats* between the driver and automotive cockpit
* Proposing *mechanisms* for co-ordination of components, subsystems, and applications to minimize cognitive demands
* Proposing availability, reliability, and transmission performance requirements for automotive services—except for aspects of speech services covered by FG CarCOM
* Identifying new techniques and technologies that can used to reduce cognitive load
* Co-ordinating efforts across Standards Development Organizations (SDOs), government/industry forums, companies, academic institutions, and subject matter experts

It is recognized that there are other organized efforts attempting to address some of these areas. However, there is an increasing trend for telecommunications technologies and applications, within the scope of the International Telecommunications Union (ITU), to be deployed in the automotive cockpit; and it is unlikely that the work being done by other entities will adequately influence the development of ITU Recommendations without a focused effort within the ITU. FG Distraction does not seek to duplicate other standardization efforts. Rather, it will leverage existing work and expertise whenever possible in pursuit of its objective.

**2 Terms of Reference**

The following areas should be addressed in the future activity of the Focus Group:

* Test methodologies for subjective assessment of driver workload
* Objective predictors of instantaneous workload
* Multi-modal format of information transmitted to driver
	+ Which may depend on active apps (e.g., HF call + Nav prompt)
* Multi-modal input of information received from driver
	+ Which may depend on active apps
* Management of *information flow* between driver and vehicle gateway
* Mechanisms for management of *information flow* and *message format*
	+ Estimate of current driver workload
		- Vehicle state (turning, etc.)
		- Current apps (radio, Nav, etc.)
	+ Manage communications to driver
		- Delay non-critical prompt if high workload
		- Repeat message when driver ready so he/she does not feel compelled to engage when message first received
		- Determine best format for communicating message (e.g., spatial mix of Nav prompt if in HF call)
	+ Manage communications from driver
		- Accept multi-modal input from driver
		- Wait for input so driver does not feel compelled to respond
* QoS levels for different types of communications (e.g., collision avoidance, non-critical app prompt, etc.)
* Availability and reliability requirements for application services
* Mechanisms for co-ordination of subsystems to minimize cognitive demands
	+ Vehicle terminal capabilities
		- Auditory display type
		- Visual display type
	+ Communicate vehicle state/driver workload to far end application
* Augmented reality for reducing cognitive load of *driving tasks* (e.g., heads-up display, auditory tracking of emergency vehicles, etc.)
* Application design best practices
* Application-specific design requirements (e.g., driving, Nav system, etc.)
* Liaison with other SDOs and government/industry forums

Duration: from May 2011 to June 2012

**3 Leadership**

The Chairman and Vice-Chairman will be appointed by the parent Study Group. The Focus Group will appoint any other leadership, as needed.

**4 Participation**

The Focus Group may include experts from ITU members and other non-member organizations

(such as administrations, network operators, manufacturers, industry trade organisation, user

groups, …)

A list of participants is to be maintained and reported to the parent Study Group.

**5 Financing**

The Focus Group will be self-funded by its members.

Meetings will be funded by volunteer hosting organizations.

**6 Administrative support**

The TSB Secretariat will provide basic administrative support from ITU-T headquarters.

**7 Meeting logistics**

The frequency and location of meetings will be determined by the Focus Group.

Electronic document handling will be used as much as possible.

**8 Working language**

The working languages will be determined by agreement of the Focus Group participants.

**9 Technical contributions electronically and by face-to-face**

Any Focus Group member may submit a technical contribution. Electronic submissions are strongly

encouraged.

**10 Patent policy**

The Focus Group will follow the ITU-T practice.

**11 Deliverables**

The Focus Group is expected to provide the following deliverables:

1. Report on driving and non-driving tasks found in an automotive environment (Tasks Report)
2. Report on how to manage information flow between driver and automotive cockpit (Flow Report)
3. Input for Draft Recommendation on subjective test methods for assessment of driver workload (P.LOAD)
4. Input for Draft Recommendation on User and QoS performance requirements for automotive applications, services, and networks (P.APPS)
5. Input for Draft Recommendation on mechanisms for managing information flow and message formats (G.FLOW)

**12 Approval of deliverables**

The Focus Group will follow a consensus process.

**13 Distribution of documentation**

The Focus Group will distribute its documentation electronically via Email and the ITU-T web site.

**14 Working methods**

The Focus Group will be contribution –driven. It will work electronically and by face-to-face

meetings. Meetings will be held as determined by the Focus Group and will be announced in

accordance with ITU-T procedures.

