SPCG/34
2020-06-11

SPCG – Standardization Programme Coordination Group

Report from 5th remote meeting – 2020-05-14 (14:00-16:00 CEST)

Convenor: Amanda Richardson (ISO / TMB)
Secretary: Joyce Bleeker (IEC / SMB)

1. Welcome and introductions

The Chair opened the meeting and welcomed all participants.
The attendance list is provided in Annex A.

2. Welcome and introductions

The agenda was adopted as circulated, with a change in the reference of the draft landscape document to SPCG/13 (instead of SPCG/26).

Item	Reference document
1. Welcome and introductions	SPCG/01-v2
2. Adoption of the agenda	SPCG/31
3. Report and actions from the 4th meeting	SPCG/28
4. Update of SPCG response to recent proposals for new fields of activities	SPCG/8 (list)
5. Subgroup on communication • IEC/ISO/ITU-T group leadership consideration-proposal paper • Next steps	SPCG/25 SPCG/32
6. Review of draft landscape of existing areas of coordination • Next steps • Monthly list of NPs in IEC/ISO/ITU-T – for discussion	SPCG/13
7. Next meeting – proposal for 1st week of July	
8. Any other business	
9. Close of meeting	

3. Report and actions from the 4th meeting

Participants reviewed the report from the 4th meeting. The Chair noted that several items were on the agenda for this meeting and highlighted the actions below that are still in progress and to be completed by the next meeting in July.

#	Actions from 3rd meeting	Owners
2	Include a note in the SPCG guidance document on accessibility of documents **Status: in progress.**	Chair and Secretary
3	Update the landscape document by prioritizing relevant groups where appropriate **Status: in progress.**	SMB, TMB and TSAG Secretaries
6	Resolve the liaisons and ask ISO TC 268 and ITU-T SG 20 leaderships to come up with a proposal to address the issue of duplicated KPIs in their respective deliverables. **Status: done, see SPCG/33.**	TMB and TSAG Secretaries
8	Prepare a short outline asking IEC / ISO / ITU-T group leaderships to come together and report to SPCG on how they intend to coordinate ("recognizing the role of each organization", "encouraging cooperation", "ensuring no conflict arises in case of duplication" …). **Status: done, see SPCG/32.**	Steven Cornish
9	Using the above document, ask the leaderships of ISO TC 323, ITU-T SG 5 and IEC TC 111 and ACEA to come together to discuss and report to SPCG on how they intend to coordinate their respective work on Circular Economy. **Status: in progress.**	SMB, TMB and TSAG Secretaries
#	**Actions from 4th meeting**	**Owners**
1	Share details on the IWA process **Status: done, available on IEC Collaboration Platform.**	TMB Secretary
2	Lead a Subgroup on Communications to advertise SPCG activities among the three organizations based on SPCG/25 **Status: the group will hold its first meeting on 19 May.**	Lynne Gibbens
3	Scope "robotics" and update the landscape document with "robotics" **Status: done, see SPCG/13.**	SMB, TMB and TSAG Secretaries

4. Update of SPCG response to recent proposals for new fields of activities

Participants reviewed the list of recent and current proposals for new fields of activity as provided by IEC, ISO and ITU-T in document SPCG/08.
No formal recommendations to the boards have been submitted by the SPCG in Q1 2020 however comments on specific proposals have been made by some members and shared with the relevant organization.

5. Subgroup on communication

- **IEC/ISO/ITU-T group leadership consideration – proposal paper**

The meeting reviewed and supported the proposal paper drafted by Steven Cornish. The paper will be further discussed and amended in the subgroup on communication.

- **Next steps**

The subgroup on Communication led by Lynne Gibbens is set to continue its work in the upcoming months and report back at the next meeting.
The meeting agreed that raising awareness and communication is the key for the SPCG.

- **Monthly lists of NPs in IEC/ISO/ITU-T – for discussion**

The participants agreed that the SPCG would not review the monthly lists of NPs in the three organization and would rather focus on the landscape document.

6. Review of draft landscape of existing areas of coordination

- **Next steps**

The participants reviewed the landscape document of existing areas of coordination (SPCG/13) and agreed on the following actions:

Action 1: *SMB secretary to update the IEC side for robotics in document SPCG/13.*

Action 2*: SPCG Secretary to make the document easily accessible to all SPCG members as an active living document (SharePoint or other).*

Action 3*: SPCG members to review the landscape document and identify areas that may require additional / alternative coordination mechanisms. Members should communicate those particular areas identified to the Secretary by 2020-05-29 for discussion at the next meeting in July.*
This list will enable the SPCG to prioritize areas requiring coordination of work, which is an essential role of the SPCG.

7. Next meeting

The participants agreed to have a virtual meeting in July.
Further to the poll the following date was selected: **Tuesday 14 July from 14:00 to 16:00 CEST**.

8. Any other business

Vimal Mahendru commented that it would be valuable if we could have a shared vision of the SPCG. The Convenor reminded Vimal that at the outset of the SPCG, all members were invited to share their expectations of the SPCG which may form a valuable start for a vision statement.
Vimal offered to lead the development of a draft vision statement and other members were invited to get involved with the vision development.

Action 4*: Vimal Mahendru to lead the development of a draft SPCG vision statement with the help of other members.*

9. Close of meeting

The Chair thanked all members for their active participation during this meeting.

Annex A – Participants

Chair: Amanda Richardson (ISO/TMB)
Secretary: Joyce Bleeker (IEC/SMB)

IEC SMB representatives
Gilles Thonet – SMB Secretary - apologies
Christian Gabriel
Lynne Gibbens
Vimal Mahendru
Ivano Visintainer
Liang Zhang

ISO TMB representatives
Antoine Morin – TMB Secretary
Steven Cornish
Alain Costes
Karin Lindmark
Atsuko Saruhashi

ITU TSAG representatives
Martin Euchner – TSAG Secretary
Ajit Jillavenkatesa
Yoichi Maeda - absent
Gaelle Martin-Cocher - absent

Observer
Peter Mandich (BSI)

Annex B – Action items

#	Actions from 3rd meeting	Owners
2	Include a note in the SPCG guidance document on accessibility of documents	Chair and Secretary
3	Update the landscape document by prioritizing relevant groups where appropriate	SMB, TMB and TSAG Secretaries
9	Using the above document, ask the leaderships of ISO TC 323, ITU-T SG 5 and IEC TC 111 and ACEA to come together to discuss and report to SPCG on how they intend to coordinate their respective work on Circular Economy	SMB, TMB and TSAG Secretaries
#	**Actions from 4th meeting**	**Owners**
2	Lead a Subgroup on Communications to advertise SPCG activities among the three organizations based on SPCG/25	Lynne Gibbens
#	**Actions from 5th meeting**	**Owners**
1	Update the IEC side for robotics in document SPCG/13.	SMB Secretary
2	Make the document SPCG/13 easily accessible to all SPCG members as an active living document (SharePoint or other).	SPCG Secretary
3	Review the landscape document and identify areas that may require additional / alternative coordination mechanisms. Members should communicate those particular areas identified to the Secretary by 2020-05-29 for discussion at the next meeting in July.	SPCG members
4	Lead the development of a draft SPCG vision statement with the help of other members.	Vimal Mahendru