SPCG/50
2021-01-08

SPCG – Standardization Programme Coordination Group

Report from the 8th remote meeting – 2020-11-25 (14:00-16:00 CEST)

1. Welcome and introductions

The Chair opened the meeting and welcomed all participants. The new ITU-TSAG members, Per Fröjdh and Miho Naganuma, introduced themselves as well as the rest of the participants.
The attendance list, with apologies, is provided in Annex A.

2. Adoption of the agenda

The agenda was adopted as circulated.

Item	Reference document
1. Welcome and introductions	SPCG/01-v4
2. Adoption of the agenda	SPCG/48
3. Report and actions from the 7th meeting	SPCG/45
4. SPCG vision, objectives and success measures	
5. Update of SPCG response to recent proposals for new fields of activities	SPCG/8
6. Subgroup on communication • Approval of draft communication plan workplan - Discussion on next steps • Approval of *Effective coordination among ISO, IEC and ITU-T technical activities* paper - Discussion on next steps	SPCG/49 Comments slide SPCG/43A SPCG/32B
7. Draft landscape of existing areas of coordination • Review draft landscape • Selected areas for discussion and action • Next steps	SPCG/13
8. Next meeting – proposal for the 3rd week of January	
9. Any other business	
10. Close of meeting	

3. Report and actions from the 7th meeting

Participants reviewed the actions from the 7th meeting.

#	Actions from 7th meeting	Owners
1	Induction new TSAG members **Done on 24 November.**	Chair & Secretary
2	Finalize the SPCG guidance document **In progress – table of contents presented. The group discussed whether it was for internal or external use.**	Secretary
3	Set the SPCG vision, objectives and success measures, share with the SPCG for feedback and include in the guidance document. **In progress – draft presented.**	Chair & Secretary
4	Add date fields in SPCG/08 **Done**	Secretary
5	Draft a paper on the specifics of the role of SPCG in developing recommendations, as complementary to the existing guidelines **Postponed.**	Alain Costes
6	Draft the communication plan workplan for feedback by the Comms sub-group prior to seeking SPCG approval at the next meeting **Done, see SPCG/49.**	Lynne Gibbens
7	If wider issues are identified that the SPCG wish to address at the technical board level, the Chair with the Secretaries would discuss any relevant matters with the Chairs of the three boards to seek their views on such matters. It was agreed not to pursue this for the above items at this time. **Noted.**	Chair with Secretaries
8	Finalize the paper on Effective coordination by 16 October **Done, see SPCG/32B.**	Steven Cornish

4. SPCG vision, objectives and success measures

The Chair presented a first draft to be completed for the next meeting. Martin asked whether an SPCG mission was needed and it was agreed to focus on the vision at this stage. Karin said we should be careful not to have too many documents, and the Chair confirmed that this document will form part of the SPCG guidance document but will also be useful for the communications activity.

Action 1: *Secretary to finalize the SPCG Guidance document.*

Action 2: *Chair to finalize the SPCG vision, objectives and success measures, share with the SPCG for feedback and include in the guidance document.*

5. 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.

The meeting discussed the SPCG/47 ISO/TMB proposal from SAC on *Consumer product safety management,* and its challenges. It was agreed that an SPCG recommendation would be developed for submission to ISO/TMB,

6. Subgroup on communication

- **Approval of draft communication plan workplan and next steps**

The subgroup on Communication led by Lynne Gibbens prepared a draft communication plan workplan (SPCG/49), which was approved by the meeting.
It was agreed that the next step is to develop the content and start the implementation.

Action 3*: Secretariat to change point a.1. to "Regular reports from SMB, TMB, TSAG secretariats, approved by the SPCG, to respective boards", to include SPCG approval.*

Action 4*: Lynne Gibbens and subgroup to develop the content of the workplan and start its implementation.*

- **Approval of Effective coordination among ISO, IEC and ITU-T technical activities paper and next steps**

Steven Cornish presented the revised paper SCPG/32B, which was approved.
Reference to *"alignment of Directives/rules/procedures for standards development, and this alignment should be promoted to the three organizations"* had been removed.

It was agreed that the next step is to send the paper out thought circular letters with a cover page in each organization. Target audience: Chairs, Committee managers/secretaries, convenors, National Committees/Member bodies. It would also be annexed to the reports to the boards.

Lynne noticed that the "vision" statements should be consistent among SPCG documents, check and ensure the documents are aligned with the vision statement as presented by the Chair under item 4 (once approval of SPCG has been received).

Parts in the document XXX need to be updated.

Action 5*: Check the vision statements among documents and keep the most recent one.align to the vision presented under item 4 and agreed by the SPCG.*

Action 6*: Update the XXX parts in the SPCG/32B document.*

Action 7*: Circulate the finalized paper (SPCG/32B) in respective organizations and boards.*

7. Draft landscape of existing areas of coordination

The Chair reminded that this document was meant to highlight and prioritize areas where coordination is needed.
The next steps will be to look at priority areas and how to take these forwards. It will be on the 1st item of the next meeting agenda.

8. Next meeting

The participants agreed to have a virtual meeting in January 2021. Further to the poll the following date was selected: **Wednesday 27 January 2021 (14:00-16:00 CET)**.

9. Any other business

There was no other business

10. Close of meeting

The Chair thanked all members for their active participation during the 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 – apologies
Liang Zhang

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

ITU TSAG representatives
Martin Euchner – TSAG Secretary
Per Fröjdh
Ajit Jillavenkatesa
Gaelle Martin-Cocher
Miho Naganuma

Annex B – Action items

#	Actions from 7th meeting	Owners
1	Finalize the SPCG guidance document	Secretary
2	Finalize the SPCG vision, objectives and success measures, and include in the guidance document.	Chair
3	Change point a.1. to “Regular reports from SMB, TMB, TSAG secretariats, approved by the SPCG, to respective boards”, to include SPCG approval	Secretary
6	Develop the content of the workplan and start its implementation.	Lynne Gibbens
7	Check the vision statements among documents and keep the most recent one.	Secretary
8	Update the XXX parts in the SPCG/32B document	Chair & Secretary
9	Circulate the finalized paper (SPCG/32B) in respective organizations and boards.	Secretaries