SPCG/45
2020-10-13

SPCG – Standardization Programme Coordination Group

Report from the 7th remote meeting – 2020-09-17 (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.
Martin Euchner confirmed that the new TSAG members would be appointed on 21 September.
The attendance list, with apologies, is provided in Annex A.

Action 1: *Chair and Secretary to organize induction for new ITU-TSAG members.*

2. Adoption of the agenda

The agenda was adopted as circulated.

Item	Reference document
1. Welcome and introductions	SPCG/01-v3
2. Adoption of the agenda	SPCG/42
3. Report and actions from the 6th meeting	SPCG/41
4. SPCG vision, objectives and success measures	
5. Update of SPCG response to recent proposals for new fields of activities • Clarification on the role of SPCG in developing recommendations	SPCG/8
6. Subgroup on communication • Approval of draft communication plan and next steps • Approval of *Effective coordination among ISO, IEC and ITU-T technical activities* paper and next steps • SPCG reports for forthcoming IEC, ISO, ITU-T meetings	SPCG/43 SPCG/32A
7. Draft landscape of existing areas of coordination • Review process map • Selected areas for discussion and next steps	SPCG/13
8. Next meeting – proposal for the 4th week of November	
9. Any other business	
10. Close of meeting	

3. Report and actions from the 6th meeting

Participants reviewed the actions from the 6th meeting.
Lynne Gibbens asked about the SPCG ToR and Vimal Mahendru asked for clarity of the members role and responsibilities (who the members represent etc.). The Chair confirmed that both the SPCG ToR and the members role and responsibilities were agreed at the creation of the SPCG and are annexed to this report for information. If needed this could be re-visited if further clarity is needed.
It was agreed to finalize the SPCG guidance document to cover these questions.

Action 2: *Secretary to finalize the SPCG guidance document.*

#	Actions from 6th meeting	Owners
1	Share IWA invitation for circulation in IEC and ITU-T **Status: the invitation will be sent in the coming weeks**	ISO/TMB secretariat
2	Present the SPCG Communication Plan **Status: see item 6 below.**	Lynne Gibbens
3	Refine SPCG/32 with help of Karin and Vimal, to be circulated for comments to SPCG for finalization at September meeting **Status: see item 6 below.**	Steven Cornish
4	SPCG will approach the topic areas prioritized above and invites the SPCG members to identify further topic areas **Status: ongoing**	All
5	Finalize draft SPCG vision statement with the help of other members and include in the Communications Group paper **Status: covered in the communication plan**	Vimal Mahendru

4. SPCG vision, objectives and success measures

This item will be covered at the next meeting and is linked to the SPCG guidance document.

Action 3: *Chair and Secretary to capture 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 SPCG drafted a recommendation SPCG/39A on a proposal from SAC to ISO/TMB on a new field of activity on Laboratory Design: *ISO/TMB is invited to consider the above recommendations, ensure feedback is sought from the IEC TCs listed and establish appropriate and effective liaison structure are in place with IEC/TC 66 and other relevant ISO and IEC committees.*
SPCG is available should the ISO/TMB require any further advice on how to establish effective coordination to ensure coherent international standardization activities.

Antoine Morin suggested to add date fields for the proposals and recommendations in SPCG/08.

Action 4: *SPCG Secretary to add date fields in SPCG/08.*

- **Clarification on the role of SPCG in developing recommendations**

The Chair confirmed that the SPCG was responsible for reviewing all new fields of technical activity in ISO, IEC and ITU-T and where there is an interest from two or more of those organizations preparing recommendations for the respective Boards for decision. It is important that the SPCG

consider the most effective way of coordinating and should be open-minded in the suggestions for coordination and coherence. Alain Costes proposed to draft a paper on this topic with the objective to provide clarification to improve coordination and coherence.

Action 5: *Alain Costes to draft a paper on the specifics of the role of SPCG in developing recommendations, as complementary to the existing guidelines.*

6. Subgroup on communication

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

The subgroup on Communication led by Lynne Gibbens prepared a draft communication plan (SPCG/43) which focuses on:

- Communication objectives
- Strategic considerations
- Key messages
- Measuring success
- Target audiences

SPCG members approved the plan and the subgroup remains for the implementation of the plan.
Next steps: workplan for implementation of actions.

