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| **TELECOMMUNICATION STANDARDIZATION ADVISORY GROUP**  **REPORT 1** | | | | | |
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| **Title:** | | | Report of the first TSAG meeting held in Geneva, 1-4 May 2017 | | |
| **Purpose:** | | | Information | | |
| **Contact:** | | Bruce Gracie TSAG Chairman | | | Tel: +1 613 592-3180 E-mail: [bruce.gracie@ericsson.com](mailto:bruce.gracie@ericsson.com) |

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| **Keywords:** | TSAG; report |
| **Abstract:** | The report of the first meeting of the Telecommunication Standardization Advisory Group (Geneva, 1-4 May 2017) in the 2017-2020 study period. |

NOTE – All documents submitted and discussed or noted at this TSAG meeting are referenced in the agenda [TD120](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0120)R1 and [TD119](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0119). This report contains the conclusions and actions decided at this TSAG meeting.[[1]](#footnote-1)

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# Opening of the meeting, TSAG chairman

The TSAG chairman, Mr Bruce Gracie (Ericsson Canada), welcomed the TSAG participants to the first meeting of the Telecommunication Standardization Advisory Group (TSAG) for the 2017-2020 study period, which was held at the ITU premises in Geneva, 1 – 4 May 2017.

* 1. Real-time captioning, interpretation in six languages, remote participation and webcasting were again provided at this TSAG meeting. Remote participation and (for the first time) captioning was also offered for the Rapporteur Groups which held sessions 2 – 3 May 2017.
  2. Mr Gracie welcomed the elected officials, Mr Houlin Zhao (Secretary General), Mr Chaesub Lee (TSB Director) and Mr François Rancy (BR Director). Deputy Secretary General Mr Malcom Johnson and Mr Brahima Sanou (BDT Director) were unable to attend and sent their regards.
  3. Mr Gracie introduced the TSAG vice-chairmen: Ms Rim Belhassine-Cherif (Tunisia), Mr Reiner Liebler (Germany), Mr Victor Manuel Martinez Vanegas (Mexico), Ms Weiling Xu (China, P.R.), Mr Vladimir Minkin (Russian Federation), Mr Matano Ndaro (Kenya), and Mr Omar Tayseer Al-Odat (Jordan). Ms Monique Morrow (United States) was not able to attend.
  4. The TSAG meeting was attended by 41 Member States, 28 Sector Members, and two Academia. The list of participants can be found in [TD75R1](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0075); 119 delegates attended the TSAG meeting.

# Opening remarks by the Secretary-General

The ITU Secretary General presented his opening remarks as reflected in [TD72](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0072/en).

# Opening remarks by the TSB Director

The TSB Director welcomed all delegates to this first meeting of TSAG in this 2017-2020 study period. His opening remarks are contained in [TD73](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0073/en).

# TSAG chairman's comments and observations

The TSAG chairman highlighted that TSAG during this study period should continue to keep momentum on the established WTSA-16 decisions and actions. For example, for the Rapporteur Group on working methods, WTSA-16, based on the recommendation from Committee 3, instructed TSAG to find a definition for agreement as applied to non-normative texts and to conduct a thorough review of document development and approval procedures across Resolution 1, Recommendations ITU-T A.1 and A.13. TSAG will continue to investigate the subject of open source as started at the July 2016 TSAG meeting and the items in the living list for ongoing study. TSAG agreed that legal issues associated with open source would fall within the purview of the TSB Director's ad-hoc group on IPR. The work of the new Rapporteur Group on standardization strategy would start at this meeting. Mr Gracie mentioned the plan to establish a new Rapporteur Group later during this study period and closer to the next WTSA, with the objective to review the WTSA Resolutions and the achieved progress during the current study period.

# Approval of the agenda, document allocation and time management plan

* 1. The TSAG chairman presented the draft agenda, document allocation and work plan ([TD120](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0120)R1). [TD119](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0119) contains the agenda for the closing TSAG plenary on 4 May 2017. The meeting agreed to handle TD91 and TD92 on accessibility and JCA-AHF matters in plenary and adopted TD120R1 and TD119.
  2. The meeting reaffirmed the need to conduct TSAG meetings for five working days (two days for TSAG plenary, and three days for Rapporteur Groups) in the future, and to reduce the number of parallel sessions.
  3. The meeting confirmed the earlier decisions of running TSAG meetings on a nine-month cycle in this study period.

# Report by the TSB Director

* 1. The TSB Director presented the activity report ([TD24](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0024), slide set in its [Add.1](https://www.itu.int/dms_pub/itu-t/md/17/tsag/td/170501/gen/T17-TSAG-170501-TD-GEN-0024!A1!PPT-E.pptx)) covering the period from mid-October 2016 to end of March 2017. In addition to his report in TD24, Mr Lee informed the meeting about the forthcoming Smart ABC Programme at ITU Telecom World in Busan, 25-28 September 2017, which will address the opportunities and challenges of the latest technological developments at the intersection of three emerging smart sectors: Artificial Intelligence, Banking and Cities; [TD103](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0103) provides more information on the Smart ABC Programme. Mr Lee also presented the new [search function](https://www.itu.int/net4/ITU-T/search/) for ITU-T documents and resources which TSB has implemented on the ITU-T homepage and asked that delegates test it and provide feedback.
  2. The meeting noted the TSB Director’s report. It also noted the initial WTSA-16 Action Plan ([TD25](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0025)R1) and the Summary of WTSA-16 outcomes for TSAG ([TD58](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0058)R1).

# Organization of the work of TSAG for the 2017-2020 study period

* 1. [TD99](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0099) proposes five TSAG Rapporteurs Groups with terms of references and appointed Rapporteurs. A future TSAG Rapporteur Group is planned on the review of WTSA Resolutions (RG-ResReview) for which terms of reference need yet to be developed.  
     For this TSAG meeting, the five Rapporteur Groups held sessions on Tuesday and Wednesday.
* TSAG Rapporteur Group on Standardization Strategy (RG-StdsStrat)  
  Rapporteur: Mr Yoichi Maeda, Japan  
  Associate Rapporteurs: Ms Judy Zhu, Alibaba Group, China (P.R); Mr Didier Berthoumieux, Nokia Bell Labs, France; Ms Rim Belhassine-Cherif, Tunisie Telecom, Tunisia; Mr Vasily Dolmatov, Russian Federation; Mr Stephen Hayes, Ericsson, USA; and Mr David Ward, Cisco, USA; Latin America (TBD).
* TSAG Rapporteur Group on Work programme and study group structure (RG-WP);   
  Rapporteur: Mr Reiner Liebler (TSAG Vice-chairman, Germany).
* TSAG Rapporteur Group on working methods (RG-WM);   
  Rapporteur: Mr Steve Trowbridge (Chairman of COM 3, WTSA-16, Nokia (USA), United States).
* TSAG Rapporteur Group on strengthening cooperation/ collaboration (RG-SC):  
  Rapporteur: Mr Glenn Parsons (Associate Rapporteur, RG-SC, Study Period 2013-2016, Ericsson Canada).
* TSAG Rapporteur Group on strategic and operational plan (RG-SOP):  
  Rapporteur: Mr Victor Martinez Vanegas (TSAG Vice-chairman, Mexico).

During the Rapporteur Group sessions, the Rapporteur Group on standardization strategy abandoned the concept of a panel and will be using just the notion of a Rapporteur and of Associate Rapporteurs; and the Rapporteur Group on Working Programme amended its terms of reference (see 19.2.2) as endorsed by the closing TSAG meeting.  
The terms of reference in [Annex A](#_Annex_A_TSAG) reflect the agreement reached at the closing TSAG Plenary.

* 1. Saudi Arabia expressed discomfort with the number of Rapporteur Groups which were felt to be too high. United Arab Emirates asked to limit the number of interim Rapporteur Group and e-meetings.
  2. The meeting took note of these concerns, and agreed to consider keeping the number of Rapporteur Groups to a minimum so as to avoid overlapping sessions, as well as to reduce the number of electronic meetings as appropriate; see also §20.2. The meeting agreed for the TSAG Chairman to consult further with the TSAG management team until the next TSAG meeting, to limit the number of interim and e-meetings and to avoid parallel meetings of TSAG RGs.
  3. The meeting took note of a mapping of WTSA Resolutions and ITU-T A-Series Recommendations to TSAG Rapporteur Groups ([TD69](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0069)R2) and encouraged the Rapporteur Groups to review and utilize this material for their business.

