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| **Telecommunication Standardization Bureau** |  |
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Geneva, 21 November 2011

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| Ref:  Tel:  Fax: | **TSB Circular 239**  +41 22 730 5860 +41 22 730 5853 | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia; |
| E-mail: | [tsbdir@itu.int](mailto:tsbdir@itu.int) | **Copy:**  - To the Chairmen and Vice-Chairmen of ITU-T Study Groups;  - To the Chairmen and Vice-Chairmen of ITU-R WP 5A and ITU-R WP 5D;  - To the Director of the Radiocommunication Bureau;  - ISO TC 204, ISO TC 22, ARIB, ATIS, CCSA, ETSI, IEEE, ISACC, SAE, TIA, TTC, TTA. |

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| Subject: | **Collaboration on ITS Communication Standards meeting (14 December 2011)** |

Dear Sir/Madam,

It is my pleasure to invite you to a meeting of the Collaboration on ITS (Intelligent Transport Systems) Communication Standards on Wednesday, 14 December 2011 at ITU Headquarters in Geneva, Switzerland.

The Collaboration intends to provide a globally recognized forum for the creation of an internationally accepted, globally harmonized set of ITS communication standards of the highest quality in the most expeditious manner possible.

The meeting is open to:

* representatives of ITU Member States, Sector Members, Associates and Academia, and any individual from a country which is a member of ITU who wishes to contribute to the work,
* any individual from a national, regional or international SDO who wishes to contribute to the work.

In particular, any Standards Development Organization (SDO) working on ITS is invited to become a member of the Collaboration Management Committee.

The draft ToR, as given in Annex 1, will be finalised at the Collaboration meeting.

The meeting on 14 December 2011 will determine the initial work plan and identify SDOs to lead each work item.

On 12-13 December 2011 ITU-T’s Focus Group “Driver Distraction” will precede the Collaboration meeting.

The Collaboration meeting will open at 0930 hours on 14 December 2011. Participant registration will begin at 0830 hours at the Montbrillant entrance. Detailed information concerning the meeting room will be displayed on screens at the entrances to ITU headquarters. No registration fee is required for participating in this meeting. To know how to get to ITU and the ITU premises, please see <http://www.itu.int/SG-CP/info/togeneva.html>.

Discussions will be held in English only.

**Remote Participation:** You can participate remotely at the Collaboration on ITS Communication Standards meeting. As a remote delegate you will be able to see a video feed of the meeting, hear discussions, see documents and presentations and interact with the remote meeting host. If you wish to participate as a remote delegate, you need to register using the registration form provided for this meeting. Simply check the remote participation box corresponding to the meeting you are interested in.

**Registration**: To enable TSB to make the necessary arrangements concerning the organization of the meeting, please register for **the Collaboration on ITS Communication Standards meeting   
(14 December)** via the on-line form at: <http://www.itu.int/reg/tmisc/3000332>.

For your convenience, a hotel registration form is enclosed as **Annex 2** (see <http://itu.int/travel/> for the list of hotels).

We would like to remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Switzerland. **The visa must be requested at least four (4) weeks before the date of beginning of the meeting** and obtained from the office (embassy or consulate) representing Switzerland in your country or, if there is no such office in your country, from the one that is closest to the country of departure. If problems are encountered, the Union can, at the official request of the administration or entity you represent, approach the competent Swiss authorities in order to facilitate delivery of the visa but only within the period mentioned of four weeks. Any such request must specify the name and functions, date of birth, number, dates of issue and expiry of passport of the individual(s) for whom the visa(s) is/are requested and be accompanied by a copy of the notification of confirmation of registration approved for the ITU-T meeting in question, and must be sent to TSB by fax (+41 22 730 5853) or e-mail ([tsbreg@itu.int](mailto:tsbreg@itu.int)) bearing the words **"visa request"**.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

Annexes: 2

ANNEX 1  
(to TSB Circular 239)

Terms of Reference  
for a Collaboration on ITS Communication Standards

(DRAFT – 7 November 2011 – Clean version)

# 1 Scope

These Terms of Reference (ToR) apply to the creation and operation of a Collaboration on ITS (Intelligent Transport Systems) Communication Standards organised by ITU. Herein, the Collaboration on ITS Communication Standards is the “Collaboration”.

