

**Approved terms of reference of the IEC SMB/ISO TMB/ITU-T TSAG Standardization
Programme Coordination Group**

Strategic coordination of future standardization work
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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);
- 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;

Notes on operation regarding future work

- 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 four weeks to complete.
- 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

¹ In this context, the dictionary definition of "recommendation" applies.

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.

The SPCG shall do its work in a very expeditious manner in order not to delay consideration of and decisions on introducing new work. Therefore, the SPCG will conduct its business via email and WebEx, and not require face-to-face physical meetings.

Existing Standardization Work

The SPCG shall: In this context, the dictionary definition of “recommendation” applies.

- 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.

Short-Term Projects

The SPCG may identify and recommend undertaking specific short-term related tasks as approved by the technical boards of IEC, ISO and ITU-T. IEC, ISO and ITU-T approve the following short-term related tasks for further consideration by the SPCG:

- 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.

Modalities

Composition:

- A balanced number of representatives from among the TMB, SMB and TSAG members;
- The secretaries of TMB, SMB and TSAG.

Chair:

- To be selected by the joint task force members from among those members, serving a two-year term. Subsequent chairs selected shall be from a different organization than the immediate previous chair to ensure equal representation among the three organizations in the leadership of the joint task force.

Secretary:

- To be determined by ISO, IEC central offices and ITU-T bureau, rotating for a two-year term. The secretary should be from an organization other than the one that the chair represents.
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