# Additional appointments for Standardization Committee for Vocabulary (SCV)

* 1. Tunisia proposed Ms Rim Belhaj, Tunisia, as chairman of the Standardization Committee for Vocabulary ([TD62](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0062), [TD63](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0063)). The Russian Federation proposed the establishment of a joint ITU Coordination Committee for Vocabulary.
  2. The meeting supported the creation of an ITU Coordination Committee for Vocabulary (CCV), and recommended the appointment of Ms Rim Belhaj as CCV Vice Chairman for French and Arabic languages (pending further consultations with her). As the creation of an ITU Coordination Committee for Vocabulary will be discussed by the ITU Council, TSAG advised the TSB Director to communicate its support for an ITU CCV to Council. Until an ITU CCV has been established, the meeting agreed to appoint Ms Rim Belhaj as SCV Chairman.

# Focus Groups

* 1. The meeting noted that the ITU-T Focus Group on IMT-2020 ([TD30](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0030)) (parent: SG13) concluded and noted the deliverables developed by FG IMT-2020. TSAG also took note of a further planned ITU workshop dedicated to IMT-2020 including demonstration of proof of concept and roadshows from industries on 11 July 2017.

TSAG further took note of approved new Recommendation ITU-T Y.3071 “Data Aware Networking (Information Centric Networking) – Requirements and Capabilities” that supports IMT 2020.

* 1. The meeting also took note of [TD39](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0039) on the creation of the new ITU-T Focus Group on Data Processing and Management to support IoT and Smart Cities & Communities (FG DPM), which has SG20 as parent group.
  2. The meeting considered the issue of big data where SG13 proposed the creation of a lead study group function on big data ([TD32](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0032)), and SG20 ([TD37](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0037)) requested TSAG not to assign such a lead study group function.

The meeting was conscious of ongoing study activities on big data within SGs 13, 16, 17, and 20, and concluded that there is no support for a lead study group on big data. However, the meeting considered the critical importance of ensuring close coordination among all study groups that have an interest in big data, where it is incumbent upon the chairmen of those study groups to identify mechanisms to ensure such coordination.

* 1. The meeting considered the output of the concluded Focus Group on Digital Financial Services (FG DFS) and their output deliverables ([TD36](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0036)) and took note of the incoming liaison statement from SG2 ([TD66](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0066)).

The meeting agreed to send an outgoing liaison statement ([TD104](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0104) with the changes shown in [TD84](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0084) Annex D for action to ITU-T SG2, SG3, SG12, SG16 and SG17 by February 2018 and for information to ITU-T SG5, SG9, SG11, SG13, SG15 and SG20 with the suggested allocation of Focus Group documents to the study groups. It was emphasized that it is important to keep the transition period short for the transfer of Focus Group deliverables to study groups.

* 1. The meeting considered proposals for the creation of two new ITU-T Focus Groups: eCurrency, AICTO, Burundi, Congo (Dem. Rep. of), Rwanda, Senegal, and Uganda proposed in [C.5](https://www.itu.int/md/T17-TSAG-C-0005/en)R1 the creation of a new Focus Group on Network Infrastructure for Digital Fiat Currency for which Egypt and Kenya also gave support; and SG17 proposed in [TD42](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0042) the creation of a new Focus Group on blockchain, with further support from Korea (Republic of) in [C.8](https://www.itu.int/md/T17-TSAG-C-0008) proposing terms of reference. Several questions were raised, concerns were expressed, and suggestions were made. The meeting tasked RG-StdsStrat to further discuss the proposals in C.5R1, C.8, and TD42 and to report back to the TSAG closing plenary.

The RG-StdsStrat agreed to create two focus groups as found in [TD115R1](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0115) (Focus Group on "Digital Currency including Digital Fiat Currency", FG DFC) and [TD116](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0116/en) (Focus Group on "Application of Distributed Ledger Technology", FG DLT).

After further preparations within RG-StdsStrat, and during plenary discussions concerning the terms of reference of the FG DFC, the United States expressed concern, and made the following statement, requesting that it to be added to this report; Canada associated itself with this statement:

*Regarding the creation of the Focus Group on Digital Fiat Currency, the United States is concerned with the ITU-T promoting one single solution, technology or particular entity. ITU-T is at its best when it serves as a platform for all interested stake-holders to use their technical expertise to solve a defined set of problems on a timely basis. As an international body, it is incumbent upon the ITU-T to maintain a reputation of impartiality and inclusion while avoiding any appearance of promoting any one group, technology or single business.*

The RG-StdsStrat Rapporteur expressed the view that the revised ToR for the FG DFC takes into consideration fully the concerns expressed.

The TSAG meeting then agreed to the creation of the two new ITU-T Focus Groups under the parentship of TSAG, as follows:

1. Digital Currency including Digital Fiat Currency (FG DFC), chaired by Mr David Wen (eCurrency) and with terms of reference in [Annex C](#_Annex_C_Terms); and
2. Application of Distributed Ledger Technology (FG DLT), chaired by Mr David Watrin (Swisscom) and with terms of reference in [Annex D](#_Annex_D_Terms).

# Strategic and Operational Plan

* 1. TSB presented [TD90](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0090) “Draft Budget of the Union for 2018-2019 and Preparation of the ITU Strategic and Financial Plans for 2020-2023” highlighting that the additional cost estimates (between CHF 1.3 million and CHF 3.8 million) for the implementation of the decisions taken at WTSA-16 are not included in the draft budget of the Union for 2018-2019. TSB also highlighted that full implementation cannot be achieved with the current level of ITU-T resources as all possible efficiency savings have already been made, and additional resources are necessary to fully deliver the mandated programme of activities resulting from WTSA-16.
  2. Russian Federation presented [C.19](https://www.itu.int/md/T17-TSAG-C-0019/en) on the translation of AAP-approved ITU-T Recommendations.
  3. The meeting agreed to defer TD90 and C.19 for further discussion to RG-SOP. The meeting accepted the following conclusions from RG-SOP which:
     1. recommended to TSAG that the TSB Director include the additional activities agreed at WTSA-16, without exceeding the financial limits as set out by PP, and that decisions taken by TSAG should also be implemented without exceeding the financial limits;
     2. invited TSAG to ask that TSB provide information to Council to understand the financial implications of achieving 100 percent translation of the AAP recommendations. It would enable Council to make an informed decision; and
     3. invited TSAG to advise the TSB Director to provide Council information on the financial impacts of the current TSB activities performed for members and on new activities decided by WTSA-16, to assist Council to take a decision.

# Encouraging Sector Members' contributions to ITU-T

* 1. China Telecom presented [C.9](https://www.itu.int/md/T17-TSAG-C-0009/en) proposing to encourage Sector Member’s participation and contributions.
  2. Although there was some support, there were also concerns expressed on the proposals. Overall, the meeting shared the objective to try to encourage the participation of and contributions from ITU-T Sector Members, and encouraged the ITU-T study group chairmen to explore further the feasibility of this approach and perhaps to offer other suggestions how to encourage more Sector Member participation and contributions.

# International Telecommunication Regulations (ITR)

* 1. Russian Federation presented [C.22](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0022) which proposes to create a new correspondence group to consider ITRs issues within ITU-T and to invite ITU-T study groups and TSAG to prepare appropriate information under its responsibilities in regard to consideration ITR issues in the Expert Group on ITR (EG-ITR) as well as in the ITU Council. AICTO, China (P.R.), Egypt, Kenya, Saudi Arabia, Tunisie Telecom and UAE gave support for the creation of a correspondence group, whereas Canada, France, Germany, Italy, Portugal, Sweden, United Kingdom and the United States expressed concerns and were against the creation of a correspondence group.
  2. The meeting recognized the wide disparity of views and considered the relevant provisions in Resolution 146 (Rev., Busan, 2014), Resolution 1379 of ITU Council, and Resolution 87 (Hammamet, 2016), and conducted further consultation through the TSAG Chairman with the Chairman of the Expert Group on ITRs. The meeting concluded to task the Chairman of TSAG to collect any relevant background information on the implementation of the 2012 ITRs from the ITU-T study groups, and to provide that information to the TSB Director for him to include in his report to the expert group when it meets in September 2017; see also §20.1.