# 2 Intent

The intent of the Collaboration is:

1. to provide a globally recognized forum for the creation of an internationally accepted, globally harmonized set of ITS communication standards of the highest quality in the most expeditious manner possible; by:
   1. promoting and cross-referencing existing standards where appropriate,
   2. modifying and extending existing standards where indicated, and
   3. developing new standards where necessary,

to enable the rapid deployment of fully *interoperable* ITS communication-related products and services in the global marketplace,

1. to respect the strengths and existing charters of ITU and other participating organizations (SDOs) so as to:
   1. minimize any negative impact on past and current development efforts within each organization, and
   2. to avoid any unnecessary duplication in future development efforts,

and,

1. to minimize the procedural and negative budgetary impact of any actions for the benefit of all participants.

The Collaboration recognizes the value and importance of:

* pooling/sharing resources to create technically sound, globally harmonized ITS communication standards,
* identifying and filling gaps in the set of ITS communication standards currently available, and
* bringing together communication standards bodies and other pertinent organizations,

in achieving the ultimate goal of enabling rapid deployment of fully *interoperable* ITS communication-related products and services in the global marketplace. In particular, the Collaboration intends to create ITU Recommendations[[1]](#footnote-1) in the field of ITS communications that are technically aligned and fully interoperable with each other.

Any interpretation of the policies and procedures set forth herein shall be in accordance with the intent specified in this clause.

# 3 Collaboration participants

Candidate participants in the Collaboration potentially include ITU‑T SG12, ITU-T SG 13, ITU-T SG 16, ITU-T SG17, ITU-R WP 5A and ITU-R WP 5D. Other Standards Development Organizations (SDOs) are welcome to participate in the Collaboration. Any SDO interested in participating in the Collaboration should contact the Collaboration Management or ITU. All participants in and all contributions to the Collaboration shall have equal status in the technical work and shall be considered on equal terms.

The Collaboration is open to:

* representatives of ITU Member States[[2]](#footnote-2), Sector Members, Associates and Academia, and any individual from a country which is a member of ITU who wishes to contribute to the work,
* any individual from a national, regional or international SDO who wishes to contribute to the work.

# 4 Collaboration structure

The Collaboration is comprised of Collaboration Participants, Collaboration Groups, and the Collaboration Management (see Section 5).

The Collaboration itself shall operate as a consensus-based group under the established procedures of ITU. In the event of a conflict arising from differences between policies and procedures of ITU not covered by these ToR, the Collaboration Chair shall consult with Collaboration participants to propose a resolution, then seek approval thereof from ITU.

The remit of the Collaboration is to:

* investigate issues related to standards for communications required for ITS applications
* accelerate the development of globally harmonized, interoperable standards for ITS communications

# 5 Collaboration management

The “Collaboration Management” comprises a chairman and one or more vice-chairmen. If needed, after the establishment of the Collaboration, subsequent management appointments will be made by the Collaboration. The term of office of chairman and vice-chairman is two years. Renewal of appointment is acceptable.

ITU-T and ITU-R will each appoint one member to the Collaboration Management. National, regional and international SDOs are encouraged to apply to join the Collaboration Management. Consensus of Collaboration Management members is necessary to accept new Collaboration Management members. Upon acceptance, an organization is a “Participating SDO” and may appoint one person to serve as a member of the Collaboration Management.

The Collaboration Management is responsible for the activation and termination of Collaboration Groups and for assigning Work Items to Collaboration Groups.

