SPCG/28
2020-04-06

SPCG – Standardization Programme Coordination Group

Report from 4th meeting – 2020-03-19 (14:00-16:00 CET) Zoom meeting

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

1. Welcome and introductions

The Chair opened the meeting and welcomed all participants.
Each participant introduced himself or herself. The attendance list is provided in Annex A.

2. Welcome and introductions

The agenda was adopted as circulated, with the reference in item 3 updated to SPCG/14.

Item	Reference document
1. Welcome and introductions	SPCG/01-v2
2. Adoption of the agenda	SPCG/24A
3. Report and actions from the 3rd meeting	SPCG/14
4. Update of SPCG response to recent proposals for new fields of activities	SPCG/8 (list)
5. SPCG coordination process • Update on timing of ISO proposals • IWA proposals and process • Other proposals of potential interest	
6. Subgroup on communication • Review of discussion paper and next steps	SPCG/25
7. Review of draft landscape of existing areas of coordination • Updates from previous meetings • Discussion on robotics • Next steps	SPCG/26 SCPG/27
8. Next meeting Current plan for May in London – discuss whether this should be a remote meeting.	
9. Any other business	
10. Close of meeting	

3. Report and actions from the 3rd meeting

Participants reviewed the report from the 3rd 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 May.

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
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**: The TMB Secretary indicated that a meeting was scheduled soon to discuss this issue and find a solution.*	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**: The Chair clarified that this was to become a generic document for committee leaders working on standards*.	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	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 specific comment was raised.

5. SPCG coordination process

- **Update on timing of ISO proposals**

The Chair, noting that there had been unnecessary pressure on SPCG members to return comments on ISO proposals within a two week period, recalled that, as discussed at the last meeting, moving forward the ISO proposals for new fields of activities will be circulated to SPCG as soon as the 12-week ballot to all ISO National Bodies is initiated. The SPCG agreed to this and the TMB Secretary agreed and will notify his team.

- **IWA proposals and process**

A question had been raised by a member of the SPCG as to whether the SPCG should also review all IWA proposals. The TMB Secretary explained the IWA (International Workshop Agreement) which is specific to ISO. An International Workshop Agreement is a document developed outside the normal ISO committee system to enable market players to negotiate in an "open workshop" environment. International Workshop Agreements are typically administratively supported by a member body. The published agreement includes an indication of the participating organizations involved in its development. An International Workshop Agreement has a maximum lifespan of six years, after which it can be either transformed into another ISO deliverable or is automatically

withdrawn. It was agreed that it was difficult for the SPCG to take a decision on whether to review such proposals without having the full details of the IWA. The TMB Secretary agreed to share details on the IWA process**.** Please visit: *https://www.iso.org/deliverables-all.html* .

Action 1*: TMB Secretary to share details on the IWA process.*

- **Other proposals of potential interest**

The Secretary asked if the SPCG leadership should filter the proposals and share only those considered relevant. It was agreed by the participants to share all the proposals.

6. Subgroup on communication

- **Review of discussion paper and next steps**

The participants reviewed the document SPCG/25 prepared by Lynne Gibbens and agreed it was a good basis to go forward. (Note: change references from ITU-TSAG to ITU-T.)
Members were asked to volunteer to participate in the sub-group under the leadership of Lynne Gibbens. The subgroup will be composed of Lynne, Atsuko, Alain, Martin, Steven and Amanda (note: other members are invited to indicate their interest in participating)

Action 2*: Lynne Gibbens to lead a subgroup on Communications to advertise and promote SPCG activities among the three organizations and to a wider audience.*

7. Review of draft landscape of existing areas of coordination

- **Updates from previous meetings**

There was no new version since the last meeting. A revised version is planned for the next meeting.

- **Discussion on robotics**

The meeting agreed there was a need to scope “robotics” and see where there were overlaps, and update the landscape document with robotics, considering:

- SPCG/27 document prepared by Karin Lindmark
- Update from Martin on ITU-T groups touching on robotics
- Update from IEC groups working on robotics (TC 65, SC 65C, SEG 10, SEG 11)

Action 3*: SMB, TMB, ITU-T Secretaries to scope “robotics” and update the landscape document with “robotics”.*

8. Next meetings

The participants agreed to cancel the physical meeting due to the Coronavirus pandemic and make it a virtual meeting, keeping the date of **14 May from 14:00 to 16:00 CET**.

9. Any other business

No other business was raised during the meeting.

10. 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
Christian Gabriel
Lynne Gibbens
Vimal Mahendru
Ivano Visintainer
Liang Zhang (absent)

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

ITU TSAG representatives
Martin Euchner – TSAG Secretary
Ajit Jillavenkatesa

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
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	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" …)	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	SMB, TMB and TSAG Secretaries
#	**Actions from 4th meeting**	**Owners**
1	Share details on the IWA process	TMB Secretary
2	Lead a Subgroup on Communications to advertise SPCG activities among the three organizations based on SPCG/25	Lynne Gibbens
3	Scope "robotics" and update the landscape document with "robotics"	SMB, TMB and TSAG Secretaries