# Intellectual Property Rights (IPR)

* 1. Russian Federation presented [C.21](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0021) proposing some enhancements of ITU-T EWM for transparency of IPR information when presenting/downloading ITU-T Recommendations from the ITU web-site. The meeting, being conscious that the ITU-T IPR database has been improved considerably, encouraged further consultations with TSB and the ITU legal affairs unit on the remaining questions concerning this database and its transparency. The meeting agreed that the TSB Director’s IPR ad-hoc group may want to explore further issues on complicated licensing issues, and contributions on such issues can be better submitted to the TSB Director’s IPR ad-hoc group, whereas the RG-SC can handle the non-legal aspects of open-source.
  2. Russian Federation reported to the closing TSAG plenary that consultations with the ITU legal affairs unit had taken place, where some misunderstandings on terminology were clarified, and some clarification was obtained, including that it is ITU’s policy not to take any position regarding the evidence, validity or applicability of claimed IPR.
  3. Russian Federation paraphrased their proposals from C.21 as follows:

TSAG requests TSB to gather updated information on ITU-T Recommendations which are protected by IPR and to proceed as follows:

1. Total number of Recommendations for each year and the number of Recommendations protected by intellectual property rights for each year.
2. The same statistics as in 1) above, additionally with details on the study groups.
3. The same statistics as in 1) above, additionally with details on the series of Recommendations.
4. Additionally, TSB should try to provide information about time of the adoption of the Recommendation and the first claimed/discovered intellectual property rights, if such data is available in the ITU.
5. To proceed with these tasks, it is necessary to include the relevant sections in the Electronic Working Method Task List.
6. TSB should provide the results as a TD not later than 4-5 months before the next TSAG meeting, allowing ITU-T members time to prepare themselves for that meeting.

The meeting understood that it might be difficult for TSB to answer some questions (such as no. 4). The meeting asked TSB to try preparing a document, if possible, without any interpretation of the data, for the next TSAG meeting, and to provide feedback on the experiences with answering the six questions.

# Update on numbering assignments

The meeting took note of [TD70](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0070) as presented by TSB which provides the status of applications for ITU-T E.212 and E.164 global resources in the last study period and the first three months of 2017.

# WSIS and Sustainable Development Goals

The meeting took noted of [TD41](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0041) which contains the updated ITU roadmaps for WSIS Action Lines C2, C5 and C6.

# ITU Journal

TSB presented [TD88](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0088) which provides an overview of the preparatory work needed to establish the *ITU Journal: ICT Discoveries*, and publish its first special issue on “The impact of Artificial Intelligence (AI) on communication networks and services”. The launch of the ITU Journal is planned during ITU Telecom World, in Busan, Republic of Korea, 25-28 September 2017. TD88 was noted.

# Bridging the Standardization Gap

The meeting discussed three documents regarding the process for development of guidelines for Recommendations in the context of WTSA-16 Resolution 44: [TD27](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0027) (SG11), [C.15](https://www.itu.int/md/T17-TSAG-C-0015/en) (United States), and [C.20](https://www.itu.int/md/T17-TSAG-C-0020/en) (Russian Federation).

The meeting concluded that there are two mechanisms for the development of Guidelines under WTSA Res. 44:

1. Study groups can develop implementation guidelines, where these could provide advice to assist developing countries in adopting ITU-T Recommendations, under WTSA-16 Resolution 44 *instructs 2 for Study Groups.* This would be on the basis of contributions to the study group concerned. The study group Chairman would convey the findings of the study group to the TSB Director;
2. Developing countries can send their requests directly to the TSB Director as per WTSA-16 Resolution 44, *instructs 9 for the TSB Director*.

The meeting did not see any necessity to send a liaison statement to the study groups. TSAG encouraged developing countries to make full use of the options above. The TSB Director agreed also to conduct further consultation during the TDAG meeting in May 2017.

# Accessibility

* 1. The Chairman of JCA-AHF, Ms Andrea Saks (USA), presented [TD92](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0092) which contains the draft revised terms of reference of JCA-AHF, and the reports of the recent JCA-AHF meetings (16 September 2016 and 20 January 2017).

The meeting noted the two reports and approved the continuation of JCA-AHF with the revised terms of reference, as found in Annex E.

* 1. Ms Andrea Saks, through [TD91](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0091), called and encouraged any entities to make voluntary contributions to the ITU Accessibility Fund. She noted that, to date, only Cyprus and Rwanda had contributed to the ITU Accessibility Fund and that if all ITU members contributed, even a small voluntary contribution of CHF 1'000 per year, it would make a significant difference in making the ITU work more accessible.

The meeting applauded the efforts of Ms Andrea Saks and colleagues with respect to this very important activity, and encouraged all ITU members to contribute to the ITU Accessibility Fund managed by the General Secretariat. It was further clarified that Mr Hugues Depoisier would be the focal point for receiving voluntary contributions in this regard.

# Results of TSAG Rapporteur Groups

The five Rapporteur Groups conducted their work and brought their results to the TSAG plenary. The Plenary decisions are summarized below.

[Annex B](#_Annex_B_Summary_1) provides a table listing the TDs with the reports of the various Rapporteur Groups, the liaison statements they produced, as well as the interim activities that they have planned.

## TSAG Rapporteur Group on Standardization Strategy (RG-StdsStrat)

* + 1. The Rapporteur of RG-StdsStrat, Mr Yoichi Maeda (Japan), presented the results and meeting report in [TD83](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0083)R2.
    2. The meeting accepted the report with five editorial corrections; in section 6.2 to add “Study on CDN requirements, architecture, technologies and standards should be accelerated in ITU-T SG16 and SG13; further, consultation and collaboration with SDOs including ISO/IEC JTC1 is encouraged”, in section 6.3 to correct the statement to read “…that PP Resolution 102 sets out ITU's role with regard to international public policy issues pertaining to the Internet, …”, and in section 8 to add C.8, to correct the title of the FG, to correct “...ISO/TC 307...” to read: "For the Focus Group in TD42 and C.8, initially called, “FG on blockchain”, it was agreed to change the name to Application of distributed ledger technology (FG DLT), to clarify the relationship with SG16 on e-services, with SG20 on data management, with U4SSC, and with ISO/TC 307."

[TD83R4](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0083), which was posted after the meeting, holds those corrections.

* + 1. Saudi Arabia suggested to add to the statement in section 6.2 “…In addition, the meeting was reminded that PP Resolution 102, and WSIS outcomes sets out ITU's role with regard to ….”, however, the meeting preferred to keep the RG-StdsStrat report to what was actually discussed and what was concluded during the Rapporteur Group meeting, and that WSIS outcomes may remain as a subject for future discussions in the Rapporteur Group.

For the outcome on the deliberations of the two focus groups, see section 9.5.

* + 1. The meeting endorsed the appointment of Mr Yoichi Maeda, Japan, as Rapporteur of the RG-StdsStrat, bearing in mind that the Rapporteurs will be appointed on a rotational basis.
    2. The meeting agreed to send a liaison statement to ISO/IEC JTC 1 on cooperation as found in [TD112](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0112); but first to give more time for consultations to find a new liaison officer from ITU-T to JTC1; see also section 19.4.8.
    3. The meeting authorized RG-StdsStrat to hold interim e-meetings and face-to-face meetings as follows:
* Meeting toward the end of June/early July 2017 (exact date to be determined);
* Back-to-back with the 9th CTO group meeting, 24 September 2017 in Busan, Republic of Korea, at the venue of ITU Telecom World 2017;
* Back-to-back with the CxO group meeting for the Arab region scheduled in Dubai, United Arab Emirates, 7 December 2017;
* Meeting in January/February 2018.

NOTE – Remote participation will be provided for these face-to-face meetings.

* + 1. The meeting understood the necessity for RG-StdsStrat to respect the principle of openness and transparency; and for this, the meeting authorized the TSAG Chairman to regularly inform the membership and the study groups as to the progress of the work in the Rapporteur Group. It was also agreed that contributions to RG-StdsStrat from the membership would be welcome within the framework of the terms of reference of the group.