# 6 Collaboration groups and work items

Any member of the Collaboration Management may propose a topic (Work Item) to be considered by the Collaboration. The Collaboration Management shall, in consultation with the Work Item proposer(s), propose a Collaboration Group structure to progress a qualified Work Item, and seek consensus of the Collaboration Participants, after which the Work Item will become an *established* Work Item.

Collaboration Groups are established in one of three ways:

1. **ITU-led Collaboration Groups:** A Collaboration Group may be led by ITU. If it is within the established procedures of ITU, ITU will invite Collaboration Participants to participate in the development of the standard(s). Other Participating SDOs in the Collaboration are encouraged to reference the standard as well.
2. **SDO-led Collaboration Groups:** A Collaboration Group may be led by a Participating SDO. If it is within the established procedures of the Participating SDO, the Participating SDO will invite other Collaboration Participants to participate in the development. Once a standard is approved by the lead SDO(s), ITU is encouraged to convert this standard (e.g. via reference) into an ITU-T/-R Recommendation in accordance with established procedures of the ITU. Other Participating SDOs are encouraged to reference the standard as well.
3. **Collaboration-led Collaboration Groups:** The Collaboration may propose that a Work Item be developed by Collaboration Participants independent of ITU or a Participating SDO. At least one Participant of the Collaboration must accept the Work Item leadership role for the Collaboration Group to exist. Once a deliverable is developed by the Collaboration Group, it shall be submitted to ITU for conversion into an ITU-T/-R Recommendation, in accordance with established ITU procedures. Other Participating SDOs are encouraged to reference the resulting ITU Recommendations.

All decisions by the Collaboration Management as to which form of a Collaboration Group to propose shall be made in accordance with the intent of Clause 2 herein.

Approval of deliverables of the Collaboration shall be in accordance with the management procedures and directives pertaining to that Collaboration Group.

# 7 Meetings

Collaboration meeting venue and dates shall be proposed by the Collaboration Chair and consensus shall be sought among Collaboration Participants.

Collaboration Group meeting venue and dates shall be proposed by consensus of the Collaboration Group members and submitted to the Collaboration Management. All meetings shall be announced sufficiently in advance to allow participants to cost-effectively plan their attendance and in no case without at least 10 weeks’ notice.

To the extent practical, meeting dates and locations will be co-ordinated with other ITU, or ITS-related meetings to maximize expert participation. More specifically, Collaboration Groups shall take the participation of experts from other standards bodies in the Collaboration into account when determining the location of their meetings at which Collaboration participation in their Work Items is expected.

The host will make an effort to allow for remote participation.

All decisions concerning venue and meeting dates shall be in accordance with the intent of clause 2 herein.

# 8 Documents and contributions

The Collaboration shall maintain a document registry and electronic distribution archive (e.g., an e-mail reflector for circulation of all documents and discussion) using ITU’s electronic infrastructure. The registry and archive shall be linked to the ITU web sites, as well as to the web sites of Participating SDOs in the Collaboration. The ITU Telecommunication Standardization Bureau (TSB) will assist the Collaboration Management with secretarial tasks.

Participants intending to submit a document for discussion at a particular meeting should make that document available to all meeting participants at least seven calendar days before the meeting through the use of electronic document handling. A registration deadline several days in advance of the start of the meeting shall be announced for each meeting. A “late or unannounced” document shall be accepted only with the consensus of the meeting participants, or otherwise deferred to a subsequent meeting. This policy shall be stated in the invitation letter that is provided for every meeting to all participants.

All Collaboration documents and contributions shall be available to Collaboration Participants in electronic form. Participating SDOs may make the documents and contributions available to their membership.

# 9 Working methods – general policies and procedures

Each Collaboration Group will determine by consensus how to process Work Items assigned to it in accordance with its normal operational procedures.

Work Items that are under responsibility of the entire Collaboration will be processed by consensus, except for decision for which the Collaboration Management is responsible.

