Terms of Reference  
Collaboration on ITS Communication Standards (CITS)

(Last updated on 9 March 2018)

# Scope

These Terms of Reference (ToR) apply to the operation of the Collaboration on ITS (Intelligent Transport Systems) Communication Standards organised by ITU. Herein, the Collaboration on ITS Communication Standards is the “Collaboration”.

# Intent

The intent of the Collaboration is:

1. to provide a global forum for the creation of an internationally accepted, globally harmonized ITS communication standards of the highest quality in the most expeditious manner possible; by:
   1. promoting and cross-referencing existing standards where appropriate,
   2. supporting modifying and extending existing standards where indicated, by the organization in charge of these standards, and
   3. identify areas within ITU to develop new standards where necessary,

to enable the rapid deployment of fully *interoperable* ITS communication-related products and services in the global marketplace,

1. to respect the strengths and existing charters of ITU and other participating organizations (SDOs) so as to:
   1. minimize any negative impact on past and current development efforts within each organization, and
   2. to avoid any unnecessary duplication in future development efforts, and
2. to minimize the procedural and negative budgetary impact of any actions for the benefit of all participants.

The Collaboration recognizes the value and importance of:

* pooling/sharing resources to create technically sound, globally harmonized ITS communication standards,
* identifying and having filled gaps in the set of ITS communication standards currently available, and
* bringing together communication standards bodies and other pertinent organizations,

in achieving the ultimate goal of enabling rapid deployment of fully *interoperable* ITS communication-related products and services in the global marketplace. In particular, the Collaboration supports ITU Study Groups in creating ITU Recommendations[[1]](#footnote-2) in the field of ITS communications that are technically aligned and fully interoperable with each other.

Any interpretation of the policies and procedures set forth herein shall be in accordance with the intent specified in this Section.

# Collaboration participants

Standards Development Organizations (SDOs) are welcome to participate in the Collaboration. Any SDO interested in participating in the Collaboration should contact the Collaboration Management. All participants in and all contributions to the Collaboration shall have equal status in the technical work and shall be considered on equal terms.

Collaboration Participation is open to:

* representatives of ITU Member States[[2]](#footnote-3), Sector Members, Associates and Academia, and any individual from a country which is a member of ITU who wishes to contribute to the work,
* any individual from a national, regional, or international SDO who wishes to contribute to the work.

# Collaboration structure

The Collaboration is comprised of Collaboration Participants and the Collaboration Management (see Section 5).

The Collaboration itself shall operate as a consensus-based group under the established procedures of the ITU. In the event of a conflict arising from differences between policies and procedures of ITU not covered by these ToR, the Collaboration Chair shall consult with Collaboration Management to propose a resolution, then seek approval thereof from ITU. The Collaboration Management shall create its procedures in published form.

# Collaboration management

The “Collaboration Management” comprises a chair and one or more vice-chairs.

The ITU TSB Director appoints the chair.

ITU-T and ITU-R Study Groups may each appoint a vice-chair. National, regional, and international SDOs are also encouraged to appoint a vice-chair.

The various SDOs as well as other interested Stakeholders and organizations may also appoint liaison officers and representatives. The participation to the various meetings is appreciated but not mandatory. As CITS meetings are held in various regions of the world, the vice-chairs as well as liaison officers and representatives may join physically or remotely when they so desire.

The term of office of the chair and the vice-chairs is two years. Renewal of appointment is acceptable.

# Revision of ToR

Any member of the Collaboration Management may propose a revision of this ToR. The Collaboration Management shall, in consultation with the revision proposer(s), propose the draft revised ToR, and seek consensus of the Collaboration Management. The revised ToR becomes effective after the approval of ITU-T, ITU-R and all the participating SDOs.

# Meetings

The remit of the Collaboration is to:

* investigate issues related to standards for communications required for ITS applications
* accelerate the development of globally harmonized, interoperable standards for ITS communications

The Collaboration meetings are opportunities to also exchange information and keep experts updated on ITS standardization. The representatives of involved SDOs are invited to submit to the Collaboration meetings status reports on ITS standardization ongoing in their respective organizations. The Chair will allocate time in the agenda of the Collaboration meetings to present and discuss any issue related to these status reports.

In addition, the Collaboration Management will try to organize workshops and events on ITS back‑to‑back with the Collaboration meetings to maximize resources and foster participation in the Collaboration

Collaboration meeting venue and dates shall be proposed by the Collaboration Chair and consensus shall be sought among Collaboration Participants.

To the extent practical, meeting dates and locations will be co-ordinated with other ITU, or ITS‑related meetings to maximize expert participation.

The host will make an effort to allow for remote participation.

All decisions concerning venue and meeting dates shall be in accordance with the intent of Section 2.

# Documents and contributions

The Collaboration shall maintain a document registry and electronic distribution archive (e.g., an e-mail reflector for circulation of all documents and discussion) using ITU’s electronic infrastructure. The registry and archive shall be linked to the ITU web sites, as well as to the web sites of Participating SDOs in the Collaboration. The ITU Telecommunication Standardization Bureau (TSB) will assist the Collaboration Management with secretarial tasks.

Participants intending to submit a document for discussion at a particular meeting should make that document available to all meeting participants at least seven calendar days before the meeting through the use of electronic document handling. A registration deadline several days in advance of the start of the meeting shall be announced for each meeting. A “late or unannounced” document shall be accepted only with the consensus of the meeting participants, or otherwise deferred to a subsequent meeting. This policy shall be stated in the invitation letter that is provided for every meeting to all participants.

All Collaboration documents and contributions shall be available to Collaboration Participants in electronic form. Participating SDOs may make the documents and contributions available to their membership.

# Working methods – general policies and procedures

Each Collaboration meeting will determine by consensus any action needed to advise on any work item and/or other standardization initiatives, subject of the Collaboration review.

# Patent and copyright issues

The “Common Patent Policy for ITU-T/ITU-R/ISO/IEC”[[3]](#footnote-4) and the related “Guidelines for Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC”[[4]](#footnote-5) apply.

ITU will jointly hold copyright with the Participating SDO of the texts developed jointly by the Collaboration.

# Liaison statements

The Collaboration shall conduct liaison communications. All incoming liaison statements (LSs) received by the ITU groups that have relevance to the Collaboration work shall be forwarded to the Collaboration. SDOs participating in the Collaboration are encouraged to also forward relevant LSs they receive to the Collaboration. Collaboration outgoing liaison statements are approved by consensus of the Collaboration participants and dispatched by the Collaboration Secretariat.

# Promotion and public relations activities

Any public relations or promotional activities initiated by the Collaboration shall be approved by the Collaboration Management.

# Reporting

A meeting report shall be provided by the Collaboration Chair within 14 days after the conclusion of each meeting and made available electronically to Collaboration Participants.

# Dissolution

The Collaboration may be dissolved by consensus of the Collaboration Management.

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1. This includes ITU-T Recommendations and ITU-R Recommendations [↑](#footnote-ref-2)
2. See <http://itu.int/members/>. [↑](#footnote-ref-3)
3. See <http://www.itu.int/en/ITU-T/ipr/Pages/policy.aspx> [↑](#footnote-ref-4)
4. See <http://www.itu.int/oth/T0404000001/en> [↑](#footnote-ref-5)