## TSAG Rapporteur Group on Work Programme (RG-WP)

* + 1. The Rapporteur of RG-WP, Mr Reiner Liebler (Germany), presented the report found in [TD84](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0084). The report was approved by the meeting.
    2. The meeting approved the amendments of its terms of reference as in [A.2](#_Annex_A.2_–) (see also section 7).
    3. The meeting agreed to send a Liaison Statement (ref TD84 Annex C) to all study groups to encourage them to review and consider the stale work items, and to remind that lead SG reports should also include, in addition to their own work, activities of other relevant organizations (e.g., other SGs, SDOs) which work on the subject. It was also agreed to send a liaison statement on output reports from FG DFS (see TD84 Annex D). Both liaison statements were agreed by the TSAG Plenary.
    4. The meeting endorsed the proposed two new Questions 12/3 and 13/3 with the suggestion to delete the sentence “Other topics may be studied as appropriate, based on contributions.” at the end of the “Tasks” section in both Questions.

At the closing TSAG Plenary, Bahrain reminded the meeting about the minor update of Q7/3 as per the LS from SG3 (regarding the including of Rec. ITU-T D.97 under Relationships), and Egypt requested that this be reflected in the TSAG report. This change was also endorsed by the TSAG closing plenary.

For the proposed new Question XX/3 “Economic and Policy Issues pertaining to Quality of Service (QoS) and Quality of Experience (QoE)” it was agreed to defer the decision to the next TSAG meeting in 2018 - it was understood that SG3 and SG12 would continue to discuss the matter in the interim.

* + 1. The meeting endorsed the revised Questions 19/13, 20/13 and 21/13 in [TD34](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0034).
    2. The meeting endorsed new Question 13/17 and the revision of Question 6/17 with a suggestion to delete Questions of other SGs from “Questions:” in “4. Relationships” section ([TD51](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0051)).
    3. The meeting endorsed the revised set of seven Questions, and noted the new structure of SG20 ([TD40](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0040), [TD96](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0096)).
    4. The RG-WP approved the continuation of JCA-COP ([TD44](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0044)); endorsed the creation of the new JCA on e-services ([TD22](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0022)), the continuation of JCA-IdM ([TD43](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0043)), the continuation JCA on IoT and SC&C ([TD97](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0097)), endorsed the new JCA on IMT-2020 ([TD31](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0031), [TD59](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0059)) and the continuation of JCA-SDN with revised ToR ([TD33](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0033)). These decisions were confirmed by the TSAG closing plenary.
    5. The closing TSAG Plenary recalled that the Joint Coordination Activity on technical aspects of telecommunication networks to support the Internet that was established in November 2012 by WTSA-12, which has been dormant since June 2015. In view of this extended inactivity, the TSAG meeting agreed to close the JCA-Res178.
    6. The meeting approved the changes to the outgoing liaison statement (ref TD104) in [TD84](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0084) Annex D; see section 9.4.
    7. The meeting considered [TD56](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-170501-TD-GEN-0056), where the SG13 Chairman explained the situation of very few responses obtained from developing countries on two issued questionnaires. The meeting agreed to send a Liaison Statement to TDAG asking for help to increase the number of responses since TDAG/ITU-D may have more channels to developing countries. The TSAG plenary agreed that [TSAG-LS02](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00002.zip) ([TD121](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0121)) be sent.

## TSAG Rapporteur Group on Working Methods (RG-WM)

* + 1. The Rapporteur of RG-WM, Mr Stephen Trowbridge (USA), presented the report of RG-WM in [TD 85R1](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0085), which was approved by the TSAG plenary.
    2. The meeting authorized RG-WM to hold two e-meetings with the terms of reference and dates as follows:

1. Review the Rapporteur and Editor’s Manual, taking into account the input already submitted to TSAG (May 2017 meeting) and any new contribution (late September 2017, to be confirmed).
2. Start review of ITU-T A.1, ITU-T A.13 and Resolution 1 to address Contribution ([C017](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0017)) from USA. Contributions to start revision of the above documents are requested and will be reviewed by this e-meeting (early December 2017, to be confirmed).

As the next TSAG meeting, earlier planned in March 2018, will eventually be organized in January 2018, the dates of these interim RG-WM e-Meetings may be anticipated. The final dates will be posted on the Rapporteur Group meeting webpage for TSAG (<http://itu.int/go/rgm/tsag>) and be sent to the relevant TSAG e-mail lists.

## TSAG Rapporteur Group on Strengthening Cooperation (RG-SC)

* + 1. The TSAG meeting confirmed the re-appointment of Messrs Vladimir Minkin (Russian Federation) and Matano Ndaro (Kenya) as TSAG representatives to the ITU Inter-Sector Coordination Team (ISCT).
    2. The Rapporteur of RG-SC, Mr Glenn Parsons (Canada), presented the report of RG-SC in [TD86](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0086). The report was approved by the meeting.
    3. The meeting agreed to send a liaison statement (in [TD102](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0102)R1) on ITU inter-Sector coordination to ISCT, TDAG, ITU-D SGs, RAG, ITU-R SGs, and all ITU-T SGs.
    4. The meeting agreed to send a liaison statement (in [TD113](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0113)) on the IAB statement on IPv6 to all ITU-D study groups, all ITU-R study groups, and all ITU-T study groups.
    5. The meeting agreed to send a liaison statement (in [TD117R1](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0117)) on open source to all ITU-T study groups.
    6. The meeting agreed to send a liaison statement (in [TD118](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0118)) with the list of collaboration mechanisms in ITU-T to all ITU-T study groups (list updated [TD76R1](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0076/en)).
    7. The meeting agreed to seek a candidate to be appointed as ITU-T representative to IEC/SEG 8. TSB will be considering if somebody from TSB staff could be appointed as was suggested.
    8. Mr Olivier Dubuisson (Orange, France) informed the meeting that unfortunately he could no longer continue as liaison officer from ITU-T to ISO/IEC JTC 1. The meeting expressed its appreciation of the work of Mr Olivier Dubuisson as liaison officer from ITU-T to ISO/IEC JTC 1. The meeting agreed to seek a candidate liaison officer to be appointed from ITU-T to ISO/IEC JTC 1, see section 19.1.5. Mr Dubuisson kindly agreed to the TSAG Chairman’s request to continue as acting liaison officer until a replacement is found.

## TSAG Rapporteur Group on Strategic and Operational Plan (RG-SOP)

* + 1. The Rapporteur of RG-SOP, Mr Victor Martinez Vanegas (Mexico), presented the report of RG-SOP in [TD87](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0087). The meeting approved the report.

# Additional actions to be undertaken by TSAG

* 1. With reference to section 12.2, the meeting authorized the TSAG Chairman to send a liaison statement on the ITRs to all ITU-T study groups, which will be focused on any relevant background information.
  2. The TSAG meeting authorized the TSAG Chairman to consult with his management to identify alternative scenarios to streamline future TSAG meetings and address the concerns expressed regarding the frequency and length of TSAG meetings, the number of TSAG Rapporteur Groups, and the overlap of Rapporteur Group sessions during TSAG meetings. The TSAG Chairman will provide this information to the membership and to the study groups with regard to options that should be considered for the organisation of future work. Contributions on this subject are welcome well ahead of the next TSAG meeting.

# ITU-T meeting schedule including date of next TSAG meeting(s)

* 1. TSB prepared [TD105R2](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0105) which outlines a *preliminary* meeting schedule of ITU-T meetings from April 2017 to December 2018.
  2. China (P.R.) requested to move the SG20 meeting in 2018 (scheduled in Wuxi China) one week earlier (pending final confirmation from China Administration and members) to avoid conflict with a Chinese national holiday(s) and enable a more efficient meeting.
  3. Several Council Working Groups are scheduled to meet in January 2018 and may conflict in schedule with the TSAG meeting.
  4. It was agreed to conduct further consultations to find a date for the next TSAG meeting which is scheduled in Geneva, Monday 22 – Friday 26 January 2018.
  5. A summary of the interim meetings planned for TSAG Rapporteur Groups is found in the last column of the table in [Annex B](#_Annex_B_Summary).

# Miscellaneous

The TSB Director informed on a TSB initiative to bring all technical reports and other non-normative publications under one document classification.