# 10 Patent and copyright issues

The “Common Patent Policy for ITU-T/ITU-R/ISO/IEC”[[3]](#footnote-3) and the related “Guidelines for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC”[[4]](#footnote-4) apply.

ITU will jointly hold copyright with the Participating SDO of the texts developed jointly by the Collaboration.

# 11 Liaison statements

The Collaboration shall conduct liaison communications. All incoming liaison statements (LSs) received by the ITU groups that have relevance to the Collaboration work shall be forwarded to the Collaboration. SDOs participating in the Collaboration are encouraged to also forward relevant LSs they receive to the Collaboration. Collaboration outgoing liaison statements are approved by consensus of the Collaboration participants and dispatched by the Collaboration Secretariat.

# 12 Promotion and public relations activities

Any public relations or promotional activities initiated by the Collaboration shall be approved by the Collaboration Management.

# 13 Reporting

A meeting report shall be provided by the Collaboration Chair within 14 days after the conclusion of each meeting and made available electronically to Collaboration Participants.

# 14 Dissolution

The Collaboration may be dissolved by consensus of the Collaboration Management team.

Annex to the ToR

Potential initial Work Items include:

1. Perform a gap analysis and quality assessment of current ITS communication standards and creation of a plan to address identified needs
2. Convert currently published ISO and ETSI ITS communication standards into ITU recommendations
3. Develop security frameworks and standards for the aggregation of existing and future communication networks into ITS
4. Assess the global harmonization and interoperability status of currently available ITS communication standards and creation of a plan to address any identified needs
5. Investigate actions necessary to facilitate the deployment of ITS communication products and services based on the ITS communication standards being developed
6. Analyse the requirements for deploying IPv6 in ITS communication networks, and creation of a plan to address identified needs
7. Assess the role of ITS communication standards for the Internet of Things
8. Assess the role of ITS communication and global standards to increase road safety
9. Develop standards to govern the interaction of drivers with communication devices installed in vehicles and smart phones brought into vehicles
10. Review mobility network services and ITS communications for their application to emergency and disaster handling
11. Study communication standards for charging, billing and other services for electric/hybrid vehicles

ANNEX 2  
(to TSB Circular 239)

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| *This confirmation form* ***should be sent direct*** *to the hotel**of your choice* |

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|  | **INTERNATIONAL TELECOMMUNICATION UNION** |  |

**TELECOMMUNICATION STANDARDIZATION SECTOR**

*TSB meeting ------------------------------------- from ------------------------- to ----------------------- in Geneva*

*Confirmation of the reservation made on (date) ------------------------- with (hotel) --------------------------------*

***at the ITU preferential tariff***

*------------ single/double room(s)*

*arriving on (date) --------------------------- at (time) ------------- departing on (date) -------------------------------*

***GENEVA TRANSPORT CARD :*** *Hotels and residences in the canton of Geneva now provide a free "Geneva Transport Card" valid for the duration of the stay. This card will give you free access to Geneva public transport, including buses, trams, boats and trains as far as Versoix and the airport.*

*Family name* -------------------------------------------------------------------------------------------------------------------

*First name*  ------------------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------------------*

*----------------------------------------------------------------------------------------- Fax: -------------------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------------------

*Credit card to guarantee this reservation*: AX/VISA/DINERS/EC (*or* *other) -----------------------------------*

*No.* -------------------------------------------------------- *valid until* -------------------------------------------------

*Date* ------------------------------------------------------ *Signature*  ---------------------------------------------------

1. This includes ITU-T Recommendations and ITU-R Recommendations  
    [↑](#footnote-ref-1)
2. See <http://itu.int/members/>.  
    [↑](#footnote-ref-2)
3. See <http://www.itu.int/en/ITU-T/ipr/Pages/policy.aspx> [↑](#footnote-ref-3)
4. See <http://www.itu.int/oth/T0404000001/en>   
    [↑](#footnote-ref-4)