Action 6: *Lynne Gibbens to draft the communication plan workplan for feedback by the Comms sub-group prior to seeking SPCG approval at the next meeting.*

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

Steven Cornish presented the revised paper SCPG/32A prepared with the help of Karin, Vimal and Lynne. Wider issues had been identified during the development of the paper which were discussed at the meeting. These are summarised below:

- *A discussion needed on the scopes of the three organizations, juxtapose these, and see how we may best define them.*
  Gaëlle Martin-Cocher commented that alignment of scopes is not possible. The Chair agreed that this was beyond the SPCG remit and confirmed that the scope of these organizations was not up for discussion within the SPCG.
- *Greater alignment of Directives/rules/procedures for standards development, and this alignment should be promoted to the three organizations. At the ISO/IEC level this would be better pursued in the JDMT, consideration needs to be given to ITU-T processes?*
  Gaëlle Martin-Cocher commented that the ITU-T process is different to the ISO and IEC process. In addition, the membership of the ITU-T is different to the ISO and IEC. Gaëlle proposed that if we further pursue this idea, from an ITU-T perspective we should focus on the need for identifying process **aspects** among the three organizations that may impede collaboration and coordination. The Chair noted that the JDMT representatives could take forward increased alignment between ISO and IEC at the JDMT level and the SPCG could potentially further consider the proposal from Gaëlle. However, the Chair also noted that the ITU-T membership is different, and the processes are different. In addition we have strong support from the Boards which we should continue to build and we should not pursue activities that may damage that support and relationships, we need to focus efforts on areas that will not generate positive results. The SPCG need to respect the differences and focus on strengthening the collaboration and coherence of the international standards system.
- *the need for optimal coordination among the three organizations because the WTO is looking to these three for international standards and may look elsewhere if it is perceived the three organizations are not working optimally together.*
  The Chair noted this is a valid point and the strength and importance of the activities should be picked up in our communications activities.

The following items were also identified but were not discussed in detail at the meeting as it was agreed that they were wider issues that will be addressed by SPCG at a future meeting.

- *the three organizations should define what an "appropriate" level of overlap and duplication among the three organizations may be.*
- *the SPCG reviews proposals for news subjects overall, the SPCG has not yet determined how to monitor and review NWIPs within existing committees. (Secretaries note: we had agreed in a previous SPCG meeting that it was not possible for the SPCG to monitor and review all new work items within the system. The focus instead will be identifying topic areas, as per the landscape document).*
- *Information should be developed on how parties can find relevant information on converging technology standards and issues in each of the three organizations.*
- *Further details on the rules for coordination (how, what, when, who, why) should be elaborated.*

It was agreed to defer the approval of the paper pending comments in the next weeks and to finalize the paper by 16 October.

Action 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.*

Action 8: *Steven to finalize the paper on Effective coordination by 16 October.*

- **SPCG reports for forthcoming IEC, ISO, ITU-T meetings**

The Chair requested that the Chair and the Secretary review the reports before they are sent to the Boards and they are shared with the SPCG for information.

7. Draft landscape of existing areas of coordination

This item is on hold until the finalization of SPCG/32A. Members were reminded of the importance of engaging with stakeholders to identify areas of focused coordination requirements.

8. Next meeting

The participants agreed to have a virtual meeting the last week of November.
Further to the poll the following date was selected: **Wednesday 25 November**.

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
Christian Gabriel – apologies
Lynne Gibbens
Vimal Mahendru
Ivano Visintainer – apologies
Liang Zhang

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

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

Annex B – Action items

#	Actions from 7th meeting	Owners
1	Induction new TSAG members	Chair & Secretary
2	Finalize the SPCG guidance document	Secretary
3	Set the SPCG vision, objectives and success measures, share with the SPCG for feedback and include in the guidance document.	Chair & Secretary
4	Add date fields in SPCG/08	Secretary
5	Draft a paper on the specifics of the role of SPCG in developing recommendations, as complementary to the existing guidelines	Alain Costes
6	Draft the communication plan workplan for feedback by the Comms sub-group prior to seeking SPCG approval at the next meeting	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	Chair with Secretaries
8	Finalize the paper on Effective coordination by 16 October	Steven Cornish