# Any other business

The ITU conferences and publication team gave a presentation on the ITU visual identity, where they report on the findings of a survey conducted among members, non-members, and staff, which yielded the need for a more consistent look and feel for an identity of ITU. A new ITU logo, and new approach to branding of ITU events has been developed. TSAG delegates gave some feedback.

# Consideration of draft meeting Report

The TSAG chairman informed the meeting that a draft version of the meeting report would be uploaded for comments for two weeks.

# Closing remarks by the Director, TSB

The TSB Director thanked the TSAG delegates, the TSAG chairman and the TSAG management team for their contributions and advice given to him. Mr Lee was glad to see a good spirit of collaboration at this first TSAG meeting where two new focus groups were created that open gates for new work and for new participants in ITU-T.

# Closure of meeting

* 1. The TSAG chairman thanked the TSB Director, the TSAG vice-chairmen, the chairmen of the study groups, the Rapporteurs, the interpreters, the captioners, the TSB staff and all the TSAG delegates for their support.

**26.2** The meeting was closed on 4 May 2017 at 1720 hours.

# Annex A TSAG Rapporteur Groups with terms of references and Rapporteurs

| Title | Acronym | Rapporteur/‌Associate Rapporteurs | Terms of Reference | Counsellor |
| --- | --- | --- | --- | --- |
| TSAG Rapporteur Group on Standardization Strategy | RG-StdsStrat | Mr Yoichi Maeda, Japan  Associate Rapporteurs:  Ms Judy Zhu, Alibaba Group, China (P.R)  Mr Didier Berthoumieux, Nokia Bell Labs, France  Ms Rim Belhassine-Cherif, Tunisie Telecom, Tunisia  Mr Vasily Dolmatov, Russian Federation  Mr Stephen Hayes, Ericsson, USA  Mr David Ward, Cisco, USA  Latin America (TBD) | Annex [A.1](#_Annex_A.1_) | Mr Bilel Jamoussi |
| TSAG Rapporteur Group on Work programme and study group structure | RG-WP | Mr Reiner Liebler (TSAG Vice-chair, Germany) | Annex [A.2](#_Annex_A.2_) | Mr Hiroshi Ota |
| TSAG Rapporteur Group on working methods | RG-WM | Mr Steve Trowbridge (Chairman of COM 3, WTSA-16, Nokia (USA), United States) | Annex [A.3](#_Annex_A.3_) | Mr Stefano Polidori |
| TSAG Rapporteur Group on strengthening cooperation/ collaboration | RG-SC | Mr Glenn Parsons (Associate Rapporteur, RG-SC, Study Period 2013-2016, Ericsson Canada) | Annex [A.4](#_Annex_A.4_) | Mr Martin Euchner |
| TSAG Rapporteur Group on strategic and operational plan | RG-SOP | Mr Victor Martinez Vanegas (TSAG Vice-chair, Mexico) | Annex [A.5](#_Annex_A.5_) | Mr Hugues Depoisier |
| (planned) TSAG Rapporteur Group on the review of WTSA Resolutions | RG-ResReview | Mr Vladimir Minkin (TSAG Vice-chair, Russian Federation) | To be defined | Mr Martin Euchner |

## A.1 Terms of References of TSAG Rapporteur Group on Standardization Strategy (RG-StdsStrat) (ref. [TSAG R 7](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T13-TSAG-R-0007))

**General**

In order to address the need for a strategic coordination function under the ITU-T, a function of standardization strategy is established as follows:

a. The creation of a Rapporteur Group of TSAG, to be named the "Rapporteur Group on Standardization Strategy" (RG-StdsStrat)

b. The new TSAG RG-StdsStrat should attract intensive industry participation in order to take account of latest technical trends and market needs.

c. CTO meetings could assist the StdsStrat group in addressing strategic issues for the ITU-T Sector, and bring into the debates the views from the industry, as industry is the main component of ITU-T activities in the technical work. In practice, RG-StdsStrat could analyse the industry and markets trends, recommend future standardization directions and propose in accordance new topics for ITU-T, having in mind the need for cooperation with other SDOs and the scarce resources of ITU-T and its members.

d. RG-StdsStrat could liaise with relevant groups in other SDOs, as appropriate, inter alia to identify their relevant work.

e. RG-StdsStrat should meet frequently enough to address the rapid technological and market developments.

f. Discussions in RG-StdsStrat on procedural matters should be minimized.

g. RG-StdsStrat discussions should be focused on the substance of potential standardization topics.

h. This group should solicit and consider a wide range of inputs including, but not limited to, consultations, invited experts, etc., in order to address industry needs and emerging strategic topics.

**Terms of Reference**

The terms of reference for this Rapporteur Group are as follows, keeping in mind the objectives of the ITU-T Strategic Plan (Resolution 71, Busan, 2014):

a. Advise TSAG and SGs on standardisation strategies for the Sector by identifying the main technological trends, and market, economic and policy needs in the ITU-T's fields of activity. This may include, for example, conducting informal gap analysis, industry consultations and market enquiries, taking into account input and feedback from relevant groups inside ITU-T (such as the CTO group and Technology Watch) and outside ITU-T.

b. Develop standardization strategies to take account of the main technical trends, and market, economic and policy needs.

c. Identify possible topics and issues for consideration in ITU-T from the standardisation strategies.

d. To provide input via TSAG to relevant groups and assist, as appropriate, in the development of long-term strategic plans for the Sector.

e. RG-StdsStrat is open to participation from all ITU-T members. At the discretion of the Rapporteur, individual experts may be invited to join the meetings.

f. The TSB Director is invited to play an active advisory role in the RG, and in particular to provide the output of Technology Watch as instructed by WTSA Res. 66 (rev. Dubai, 2016) and of the chief technology officer (CTO) meetings that he organises in accordance with WTSA Res. 68 (rev. Dubai, 2016).

g. RG-StdsStrat shall use e-meetings and/or collocate with existing meetings as much as possible.

## A.2 Terms of References of TSAG Rapporteur Group on Work Programme and Study Group Structure (RG-WP)

a) To consider issues related to work programme and study group structure for 2017-2020 study period.

b) The TSAG Rapporteur Group on work programme and study group structure is tasked to develop the detailed study group structure for the 2021-2024 study period.

Based on the inputs from the study groups and proposals from the membership, and based on the restructuring principles, the Rapporteur Group develops a report and proposal(s) to be submitted by TSAG to WTSA-20 on study group responsibilities, mandates and allocation of work to be defined in WTSA Resolution 2.

The Rapporteur Group also develops a draft text of WTSA Resolution 2.

## A.3 Terms of References of TSAG Rapporteur Group on Working Methods (RG-WM)

1. To solicit comments from all categories of members on the existing working methods (including electronic working methods but excluding collaboration and cooperation with other standards organizations).

2. To examine the existing working methods described in [WTSA-16 Resolution 1](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.1-2016) “Rules of procedure of the ITU Telecommunication Standardization Sector”, [WTSA-16 Resolution 32](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.32-2016) “Strengthening electronic working methods for the work of the ITU Telecommunication Standardization Sector”, and in the relevant ITU-T A-series Recommendations (Organization of the work of ITU-T), especially the following Recommendations:

 [Recommendation ITU-T A.1](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=13163) – *Working methods for study groups of the ITU Telecommunication Standardization Sector*;

 [Recommendation ITU-T A.7](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=13165) – *Focus groups: Establishment and working procedures*;

 [Recommendation ITU-T A.8](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=9641) – *Alternative approval process for new and revised ITU-T Recommendations*;

 [Recommendation ITU-T A.13](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=5280) – *Supplements to ITU-T Recommendations*,

and propose to TSAG any changes (excluding collaboration and cooperation with other standards organizations) for the improvement of those working methods, with an eye towards presenting those proposals to WTSA-20.

3. To propose to TSAG a draft set of best practices for handling remote participation to ITU-T meetings, taking into account PP10 Resolution 167 and the relevant decisions of the ITU Council, and liaising if necessary with RAG and TDAG.