**15 Progress reports**

As required by ITU-T procedures, the Focus Group will report progress at its parent Study Group (SG12) meetings.

**16 Announcement of Focus Group formation**

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

**17 Action plan**

The following activities are planned to help progress the work of FG Distraction:

1. Identify existing SDOs, government/industry forums, companies, academic institutions, and subject matter experts that are actively involved in this area; then determine the most appropriate relationship with each.
2. Make these entities aware of the work of FG Distraction and seek collaborative relationships through formal liaisons, personal communications, and other marketing channels.
3. Hold joint or co-located meetings with other organized efforts when possible to foster information exchange and relationship building.
4. Organize special session on Driver Distraction at ITU-T Fully Networked Car Workshop 2012.
5. Revise work plan, if necessary, based on review of existing ITU-T Recommendations, current ITU-T work activities, external standardization efforts, FG Distraction membership, and contributions to FG Distraction.
6. Co-ordinate standardization work with other entities though formal liaisons and personal communications.
7. Raise awareness of the work of FG Distraction through conference presentations, blogs, press releases, and other marketing channels.
8. Identify new techniques and technologies that can be leveraged to achieve the objective of FG Distraction.
9. Provide input to the various ITU-T Study Groups that can be used to update existing ITU-T Recommendations.
10. Create Technical Reports on topics related to Driver Distraction.
11. Suggest new ITU-T Recommendations; and propose text when possible.

**18 Milestones**

A preliminary set of milestones include:

* Kick-off meeting May TBD, 2011
* Tasks Report complete Sept., 2011
* Second meeting Sept. TBD, 2011
* Flow Report complete Dec., 2011
* P.LOAD first draft Dec. 2011
* Third meeting Dec. TBD, 2011
* P.LOAD complete March, 2012
* P.APPS first draft March, 2012
* G.FLOW first draft March, 2012
* Fourth meeting March TBD, 2012
* ITU-T Workshop on Driver Distraction (special session of Fully Networked Car Workshop) March, 2012
* P.APPS complete June, 2012
* G.FLOW complete June, 2012
* Fifth meeting June TBD, 2012

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

**19 Collaboration**

Collaboration with relevant SDOs, government/industry forums, companies, academic institutions, and subject matter experts is critical to the success of FG Distraction. Close cooperation with FG CarCOM on speech services will be required. The membership of FG Distraction will determine other relevant entities to collaborate with, and the type of collaboration that should take place. A preliminary list of organized efforts with which such collaboration should take place is well documented in the ITU-T Technology Watch Report on Decreasing Driver Distraction (<http://www.itu.int/oth/T230100000F/en>).

ANNEX2(to TSB Circular 183)

**Draft meeting agenda**

**Day 1 - 17 May 2011**

08:30 – 09:00 Check-in, coffee & bagels, and wireless internet set-up

09:00 – 09:30 Opening of meeting, welcome of participants, and approval of agenda

09:30 – 10:30 Review charter of FG Distraction

10:30 – 10:45 COFFEE BREAK

10:45 – 11:00 Review working methods

11:00 – 11:30 Review of input documents and liaison statements

11:30 – 12:15 Discuss contributions

12:15 – 13:00 LUNCH BREAK

13:00 – 13:45 Discuss contributions

13:45 – 14:30 Create matrix of other groups and appropriate relationship to each

14:30 – 14:45 COFFEE BREAK

14:45 – 16:15 Discuss Tasks Report

16:15 – 16:30 Wrap-up and discuss dinner plans (sponsored by QNX)

16:30 – 17:30 UMTRI tour

**Day 2 - 18 May 2011**

08:45 – 09:00 Coffee & bagels

09:00 – 10:30 Discuss Flow Report

10:30 – 10:45 COFFEE BREAK

10:45 – 11:45 Discuss possible ITU-T Recommendation P.LOAD

11:45 – 12:00 Any Other Business (AOB)

12:00 – 12:30 Wrap-up, plan next meeting, and closing of meeting

ANNEX 3
(to TSB Circular 183)

**Practical information**

 **Link to registration & meeting documents:** [**http://www.itu.int/ITU-T/focusgroups/distraction/**](http://www.itu.int/en/ITU-T/focusgroups/distraction/Pages/default.aspx)

LOCATION OF THE MEETING



HOTEL INFORMATION

There are a variety of hotels near UMTRI (on or off Plymouth Road) with a wide range of prices. Please see map above for the locations and phone numbers of some of these hotels.

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