Amanda Richardson
Convenor

Geneva & via Zoom
2019-07-15

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Agenda

1st Meeting – 2019-07-15 (14:00-16:00 CEST) via Zoom

Item	Reference document
1. Welcome and introductions	SPCG/01
2. Adoption of the agenda	SPCG/02
3. SPCG scope and Terms of Reference	JTFEC N43
4. Update from ISO/TMB, IEC/SMB, ITU-T-SAG Secretaries on implementation of JTFEC recommendations - internal processes for coordination of new fields of activities	
5. Overview of current/recent proposals for new fields of activities	
6. SPCG project plan - Meeting plan - SPCG working practices (IEC Collaboration Platform)	
7. Any other business	
8. Close of meeting	

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Membership

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

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

ISO TMB representatives
Antoine Morin – TMB Secretary
Steven Cornish
Alain Costes
Karin Lindmark
Mitsuo Matsumoto

ITU-T SAG representatives
Martin Euchner – ITU-T Advisor
Ajit Jillavenkatesa
Yoichi Maeda
Gaelle Martin-Cocher

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SPCG scope and ToR

The SPCG shall:

- Share information on new subject areas of strategic interest on proposals for new fields of technical activity under consideration in SMB, TMB and TSAG;
- Discuss and review new areas of strategic interest or proposals for new fields of activity from all three organizations and identify common interests and future challenges;
- Identify and recommend opportunities and mechanisms for coordination, collaboration and joint work to the respective technical boards (SMB, TMB, TSAG);

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SPCG scope and ToR (cont'd)

The SPCG shall:

- Provide recommendations regarding coordination of new areas of work to the three boards (as appropriate). Recommendations can include, but are not limited to:
  - The establishment of a formal coordination mechanism (e.g., Joint Technical Coordination Group) with guidance on mapping the work to the relevant committee(s);
  - Establishment of Joint Working Groups to develop standards of common interest.
  - Creation of committees across two or more organizations with guidance on distribution of work.

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Operation of SPCG

- As soon as any area of strategic interest or proposals for new fields of technical activity of potential interest to more than one organization have been suggested / submitted to ISO, IEC or ITU-T, staff from those organizations shall inform the SPCG chair and secretary of the area of strategic interest or new fields of technical activity that have been suggested/submitted and will be under consideration within the TMB, SMB and TSAG at their next meetings or by correspondence.
- Information on these areas of strategic interest and proposals for new fields of technical activity will be shared with all SPCG members, to indicate if they feel the subjects are of common interest to more than one organization and would require coordination or joint work.
- If there is general consensus among the SPCG members that a subject is of common interest to more than one organization, the SPCG will develop a specific recommendation1 for how to proceed on coordination, collaboration or joint work. These tasks shall take no more than two weeks to complete.

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Operation of SPCG (cont'd)

- Proposals for new areas of technical activity may proceed through member voting or review and comment in ISO, IEC and ITU-T, but the SPCG's recommendations on coordination or joint work must be provided in a timely manner for TMB, SMB and TSAG meetings or for correspondence actions where final decisions will be taken on the proposals. In this way, the TMB, SMB and TSAG can take into account the SPCG's recommendations when deciding on structures or other approaches to pursue the standards development.
- All SPCG recommendations are circulated to TMB, SMB and TSAG for information or action. The relevant decision-making body shall inform the task force on the decision taken.

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Existing standardization work

The SPCG shall:

- Review input provided by the central offices of the three organizations on potentially overlapping topics and determine which aspects require coordination;
- Encourage IEC, ISO and ITU-T to promote informal coordination between the leaders of impacted committees working on complementary or overlapping work programmes across two or all three organizations (as appropriate) as a first step to enhancing coordination efforts;
- Recommend the creation of topic-specific Joint Technical Coordination Groups (JTCGs) in those cases where existing complementary or overlapping work programmes require more formal coordination. The Task Force further recommends that any JTCGs be made up of the leadership of the impacted committees across two or all three organizations (as appropriate) and be given a clear mandate to coordinate on technical issues.

8

Short-term projects

- Discuss and potentially develop the initial concept of a Joint Systems Approach (taking IEC's experiences into consideration). The Systems Approach is a holistic, iterative, discovery process that helps first defining the right problem in complex situations and then in finding elegant, well designed and working solutions. It incorporates not only engineering, but also logical human and social aspects;
- Discuss and potentially develop the concept of extending Joint Working Groups (JWGs – already in existence between ISO and IEC) to include ITU-T, taking ITU-T Recommendation A.23 ISO/IEC Standing Document 3 "Guide for ITU-T and ISO/IEC JTC 1 cooperation" (*Collaboration with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) on information technology*) as an example.

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Amanda Richardson
Convenor

SPCG meeting
2019-07-15

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