4. The Rapporteur Group shall operate in English.

5. The meetings of the Rapporteur Group shall be paperless and shall make use of electronic working methods.

6. The Rapporteur Group will normally not meet at the same time as another rapporteur group.

7. The Rapporteur Group shall meet during TSAG and, if necessary, shall schedule additional meetings between TSAG meetings. Those additional meetings should normally be held electronically. If necessary, the rapporteur group may schedule a face to face meeting which shall not exceed three working days or other Rapporteur Group meetings as much as possible.

## A.4 Terms of Reference of TSAG Rapporteur Group on Strengthening Collaboration (RG-SC)

1. This Rapporteur Group is to examine existing methods and approaches to collaboration and/or cooperation with other standards organizations, with the view to encouraging ITU-T and other SDOs to work more collaboratively and/or cooperatively in a reciprocal manner based on mutual respect.

This Rapporteur Group also is to examine existing methods and approaches to collaboration and/or cooperation with other ITU Sectors, with the view to encouraging ITU-T to work more collaboratively and/or cooperatively in a reciprocal manner based on mutual respect.

2. The Rapporteur Group shall, through TSAG, in order to develop synergies with the objective of strengthening collaboration between ITU-T and other standards bodies.

3. Review the following base documents taking into account the relevant instructs of WTSA-16:

 [Recommendation ITU-T A.1](https://www.itu.int/rec/T-REC-A.1) – *Work methods for study groups of the ITU Telecommunication Standardization Sector*;

 [Recommendation ITU-T A.4](https://www.itu.int/rec/T-REC-A.4) – *Communication process between ITU-T and Forums and Consortia*;

 [Recommendation ITU-T A.5](https://www.itu.int/rec/T-REC-A.5) – *Generic procedures for including references to documents of other organizations in ITU-T Recommendations*; and

 [Recommendation ITU-T A.6](https://www.itu.int/rec/T-REC-A.6) – *Cooperation and exchange of information between ITU-T and national and regional standards development organizations*.

4. Review existing in place models for collaboration between ITU-T and other standards bodies and propose improvements to TSAG. Notably these are:

 [Recommendation ITU-T A.23](https://www.itu.int/rec/T-REC-A.23) – *Guide for ITU-T and ISO/IEC JTC1 cooperation;*

 [Recommendation ITU-T A.25](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=12573) – *Generic procedures for incorporating text between ITU-T and other organizations*

 [A Suppl. 3](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=11724) – *IETF and ITU-T collaboration guidelines;*

 [A Suppl. 5](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=13023) *– Guidelines for collaboration and exchange of information with other organizations*; and

 [WTSA-16 Resolution 7](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.7-2016) – *Collaboration with the International Organization for Standardization and the International Electrotechnical Commission;*

 [WTSA-16 Resolution 11](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.11-2016) *– Collaboration with the Postal Operations Council of the Universal Postal Union in the study of services concerning both the postal and the telecommunication sectors.*

5. The Rapporteur Group shall, through TSAG, establish and maintain a close relationship with the RAG and TDAG in order to develop synergies with the objective of strengthening coordination and cooperation among the three ITU Sectors on matters of mutual interest.

6. Consideration of current situation with coordination activities between three ITU Sectors, or, bilaterally, on subjects common to ITU-T and either ITU-R or ITU-D.

7. Review of the following base documents in the area of inter-Sectoral collaboration and coordination taking into account the relevant instructs of WTSA-16, if any:

a) [WTSA-16 Resolution 1](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.1-2016) – *Rules of procedure of the ITU Telecommunication Standardization Sector*;

b) [WTSA-16 Resolution 18](https://www.itu.int/pub/publications.aspx?lang=en&parent=T-RES-T.18-2016) – *Principles and procedures for the allocation of work to, and strengthening coordination and cooperation among, the ITU Radiocommunication, ITU Telecommunication Standardization and ITU Telecommunication Development Sectors*;

c) [Recommendation ITU-T A.1](https://www.itu.int/rec/T-REC-A.1) – *Work methods for study groups of the ITU Telecommunication Standardization Sector*.

8. The meetings of the Rapporteur Group shall be paperless and shall make use of electronic working methods. If necessary, the Rapporteur Group may schedule a face to face meeting, which should be collocated back to back with TSAG.

## A.5 Terms of References of TSAG Rapporteur Group on Strategic and Operational Plan (RG-SOP)

To provide appropriate input for consideration of the Council Working Group for the elaboration of the draft strategic plan.

# Annex B Summary of results of the TSAG Rapporteur Groups

| Group | RG Report | Outgoing liaison statements | Future meetings |
| --- | --- | --- | --- |
| RG-StdsStrat | [TD83R4](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0083) | * [TD112](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0112)/TSAG-LSxxx for information to ISO/IEC JTC 1 on cooperation | * Meeting towards the end of June/early July 2017 (Exact date TBD) including remote participation; * Back-to-back with 9th CTO group meeting, 24 September 2017 in Busan, Republic of Korea, the venue of ITU Telecom World 2017. Including remote participation; * Back-to-back with CxO group meeting for the Arab region is scheduled 7 December 2017 in Dubai, United Arab Emirates. Including remote participation; * Meeting in January/February 2018 including remote participation. |
| RG-WP | [TD84](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0084) | * [TD84](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0084) Annex C/[TSAG-LS6](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00006.zip) for action by February 2018 to all SGs on stale work items and SG Reports on lead study group activities * [TD84](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0084) Annex D + [TD104](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0104)/[TSAG-LS5](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00005.docx) for action to ITU-T SG2, SG3, SG12, SG16 and SG17 by February 2018 and for information to ITU-T SG5, SG9, SG11, SG13, SG15 and SG20 on transfer of FG DFS (Focus Group Digital Financial Services) outputs. * [TD121](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0121)/[TSAG-LS2](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00002.zip) for action to TSAG on increasing Developing Countries’ Responses to Questionnaires | * Next TSAG meeting in 2018 |
| RG-WM | [TD 85R1](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0085) |  | * Review the Rapporteur and Editor’s Manual (late September 2017, to be confirmed) * Start review of ITU-T A.1, ITU-T A.13 and Resolution 1 to address Contribution ([C017](https://www.itu.int/md/meetingdoc.asp?lang=en&parent=T17-TSAG-C-0017)) from USA. (early December 2017, to be confirmed). |
| RG-SC | [TD86](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0086) | * [TD102](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0102)R1/[TSAG-LS1](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00001.zip) for comment by 28 February 2018 to ISCT, TDAG, all ITU-D SGs, RAG, all ITU-R SGs, ITU-T SGs 2, 3, 5, 9, 11, 12, 13, 15, 16, 17, 20 on ITU inter-Sector coordination * [TD113](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0113)/[TSAG-LS4](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00004.docx) for information to all ITU-D study groups, all ITU-R study groups, and all ITU-T study groups on IAB statement on IPv6 * [TD117R1](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0117)/[TSAG-LS3](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00003.docx) for action by 12 March 2018 to all ITU-T study groups on open source * [TD118](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0118)/[TSAG-LS7](https://www.itu.int/ifa/t/2017/ls/tsag/sp16-tsag-oLS-00007.zip) for to all ITU-T study groups on list of collaboration mechanisms in ITU-T | * Next TSAG meeting in 2018 |
| RG-SOP | [TD87](https://www.itu.int/md/T17-TSAG-170501-TD-GEN-0087) |  | * Next TSAG meeting in 2018 |

# Annex C Terms of reference for the new ITU-T Focus Group on Digital Currency including Digital Fiat Currency (FG DFC)

**1 Background**

Mobile money and other digital financial services are becoming one of the main telecommunication/ICT success stories for socioeconomic development of many nations, especially in developing countries. The use of mobile phones for mobile financial services offers opportunities to enhance growth and development. In the meantime, mobile financial services can provide benefits to the telecommunication/ICT industry by making it the indispensable infrastructure for future financial services for everyone.

Digital Fiat Currency (DFC) is a term used by ISO TC68/SC7 for allocating currency code, and is also known as Central Banked Issued Digital Currency used in a whitepaper published by the Bank of England.

