**DRAFT Terms of Reference for ISO/ITU Joint Task Force on ITS Communications (status 23 August ’11)**

# Goals, Scope and Intent of the Joint Task Force

These Terms of Reference (ToR) apply to the ISO/ITU Joint Task Force on ITS (Intelligent Transport Systems) Communications. In the following, ISO and ITU will be called “parent bodies” and the ISO/ITU Joint Task Force on ITS Communications will be called “Task Force”.

Groups participating in the Task Force include ISO TC 204, ITU-T SG 16, ITU-T SG 13 and ITU-R WP 5A. Other standards bodies are welcome to participate (see section 4).

The goal of the Task Force is to pool resources, harmonize ITS communications standards, identify and fill gaps in ITS communications standardization.

The intent is that ISO International Standards and ITU Recommendations[[1]](#footnote-1) in the field of ITS communications be technically aligned and fully interoperable with each other. Some of the work may be developed by the parent bodies individually, other work may be developed by the Task Force jointly and submitted for the approval by the respective parent bodies, as appropriate.

Resulting texts will be converted by the parent bodies into the appropriate ISO International Standards and ITU Recommendations.

The scope of the Task Force includes:

* Gap analysis of ITS communications standards
* Update and extension of existing ITS communications standards, such as CALM (Communications Access for Land Mobile) standards
* Development of ITS communications security frameworks and standards
* Study of wireless communication aspects of ITS applications
* Study of IPv6 aspects of ITS communications
* Assessment of the role of ITS communications standards for the Internet of Things
* Assessment of the role of ITS communications and global standards to increase road safety
* ITS communications and driver distraction
* Mobility network services and ITS communications for emergency and disaster handling
* Study of communications standards for charging, billing and other services for electric/hybrid vehicles

Additional topics may be added to the scope of the Task Force in accordance with the approval processes of the parent bodies.

# Task Force

The Task Force will be open to

* ITU Member States[[2]](#footnote-2), Sector Members, Associates and Academia and to any individual from a country which is a member of ITU who wishes to contribute to the work,
* national, regional or international SDOs,
* any ISO TC 204 P (Participating) members.

All participants and all contributions will have equal status in the technical work and will be considered on the same terms.

The Task Force will operate as a joint group under the ordinary policies and procedures of ISO and ITU. In the event of differences between policies of the parent bodies not covered by these ToR, the Task Force Co-Chairs will decide the issue, based on the consensus of the Task Force participants and, if necessary, in consultation with the parent bodies, in the interests of standardization.

# Task Force Management

The “Task Force Management” will be led by two “Task Force Co-Chairs” (one each as appointed from ISO and ITU with joint consent). The Co-Chairman of ITU alternates between ITU-T and ITU-R.

National and regional Standards Development Organizations are encouraged to apply to join the Task Force Management by request. Consensus of the Task Force Management is necessary to approve new Task Force Management members.

Upon approval, an organization may appoint one person to serve in the Task Force Management.

Any member of the Task Force Management may propose a topic to be considered by the Task Force, which will become a “Work Item” on consensus of the Task Force Management.

The Task Force Management can create and dissolve “Working Groups” and select “Working Group Leaders” on consensus.

The Task Force Management can assign Work Items to Working Groups.

# Meetings

Task Force meeting venue and dates will be proposed by the Task Force Co-Chairs, and authorized by the parent bodies under the customary practices of each parent body.

The meeting dates and locations should be co-ordinated with those of meetings of ISO TC204 WG16, ITU-T SG 16, ITU-R WP 5A (e.g., on an alternating basis if feasible for the progress of the Task Force activities) in order to reduce the amount of travelling for participants and will be preferably co-located with a meeting of a participating Group (as defined in §1) and held immediately before, during, or after the corresponding meetings.

# Documents and Contributions

The Task Force will maintain a document registry and electronic distribution archive (e.g., an open e-mail reflector for circulation of all documents and discussion). The registry and archive will be linked to the relevant ITU and ISO web sites.

Any document from a participant in the meeting should be available to all the participants before the meeting through the use of electronic document handling. A registration and uploading deadline several days in advance of the start of the meeting will be announced for each meeting. A “late, unannounced” document should be accepted only with the consensus of the meeting participants. This policy will be stated in the invitation letter that is provided for every meeting to both organizations.

All documents and contributions will be public in electronic form (preferably MS Word).

# Working Methods – General Policies and Procedures

All Task Force decisions, except those taken by the Task Force Management, will be made by the consensus of the Task Force participants as determined by the Task Force Co-Chairs.

Each Working Group can determine how to process Work Items assigned to it.

# Patent and Copyright Issues

The “Common Patent Policy for ITU-T/ITU-R/ISO/IEC”[[3]](#footnote-3) and the related “Guidelines for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC”[[4]](#footnote-4) shall apply.

Both parent organizations will jointly hold copyright of the texts contributed to and resulting from the Task Force.

# Liaison Statements

The Task Force will conduct liaison communications. All incoming liaison statements received by the participating parent body Groups that have relevance to the Task Force work will be forwarded to the Task Force. Task Force outgoing liaison statements are approved by consensus of the Task Force participants and dispatched by the secretariat.

# Meeting Reports

A meeting report will be provided by the Task Force Co-Chairs shortly after the conclusion of each meeting.

# Promotion and Public Relations Activities

Any public relations or promotional activities regarding the joint group, its project, and its results and deliverables will be approved by the Task Force Management and will undergo review and consent by both parent bodies.

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1. This includes ITU-T Recommendations and ITU-R Recommendations [↑](#footnote-ref-1)
2. See <http://www.itu.int/members/> [↑](#footnote-ref-2)
3. See <http://www.itu.int/en/ITU-T/ipr/Pages/policy.aspx> [↑](#footnote-ref-3)
4. See <http://www.itu.int/oth/T0404000001/en> [↑](#footnote-ref-4)