The ITU-T Focus Group on Digital Currency including Digital Fiat Currency takes up a new topic, that of network infrastructure for Digital Fiat Currency which was not addressed by FG-DFS. It is aimed to address the gaps as identified by FG-DFS, namely interoperability, regulatory compliance, and security, using Digital Fiat Currency (DFC) technology. DFC technology does not replace or compete with the existing DFS. Instead it complements the entire DFS eco-system by providing infrastructure level security, interoperability, and compliance through a Central Bank issued secure digital instrument circulated by the entire system. Digital Fiat Currency differs from mobile money in that it replaces the simple entry stored in the mobile money provider’s private ledger with a Central Bank issued, cryptographically secured DFC digital object that is legally equivalent to the paper currency he just cashed in. Unlike the mobile money entry stored in the private ledger that is only meaningful when transact within the ledger, the users of DFC can transact with anybody else on the network of mobile money providers as well as banks that uses DFC, thus achieving seamless interoperability, instant settlement, counterfeit resistant, and compliant to the country’s currency law.

Many Central Banks including the Federal Reserve Bank of United States, Bank of England, and People’s Bank of China have all stated that they are researching and working on a central bank issued digital currency. Implementations of DFC using different technology and in different phases of deployment have begun, and it is the objective of this Focus Group to include all solutions in the discussions. Like fiat currency in paper form that played a key role for financial inclusion for the past centuries, and continuing doing so, a digital fiat currency must also be accessible by all citizens of a country and could be a catalyst to accelerating interoperability in digital financial services. Telecommunications/ICT infrastructure provide the best platform today that can help central bank issued digital currency to achieve this goal. Digital fiat currency will require even more efficient, secure and seamless interoperable services to be built within the ICT infrastructure.

This Focus Group will address the key challenges of security, interoperability, prevention of counterfeiting and consumer protection/acceptance for digital fiat currency.

**2 Terms of reference**

The Focus Group will carry out an investigation of the digital fiat currency platforms, focusing on the platform features and characteristics, security challenges to prevent counterfeiting of currencies in digital form and overcome challenges of interoperability with other payment systems.

The ITU-T Focus Group on Digital Currency including Digital Fiat Currency will incorporate expertise and specialist from Central Banks, ICT regulatory authorities, financial institutions, financial service providers, security professional, other standard bodies such as Global Platform and ISO, and academics to address the governance, ICT infrastructure support, and security aspects of Digital Fiat currency and its implication to further the fruit of Financial Inclusion effort currently achieve through ICT projects and solutions. The focus group will analyse ICT solutions and projects in the area of infrastructure services regarding how a secure and interoperable digital instrument and their applications can enhance current financial inclusion solutions and projects in the area of regulatory compliance, security, protocols and processes that ITU-T study groups can standardize, and best practices that could facilitate the implementation of such solutions on a global scale.

This Focus Group will work primarily on Digital Fiat Currency and does not exclusively work or endorse on a single particular solution.

The Focus Group will study the network functionality necessary to support digital fiat currency including network security and protocol requirements as well as interoperability of digital fiat currency with other digital currencies.

**2.1 Objectives**

The main objectives of the Focus Group are:

* Study the economic benefit and impact of introducing DFC over mobile money;
* Investigate the ecosystem of digital fiat currency implementation for financial inclusion;
* Map the functional network reference architecture and process components required to implement digital fiat currency and integration with existing payment systems for interoperability;
* Identify use cases, requirements and applications of digital fiat currency;
* Develop better understanding of the security, regulatory implications, consumer protection, fraud prevention and counterfeiting issues of DFS and how can digital fiat currency can address these concerns;
* Identify critical sovereign security, transparency and verifiability of DFC technology and provide guidelines towards the escrow of critical software and hardware components to ensure trust and verifiability; and
* Identify new areas for standardization in ITU-T study groups.

**2.2 Relationships**

This Focus Group will work in close collaboration with all ITU-T and ITU-D study groups especially ITU-T SG 17.

This Focus Group will collaborate with relevant entities, in accordance with Recommendation ITU-T A.7.

These entities include the following: financial institutions, telecommunications regulators, financial regulators, non-governmental organizations (NGOs), policy makers, SDOs , industry forums and consortia (such as ISO TC 68, W3C, etc.), payment systems networks, remittances companies, ICT companies, academic institutions, research institutions and other relevant organizations.

**2.3 Specific Tasks and deliverables**

The main tasks for the Focus Group will be to:

* Create a repository of documentation of the legal, regulatory and policy aspects of Digital Fiat Currency that serves as the governance foundation.
* Collect and document information on current initiatives from the stakeholders involved in digital fiat currency. This will involve developing use cases, requirements, and identifying exist standards related to digital financial services deployments across the world.
* Perform a gap analysis between the existing ICT infrastructure services and what is required by a seamless interoperable DFC solution
* Perform a gap analysis on the work that was completed on DFS, the ongoing work in ISO TC 307, and other ongoing work in digital financial services.
* Collect best practices and lessons learned from existing efforts in achieving interoperability among different payment systems by the integration of traditional payment systems with digital fiat currency.
* Investigate use cases of architecture and ICT infrastructure used for implementation of digital fiat currency;
* Undertake an assessment of the benefits and lessons learned of implementations of existing digital fiat currency technology, focusing on the impact of digital fiat currency on enhancing security and interoperability in digital financial services to advance financial inclusion.
* Undertake an assessment of current security standards and best practices from other standards bodies and industry consortia that are applicable to the different components of an ICT infrastructure using digital fiat currency.
* Investigate current standardization work in digital fiat currency to identify areas which could be standardized in ITU-T.
* The Focus Group shall send its deliverables to the parent group, at least four calendar weeks before the parent group meeting.

The main deliverables of the Focus Group are as follows:

* Collect documentation that provides a reference foundation to the governance aspects of Digital Fiat Currency from the Central Bank and regulator perspective.
* Report on best practices and guideline on policy and processes to ensure the sovereign security, transparency and verifiability of critical technology components.
* Report on the possible economic benefit and impact of DFC on mobile payment eco-system.
* Develop definitions of terminologies and taxonomy for digital fiat currency and its ecosystem.
* Report on digital fiat currency ecosystem, describing the role and responsibilities of various stakeholders and uses cases for financial inclusion.
* Report on interoperability scenarios for digital fiat currency implementation.
* Develop a security architecture and reference model for implementation of digital fiat currency.
* Report on use cases for digital fiat currency and integration framework with existing payment systems for interoperability and consumer protection.
* Report on use cases for big data analytics in digital fiat currency implementation.
* Report on ICT security and governance reference model for digital fiat currency and assurance framework for compliance.
* Report on new areas for standardization in ITU-T study groups.
* Organize thematic workshops and events in order to collect inputs from various stakeholders.

**2.4 Parent group**

The parent group is TSAG.

**2.5 Leadership**

See clause 2.3 of Recommendation ITU-T A.7.

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# Annex D Terms of reference for the new ITU-T Focus Group on Application of Distributed Ledger Technology (FG DLT)

**1 Rationale and Scope**

Recently Distributed Ledger Technology (DLT) has become one of disruptive innovations with great potential to change our economy, culture and society fundamentally. DLT is an open, distributed, secure ledger that can record all transactions or online activities among relevant entities efficiently and in a verifiable manner.

DLT is in theory secure by design and an example of a distributed computing system with high fault tolerance. Decentralised consensus can therefore be achieved with a DLT.

It enables innovative financial/non-financial decentralized applications/service, such as e-services and IoT-based services, which eliminate the need for third party intermediaries. The outcome of this FG could be applicable to e-services.

This makes DLT suitable for the recording of events, payment transaction records, and other records management activities, identity management, transaction processing, and proving data provenance.

The FG DLT will be an open platform for relevant stakeholders – such as telecom regulators, financial regulators, services providers, platform providers, network operators; international organizations and industry forums and consortia – to share knowledge, best practices and lessons learned in the field with the objective of identifying the standardized frameworks needed to support the scaling up of applications and services based on DLT globally.

A FG DLT, as proposed under the auspices of TSAG, could address a number of topics of DLT, for example, use-cases and applications, requirements for the implementation, regulatory and policy aspects, security and privacy aspects, among many other aspects.

A FG DLT could consist of several Working groups that deal with those issues and topics mentioned above.

**2 ITU-T Focus Group on Application of Distributed Ledger Technology (FG DLT)**

The ITU-T FG DLT will analyse applications and services based on DLT that can be standardized by ITU-T study groups, identify best practices and guidance which could support the implementation of such applications and services on a global scale and identify a way forward that ITU-T SGs need to study in order to meet the urgent market needs.

It will develop a security standardization roadmap for interoperable services based on DLT taking into consideration the activities currently undertaken by the various relevant groups, standards developing organizations (SDOs) and forums and a regulatory toolkit which may be used by national policymakers and regulatory authorities from ITU Member States.

This Focus Group will work closely with relevant study groups in ITU-T and will also invite non ITU-T members to participate in its work.

**2.1 Objectives**

To support the development of base materials for global standards for applications and services based on DLT, the objectives of this focus group include:

* Establish liaisons and relationships with other organizations which could contribute to the standardization activities based on DLT.
* Describe the ecosystem for applications and services based on DLT and identify the respective roles and responsibilities of the stakeholders in the ecosystem.
* Identify successful use cases for implementation of applications and services based on DLT.
* Suggest future ITU-T study items and related actions for various ITU-T study groups for example on:
  + Concepts, coverage, vision and use cases of services based on DLT.
  + Characteristics and requirements for services based on DLT.
  + Architectural framework and communication technologies of services based on DLT.
  + Analyse and evaluate the current status of DLT and its maturity.
  + Research security and privacy aspects related to applications and services based on DLT.
  + Examine means for extending on-line trust using DLT.
  + Provide a platform to share findings and for dialogue on policy and regulatory implications of DLT between enterprises working on DLT applications and regulators from various industrial/economic sectors.
  + Identify stakeholders with whom ITU-T could collaborate further on and potential collective action and specific next steps.

**2.2 Relationships**

This Focus Group will work in close collaboration with all ITU-T study groups, especially SG11, SG13, SG16, SG17 and SG20. This FG DLT will coordinate with FG on DPM and with the United for Smart Sustainable Cities (U4SSC) initiative under auspicious of ITU-T Study Group 20 as appropriate.

This FG DLT will collaborate with relevant entities, in accordance with Recommendation ITU-T A.7.

These entities include the following: financial institutions, telecommunications regulators, financial regulators, non-governmental organizations (NGOs), policy makers, SDOs, industry forums and consortia (such as ISO TC 307, ISO/IEC JTC 1, GSMA, SWIFT etc.), payment systems networks, remittances companies, ICT companies, academic institutions, research institutions and other relevant organizations.

**2.3 Specific Tasks and deliverables**

* Utilize the deliverables related to DLT that were produced by FG DFS and study gaps between those by FG DFS and what need to be achieved.
* Collect and document information on current initiatives and activities from the stakeholders involved in applications and services based on DLT. This will involve developing use cases and identifying standards related to services based on DLT across the world.
* Develop a document which reflects how technologies enable applications and services by the underlying nature of the ecosystem including best practices of policy and regulatory framework, risk assessment methodologies and business models being used.
* Develop a report on the definitions of terminologies and taxonomy for applications and services based on DLT and its ecosystem.
* Develop a report on the potential barriers for the deployment of services based on DLT.
* Study and analyse the implications of mandating interoperability and interconnection of services based on DLT. This will include the development of a standardization roadmap for interoperable services based on DLT taking into consideration the interoperability challenges and best practices.
* Study and analyse the implications of standards for cross border remittances.
* Study and analyse technology competitiveness issues that may hinder the deployment of services based on DLT.
* Develop a regulatory toolkit which can be used by policymakers and regulatory authorities for scaling up services based on DLT uptake.
* Organise regional thematic workshops in order to collect inputs from various stakeholders. The workshops will be a platform to investigate best practices for the harmonization of legal and regulatory framework for applications and services based on DLT globally. The workshops will bring together the Telecommunication Regulators, Financial Regulators, Policy makers and other relevant parties to identify issues and priorities, exchange information and best practices through peer learning and knowledge dissemination processes and identifying possible policy interventions enabling financial inclusion.
* Draft technical reports describing and addressing the standardization gaps and identifying future standardization work for ITU-T study groups in the area of services based on DLT.
* Send the final deliverables to the parent group, at least four calendar weeks before the parent group meeting.

**2.4 Parent group**

The parent group is TSAG.

**2.5 Leadership**

See clause 2.3 of Recommendation ITU-T A.7.

**2.6 Participation**

See clause 3 of Recommendation ITU-T A.7. A list of participants will be maintained for reference purposes and reported to the parent group.

It is important to mention that the participation in this Focus Group has to be based on contributions and active participations.

**2.7 Administrative support**

See clause 5 of Recommendation ITU-T A.7.

**2.8 General financing**

See clauses 4 and 10.2 of Recommendation ITU-T A.7.

**2.9 Meetings**

The frequency and location of meetings will be determined by the Focus Group and the overall meetings plan will be announced as soon as possible. The Focus Group will work electronically using teleconferences and with face-to-face meetings. Meetings will be held as determined by the Focus Group and the meetings will be announced by electronic means (e.g., e-mail and website, etc.) at least four weeks in advance.

**2.10 Technical contributions**

Contributions are to be submitted at least twelve calendar days before the meeting takes place.

**2.11 Working language**

The working language is English.

**2.12 Approval of deliverables**

Approval of deliverables shall be taken by consensus.

**2.13 Working guidelines**

See clause 13 of Recommendation ITU-T A.7.

**2.14 Progress reports**

See clause 11 of Recommendation ITU-T A.7.

**2.15 Announcement of Focus Group formation**

The formation of the Focus Group will be announced via TSB Circular to all ITU membership, via the ITU-T Newslog and other means, including communication with the other involved organizations.

**2.16 Milestones and duration of the Focus Group**

The Focus Group lifetime is one and half year from the first meeting, but extensible by decision of the parent group if necessary.

A preliminary set of milestones includes:

* First Focus Group meeting: Third quarter of 2017

**2.17 Patent policy**

See clause 9 of Recommendation ITU-T A.7.

# Annex E Updated terms of reference for the Joint Coordination Activity on Accessibility and Human Factors (JCA-AHF)

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. Busan, 2014)](http://www.itu.int/en/ITU-T/accessibility/Documents/ITU%20PP-14%20Resolution%20175.pdf) of ITU Plenipotentiary Conference and *.*[Resolution 70 (Rev. Hammamet, 2016)](http://www.itu.int/pub/T-RES-T.70-2016) 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](http://www.itu.int/pub/publications.aspx?lang=en&parent=T-TUT-FSTP-2006-TACL) "*Telecommunications accessibility checklist" for standards writers*", [FSTP-ACC-RemPart](http://www.itu.int/dms_pub/itu-t/opb/tut/T-TUT-FSTP-2015-ACC-PDF-E.pdf) "*Guidelines for supporting remote participation in meetings for all*", and [FSTP-AM](http://www.itu.int/dms_pub/itu-t/opb/tut/T-TUT-FSTP-2015-AM-PDF-E.pdf) "*Guidelines for accessible meetings*", as well as Recommendations [ITU-T F.790](http://www.itu.int/ITU-T/recommendations/rec.aspx?rec=9017) "*Telecommunication accessibility guidelines for older persons and persons with disabilities*" and [ITU-T F.791](http://www.itu.int/itu-t/recommendations/rec.aspx?rec=12624) "*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 Chairmen 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.1, clause 2.2.

Administrative support

ITU-T Telecommunications Standardization Bureau (TSB) will provide secretariat and facilities required by JCA-AHF.

Meetings

The JCA will hold at least two meetings a year and produce liaisons as appropriate to relevant groups on the work. The JCA-AHF will work electronically using teleconferences that are captioned, and by face-to-face meetings with sign language interpretation on request. The meetings will invite all relevant ITU wide groups, and should be coordinated with such groups when applicable, to facilitate the participation of persons with disabilities.

Parent group and progress reports

The JCA-AHFwill 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.

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1. Webcast and captioning records are available at <https://www.itu.int/en/ITU-T/tsag/2017-2020/Pages/webcasts-l.aspx>. The direct link to the archived webcast is [here](https://www.itu.int/en/ITU-T/tsag/2017-2020/Pages/webcasts-a.aspx); the direct link to the captioning records is [here](https://www.itu.int/en/ITU-T/tsag/2017-2020/Documents/Captioning/TSAG-Captioning-May2017.zip). [↑](#footnote-ref-1)